



NLOM

SUMMER STAFF HANDBOOK

A Guide for the 2025 NLOM
Summer Ministry Team

TABLE OF CONTENTS

I.	Our Mission_____	2
II.	NLOM Summer Staff Personnel Policies_____	3
III.	NLOM Key Program Components_____	11
IV.	NLOM Sites_____	12
V.	Our Camp Community_____	14
VI.	Caring for the Earth and this Space_____	18
VII.	Summer Staff Time Off Requests_____	19
VIII.	NLOM Health & Safety Policies & Procedures_____	20
	a. Camper Health & Safety General Overview_____	21
IX.	Health_____	23
	a. Health Care Overview_____	24
	b. First Aid Basics_____	26
X.	Emergency Action Plans_____	27
	a. Medical_____	28
	b. Severe Weather_____	30
	c. Tornado_____	31
	d. Fire_____	31
	e. Active Threat_____	32
	f. Missing Camper_____	33
	g. Water Emergency_____	34
	h. Off-Site Trip Emergency_____	35
XI.	Abuse Prevention & Reporting_____	36
	a. Harassment_____	37
	b. Child Abuse Prevention_____	38
	c. Child Abuse Reporting_____	39
	d. Mandatory Reporting How To_____	41
XII.	Safety Precautions_____	42
	a. Visitors On Site_____	43
	b. Off-Site Public Facility Use_____	43
	c. Vehicles_____	44
	d. Media_____	46
XIII.	American Camp Association Standards_____	47

OUR MISSION

Nebraska Lutheran Outdoor Ministries offers significant experiences that:

- Provide a safe, welcoming introduction to the Christian faith
- Increase the relevance of faith in one's daily life
- Promote community-building

At Nebraska Lutheran Outdoor Ministries, in places set apart, we live out faith in ways that show everyone they belong and are unconditionally loved by God. We want to see faith come alive in everything we do.

Our Goal for the NLOM Summer Camp Program

Our goal is to provide a solid summer camp program that offers campers a community of caring adults who nurture experiential education resulting in strengthened self-respect, appreciation for human value, leadership skills, compassion, and faith formation. We believe camp can promote a camper's development by providing fun, friendship, faith, and leadership in a supportive community away from home.

We are Called to Serve

It is our calling and privilege to provide each camper an opportunity to make new friends, to grow in their faith, to experience positive Christian role models, to be valued as a unique individual, to be outdoors, and to play in a fun, caring community. Camp creates a nurturing environment that allows campers to gain life experiences. It is a safe haven for campers.

The number one concern of all guardians is the safety of their loved ones. Guardians are concerned about the emotional and physical safety of their camper as well as how their camper will fit in and adjust to life at camp. We are given the honor of caring for these precious campers for a week, a few days, or overnight. We are expected to be responsible caregivers. You are called to enforce the safety rules, ensure everyone is being treated respectfully, stop bullying, and engage every camper in the Village activities. You must remain the adult while playing, leading, and interacting on the camper's level.

Ultimately, we are called to serve the campers who come through NLOM's programs by providing a safe environment in which campers can be openly welcomed into our community and shown that they are loved for exactly who they are.

NLOM SUMMER STAFF PERSONNEL POLICIES

The following policies are set to facilitate a safe, quality, Christ-centered camping program. The employee's signature on the Acknowledgement at the end of these policies as well as their Staff Service Agreement signifies acceptance of these policies.

Staff members are employed for the express purpose of providing leadership, enabling campers at Carol Joy Holling Camp, Sullivan Hills Camp, and Day Camp to achieve the objectives of Nebraska Lutheran Outdoor Ministries (NLOM). Each person's job is to ensure a safe, meaningful, Christian growth experience for campers.

Employment

Equal Opportunity Employment NLOM is an equal opportunity employer. We pledge to provide equal employment opportunities without regard to race, age, color, sex, sexual orientation, gender identity, disability, creed, marital status or national origin. This pledge applies to all employees and applicants for employment in connection with hiring, placement, training, and promotion. It also applies to recruiting, advertising, or solicitation for employment and treatment during employment.

Employment and Compensation Staff members will sign a Service Agreement that lists job title, salary, dates of employment, and responsibilities. A job description and Personnel Policies will be provided with the Service Agreement. Any changes by the employee in the work schedule will result in a pro-rated salary adjustment.

"At-Will" Employment NLOM is an "At-Will" employer. Nothing contained in any policy and/or practice of NLOM, written or unwritten, communicated in writing or orally, shall be construed to mean that any employee is hired or continued in employment on an indefinite or permanent basis. NLOM reserves the right to vary job

description, particular assignments, and working hours of any employee at any time or to terminate any employee for any reason, and the termination may be immediate. Any employee has the right to terminate employment at any time.

Assignments Staff will be assigned to programs and camp sites based upon NLOM's needs. Staff assignments may be changed at any time. Any staff may be assigned to a maintenance, food service and/or office assistance position. Assignments are made on a weekly basis.

Housing The Summer Camp Director will assign housing as determined by job position and current housing needs and availability.

Training Job information begins with the pre-camp mailings to all camp staff members prior to arrival on site. Staff members are held accountable for the content of all mailings and printed materials provided.

Staff members will participate in the pre-camp training in addition to participation in staff meetings and on-going training on site.

All staff are required to have current Red Cross Standard First Aid and CPR certification. Proof of current certification must be provided by the start of staff training. Those not having certification by the time staff training begins will become certified during pre-camp staff training when Standard First Aid and CPR classes are taught on-site at NLOM. Training offered

through colleges or other organizations may be substituted for the Red Cross training if documented and approved by the Summer Camp Director.

Additional training and certifications may be required for some positions. Any certification required for your position will be paid for by NLOM with prior approval.

Performance Appraisals and Evaluations

NLOM provides an opportunity for growth and development for both staff and campers. Staff will have the opportunity to participate in the evaluation process.

Health Forms All staff will be provided a Health History form to be completed, signed and returned by the designated date.

For the safety of our campers, guests, and other staff members, NLOM requires all summer ministry team members to have vaccinations in line with the state guidelines for schools and colleges. Staff members should also have had an MMR booster within the last 10 years.

Insurance Staff members are covered for accidents while on duty. Expenses incurred through illness or accidents unrelated to the assigned duties will be paid by the staff member. Staff are responsible for purchasing their own medical prescriptions and supplies during employment.

NLOM is not responsible for the personal property of staff members.

Payment of Salary

Staff will be asked to present documentation to verify both identity and employment eligibility in compliance with federal regulations. The list of accepted documents will be provided with the federal I-9 form.

Staff will be asked to complete the federal I-9 and W-4 forms during pre-camp training.

Salary will be paid in five bi-weekly installments. Final paychecks are issued upon completion of the checkout procedure that includes any required written reports, cleaning of housing unit, inventories and equipment return. Any changes by the employee in the work schedule will be reflected in a pro-rated salary adjustment.

Termination of Employment NLOM has the right to terminate an employee at any time. Termination would generally be preceded by a conference between the Director of Programs and employee.

Examples of unacceptable behavior, which may result in disciplinary action or immediate discharge, include:

- Violating safety rules or safety practices.
- Possession and/or use of illegal drugs and/or inappropriate behavior resulting from the use of such drugs.
- Possession and/or consumption of alcohol on site. Inappropriate behavior resulting from the consumption and abuse of alcohol.
- Disorderly conduct.
- Abusive or inappropriate language with campers or staff.
- Sexual abuse or inappropriate behavior with campers and/or staff.
- Sexual harassment on the job.
- Immoral conduct.
- Inappropriate representation of NLOM in any way including through the use of Twitter, Instagram, Facebook or other internet connections.
- Making or publishing of false, vicious or malicious statements concerning any employee, supervisor, NLOM or its services.
- Misuse or removal of employee and camper lists, NLOM records or any other confidential information from the premises without permission.
- Abuse, misuse or deliberate destruction of camp property, tools, equipment or the property of other employees in any manner.
- Theft.

- Unacceptable and/or unlawful behavior.
- Possession of firearms.
- Insubordination, refusal to follow policy, rules or directives.
- Leaving the workplace during working hours without permission.
- Unauthorized absence.

Work Schedule

Attendance Absence from work will not be permitted under circumstances that can be reasonably avoided. The normal workweek is Sunday through Friday

Activities Staff members are expected to actively participate in and be on time to all meals, worship and all-camp activities, unless excused by the Summer Camp Director or immediate supervisor. Staff will see this holds true for campers as well. If a camper or staff member is ill, it should immediately be reported to Health Care Specialists or Site Coordinator so proper steps can be taken. The Health Care Specialists will notify the Site Coordinator and Summer Camp Director.

Work Hours Staff are expected to be available to campers and the camp program at all times when not on specific time off. Staff will remain on camp property unless they have special permission from the Summer Camp Director. Staff are considered “on duty” starting at 12 p.m. on Sundays through 5 p.m. on Fridays and any additional hours when they are assigned to represent NLOM.

Personal Time/Breaks Each staff member will have at least two hours per day scheduled for personal break time. Additional break times will be scheduled as time allows. Breaks will be scheduled by the Site Coordinator with each staff member assigned to that specific site to ensure campers are properly supervised during the break time.

Time Off Under normal circumstances, all staff members are free from duties Friday at 5 p.m. to Sunday at 12 p.m. Staff will also have off 10 a.m. on July 2nd through 12 pm on July 6th. Staff are expected to work Memorial Day as well as the final week of camp through closing worship on July 27th. Staff may not leave the site until it is clean and ready for the next program event.

NLOM is not responsible for the activities or whereabouts of the staff during time off. It is expected, however, that staff will conduct themselves in a way that is appropriate and a credit to our Christian camp community.

Staff Meetings Weekly staff meetings are held to plan, evaluate, and provide training. Attendance is required.

Additional staff meetings and training sessions will be held in conjunction with the mid-season break.

Emergency Leave In the event of a death or illness in the family or urgent business of an employee, leave may be granted at the discretion of the Summer Camp Director. Such leaves may be without compensation.

Personal Leave Time off for personal reasons, other than sickness or emergency as defined, is not guaranteed. Time off must have prior approval of the Summer Camp Director. And if granted, an adjustment will be made in the employee’s salary.

Safety Staff are expected to comply with all camp rules and safety measures, including swimming, storms, fires and other general camp policies.

Questions When in need of help concerning program, administration, disciplinary problems, maintenance, or personal problems contact the immediate supervisor, Summer Camp Director, Director of Programs or Executive Director.

Personal Conduct

Leadership Staff members subject themselves to the same rules and regulations as the campers. The best of camp comes from healthy role modeling and strong relationships.

Staff are expected to work as partners and to role model a sense of unity and group loyalty. Although we may not see eye to eye on every issue, staff are expected to work together on projects for the sake of the campers, the team, and the ministry. Leading also means being a willing follower and an active participant in all aspects of camp life.

Parents expect us to serve as primary caregivers and to adhere to the rules and behavior acceptable to the average caring parent.

Drugs and Alcohol Possession or consumption of illegal non-prescription drugs, abusing prescription drugs, or alcohol on camp, or reporting to work under the influence of such substance is prohibited. Drinking alcoholic beverages on site during the weekends is also prohibited.

All prescription and non-prescription medication and medical supplies must be turned in to the appropriate Health Care Specialist and taken under their supervision.

Smoking/Vaping Smoking/Vaping is allowed in designated areas only. Designated areas include; Hazel Dillon loading dock, Monke Lodge loading dock, and the Sjogren kitchen dock. Use of any tobacco products, including chewing tobacco, and vaping, is not permitted in the presence of campers or at staff meetings.

Due to the known health hazards, staff are strongly encouraged to refrain from smoking or using any tobacco product.

Personal Appearance Because we are considered partners with parents, staff must present themselves in a manner acceptable with most parents. This means role modeling through dress, personal appearance, hair style, and personal hygiene.

Staff are expected to refrain from piercing ears or any other body part during the camp season due to the possible risk of infection. Under no circumstances will campers be encouraged to pierce any part of their body or will they be allowed to pierce others' ears or any other body part while at camp.

Staff are also expected to refrain from getting a new tattoo during the summer season due to the possible risk of infection. Under no circumstances will campers be encouraged to get a tattoo and discussion related to tattoos will be discouraged with all age groups.

Staff are expected to shower daily, wear clean, appropriate clothing, and to exercise care in other areas of personal hygiene. Camp does not give you permission to ignore personal hygiene.

Clothing All clothing must be appropriate for performing the assigned job duties. Shirts must always be worn, with the exception of swim time. Remember staff will be playing games, bending over the campfire and living an active lifestyle. Dress appropriately.

Clothing advertising drugs, tobacco or alcohol products is prohibited. Any clothing that may be considered a racial slur, sexually inappropriate, contradictory to the Christian faith, or offensive in any manner will not be allowed.

General Staff Behavior Staff members will conduct themselves in such a way as to set a proper example for the campers and in a manner that will reflect favorably on NLOM. This may mean adjustment of personal habits and actions to the customs, policies

and standards of NLOM. NLOM may expect that certain habits, lifestyles, attitudes, personal values, and/or topics of conversation be put aside in order to conform to the standards and expectations of the campers, parents, NLOM, and Evangelical Lutheran Church in America.

Conduct both on and off site that may discredit the camp is grounds for immediate dismissal. Staff will be held accountable for unacceptable and unlawful behavior. Violation constitutes grounds for immediate dismissal.

Staff are expected to function **at all times** in a Christ-like, professional manner. That includes refraining from using illegal drugs, abusing alcohol, and using profanity.

All staff are expected to remain in good physical, mental, and spiritual condition. NLOM reserves the right to require hours and habits to be adjusted to assure good health and performance.

Internet Space

Nebraska Lutheran Outdoor Ministries regularly searches and monitors internet sites for references to its programs. It is very important that staff members each understand that what is said on public internet space (i.e. Facebook, Instagram, a personal blog, etc.) can and does affect NLOM's image. NLOM asks that staff please consider the following when using such space.

1. Connecting with groups that reference Nebraska Lutheran Outdoor Ministries, Carol Joy Holling Camp, Sullivan Hills, or any other NLOM program can be a wonderful thing for all if the information that is shared is positive and complies with NLOM and basic Christian standards. If you are unwilling to comply, do not reference NLOM programs in any way.
2. Staff must be conscious of everything posted online. Not only does it affect Nebraska Lutheran Outdoor Ministries, but it

very well could affect the staff member's future connection. Staff must not use blogs or personal Web sites to disparage NLOM, other campers, or other staff members.

3. You have control of what is posted on your page. Rude or inappropriate comments by friends or photos from parties with alcohol or inappropriate dress do not reflect positively on you or NLOM – if such posts exist, please remove them.

4. It is never allowed for you to post a picture of a camper on your personal social media accounts or email a photo of a camper to friends.

5. Staff are not allowed to reach out to, friend, or follow campers on social media. You must have the parent's permission to be in contact with campers after their week at camp.

NLOM does monitor what is said in public internet spaces. We will not tolerate something being shared that may adversely affect the ministry of NLOM. Any staff member found to be in violation of any portion of this policy will be subject to immediate disciplinary action, up to and including the staff member's dismissal from the staff.

Personal Relationships Among Staff The highest standards and values are expected of staff and that includes maintaining appropriate boundaries with other staff members, volunteers, pastors, youth directors, and campers. Camp is not designed to be a dating service. Camp is for the faith formation of campers and staff, and that is where the focus of your time and energy needs to be.

If you happen to be in a relationship with another summer staff member, please remember that open displays of affection in the presence of campers and talking to campers about your relationship are not allowed. Campers do not need to know about your personal relationships, romances, or your personal life. Such

discussions are not appropriate with campers and will not be tolerated.

It is expected that a certain level of discretion will be used in personal relationships among staff. Open displays of affection among staff are not appropriate during the work week. Staff who are in a relationship are expected to be courteous of other staff, recognizing this space is home to all of us. Sexual activity and cohabitation of any kind are not allowed on site.

Camper-Staff Relationships Camper-staff relationships are not allowed under any circumstances. Although staying in touch with campers as a way of supporting them seems like a good idea it raises liability concerns for NLOM, the staff member, and congregation.

Staff wishing to remain in contact with a camper following the camp session will seek permission through the camper's parent and/or pastor of the camper's congregation. One-on-one activities/visits are not allowed for risk management reasons. Telephone calls must always go through the parent first.

E-mails to campers that in any way represent NLOM or could be considered official NLOM correspondence are illegal unless you have written permission of the parent.

Facilities/Equipment

Care of Facilities and Equipment Staff members are expected to clean up after themselves during the week and on weekends.

Staff are expected to keep their personal belongings in a neat and orderly fashion. Camp is not an excuse to be messy. An orderly housing unit will help cut down on lost and found and is consistent with our role as primary caregivers.

Staff should demonstrate leadership and example in caring for the buildings, camp equipment and property, and when damage is threatened or likely, take immediate action to prevent it. Staff members are expected to exercise personal concern for the quality, appearance and spirit of the camp.

Food Service Equipment Authorized staff members only are allowed in the food preparation and storage areas. All safety and sanitation rules must be adhered to in the kitchen

Equipment needed for cookouts and program activities will be stored in a separate location. Food and equipment are not to be removed from the kitchen without prior approval of the Food Service Manager.

Staff Lounges Staff members may use the staff lounge at their specific site during their time off. Staff will share responsibility for keeping the lounge in a clean and satisfactory condition. Each staff member will have a limited amount of space for storage of personal items such as cell phone, cameras, laptops, iPads, etc.

Camp Equipment Camp equipment has been purchased by NLOM for its program participants. Weekend use of the equipment off site must have prior approval from the Director of Programs. Use of equipment on site is permitted under normal use conditions with the observance of safety procedures. Staff will be held responsible for misuse of equipment. A lifeguard must be on duty to use the swimming pool or lake.

Personal Property NLOM is not responsible for damage or loss of personal property. Campers will not be held responsible for accidental loss or damage of personal staff property, including vehicles and personal sporting equipment.

Wallets, purses, credit cards and cash should not be stored in the housing unit with

campers. These items may be left in the Program Office.

Purchases Any purchase or expenditure made in the name of camp must have prior approval of the Summer Camp Director. A receipt is required for all purchases. Persons making unauthorized purchases will be held accountable for the expense.

Other

Clothing and equipment Staff members are responsible for providing their own personal clothing, bedding and equipment.

Staff uniforms are to be worn on the opening and closing day of each program (usually Sunday and Friday). The uniform is clean shorts or pants (hemmed, neat, appropriate length) and staff shirt on opening day and closing day. Staff must bring shorts or pants to camp and will receive the shirts at camp.

iPods, iPads, cell phones, and laptop computers are not allowed during camper sessions.

Visitors Guest visits are discouraged during the week due to the inability for staff and guests to spend time together while staff are on duty. Guests arriving unannounced on site may be asked to leave. Permission of the Summer Camp Director must be received prior to having any guests on site. Our job is to care for the campers and having guests on site may interfere with this responsibility. ALL GUESTS (including parents) are to sign in at the camp office upon arrival at camp.

Overnight weekend guests must have prior approval of the Summer Camp Director. NLOM assumes no responsibility for staff guests; staff are responsible for the conduct of their guests. Meals and lodging for guests, if allowed, will be charged to the staff member with whom they are visiting.

Vehicles Staff owned vehicles must be parked in designated areas. NLOM assumes no responsibility for staff-owned vehicles. Vehicles shall not be driven off roadways. The speed limit in camp is 20 mph and staff are expected to adhere to this regulation.

Only staff approved by the NLOM auto insurance carrier and specifically assigned to the task shall drive camp vehicles, including golf carts, tractors, and utility vehicles.

Pick-up trucks, trailers, and tractors will not be used to transport staff or campers without the direct consent of the Summer Camp Director or Director of Maintenance.

Golf carts should be driven on roadways and are to be used by only those having permission of the Summer Camp Director or Site Coordinators. All passengers must be seated when the golf cart is in motion.

Private vehicles used for official camp business must have prior approval of the Summer Camp Director and Executive Director and must be covered by a comprehensive insurance policy. A written agreement regarding such will be negotiated.

Pets NLOM is not in a position to allow summer staff to bring pets to camp. However, small animals or reptiles may be housed in the outdoor program center if approved in advance by the Summer Camp Director. NLOM assumes no responsibility for injury or loss.

Laundry Staff are responsible for their own personal laundry. Laundry facilities and laundry soap are provided on site for staff use. Camper, food service, and housekeeping laundry is priority during the week.

Food and Snacks Since campers are not allowed to bring gum, candy, or other snack food to camp, pop and candy are not

available on site during the week. Staff are not allowed to have pop, candy, or any kind of snack food in any camper housing unit. Staff are allowed to have snacks in the staff lounge area at their site. However, no food items are to be taken out of the lounge area and snacks are not to be shared with campers.

Each staff lounge has a small refrigerator available for staff use. Refrigerators will be cleaned on a weekly basis and leftover food or items that do not have a name and date on them will be thrown away. Cleaning is the responsibility of the staff on that site.

NLOM reserves the right to restrict food items brought into the staff lounge if it becomes a problem in any way.

Telephone If a non-emergency phone call for a staff member comes in, office staff will take a message and deliver it at the next meal. In case of an emergency call, the staff member will be notified as soon as possible. Intra-camp phones are located on each site. Emergency calls can be made on any of these phones.

The camp telephones are for business use. Personal cell phones may be used in the staff lounges. On site phones are not to be used for personal calls. Personal calls should be made on weekends or on breaks.

Cell phones may be carried by staff, but should not be used in the presence of campers.

Campers are not allowed to receive or make calls during the camp session.

The telephone number at Carol Joy Holling is (402) 944-2544. The telephone number at Sullivan Hills is (308) 483-5804. Phones are monitored 24 hours a day when campers are on site.

Mail Mail is delivered daily during the camp week.

(Staff Name)
Carol Joy Holling Camp
27416 Ranch Road
Ashland, NE 68003-3518

(Staff Name)
Sullivan Hills Camp
4236 Road 149
Lodgepole, NE 69149

Mail for those on off-site programs/trips will be held for delivery when staff return on Friday afternoon.

Questions

Questions or concerns related to these policies should be directed to Bailey Neitzel, Summer Camp Director; Korey Breutzmann, Director of Programs; or to Jason Gerdes, Executive Director.

Nebraska Lutheran Outdoor Ministries
27416 Ranch Road
Ashland, NE 68003-3518
402-944-2544
www.nlom.org

NLOM KEY PROGRAM COMPONENTS

Activities vary from site to site and by age, but the bottom line is always the same. Fun, faith, and friendships are the result of a balanced, well-planned program. Listed below are a few key components of our camp program at NLOM.

Villages – Campers are divided into smaller groups called Villages that function as activity groups. The Village plans and implements parts of their own daily program with the support and guidance of a counselor or group leader.

The Outdoor Experience – Our goal is to be outside. Being outdoors puts extra responsibilities on the staff. Remember to have sunscreen, bug repellent, hats, water “cuppies”/water bottles, and to find shady places for activities. Campers may need closed toe shoes, flashlights and long pants for certain activities. It is the responsibility of the staff, as “primary caregiver,” to be sure campers are dressed appropriately and equipped for activities.

Worship – Worship is a key part of our day and our faith. At residence camp we celebrate the new day with First Word. First Word is planned by staff and runs 15-20 minutes. Evening worship takes place each night in various forms as a way to end our days with God.

Bible Study – A curriculum with daily lesson plans is provided. Curriculum will be adapted for the mini sessions and programs at Sjogren Retreat Center. The curriculum has been developed following NLOM standards and ELCA doctrine.

The Co-Op Adventure – The Co-Op Adventure is a team building tool we use to develop community by experiencing an activity and applying the learning to real life situations. It's an opportunity to learn new skills, make decisions, practice leadership, accept momentary defeat, and understand the true meaning of success.

NLOM's Co-Op program is focused on the group experience and the group working together to accomplish the task.

Exploration Clubs – TrailHead campers have the opportunity to experience activities of their choice throughout the week. This time also provides staff the opportunity to share their gifts and passions.

Creative Arts – Projects are progressive. Each age group, site, or program will have projects for campers. Our goal is to push the creative side and provide campers with projects or ideas they can take home.

Outdoor Education – Helping campers explore God's creation happens in many ways, guided by the outdoor education specialists and group leaders. Hikes can be led by any staff member, but please follow the safety rules and let other staff know where you are headed. For more intensive activities, the outdoor education specialists will take the lead!

Games – Games are a big part of camp culture, whether it be a mind game, circle game, big group game, or free play. Be sure to implement games throughout your day at camp. If you arrive to an activity early or even if you're waiting in line at the restroom, these are great times to play a quick game or sing a song with campers.

Cookouts – As an experience, everyone will have an opportunity to be part of a cookout.

High Ropes Adventure – At residence camp at Carol Joy Holling Camp and Sullivan Hills Camp, campers have the opportunity to challenge themselves on the high ropes courses. All activities are challenge by choice. Campers are encouraged to try something outside their comfort zone, but should never be forced to do something they don't want to do.

NLOM SITES

TrailHead at CJH

(Grades 1-6)

Home to Carol Joy Holling's youngest campers, TrailHead focuses on exploration. To explore means to survey, tour, investigate, examine, research, analyze, observe – there is a lot of this that happens at TrailHead! Campers experience many new things as they begin their independent camping experience. They will explore what it means to be away from home, how to make new friends, their talents, new skills, and faith formation. Campers will partake in Exploration clubs to learn something new!

Main Theme: Paths of Exploration

- Being away from home and making new friends
- Learning new skills and building a sense of worth
- Growing in faith
- Enjoying an outdoor environment

The Grove at CJH

(Grades 4-6)

The Grove is the adventurous option for elementary aged campers who are looking for something more. Campers range from 4th-6th grade. Campers are typically eager and enthusiastic for new experiences. These are often the kids who love camp! The community at The Grove is small and tight knit. The focus isn't about just the village, but instead the focus is on the site as a whole; a community.

Programming is centered around caring for God's creation, including care of the horses, composting and food waste, and sustainable growth of their own garden. The Grove campers will learn and grow alongside one another as they bear fruit, becoming faith-filled leaders in their homes, schools, churches, and communities.

Main Theme: Creation Stewardship

- Gardening and composting
- Animal care
- Outdoor living
- Community living

The Springs at CJH

(Grades 6-8)

The Springs name comes from the springs that feed the stream running behind the cabins into Crystal Springs Lake. The flowing water causes growth as love, grace, and mercy flow from God and provide us with spiritual growth. Springs campers focus on ways to keep Christ at the center of our lives. This message is reinforced by carrying the cross.

Matthew 16: 24-26 tells us that we need to take up our cross and carry it. Like most, middle school kids bear the burdens of today's society, but we must look at what Jesus did for the betterment of society and act as he did. Each Village will carry the cross for a day. We want to help campers recognize that carrying the cross is easier with help from others.

Main Theme: Carrying the Cross

- Everyone should have a hand on the cross, including the village leader
- The cross must go everywhere the Village goes
- When asked why, the Village will respond, "Because Jesus Christ is the center of our lives!"
- Campers should be able to explain the challenge presented to us all by Christ, at the same time serve as witnesses and teach the message they have heard
- The cross is passed to the designated Village at First Word each morning

Ranch Camp at CJH

(Grades 6-8)

Ranch campers reside in a “western town” and their theme focuses on a “ranch” style of life. This site draws inspiration from the horse program, western décor, ranch style games, and other western themes. The “Code of the West” is a set of ten principles to follow in our lives.

Main Theme: Code of the West

(From *Cowboy Ethics*, by James P. Owen)

- Live each day with courage
- Take pride in your work
- Always finish what you start
- Do what has to be done
- Be tough, but fair
- When you make a promise, keep it
- Ride for the brand
- Talk less and say more
- Remember that some things aren't for sale
- Know when to draw the line

This Code set at Ranch Camp is a base to encourage campers to make a code for themselves. What are their ten principles and how will they live that out in their daily lives?

Ministry Leaders

Middle school sites house the many pastors and youth workers that come along with their youth. Many of these church leaders have had camp experiences and are also used to making decisions related to youth in their church. It is our job to welcome them and make them feel at home. Get to know these guests and utilize the gifts that they bring. A ministry leader meeting will take place during the week which will serve as a get to know you, week details, and welcome to camp.

Whispering Winds at CJH

(Grades 9-12)

Campers at Whispering Winds focus on building intentional community, leadership, and gifts. Weeks are kept to a small number to keep small tight knit community. The site is slightly secluded, opportunities are endless, and campers are able to make choices fit for the community they are in. Because the campers stay in one group all week, they are able to get to know one another well and can build each other up with the gifts that they have. Winds campers have the privilege of taking an offsite trip during their week at camp. This provides them with some adventure, community building, and special time away from camp.

Sjogren Center at CJH

(Intergenerational programs and programs for people with physical, intellectual, and developmental disabilities)

Sjogren hosts a variety of programs including Taste of Camp, KINnect Camp, and J1:9 Camp. Campers at Sjogren experience a flexible camp schedule with daily doses of the “camp favorites” including hay rack rides, s'mores, swimming, Bible study, crafts, and more! With our youngest and oldest campers, this site is full of fun!

Sullivan Hills

(All ages)

Located in the sand hills of western Nebraska, Sullivan Hills Camp hosts 200+ campers each summer. Staff will have the opportunity to spend a week or two in Lodgepole where the skies are endless, communities are small, and adventure doesn't end. With a bouldering wall, high ropes course, gaga ball pit, and more, there is much fun to be had out west! The theme of the Hills has a history of focusing in on pioneers and life in the country. That being said, schedules are more flexible and campers can feel the smallness compared to camp at CJH.

OUR CAMP COMMUNITY

Providing a safe, healthy, and comfortable camping experience is a responsibility of each summer staff member. This means each and every camper will be welcomed, accepted, protected, cared for, and appreciated. The same goes for your own summer staff community. Within our summer staff group, each member should always treat each other with respect and kindness.

In our community...

- Every member of the camp community is a valuable and unique creation of God. Everyone should feel they are a part of the community.
- Staff will speak with and listen to campers in a manner that reflects respect for individuals.
- Campers and staff will be called by name and preferred pronouns. Learning each other's names will be a priority for each member of the camp community. Staff members will plan activities to achieve this goal.
- No camper or staff member will be exposed to inappropriate language, stories, jokes, or gestures.
- Staff will help campers recognize stereotypes and prompt understanding and communication between all genders and culturally diverse people.
- Staff will model and encourage recognition and acceptance of our diverse community.
- Inclusive language will be used in Bible study, worship, prayers, and all other program activities.
- Bullying is inexcusable. Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. We will address all incidents of bullying seriously.
- NLOM adheres to a zero-tolerance policy related to illegal possession of weapons, alcohol, or drugs.
- No camper or staff member will be harassed, ridiculed, or forced to perform inappropriate or unnecessary physical tasks.
- Every camper will be welcomed, accepted, cared for, and recognized as a caring, unique individual with gifts to share. Staff will provide opportunities for and teach campers how to get to know each other, make new friends, and come together as a community.
- Bloom where we are planted! You are called to serve at NLOM, not a specific site or role. At NLOM, we pitch in where we are needed and work as a team to get the job done.
- We will foster positive self-esteem through:
 - Connectiveness: Feeling a part of something in a positive way. That something may be a family, culture, or community.
 - Uniqueness: Liking one's own individuality and feeling special. Recognizing it's okay to be you and you don't have to be just like everyone else.
 - Power: Feeling of being in charge of one's own life, with opportunities to make decisions.
 - Models: People who help someone establish values, goals, and order in life through role modeling, teaching, and affirmations.

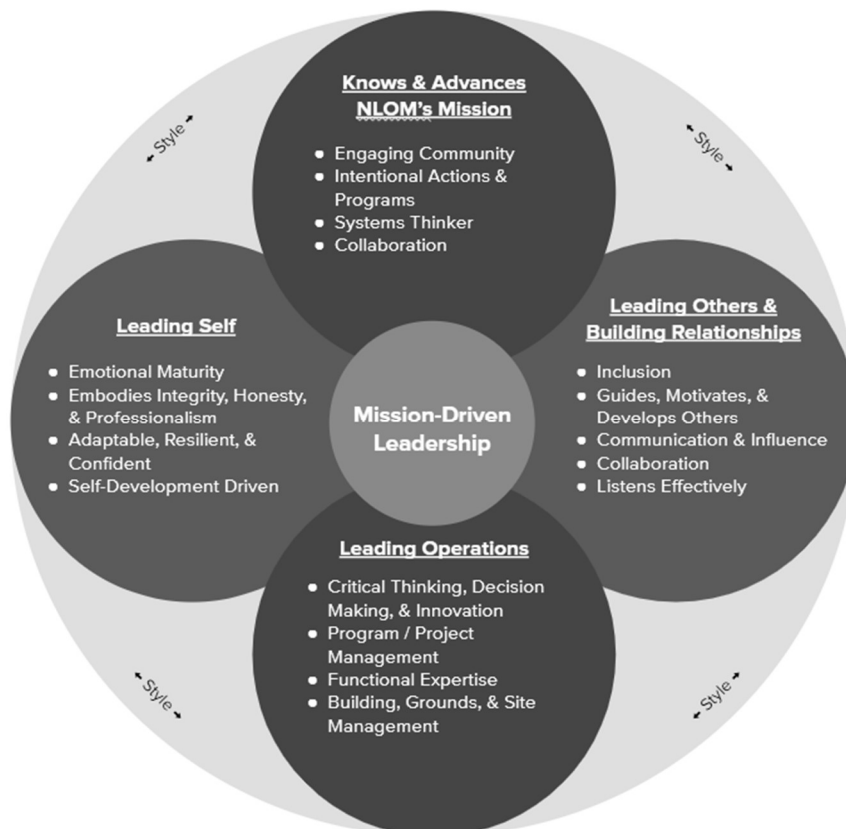
Leadership in our Community

Everyone is called to be a leader in Christ's church and in their communities. That plays out in many different ways depending on age, gifts, skills, interest, passion, and calling. Our job as staff is to invite, support, teach, and challenge campers to be leaders. That includes learning decision making skills, living in an intentional Christian community, developing appropriate social skills, sensitivity to diversity issues, and an openness to learn from and about others.

An effective leader does not force others to follow, but is the kind of person they want to follow. A leader is someone others can trust to take them where they want to go. Proverbs 16:10 says, "A good leader motivates, doesn't mislead, doesn't exploit." As you prepare to become a better leader, use the following guide by John C. Maxwell to help you grow:

1. Let go of your ego
2. Become a good follower first
3. Build positive relationships
4. Work with excellence
5. Rely on discipline, not emotion
6. Make adding value your goal
7. Give your power away

Leadership presence means you can step up in front of a group and they listen. Your voice is strong, solid, pleasant, and the audience can hear what you have to say because you speak in a clear, interesting manner. You don't have to shout. People want to listen; they want to hear what you have to say. Having leadership presence means you are a viable member of the community, you have earned or are earning respect for your work, and people are willing to listen and trust you. A leader may be up front or may be working in the background. Leaders know how to lead but also know how to follow and be part of the group allowing others to use their gifts and serve as the upfront leader. It's not about entertaining, or being in the limelight. A person with leadership presence, who has earned the right to lead, gives their all to what they do, sharing skills and talents as well as their passion. Use the following mission-driven leadership framework to develop and identify the skills you'll need to master leadership at NLOM.



Faith-Based Community

What does it mean to be a Christian? That's a question that comes up every year with staff. For some being a Christian means following a strict set of rules that prohibits smoking, drinking, swearing, and other behaviors. For others having a beer on the weekend, if you are legal age, is not breaking any Christian rules. This difference in opinion can quickly divide our Christian community and can, in the end, impact our work with campers. Dialogue and discussion centered on differences is good but judging, shunning, or talking behind someone's back is not an appropriate way for us to respond as Christians.

We are one in the Spirit in spite of the fact we may have created our own set of rules and standards of behavior based on how we interpret scripture or the church we belong to. The challenge is for diversity to become our strength not a weakness in our Christian community. Every one of us wants to grow this summer. We want to grow in our faith, leadership skills, self-confidence, ability to work with others, and program planning. We can do that by challenging, encouraging, supporting, and praying for each other. Nurturing has the ability to transform lives. Nurturing benefits everyone. Who isn't more secure and motivated when they know others believe in them, encourage them, share with them, and trust them. Being a faith-based community, our faith and Christianity should only ever build one another up.

Being that we are a faith-based community, we also aim to offer faith formation opportunities to the campers we serve. Every site, activity, conversation, project, and adventure offer an opportunity to nurture faith formation and provide support for the camper as they continue their faith journey. Staff will facilitate the following activities designed specifically to help campers grow in faith: Bible study, worship, devotions, and prayer time.

There are many different styles of worship that you will experience at camp. Some may be familiar while others may be new! Each day at camp begins with First Word and ends with campfire worship and devotions. As a staff member, you will have the opportunity to lead different parts of worship and be an example for your campers. When leading worship, do so with confidence and volume; be conscious of your audience (age, needs, etc.). We recognize that each person experiences worship differently. Some enjoy singing loud, while others enjoy listening quietly. We always respect each person's needs and worship attitudes. Prayer is a large component of our faith lives at camp. We can incorporate prayer through prayer poles, popcorn prayers, prayer cards, prayer of psalms, journaling, and much more!

Evening devotions are done with the housing unit rather than the Village. This gives staff that have not spent the whole day with the group time to hear about their adventures and to help campers celebrate the day. Devotions are usually 10-15 minutes and should not run longer unless the group is really engaged in a conversation. Devotions serve as a way to wrap up each day. Devotions happen after everyone is back in the tent, tipi, cabin, or bunk. During devotions:

- Talk about the theme for the day.
- Have the campers tell you about the day. What happened? What did we learn? What transpired today? What are we going to do with this new knowledge?
- Read scripture. A short verse that helps campers see that what we are doing is driven by God's Word.
- Have discussion/reflection time. "How did your walk with God go today?", "Where did you see God today?"
- Say a prayer. Ask campers what they would like to have included in the prayer. Ask if someone would like to lead the group in prayer, squeeze prayer, popcorn prayer, or repeat after me prayer.

Connections in our Community

Staff Connections

In our summer staff community, we aim to have a positive environment that encourages making and maintaining lifelong friendships. Summer staff at camp tend to become a tight-knit group and that is totally awesome! As a part of being a community at camp, we want to create an inclusive staff community. No member of our staff community should feel excluded or unwanted in our community. Kindness, inclusion, and respect should always be pillars of the summer staff community. To achieve this, please be open and honest with one another, respect boundaries, and try to get out of your social comfort zone to make new connections.

That being said, the highest standards and values are expected of staff and that includes maintaining appropriate boundaries with other staff members, volunteers, pastors, youth directors, and campers. Camp is not designed to be a dating service. Camp is for the faith formation of campers and staff, and that is where the focus of your time and energy needs to be.

If you happen to be in a relationship with another summer staff member, please remember that open displays of affection in the presence of campers and talking to campers about your relationship are not allowed. Campers do not need to know about your personal relationships, romances, or your personal life. Such discussions are not appropriate with campers and will not be tolerated.

It is expected that a certain level of discretion will be used in personal relationships among staff. Open displays of affection among staff are not appropriate during the work week. Staff who are in a relationship are expected to be courteous of other staff, recognizing this space is home to all of us. Sexual activity and cohabitation of any kind are not allowed on site.

Camper Connections

As a part of being at camp, we hope that campers make friends with one another and have fun together. As a staff member, it is part of your job to help facilitate group bonding and conversation. You can help campers get or stay connected in a variety of ways...

1. Encourage all the campers to exchange contact information as appropriate. High school campers may want to exchange social media handles on Friday or elementary students may want to exchange addresses for letters or parents' phone numbers.
2. Suggest they come back next year together.
3. Make sure campers introduce their new friends to guardians and family members.
4. Look for ways you can help campers make new friends and nurture the relationship
5. Initiate conversations that link friends.

Staff/Camper Connections

Living in community, we do expect that you build relationships with campers as a part of their growth at camp. Positive relationships with campers are a big part of our programming here at camp. However, the relationships you build with campers should always remain professional, appropriate, and at camp. While it may seem nice to keep in contact with campers after their time at camp, DO NOT give campers your address, phone number, e-mail address, or any social media handles. This is for liability reasons, camper safety, and your own protection. You represent NLOM and any contact you have with the camper after camp reflects our agency and ministry. Under no circumstances should you have any contact with a camper. Remember, relationships between campers and staff are strictly prohibited! This is spelled out clearly in NLOM policies. This applies to campers of all ages and at all sites.

CARING FOR THE EARTH AND THIS SPACE

Working in the outdoors, we have the perfect opportunity to model and to teach campers respect for the environment and the creatures living here. This summer, as you explore the woods, water and prairies, be conscious of your actions and the actions of your campers. Take advantage of teachable moments to increase camper awareness of God's creation. Here, campers get to explore, discover, appreciate, and respect the world around them. Hikes, environmental education activities, conservation projects, recycling, and just being outside strengthen a camper's imagination, respect for our planet, and physical and thinking skills.

As staff members, it is up to you to foster learning about and caring for the earth and our camp. Try to implement this into your daily routines as much as possible. The following are some excellent ways you can help care for camp and creating a welcoming space at camp.

- Deep clean all used program and living spaces every Sunday and Friday.
- Pick up trash or program items that are misplaced when you see them.
- Hike to your next program location with purpose. Use themes like:
 - Color hike
 - Alphabet hike
 - Senses hike
 - Scavenger hunt hike
- Use free time to enjoy and admire nature. Use activities such as:
 - Cloud or star gazing
 - Silent hike or sit; listen for sounds in nature and guess where they come from
 - Discuss conservation efforts that campers can use at home; talk about why this is important
 - Go owling at night or wake up early to quietly observe deer or other animals
- Teach and model "leave no trace" principles.

LEAVE NO TRACE *Principles for Kids*

Know Before You Go
Choose the Right Path
Trash Your Trash
Leave What You Find
Be Careful with Fire
Respect Wildlife
Be Kind to Other Visitors



SUMMER STAFF TIME OFF REQUESTS

- Summer staff may request time off, but are not guaranteed time.
- Time off requests are to be submitted to the Summer Camp Director at least two weeks prior to the date you're requesting.
- Time off requests can be submitted via fake mail or handed directly to the Summer Camp Director.
- Submitting a form DOES NOT guarantee time off; you will be notified by the Summer Camp Director if your time off has been approved.
- Time off requests must be submitted for ANY time off outside of your PPT, weekends, and the July 4th holiday break.
- Any time off that was disclosed in your application is already approved and in the Summer Camp Director's time off calendar. Time off outside of the exception is not approved. If you are unsure if you have time off, please ask and do not assume.

Summer Staff Time Off Request	
EMPLOYEE _____	TODAY'S DATE _____
<p>REQUEST FOR TIME OFF</p> <p>For the day(s) as follows: (Please indicate time and AM/PM for partial days)</p> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> _____ AM ____ PM ____ </div> <div style="display: flex; justify-content: space-between;"> _____ AM ____ PM ____ </div> <p>ADDITIONAL NOTES:</p> 	
<div style="display: flex; justify-content: space-between;"> APPROVAL (Supervisor Signature) _____ DATE _____ </div>	

NLOM Health & Safety Policies & Procedures

CAMPER HEALTH & SAFETY

GENERAL OVERVIEW

Caring for the campers is the priority of every staff member. It is the responsibility of every staff member to ensure they understand and can carry out NLOM's policies and procedures to protect campers, program participants, guests, and staff at camp.

Safety at Camp

Campers and staff will be trained in emergency procedures, Site Coordinators and staff will instruct campers in emergency procedures. At any time, a "test" may be initiated by the Program Team or Site Coordinator.

Staff will see that no camper or staff member is taking unnecessary risk or is involved in dangerous practices.

No camper or staff will be physically or mentally abused. Any suspected abuse will be reported immediately to Child Protective Services and the Summer Camp Director. Reporting is required by the State of Nebraska.

Grounds, Facilities, & Program Areas

Visitors will check in at the camp office upon arrival on site. No unauthorized person will be allowed to enter any camp building or to wander around camp. Staff will report any safety concerns or hazards immediately.

Campers will be trained in the use of any tools or program equipment that have been determined to be a high risk or potential risk (i.e. horses and co-op equipment).

Anyone using chemicals for cleaning will be trained on how to use them and where to store such materials.

Campfires are allowed in approved campfire rings, circles or fireplaces only. A bucket of water or fire extinguisher will be in place near the campfire before the fire is started. If we are having drought conditions, there may be fire bans. Staff will be informed of alternative cookout procedures.

Accountability

Campers and staff will be accounted for before the start of all group activities, at meals, and when the group moves from one area or activity to another.

No camper or staff member will leave camp without the proper permission and supervision.

No camper or staff member will enter any vehicle unless they have permission from the parent, Site Coordinator, or Program Team.

Supervisors will join in program activities to observe staff and to evaluate program safety rules, goals, and procedures.

Incident reports will be filed within 24 hours of an incident. This includes any accidents, staffing issues, concerns related to camper behavior, and emergencies. The Executive Director, Program Team, Site Coordinators, and Health Care staff will assist in getting incident reports and insurance forms filed properly.

Health and Wellness

All medications are kept under lock and all medical services are documented on a "Treatment Form" which is submitted within 24 hours to the Health Care staff or recorded directly in the Health Care Log book.

Health History forms are required for all campers, staff and volunteers.

NLOM will have medical emergency transportation available at all times through the local EMS or an NLOM vehicle.

Well balanced meals will be provided.

All accidents, injuries, hazards, and potential health care/safety concerns are reported to the Health Care staff.

Supervision

Camper safety is the number one priority.

Pay attention to your work at all times.

Statistics show more injuries occur in the bunks during rest time than during any other time at camp.

Fatigue contributes to injury. Keep this in mind and do your best to get to bed on time.

NLOM has invested a great deal of time and energy evaluating the risk involved with each of our outdoor ministry programs. Risk control techniques include identifying which risk management control method should be used in each situation. Staff are expected to follow the risk management policies and procedures for the sake of the campers, all staff members and NLOM. The Standards of the American Camp Association are used as a guide in establishing many of the policies and procedures, including camper to staff ratios.

Health

HEALTH:

HEALTH CARE OVERVIEW

NLOM has developed a comprehensive Health Care Plan to insure adequate health care for campers and staff. This plan is reviewed annually with a physician.

Facilities

A healthcare station/center & infirmary will be established at each residence camp and day camp.

A staff member will be assigned to the Health Center whenever there is a camper or staff in isolation or under supervision.

Each facility will have first aid supplies. All medications and first aid supplies will be stored in a locked cupboard or locked tackle box.

The health care facilities will have a walkie-talkie or VHF Radio for use by the Health Care Staff, with a telephone with an outside line located nearby. Refrigeration will be provided for medications, ice packs and cold drinks. Water and toilet facilities shall be nearby.

Treatment Procedures

The Camp Physician or an appointed physician will provide treatment procedures each summer based on the qualifications of the Health Care staff. A letter will be sent annually to medical facilities that we may potentially use to inform them of the dates of our summer season and to secure emergency care of campers and staff.

Health Records

All campers, ministry leaders and summer staff are required to have a Health History form on file. This shall be completed with registration. The Health History form will provide space for parental or legal guardian signature for permission to treat.

Again, campers must have an up-to-date Health History form to attend camp. Health record log books, medication charts and treatment forms will be retained until the camper or staff member reaches the age of 25.

Health Screening

All campers will be screened within 24 hours of arrival at camp. Staff will be screened prior to camper arrival. Screening is to identify observable evidence of illness, injury or communicable disease, to review and update the health history, and to identify any current medical treatment (including medications). Written documentation of screening is required.

First Aid

In most cases, first aid will be administered by the Health Care staff. On hikes and other activities not convenient to the health care facilities, a trained staff member may administer treatment. When a Standard First Aid certified staff member is present they should administer first aid treatment.

Supplies

Staff will follow Universal Precautions to prevent exposure to bloodborne pathogens. Staff will be trained on these precautions during staff training. All staff will have a Ziplock bag with gauze, gloves, antiseptic wipes, treatment form, and an extra zip lock bag for disposal of contaminated materials. Treatment forms must be turned into the Health Care staff immediately for documentation in the medical log book. Staff are responsible for restocking their supplies and disposing of waste in the proper fashion.

All overnights or off-site will have a Standard First Aid and CPR certified staff member to care for health care needs. A

First Aid kit will be taken on all off-site trips and all overnight trips. First Aid kits will be stocked and restocked as needed by the Health Care staff.

All staff will be trained in First Aid and emergency procedures during the pre-camp staff training session. Staff are expected to have current First Aid and CPR certifications. Staff will be trained on how/when to use an Epi-pen.

Medications

Daily medications shall be distributed by the Health Care staff. Medications are usually given at meal time and during snacks.

Medications are distributed as directed on the Health History form and as listed on the medication package. Questions regarding medications will be directed to the physician prescribing the medication. Authorization to call the prescribing physician rest with the Health Care staff, parent or Summer Camp Director. The directions on the bottle/package and the Health History form must match.

All medications will be logged on a Medication Chart which will be filed along with the Medical Log. A chart will be kept for each site and will be stored with the medications in a locked cupboard or tackle box.

All camper, staff and ministry leader medications including aspirin and other over the counter medications should be in their original bottles and will be turned into the Health Care staff and kept under lock.

Family Notification

Families do expect to be informed. Village Leaders and program specialists need to keep the Health Care staff informed of illness, health care related concerns and complaints. We are primary caregivers and families want and need to know what is happening and what happened to their child while they were at camp. Our goal is keeping the family informed without creating anxiety and worry. We have missed the mark if we have a camper go home sharing they were sick all week long and we didn't do anything about it.

Calls home can be made at the discretion of leadership staff, healthcare staff and the Summer Camp Director.

General Health & Sanitation

The Health Care staff are responsible for monitoring all facilities. Concerns regarding safety and sanitation should be shared with the Summer Camp Director or Maintenance Director. First Aid kits will be stocked and maintained by the Health Care staff.

First Aid kits will be kept on all sites, in the kitchen, barn, tack shed, pool and in all vehicles. Supplies may vary according to the location of the kit. Naturalists and wranglers and the lifeguard at the waterfront will also carry fanny pack first aid kits. They will include treatment forms and a writing instrument.

A golf cart or emergency vehicle will be available for the Health Care staff. Health Care staff will carry a hand-held radio at all times so they can be reached in case of emergency.

HEALTH:

FIRST AID BASICS

All staff are expected to have current adult and child CPR certification and Standard First Aid certification. CPR and First Aid Certification through the American Red Cross are each good for two years. CPR Certification is also accepted from other nationally recognized certifying bodies.

The first aid classes provide a wealth of information to help you deal with an emergency. During staff training we cover health care procedures and situations that you may deal with in the camp setting. You are expected to know the rules, procedures and to be ready to deal with an emergency. Questions related to first aid and emergencies should be addressed to the Health Care staff, Site Coordinator or Summer Camp Director.

Common Situations at Camp:

Sunburn – There is no excuse for someone being sunburned when we have sunscreen available. Keep an eye on fair skinned children and make sure they are not turning pink. Sunscreen should be applied on a regular basis. Seek shade when appropriate, remembering that the sun's rays are strongest between 10 a.m. and 4 p.m.

Dehydration – This can be avoided by drinking plenty of water. Our rule is a cuppie of water an hour when we hit the really hot weather. Take time with your group to fill up your cuppies and sit in the shade while you sip and talk. Always make sure you get a drink of water following games, horseback riding, swimming, boating and activities in the open areas.

Ticks – Should be removed by someone with a tick kit and documented.

Cuts – Wash with warm soapy water, clean the wound, and document. Watch your campers for small cuts from hikes and activities that could become infected and cause a problem. Wear gloves when caring for a cut.

Homesickness – A homesick camper may have an upset stomach, headache and could even be vomiting. Campers should be checked out by health care staff if they are feeling ill, do not assume it is homesickness as they could really be sick. They need to be supported, but not babied and not left alone with the health care staff. There may be tears, lots of them. It is our job to help that camper work through their feelings, understand that it is okay to feel sad and miss home but that camp is a great place to be. Be sure to keep the site coordinator posted if you have a child with extreme homesickness. If necessary we will call the parent to alert them to the situation and ask for their advice on handling their child's situation.

Emergency Action Plans

EMERGENCY ACTION PLANS (EAP)

An emergency action plan is a written procedure detailing the appropriate response to various types of emergencies. At camp, we have eight emergency action plans. It is important to familiarize yourself with all EAP's at camp so that you are ready for an emergency should one occur.

An emergency involves a problem which requires immediate and meaningful action to arrive at a solution. The purpose of creating, practicing, and adhering to a plan for emergencies is first to prevent the problem. Then, when necessary, the plan helps the responsible person to recognize the problem, act to solve the problem, and minimize or eliminate the danger. Emergencies are always stressful. This

stress is caused by fear, confusion, time, importance, and often conflict. Having a well-rehearsed and understood plan is essential to reducing the stress and fear. As the fear and confusion are reduced, persons can begin to act quickly, knowing the sequence of important acts and the direction of the solution.

Our EAP's at Camp are:

1. Medical
2. Severe Weather
3. Tornado
4. Fire
5. Active Threat
6. Missing Camper
7. Water Emergency
8. Off-Site Trip Emergency

EAP: MEDICAL EMERGENCY

Emergency Medical Care

Emergency medical care will be administered by a first aid certified staff member until a more medically certified staff (EMT, RN, etc.) or emergency personnel arrives on the scene.

All facts and step-by-step actions taken in a medical emergency situation must be documented immediately. A written incident report is due to the Executive Director within 12 hours of the incident.

Medical Emergency Action Plan

1. Maintain order.
2. Call 911 if necessary.
3. Administer first aid or CPR if necessary.
4. Call for additional staff if necessary. For example: Healthcare.
5. Notify the change of command.
 - a. Site Coordinator
 - b. Program Team Member on duty
6. Protect yourself and NLOM.
7. Return to your post.
8. File an incident report within 12 hours of the incident.
 - a. During the emergency, take note on as many details as you can. Note all actions taken, information on the conditions as they existed prior to the incident, and any comments made by campers or staff related to the incident.
9. Learn from the experience.

Tips for Calling Emergency Personnel – 911

- The 911 dispatcher will need to know where you are and what the situation is.
- If you call on a cell phone at Carol Joy Holling, you will get automatically transferred to the Cass County dispatch. *You'll need to ask for the Saunders dispatch to get the right place.*
- Do not hang up until the dispatcher at 911 directs you to.
- Send someone to the camp entrance to meet the emergency personnel.
- Ask that they turn off the flashing lights and sirens when on our property.
- Escort the emergency personnel to the victim or emergency location

Emergency Transportation

Emergency transportation will be available at all times, including trips off-site. The Health Care staff know what vehicle should be used to transport campers or staff.

The emergency vehicles will be kept in good operating condition and will always have at least 1/2 tank of fuel.

NLOM will transport residence campers only in the case of minor injuries or doctor appointments. In case of severe emergency, the local EMS unit will be used. In most cases, the parent would be notified to come pick-up an injured camper. NLOM vehicles will not be used for personal errands or personal business unless approved by the Program Team.

When it's necessary to transport campers or staff, the Program Team or camp nurse will designate an approved driver. An "approved drivers" list will be submitted to the NLOM insurance company at the start of the season. Only approved drivers are allowed to drive campers and/or camp vehicles off site.

A vehicle release form will be on file in the camp office for any private/staff member's vehicle authorized to transport campers or staff.

If back or neck injuries are suspected or the victim is having difficulty breathing the Rescue Squad/EMS should be used for transporting campers and staff.

The following actions will be followed in all cases of emergency transportation:

- Health History forms shall accompany the victim when care is needed at the clinic or hospital. A copy instead of the original should be sent if time allows for a copy to be made.
- Parents should be notified of the situation prior to the camper or staff member leaving camp.
- When transporting a camper or staff member to a hospital the Health Care staff will be responsible for determining where to take the victim. This decision will be based on the injury, hometown of the victim, parents' request and the availability of services.
- The Medical Log book will reflect the actions taken.
- An incident report form will be completed.
- Insurance forms will be completed by the Health Care staff and submitted to the Executive Director within 48 hours of the incident.

EAP: SEVERE WEATHER

Campers and staff need to be prepared for every possible weather condition including extreme heat, severe thunderstorms, hail, high winds, tornadoes, lightning, and dust storms. All sites have storm shelters and weather is carefully monitored. Parents are notified when appropriate by the Marketing Department. Staff should always be prepared with “Plan B” activities and monitor the weather conditions. Our radios alert us if the National Weather Service issues flood, thunderstorm, tornado, or high wind watches or warnings. Additionally, the Program Team keeps a close eye on weather radar and will alert staff of severe weather as it occurs.

Heat

Heat is the number one weather-related cause of death in the United States. On hot days, make sure you take the following steps to keep your campers and yourself safe.

- Stay in a shaded or air-conditioned location as much as possible.
- Drink plenty of fluids, even if you do not feel thirsty.
- Take several breaks from the heat, especially midday when the sun is hottest.
- Wear loose, lightweight, light-colored clothing, and sunscreen. Remember that you should reapply sunscreen as indicated on the package.
- Take a cool shower to cool down.
- Check on campers and staff on hot days; have someone do the same for you.
- Follow Site Coordinator and Program Team instructions on hot days regarding extra precautions or program modifications to keep you and you campers safe.

Lightning

Many underestimate the power of lightning. Open areas such as the pastures, playing fields, hilltops, and open lawn areas are the most dangerous area. If lightning threatens when you are outdoors, seek shelter. You don’t want to be the tallest item in the area so, walk around the tree line or outside of buildings instead of through open areas. If there is no shelter, seek shelter in a low area. If only isolated trees are nearby the best protection is to crouch or lie in the open area keeping as far away as possible from isolated trees. If you are carrying anything metal get rid of it. If you feel electrical charge (static) drop to your knees putting your hands on your knees or over your ears. If a severe lightning storm strikes at night, stay put until you are told to move.

Severe Weather Emergency Action Plan

A warning issued for the county does not necessarily mean we will take shelter. Assigned staff will determine the threat to our specific location.

1. Maintain order.
2. After receiving alert from the Program Team, Site Coordinator or assigned staff member will sound the alarm – continuous ringing of the bell.
3. Suspend all outdoor activities immediately.
4. Remain calm and move quickly to the closest storm shelter. Do NOT run or go through open areas. Stay together.
5. In the storm shelter, do a head count accounting for all campers and staff.
6. Report in. If at a different site be sure to have someone report your whereabouts.
7. Entertain campers and remain calm. Tell stories, play games, sing songs, etc.
8. Wait for the all-clear from the Program Team to exit the storm shelter.
9. Learn from the experience.

EAP: TORNADO

If a tornado has actually been spotted in the area a tornado WARNING will be issued.

Tornado Emergency Action Plan

1. Maintain order.
2. After receiving alert from the Program Team, Site Coordinator or assigned staff member will sound the alarm – continuous ringing of the bell.
3. Suspend all outdoor activities immediately.
4. Do not alarm campers but move quickly to the closest storm shelter. Do NOT run. Do NOT cross through open areas if there is heavy lightning. Stay together.
5. If you are too far from a shelter, find the nearest and deepest depressed area and move to that area. Lie on the ground and STAY THERE until you're made aware that it is all-clear.
6. In the storm shelter, do a head count accounting for all campers and staff.
7. Report in. If at a different site be sure to have someone report your whereabouts.
8. Entertain campers and remain calm. For example, tell stories, play mind games, sing songs, etc.
9. Wait for the all-clear from the Program Team to exit the storm shelter. The all-clear will not be given until the site have been inspected and damage has been assessed.
10. Learn from the experience.

EAP: FIRE

Structure Fires

Remember buildings, tents, tipis, pavilions, and the possessions inside them can all be replaced, a human life cannot.

Forest or Field Fires

Grass fires spread quickly, especially when the wind is blowing. If a fire gets started move quickly with your campers to the closest safe area. Whenever possible move toward a road so you are removed from the area. Grass fires are a greater threat and concern at Sullivan Hills Camp. Use extreme caution with camp fires or cooking outdoors. Outdoor fires for campfires and cookouts will be eliminated if we have high wind warnings or extremely dry weather.

Propane tanks

We have several propane gas tanks at camp. Propane has a distinct rotten egg type smell. When the tanks are getting low, if they are leaking or if a pilot light on a stove has gone out you will smell gas. Please report any suspected gas problems to the buildings and grounds staff or Site Coordinator. Propane is heavier than air and if leaking will sink to the lowest area.

Fire Emergency Action Plan

1. Maintain order.
2. Evacuate the building or area that's effected in an orderly fashion. Move to a safe area
3. Call 911 if necessary.
 - a. Fire extinguishers are available in all buildings. If appropriate, use them. Do not stay in the building to fight a fire that may be out of control.
4. Sound the alarm – ring, pause, ring, repeat.
5. Notify the change of command.
 - a. Site Coordinator
 - b. Program Team Member on duty
 - c. Director of Buildings and Grounds
6. Do a head count accounting for all campers and staff.
7. Report in. If at a different site be sure to have someone report your whereabouts.
8. Protect yourself and NLOM.
9. Wait for further instructions or an all-clear from the Program Team, Director of Buildings and Grounds, or the Fire Department. Follow any instructions given.
10. Return to your post.
11. File an incident report within 12 hours of the incident.
 - a. Take note on as many details as you can. Note all actions taken, information on the conditions as they existed prior to the incident, and any comments made by campers or staff related to the incident.
12. Learn from the experience.

EAP: ACTIVE THREAT

An active threat emergency is defined as an incident which by its deliberate nature creates an immediate threat or presents an imminent danger to the camp community. This includes, but is not limited to, an active shooter situation. This procedure will be reviewed by local law enforcement annually and be updated as needed.

Active Threat Emergency Action Plan

1. Find a safe location to call 911. (This should only be done first if you are in a secure situation; if not, complete steps 3-5 first.)
2. Use the radio to alert camp about the active threat. Continuously say "Code Black: (your location)" over and over. (This should only be done first if you are in a secure situation; if not, complete steps 3-5 first.)
3. Run: evacuate the area; scatter yourselves as far away from the active threat as you can.
4. Hide: if the previous steps cannot be taken, hide and barricade the area.
5. Fight: if needed, as it states: throw things, kick, scream, tackle the intruder.
6. If you have not completed steps 1-2, do so now.
7. Remain hidden in a safe area away from the threat until the threat is managed; law enforcement will arrive on the scene. When officers arrive, remain calm and follow their directions.
8. When threat is managed, the bell will ring continuously. All staff and campers should report to their bell where attendance will be taken.

EAP: MISSING CAMPER

The following procedures will be used on all NLOM program sites to ensure we are accounting for all campers.

- Staff will be responsible for taking a head count whenever the group is leaving one area and moving into another.
- Staff will take a head count every morning.
- At meals, staff will take a head count of their group. The Site Coordinator will also do a head count to be sure all staff and campers are accounted for.
- The Health Care staff will report any sick campers to the Group Leader and the Site Coordinator so that those individuals are accounted for. Health Care staff will report any sick staff members to the Site Coordinator and the Program Team.
- At all-camp activities staff will be responsible for taking a head count and reporting in to the Site Coordinator.

Clear communication between summer staff members as well as vigilant accountability and supervision of campers will help us to keep campers safe at camp.

*Under no
circumstances
should a camper be
unaccounted for!*

Missing Camper Emergency Action Plan

If a camper is missing, the following procedures will be initiated:

1. Maintain order.
2. Calmly check with campers and other staff in the group, at the site, or in the area to gather more information. Ask if they know the whereabouts of the missing person.
3. Call for additional staff if necessary. For example, a specialist, group leader, or Site Coordinator to monitor your other campers.
4. Make a quick search of the immediate area including: restrooms, housing units, and the last area that the group was at.
5. If you do not find the camper, notify the change of command.
 - a. Site Coordinator
 - b. Program Team Member on duty
6. The Program Team and Site Coordinator will organize a search party. Remaining calm during the duration of the search is crucial to the success of the search.
7. The search will continue until the camper is found. The Program Team will determine if outside authorities are needed to complete the search.
8. An all-clear will be given to all those searching once the camper is found.
9. Staff should then check in with their Site Coordinator and return to their post.
10. File an incident report within 12 hours of the incident.
 - a. Take note on as many details as you can. Note all actions taken, information on the conditions as they existed prior to the incident, and any comments made by campers or staff related to the incident.
11. Learn from the experience.

EAP: WATER EMERGENCY

Swim checks will take place with each camper group prior to free swim to give lifeguards an idea of each campers swimming ability. Wristbands will be given out following the test based on each camper's ability as a quick visual for lifeguards and lookouts at the pool.

Staff and campers are expected to follow all rules and lifeguard instruction at the pool and waterfront. These rules are in place for the safety of all.

All waterfront activities will be paused at the first sign of lightning or during hazardous weather. In the event of inclement weather, the restrooms serve as the storm shelter for both the pool and lakefront.

Water Emergency Action Plan

Sometimes lifeguards will rescue swimmers in distress that are okay as soon as the lifeguard reaches the swimmer. However; in the event of a drowning, near drowning, unconscious victim, severe bleeding, or other medical emergency, follow these steps:

1. Lifeguard recognizes the emergency and alerts all with 3 short whistles.
2. Maintain order.
3. Call 911 if necessary.
4. Second lifeguard or lookout(s) provides backup as others exit pool/lake.
5. Second lifeguard or lookout(s) aid removing victim from the pool if safe to do so.
6. Staff should organize and evacuate campers from the area once the pool or lake is cleared.
7. Administer first aid or CPR if necessary.
8. Call for additional staff if necessary. For example: Healthcare.
9. Notify the change of command.
 - a. Program Team Member on duty
10. Protect yourself and NLOM.
11. Return to your post.
12. File an incident report within 12 hours of the incident.
 - a. During the emergency, take note on as many details as you can. Note all actions taken, information on the conditions as they existed prior to the incident, and any comments made by campers or staff related to the incident.
13. Learn from the experience.

EAP

OFF-SITE TRIP EMERGENCY

A first aid and CPR certified staff member will be a member of the staff team for all off-site trips. A first aid kit including medications for campers and staff, copies of release forms, copies of health history form, emergency phone numbers, petty cash, and a radio or cellular phone will be taken on all off-site trips. All vehicles will be equipped with reflector kit, fire extinguishers, blanket, and a flashlight. In the event of an accident, a senior staff member or most experienced First Aider will assume leadership.

Off-Site Trip Emergency Action Plan

1. Maintain order.
2. Assess of the situation.
3. Provide or secure the appropriate care for injured person(s).
4. Assign a staff member to supervise other campers.
5. Call 911 if necessary. Or notify appropriate law enforcement officers and agencies. Send a runner if you cannot reach anyone by radio or phone. Send a staff member if you have extra staff available. If sending campers, send two together.
6. Administer first aid or CPR if necessary.
7. Notify the change of command as soon as possible.
 - a. The Manager of Adventure Programs
 - b. Program Team Member on duty
8. Identify witnesses, obtain appropriate accident, and/or emergency information.
9. Protect yourself and NLOM.
 - a. DO NOT call the victim's guardians. The Program Team will take care of this.
 - b. If you can, DO NOT let the injured party make any phone calls until the Program Team has first been able to address the situation with their guardians.
 - c. NEVER leave an injured camper unattended.
 - d. Use common sense to deal with the situation. Do not take chances or try to be a superhero.
10. File an incident report within 12 hours of the incident.
 - a. During the emergency, take note on as many details as you can. Note all actions taken, information on the conditions as they existed prior to the incident, and any comments made by campers or staff related to the incident.
11. Learn from the experience.

Abuse Prevention & Reporting

HARASSMENT

It is the policy of Nebraska Lutheran Outdoor Ministries that all employees, volunteers, and program participants have the right to an environment free of discrimination which encompasses freedom from sexual harassment. Any form of harassment will not be tolerated. Such conduct may result in disciplinary action and could be grounds for dismissal.

Harassment includes:

1. Unwelcome sexual advances or request for sexual favors.
2. Double meanings, innuendos, sexist jokes or comments.
3. Verbal or physical conduct of a sexual nature which has the purpose or effect of interfering unreasonably with an individual's performance or creating an intimidating, hostile, or offensive environment.
4. Bullying resulting in a person or group of people having power or using their power to get their way at the expense of someone else.

If a camper is harassing someone, address it the same way you would another conflict. If this continues or a camper is consistently harassing someone report the situation to the Site Coordinator and/or Program Team and complete an incident report form.

If a staff member or volunteer is harassing a camper report the situation immediately to the Program Team and complete an incident report form. The Program Team will determine the next steps and take action.

No supervisor shall threaten or insinuate either explicitly or implicitly that any employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, evaluation, wages, advancement, assigned duties, work schedule, or any other condition of employment.

Other harassing conduct in the work place, whether physical or verbal, committed by any staff member is prohibited. This includes repeated offensive flirtation, advances, propositions, continual or repeated abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually or racially degrading words to describe an individual, and the display of sexually suggestive objects or pictures.

Harassment is a very serious charge. Any situation that possibly involves such a charge will be treated with confidentiality and care. A staff member who feels they are a victim of sexual harassment shall follow these procedures:

1. If the staff member is being harassed by someone, the employee should clearly express their discomfort with the harasser. Mediation help will be provided by the Program Team if desired.
2. Discuss the situation with the Program Team. If the harasser is a member of the Program Team, report to that person's immediate supervisor.
3. NLOM will investigate the complaint. Complaints of harassment are retained in confidential files. The employee will not suffer retaliation for filing a complaint.

4. Where the investigation confirms the allegations, appropriate corrective action will be taken.

CHILD ABUSE PREVENTION

The staff and governing bodies of Nebraska Lutheran Outdoor Ministries recognize that child abuse exists in our society, and that we are not exempt from abuse situations arising in our programs. It is our job, everyone's job, to protect the campers we serve as well as the staff and adults who are partners in this ministry. This resource, along with your training, detailed background checks, and our policies will help you in dealing with the occurrence and prevention of child abuse.

Nebraska Lutheran Outdoor Ministries has implemented a system that will help prevent child abuse at camp. The steps NLOM have taken are:

- Staff are required to complete an application giving NLOM permission to complete a background check.
- The screening process for summer staff applicants includes applications, reference checks, interviews, and background checks.
- Staff will be informed of their legal obligation to report suspected abuse, the reporting system utilized by NLOM, and clearly told that any signs of injury or possible abuse must be reported to Child Protective Services immediately.
- Pre-camp training will include sessions on discipline, supervision, adult/camper interaction, signs of abuse, sexual harassment, and staff/staff relationships. Staff will also be trained on situations where two adults are required and how to avoid one-on-one situations with campers.
- Staff will be provided guidance in what practices may be considered abusive and the difference between what may be appropriate and inappropriate touch.

- Staff may not invite campers to their home or have other contact with the camper.
- Staff will not use physical punishment, verbally abusive comments/language, or deny the necessities of care to a camper.
- Adults and campers may not sleep together under any circumstances. If offsite on an overnight trip, a single camper and a staff member cannot share a space.
- Campers will be released only to their legal guardian/parent or someone designated in writing by the guardian.
- Supervisors will make frequent and unannounced visits to observe staff as they interact with campers.

It is our job to protect campers, and that means protecting them from sexual abuse. To protect campers and yourself, you must adhere to the following measures:

- Always be in view of others. There are times when you need to talk one-on-one with a child. Find a visible place away from the group but still in public.
- Do not allow campers into private staff areas. A Site Coordinator should find some place other than their room to talk with campers. Health Care staff should avoid having campers in private bedroom space. If for some reason, you cannot avoid being in the room together make sure you leave the door open and that others are aware of your presence in the room with a camper or ask another staff or a camper to join you.
- Wait outside during private activities. During times when campers are changing clothes, putting on bathing suits, or showering it is ideal to have campers in private stalls or rooms to do

so. If that is not possible, the campers may change together, but staff should wait outside. If a camper needs assistance for some reason (for example, they pooped their pants and need you to bring in clean clothes), it is best to have two staff members present.

- Be aware of what you share. Campers are naturally curious and often ask personal questions about relationships, dating, and sexual activities. Use extreme caution and discretion in what you share with campers and avoid details on sensitive issues or questions about your private life. This is NOT what camp is about.
- Be aware of what you ask. Do not ask campers personal questions regarding sexual experiences, dating, or relationships. A teen sharing significant other stories with a camp counselor is not appropriate. Any verbal or nonverbal sexual behavior is inappropriate. Jokes with sexual overtones or conversations about sex are inappropriate. Conversations about sex are not appropriate.
- Report unusual or suspicious behavior. If you suspect abuse at camp report it to the Program Team immediately; the Program Team will take immediate and necessary action. If you suspect abuse

outside of camp, report it to Child Protective Services and the Program Team as soon as possible.

- Don't play favorites.
- Never give gifts, unless to the whole group.
- Be careful about physical touch. Consent to touch is required and acceptable touch includes a high five, fist bump, or handshake. Campers, especially younger campers, may initiate a side hug or may want to hold your hand. These things are okay when initiated by the camper. We do not carry campers unless they are injured and cannot be transported out of the program area otherwise. We do not give piggy-back rides, allow campers to sit on laps, or give frontal hugs.
- Never hit, pinch, spank, slap, threaten, shake, or grab a child. Any physical contact with the child in this manner is never acceptable.
- Never share or create secrets with a camper. This is inappropriate and is a promise that cannot be kept.
- When praising a camper, be sure you are praising them on actions, kindness, or a job well done. You never want to make any comments toward campers about their physical appearance.

CHILD ABUSE REPORTING

A camper and/or staff member find camp a safe place to share personal abuse experiences. They may come to you in private and tell you directly and specifically what is going on, but this is not usually the case. More often they will drop hints or you may see signs of physical abuse that requires further investigation.

If a camper discloses abuse during a lesson or activity where other children are involved, acknowledge the child's disclosure, and continue with the lesson. Afterwards, find an

observable location where you can talk with the camper one-on-one. Staff are reminded to avoid situations that may be suggestive and to utilize private but observable locations for one-on-one discussions.

Your role is not to investigate the situation. It is your responsibility to report the abuse, set in motion the process of getting help for the child, and to be supportive of the child. In the event that any staff member learns of an incident of suspected child abuse, the incident shall be immediately reported. In Nebraska, all adults are mandatory

reporters, meaning if we suspect child abuse, we must report it to Child Protective Services (CPS). If you do need to call CPS, the Program Team can help you with this if you need support. If you decide to call CPS on your own, please still alert the Program Team. Sometimes law enforcement will come right away to interview the camper, so the Program Team will want to be prepared to receive them and support the camper throughout this process. All steps should be taken to treat the situation professionally and with confidentiality.

Nebraska Statutes define child abuse or neglect as "One or more persons has knowingly intentionally or negligently caused or permitted a minor child (under the age of 19) to be:

- Placed in a situation that endangers his or her life or mental health;
- Cruelly confined or cruelly punished;
- Deprived of necessary food, clothing, shelter or care;
- Left unattended in a motor vehicle if such a minor child is six years of age or younger;
- Sexually abused; or
- Sexually exploited by allowing, encouraging or forcing such person to solicit or engage in prostitution, debauchery, public indecency or pornographic photography, films or depictions."

Disclosure of the incident or the results of the confidential inquiry shall not be discussed or reported to other persons or institutions without first consulting NLOM legal counsel.

Any staff member involved in the inquiry shall be made aware of the penalty under the Nebraska Statutes for failure to make a report of any child abuse or neglect and the provisions providing for immunity from civil or criminal liability in the event of a report.

Written records of the incident and actions taken will be maintained in the permanent files of NLOM.

Child Abuse Prevention Services, Inc., in Lansing, Michigan offers these tips when responding to the abused child:

- Your feelings of anger, guilt, denial, and confusion are normal reactions, but remember the way we respond affects the child. The best response is to go slowly, not to ask for too much information too fast, and to keep focused on the child's needs. This means that the adult responding should not focus on revenge toward the abuser as such a response will only frighten the child.
- Believe the child. Experience in treatment and reporting indicates that children seldom make up stories about abuse. Even if the story is false or exaggerated, they may still be serious family problems.
- Be a good listener. Allow the child to talk freely with you but remember it is the child's right to be silent.
- Reassure the child. Let the child know that sharing this information with you was the right thing to do. Let the child know that you will try to keep them safe. Be honest with the child regarding your responsibility to report the incident. **DO NOT PROMISE NOT TO TELL.** Be careful not to make any promises about what may or may not happen.
- Help relieve the child. Victims often believe they are to blame for the abuse. Explain that what happened was the responsibility of the adult or older child.
- Be available. They may need additional private time for conversation with you but do not neglect the rest of the group.

- Protect the child's right to privacy. You may assume the special role of advocate for the child by reminding their peers or staff about the child's right to privacy.
- Report suspected abuse to Child Protective Services and the Program Team immediately. Respect the individual's right to privacy and treat in a confidential manner.

Mandatory Reporting How To:

First off, you will need some basic information when making a report of suspected child/dependent adult abuse/neglect. The hotlines will want the child's full name, address, phone contacts for parents, date of birth, and age of the child. This is all information that should be in the camper's Ultra Camp account. Additional information they may ask for are: names/ages of other children in the home, school the child attends, grade in school, preferred language, concerns of drug use in the home, domestic violence, if they are of Native American heritage, if the child has any special needs, and any concerns about there being weapons/firearms in the home.

You are a mandatory reporter, so they will ask for your name. You will give the camp information (phone and address for any follow-up).

If you do not know information that they are asking for, just simply tell them that you do not know. Give as much information as you can, but it is okay if you do not have answers to all of their questions.

You call in the abuse to the state in where the abuse occurred. So, if the child lives in Nebraska, but they are reporting that the abuse happened in Iowa, you will call the Iowa Child Protective Services Hotline.

Nebraska Child Protective Services Hotline – 800-652-1999

Iowa Child Protective Services Hotline – 800-362-2178

They are staffed all the time at the hotline, so they will directly take the information right away. They may also know information already as they have access to prior calls made on an individual. They will not share this information with you, but don't be alarmed if they seem to be familiar with a case.

You will need to document the abuse/neglect information in Ultra Camp and in an incident report. You will need to document which hotline you called, who you spoke to, and the case number that was assigned. You will also need to document what information you shared with CPS, and give the details of the abuse/neglect that you reported.

Safety Precautions

VISITORS ON SITE

Any visitor should be approached politely but immediately to determine the reasons for their presence on site.

At Carol Joy Holling Camp we have visitors who wander in because we are so close to Mahoney State Park, because they are a member of one of our Nebraska Synod congregations and have never visited camp, or because they have business at the camp office. At Sullivan Hills Camp we may have visitors who are also curious about our site. While we work to remain open and welcoming, our job is to protect and care for our campers. We therefore approach all visitors politely, but directly. Visitors driving through camp should not be stopping to talk to campers. If this happens, staff should politely redirect their campers to a new location. They may be approved guests but their presence is still the responsibility of the summer staff members. Inform visitors of “our policy” related to guests on site and ask that they check in at the office. Then notify the chain of command; first, notify your Site Coordinator of their presence on site and their location. The Site Coordinator should then track the vehicle to make sure they make it to the office or leave in a timely fashion. The Site Coordinator may also

want to notify the office so that they can expect a visitor to arrive at the front desk. If the visitor is not leaving, please notify the Program Team.

While, parents certainly have a right to visit their children at camp but we discourage visits because it encourages homesickness and disrupts program. If a parent or other family member of a camper or staff member comes to visit, they should be directed immediately to the office. We cannot ignore our responsibility to protect the child and we cannot assume the child is safe from other family members. No child will leave site with anyone other than the custodial parent or guardian or individual approved in writing by the parent/guardian. There may be times when a family member is not to have contact with a camper. Staff will be informed of these situations and expected to enforce the court ruling or parent request.

At the end of the day, approved visitors will ALWAYS have a branded NLOM nametag that matches summer staff. If you see someone without this nametag, they are not an approved visitor and should be redirected to the office.

OFF-SITE PUBLIC FACILITY USE

When using public facilities additional safety concerns must be addressed.

- Staff will establish boundaries and rules with the campers before proceeding to a park, campground, or other public facilities. Make sure campers understand expectations and the importance of following safety rules.
- Campers will never be left unsupervised and will not be allowed to leave the immediate campsite alone.
- Playground equipment is off limits due to ACA standards.
- Campers should use all public restrooms in pairs. Staff should be aware of how long campers have been gone and check on them if necessary.
- Care should be taken to be polite to strangers, but campers and staff should be warned not to engage in extensive conversation with an unknown person. Campers should not share names or give personal information to any

stranger. Campers should inform staff immediately if they are approached by a stranger.

- Camper counts will be taken every 15 minutes, before and after moving from one area to another. Counts should be taken more often if in an area involving crowds or other distractions.
- When in a large crowd have campers should wear something that will help staff quickly identify members of the group.
- Use the buddy system and teach campers why it is used.

- Establish a meeting place if the group gets separated. Tell campers what to do in case they get lost.
- A minimum of two staff will be with group using public facilities.
- At least one person must be first aid and CPR certified. A first aid kit will accompany the group.
- Keep belongings with the group or have someone stay to monitor the belongings.
- When in a stationery area, like a park, staff should spread out within the group remaining visible.

VEHICLES

Arrivals & Departures

NLOM shall provide for the protection of campers and staff by posting speed limits, designating parking areas and restricted areas, and providing staff at various road points during registration and departure for major events. When groups arrive, they will be met with greeting and instructional signs. Staff will assist with loading and unloading, helping to watch for traffic and directing campers to the proper locations. Staff will be trained on how to do these jobs. Campers will only be allowed to leave with a parent/legal guardian or driver approved by the parent.

Transporting Campers

NLOM shall always attempt to have a minimum of two NLOM staff per vehicle for camper supervision. At least one NLOM staff member aboard the vehicle will be twenty-one years of age and will have current first aid and CPR certification. This staff member will also be provided an orientation to the vehicle, training in behavior management, and review of the emergency procedures for off-site travel. A copy of the Health History form for campers and staff will be in the vehicle when traveling off site. Behind the wheel training

will be provided prior to the use of any vehicle.

During the trip, the drivers shall observe and ensure the number of passengers does not exceed maximum capacity established by NLOM and will see that all passengers are seated, seat belted, and remain so during transport (exception being those vehicles not equipped with seat belts). Vans used to transport campers must have seat belts.

Drivers will adhere to posted speed limits adjusting as needed for weather conditions and road signs will be observed and followed.

On trips exceeding three hours, drivers will rotate every three hours or take a rest stop of thirty minutes every three hours.

Passengers will be provided orientation prior to their departure. Orientation will include rules related to seat belts, remaining seated while the vehicle is in motion, trip overview, expectations related to noise level, and emergency procedures.

Vehicles will be equipped with first aid kit, reflector kit, fire extinguisher, blanket, flashlight, water cooler, and cups. Staff will

carry cell phones in the vehicles, but the driver will not use it in the vehicle in motion.

Non-Passenger Vehicles

It is the policy of NLOM that persons will not be transported in non-passenger vehicles. There are NO EXCEPTIONS to this policy regarding campers. Included are pick-up truck boxes, service van cargo area, trailers and wagons, tractors, skid loader, and mowing equipment. Exceptions related to staff would pertain to training of staff in the operation of equipment. Hayrack rides on private camp roads will be allowed with trained NLOM drivers only.

Vehicle Maintenance

The Director of Buildings & Grounds is responsible for the care, maintenance, and readiness of all NLOM owned and operated vehicles. Maintenance concerns should be reported immediately.

Any NLOM staff member assigned to use an NLOM vehicle for trips off site, and 50 miles or more round trip, shall be responsible for the following:

- Lights all work
- Windshield clear of cracks
- Wipers operational
- Emergency flashers operational
- Horn operational
- Brakes operational

- Mirrors in good repair
- Fluid levels – oil, transmission, power steering, windshield cleaner
- Air-conditioning, heat and defrost work properly
- Tires must be checked using a tire gauge each day the vehicle is used to be sure they are properly inflated

Other Transportation Related Issues

- Keys shall be removed from the ignition of any vehicle when unattended.
- Camp speed limits will be maintained.
- Vehicles will be driven on camp-appointed roadways and parked in designated parking areas.
- Park brakes will be applied when drivers leave the vehicles.
- All golf carts will have a night-light (flashlight) will be on board and in use after dark.
- All passengers in golf carts will remain seated with all limbs in the vehicle. The number of passengers shall not exceed the number of seats in the golf cart.
- Vehicles, including golf carts, will be returned each weekend to the designated area and keys turned in.
- Vehicles will be cleaned weekly and golf carts emptied of personal belongings each Friday.

MEDIA

We are so grateful that the media, and subsequently, the public, are interested in the wonderful things that happen at our places. There is much to be proud of – our programs, places, and especially our people. The year-round and summer staff of NLOM is the best of the best and the campers we serve are incredible! All of this adds up to feel-good stories and great publicity.

You, our members of the Summer Ministry Team, are great ambassadors for our programs and places. As our Marketing Department receives inquiries and pitches stories from media, you may be called up on to share your experience. Of course, you are free to say no if this is something that you aren't comfortable with. If you are willing, the Marketing Team will prep you ahead of the interview, so you know what to expect.

If a reporter of any type approaches you, please defer that inquiry to our Marketing Director.

Crisis Communication

Unfortunately, sometimes there are less than ideal stories that catch the attention of the media and public. Since we work with youth, they are especially vigilant about potential stories that relate to camper safety and care.

It is of key importance that ALL staff recognizes we have a crisis communications plan and that this plan is to be followed carefully to protect the camper, the staff, and the agency. In the event of a major emergency, or an inquiry into a crisis situation, the media may be on our "door step" immediately. Having a crisis communications plan means we are prepared and the Marketing Team will step in and knows what to do.

If a crisis happens, staff will be informed of the details as soon as possible and will be trained in their role (or non-role) in dealing with the media. For our Summer Ministry Team, the role will be to take care of campers and each other. In case of major incident, accident or emergency, staff will be stationed at the office and/or the entrance into camp to direct visitors. ONLY the Executive Director or designated staff member have authorization to speak with the media.

The official spokesperson for the agency is the Executive Director. The back-up spokesperson, if the official person is unavailable, is the Director of Programs, Director of Marketing, or the Director of Building & Grounds. No official statement will be made without the approval of Executive Director.

The spokesperson will provide brief factual statements for media release. Information to be included in the release will include location, type of incident and when it occurred and whether it involved children or adults. Names of the persons involved will NOT be released until families have been notified. Again, if a crisis situation occurs, it is important that the only people speaking to the media are designated as such. Summer Ministry Team members should not speak to the media unless specifically asked to by NLOM.



AMERICAN CAMP ASSOCIATION STANDARDS

Carol Joy Holling is an American Camp Association (ACA) Accredited Camp. Our programs at Sullivan Hills and Day Camp are not accredited at this time but we do strive to follow all the standards.

What Does Accreditation Mean?

- A trusted sign. The ACA-Accredited Camp sign has 50 years of parent trust behind it.
- Accreditation identifies those programs which offer a solid foundation of health, safety, and program quality. Standards cover everything from storage of cleaning supplies to wearing life jackets, first aid kits in vehicles to verifying skills of staff and emergency procedures.
- Assurance that we comply with up to 300 health, safety, and program quality standards. Camps are visited every five years by a team of trained volunteers who check the camp for standards compliance.
- Solid proof of accountability, credibility, and commitment. Evidence that the camp cares. It demonstrates we have gone to great lengths, have been evaluated, and have passed the test!
- It shows we seek expert counsel. Experts from many fields: The American Academy of Pediatrics, American Red Cross, etc., continually work with ACA to improve our camp standards program.
- ACA membership information is available from the Director of Programs. Students are encouraged to join ACA.