



Camp SIBsational Policy and Procedure Volunteer Manual

KyMel, Inc
PO Box 1529
Great Bend, KS 67530

Table of Contents

Committee and Board Members

Organizational Chart

Introduction and Mission Statement

Cabin Configuration

Camp SIBsational Goals

Volunteer Job Descriptions

- Committee Chair
- Committee Members
- Camp SIBsational Director
- General Camp SIBsational Volunteer
- Medical Director
- Houseparent
- Activities Volunteer
- Mental Health Director
- Mental/Behavioral/Social-Emotional Health Provider

Camp SIBsational Volunteer Selection/Eval Process

Orientation

Check-In Procedures

General Policies and Guidelines

- Sexual Harassment
- Discrimination/Sensitive Issues
- Statement of Inclusion
- Transgender Policy
- Visitors
- Personal Appearance and Dress
- Volunteer discipline
- Volunteer Time-Off
- Non-medical Volunteer Role in Health
- Medication Policy
- General Health Policy
- Facilities and Grounds
- Personal Information/Confidentiality
- Media Policy
- Social Media Policy
- Camper Supervision
- Camp Wood Water Safety Regulations

Use of Personal Equipment

Fire Pit Safety Precautions

Arrival/Departure and Transportation Guidelines

Camper Arrival and Departure

Emergency Vehicle

Kitchen and Dining Hall Guidelines

Dining Hall Procedures

Interaction with Campers

Code of Conduct

Interaction with Campers

Camper Discipline

SODAS

Prescription for Homesickness

Suicide

Child Abuse

Bullying Policy

Emergency Policies

General Medical Emergencies

Access to Emergency Health Care

Access to Routine Health Care

Proper Lifting Techniques

Emergency Procedures General

Major Injuries and Accidents

Rapid Response Team

Intruders

Active Shooter Policy

Missing Persons/Kidnapping

Tornado/Severe Thunderstorm Warning

Fire

Utility Failure

Earthquake

Evacuation Procedure

Flammable, Explosive or Poisonous Materials

Emergency Communication Procedures

Emergency Directory

Camp SIBsational Committee

Katie MacDougall, Kansas City, MO
Chairperson

Mandy Graul-Conroy, Blue Springs, MO
Medical Administrator
KyMel Liaison

John Dobson, Overland Park, KS
Camp Director

Heather Nicholas, Wichita, KS
Activities Director

Teresa McVey, Caney, KS
Family Liaison

Allison Taber, Kansas City, MO
Committee Member

Vanessa Crotlinger, Topeka, KS
Committee Member

Judy Wagner, Apple Valley, CA
AdHoc Member

Bryan Wohlwend, Kansas City, MO
KyMel Liaison

Gail Moeder, Great Bend, KS
KyMel Liaison

KyMel Board of Directors

Bryan Wohlwend, Kansas City, MO
President

Gail Moeder, Great Bend, KS
Vice-President

Dan Kopshinsky, Olathe, KS
Treasurer

Mandy Graul-Conroy, Kansas City, MO
Secretary

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Jennifer Harrison-Patterson,
Kansas City, MO

Eric Giovanni, Kansas City, MO

Ivan Cortes, Kansas City, MO

Jason Schmitt, Beloit, KS

Tim Uryasz, Kansas City, MO

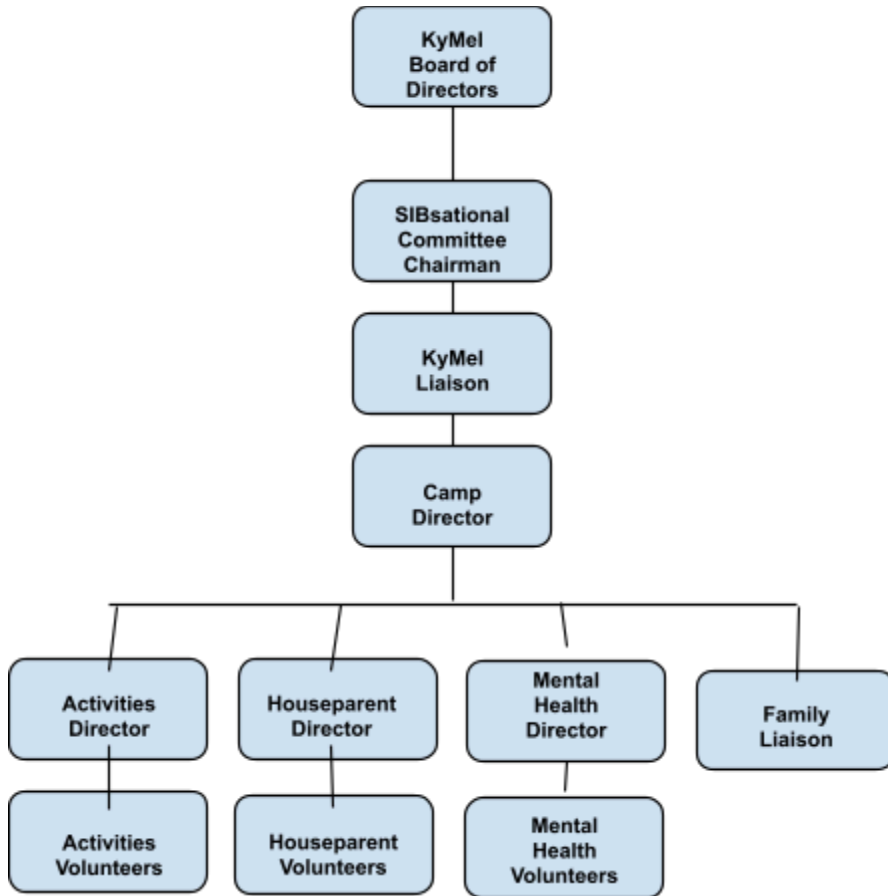
Judy Wagner, Apple Valley, CA

Jamie Cockerham, Piper, KS

Katie MacDougall, Kansas City, MO

Gary Morsch, KS (ad hoc)

Dalton Risner, CO (ad hoc)



Introduction

KyMel, Inc

KyMel, Inc, is a 501(c)3 non-profit corporation that was established in 2015 with the goal to provide connecting experiences for families on the cancer journey. It is the mission of KyMel, Inc. to support families living with, through, and beyond the cancer experience. KyMel, Inc relies 100% of dedicated volunteers to run our organization and programming. We have zero paid staff. Over 150 volunteers give countless hours annually to ensure Camp Hope, Camp SIBsational and KyMel itself run smoothly. KyMel is governed by a board of directors composed entirely of volunteers from a variety of fields. They bring experience in finance, legal, medicine, fundraising, non-profit management and more. KyMel currently offers two programs. Camp Hope, a camp for youth with cancer, and Camp SIBsational, a camp for the siblings of youth with cancer. The board is always looking for new ways to support families on the cancer journey.

Camp SIBsational Mission Statement

It is the mission of Camp SIBsational: To support and celebrate siblings through the cancer journey by providing a fun, active, and safe camp experience

Camp SIBsational Philosophy

We know that the diagnosis of cancer affects the entire family. Oftentimes siblings can feel scared, neglected, guilty and even jealous. While these are all normal emotions they can make many siblings feel isolated. Camp SIBsational provides those siblings a fun experience with peers who also understand how they are feeling better than anybody else. While not a therapeutic camp, SIBsational will have mental health professionals on hand at all times to help if needed. Camp SIBsational is the first sibling-only camp of its kind in the region.

Our History

Our work began in 1983 by Donna Brown, who we lovingly refer to as “Ma” Donna. After losing her two children, Kyle and Melani, to cancer, Ma Donna was determined to create a supportive and hopeful community by connecting children and families on the cancer journey. She built that community through one of the most typical shared experiences a child with cancer can have but often doesn’t – summer camp.

For decades, we’ve been bringing together children from across the heartland for Camp Hope, a week-long immersive camp experience operated 100% by volunteers. In 2015, we became a 501(c)3 nonprofit named KyMel, which honors the memory of Kyle and Melani, and recognizes our rich history of creating hope and connection.

During the fall of 2016, a group of dedicated individuals embarked on a passionate, purposeful and intentional development journey. The Camp Hope Heartland Board of Directors showed a collective interest in the investment of a camp experience, uniquely for the siblings of children with cancer. A camp planning committee of hard-working, heartfelt individuals and leaders came together to build Camp SIBsational in March of 2017.

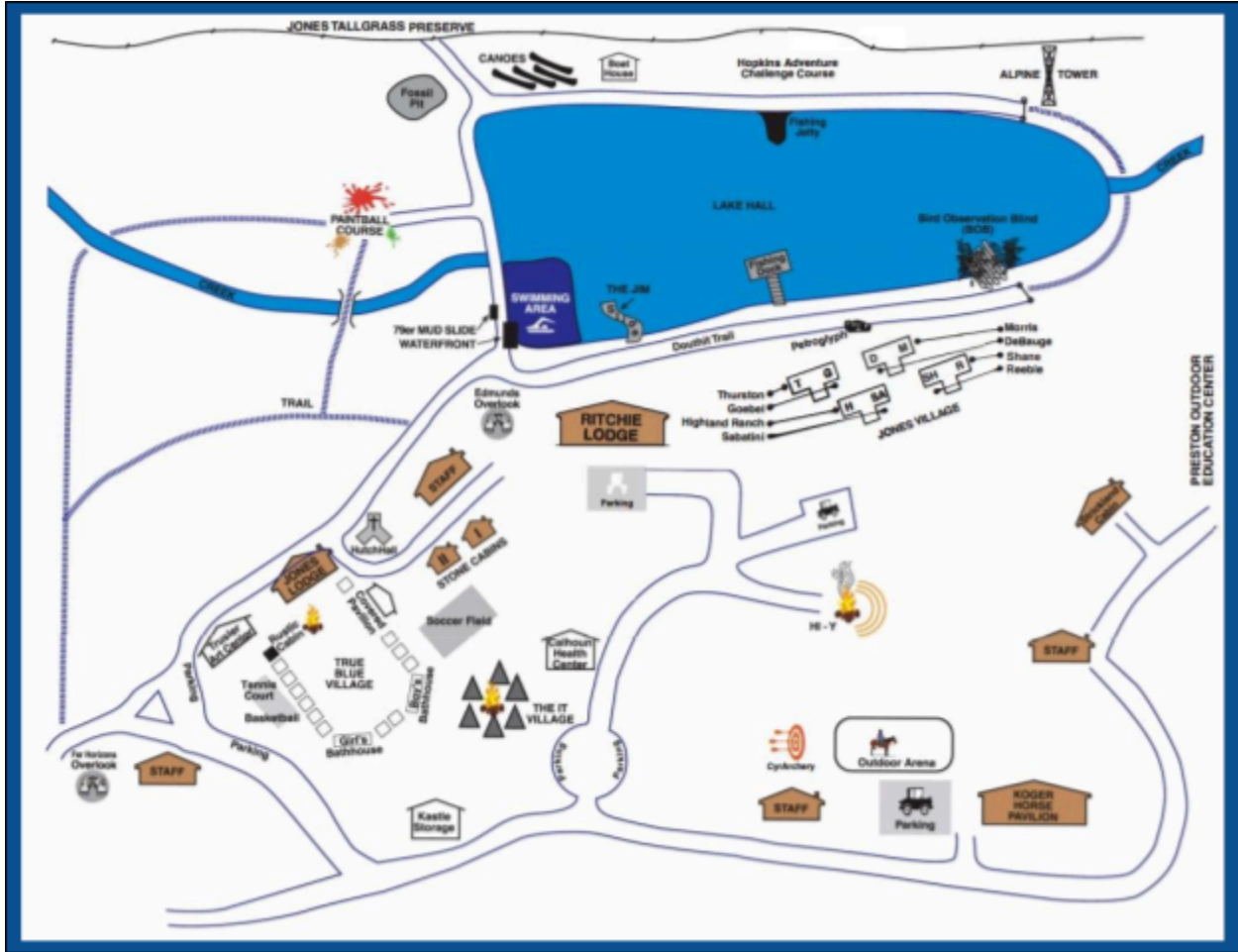
Through the “tireless giving of time, energy and self” and two and a half years of planning, the Camp SIBsational Committee partnered with Camp Wood, YMCA in Elmdale, Kansas to introduce and champion the first, inaugural Camp SIBsational in the summer of 2019.

On July 28, 2019, Camp SIBsational as a camp for the siblings of youth with cancer was fulfilled. A brush with history and an experience charged with moments of “playing, creating, and laughing” together, as siblings, kin and chosen family. KyMel, Inc recognizes that cancer affects the entire family and remains committed to offering this camp, the first sibling-only camp in the region. A safe, fun and active summer camp experience for siblings; to be cherished as individuals, honoring stories, individual uniqueness and belonging amidst a journey with cancer and within the greater KyMel community and beyond.

In addition to the launch of Camp SIBsational, we will continue to explore opportunities to expand our shared experiences and broaden our KyMel community even more.

What started as a special place beyond the rainbow for children with cancer on the plains of Kansas has launched a movement to support entire families. Our vision to build upon Ma Donna’s legacy will require a diverse and robust network of support and volunteers. We hope you will join us as we grow our community and build connections through shared experiences for families on the cancer journey.

Camp SIBsational Cabin Configuration



Camp SIBsational Goals

Goal: To provide campers with a safe, supervised camping environment.

Outcome Objectives:

- ACA camper to adult ratios will be maintained
- Select a minimum of volunteers per session to maintain higher-level, camper-volunteer ratios
- Orient all volunteers to the policies and procedures of camp.

Goal: To offer siblings of youth with cancer opportunities to interact with others who have similar circumstances and expand the desire for social interaction

Outcome Objectives:

- All campers will interact with others by the end of the session.
- At least 75% of all campers will actively participate in small group activities of their choice.
- Campers will be able to name at least two other campers with whom they have spent quality time interacting, and
- Campers will be able to verbalize to a staff member or parent the interests of two campers that are both similar to, and different from, their own (identifying four interests in total).

Goal: To provide to the parents whose children attend camp a safe, secure program, and to provide them with all necessary information and support.

Outcome Objectives:

- 100% of families receive camp packets and final information at least 2 weeks prior to camp.
- 100% of the families will have received written documentation regarding Camp SIBsational.
- 100% of the families will meet with a representative of Camp SIBsational and/or Camp Wood nurse.
- Maintain accreditation with the American Camp Association

Goal: To provide maximum benefits to the children from the donations received.

Outcome Objectives:

- All restricted camp gifts will be used for camp programs.

Goal: To provide a camp setting where all campers feel supported, safe and respected

Outcome Measure:

- Campers will complete the ACA Camp Connectedness questionnaire while at camp with the goal being that 75% of campers ages 10 and up report feeling an increased feeling of connectedness as a result of participating in Camp SIBsational.

Goal: To increase a camper's ability to develop positive relationships, as the benefits of a positive support system for siblings of youth with chronic illnesses are well known

Outcome Measure:

- Campers will complete the ACA Friendship Skills (detailed version) while at camp. The goal will be that 50% of campers ages 10 and up show an improvement in their ability to build and maintain friendships because of their experience at camp.

Volunteer Job Descriptions

All volunteers will be able to perform the following essential functions:

1. Uphold the policies and procedures of KyMel and Camp SIBsational including all safety regulations and emergency procedures.
2. Pass a background check.
3. Possess the qualities of integrity and adaptability and be of good character.
4. Have the desire, willingness and ability to work and communicate with children and volunteers in a camp setting.
5. Provide necessary instructions to campers.
6. Observe camper behavior and assess its appropriateness.
7. Apply appropriate behavior management techniques.
8. Use visual and auditory abilities to identify and respond to environmental and other hazards related to the activities.
9. Be physically able to assist campers and volunteers in an emergency.
10. Be physically able to participate in camp activities.
11. Be physically able to maneuver throughout camp on your own accord.
12. Attend staff meetings during camp.
13. Accentuate the positive in all campers and fellow volunteers.
14. Report all accidents and illnesses to the assigned member of the medical staff immediately.
15. Remember that activities are for the campers. Volunteers are there to engage with campers and to assist with and teach the activities.

SIBsational Committee Chairperson

Qualifications:

1. A minimum of a Bachelors Degree.
2. Possess planning and organization skills.
3. At least 25 years of age.

Responsible To:

KyMel Board of Directors

General Responsibility:

Facilitate the planning, implementation, and organization of camp programs and activities.

Specific Responsibilities:

1. In conjunction with KyMel staff and committee, develop and review the volunteer policies and procedure manual.
2. Work with KyMel staff and committee to obtain and maintain accreditation.
3. Participate in the recruiting, interviewing, selecting and orienting of all volunteers.
4. Organize and prepare paperwork.
5. Conduct camp planning meetings.
6. Communicate with Camp SIBsational committee. Ensure distribution of planning information to all committee members.
7. Work closely with groups hired to provide programs at camp.
8. Ensure that all policies, procedures, and activities are consistent with KyMel, Camp SIBsational and American Camp Association standards.
9. Further the knowledge and education in camping by attending professional seminars, classes, or conferences.
10. Be willing to respond in a timely manner to emails regarding Camp SIBsational.

Camp SIBsational Committee Member**Qualifications:**

1. High school graduate. Bachelor's degree is desirable.
2. At least 19 years of age.
3. Minimum of three years Camp SIBsational experience as a camper or volunteer.
4. Have an assigned camp responsibility that requires camp committee membership.

Responsible To:

Camp SIBsational Committee Chairperson

General Responsibility:

Share in the responsibility of planning, directing, and supervising all camp activities to fulfill the Camp SIBsational mission.

Specific Responsibilities:

1. Ensure that all policies, procedures, and activities are consistent with KyMel, Camp SIBsational, and American Camp Association standards.
2. Attend Camp SIBsational committee meetings.
3. Actively participate in the planning of Camp SIBsational.
4. Attend Camp SIBsational and actively participate in camp activities and assume responsibilities associated with assigned roles.
5. Actively promote and act as a spokesperson for KyMel's Camp SIBsational.
6. Be willing to respond in a timely manner to emails regarding Camp SIBsational.

Camp SIBsational Director

Qualifications:

1. A minimum of a bachelor's degree.
2. At least two years in previous camp supervisory role.
3. Ability to supervise volunteers and campers.
4. At least 25 years of age.
5. Be a member of the Camp SIBsational Committee.
6. Possess leadership qualities.

Responsible To:

Camp SIBsational Committee Chairperson

General Responsibility:

1. Orient and supervise volunteers and campers.
2. Coordinate all activities and events.

Specific Responsibilities:

1. Work with the committee to organize, prepare and conduct the volunteer orientation and all staff meetings.
2. Provide volunteers with the support needed to carry out their duties.
3. Supervise all programs and special activities.
4. Provide verbal instructions and leadership to all individuals in attendance at Camp SIBsational.
5. Ensure that all policies, procedures, and activities with KyMel, Camp SIBsational and American Camp Association standards are enforced.
6. Be responsible for making decisions regarding camper or volunteer behavior.
7. Communicate and work with all individuals in attendance at Camp SIBsational.
8. Be responsible for maintaining safety and implementing emergency procedures.
9. Work with the committee to facilitate and supervise the opening and closing of Camp SIBsational.
10. Respond to emails/communication with the committee throughout the year in a timely manner.

General Camp SIBsational Volunteer

Qualification:

1. Must be at least 18 years of age
2. Ability to work as a team member with other volunteers
3. Experience working with children
4. Responsible, trustworthy, reliable, positive role model, flexible, hardworking, willing to learn
5. Must stay overnight in a cabin with campers for the duration of camp

Responsible To:

Camp SIBsational Chairperson and Camp Director

General Responsibility:

1. Group supervision of campers with attention to all of the following: program, health, happiness, cleanliness, safety, routine duties, positive, realistic expectations and guidelines for behavior, character and skill development.

Responsibilities:

1. Be concerned for the social adjustment of EACH camper.
2. Help plan, carry out and evaluate programs, games, and activities for campers.
3. Promote camper participation in activities.
4. Assist campers in cabin clean-up duties.
5. Take turns with other volunteers for various responsibilities.
6. Monitor and report any health or medical concerns to the Camp Director, Camp Wood Nurse and/or Camp SIBsational Chairperson.
7. Teach or assist with camp programs and encourage camper participation.
8. Be a positive role model and set a good example throughout all interactions at camp. The camp is a fun learning experience.
9. Attend and participate in all staff meetings.
10. Work with the camp directors and other camp staff to iron out difficulties with facilities, programs, and campers.
11. Provide leadership and guidance to other volunteer staff working in your cabin.
12. Help develop, carry out and evaluate a camp program that reflects the goals of Camp SIBsational.
13. Assist with duties for camp clean up.
14. Follow all policies and guidelines as explained in the Camp SIBsational Volunteer Manual.

15. Participate in all activities with your campers. Encourage and facilitate camper's participation in all activities by implementing appropriate strategies, such as visual structure, and reinforcements.
16. Participate in pre-camp staff training. Become familiar with and implement camp policies, procedures, and philosophy as stated in the Volunteer Manual, and learn the role of the camp volunteer.
17. Be on time for all camp activities and meetings. This is a sign of respect for the people you are working with.
18. Assist and supervise campers in all aspects of self-care, including dressing and undressing, bathing, eating, grooming and hygiene, toileting, and any other areas of daily living. If your camper is self-sufficient in these areas, close supervision and monitoring are still required.
19. Accept added responsibilities as deemed necessary by the Camp Director to ensure the safety and well-being of every person involved in the Camp's activities

Camp Medical Administrator

Qualifications:

1. Licensed as a Doctor of Medicine or Doctor of Osteopathy.
2. Current CPR certification.
3. Must have three or more years of experience in the field of practice.
4. Experience with children and young adults is desirable.
5. Ability to originate, update, and/or monitor health care, maintain records, and implement the healthcare plan.
6. Must have prior or current leadership experience in the healthcare setting.
7. Must be 28 years or older.
8. Must be available 24 hours a day via phone or on-site during camp.

Responsible To:

Camp SIBsational Chairperson

General Responsibilities:

1. Establish and maintain a healthcare policy in the volunteer manual.
2. Act as a resource to the Camp Wood Nurse during camp.
3. Serve as liaison to parents and volunteers prior to, during, and after camp to discuss any healthcare needs.

Specific Responsibilities:

1. Annually review and update the healthcare policy in the volunteer manual.
2. Work with the Camp Wood Nurse prior to camp to ensure all needs are met for camp.

3. Contact parents and volunteers prior to camp to ensure all medical needs can be met adequately at camp and make sure any specific needs requiring frequent monitoring are communicated to volunteer staff as appropriate.
4. Be available by phone or in person during camp to support the Camp Wood Nurse as needed.

To advance Camp SIBsational goals (pg 9 of manual) department directors will be positive role models for volunteers; encouraging positive interactions with campers and be available for any questions or concerns. They are responsible for observing and evaluating volunteers to ensure compliance to Camp SIBsational guidelines and code of conduct while fulfilling duties outlined in volunteer manual. If concerns develop with volunteers in their department, directors will meet with volunteer to communicate concerns and suggest areas/ways for improvement. They will be able to resolve disputes. These discussions will be documented on the Volunteer Observation Form which will be reviewed prior to volunteer selection the following year. Urgent concerns will be taken to the Camp Director.

Houseparent

Qualifications:

1. Understand the developmental needs of children.
2. Serve as a positive role model in interacting with others.
3. At least 21 years of age.

Responsible To:

Houseparent Director

General Responsibility:

Assume the parental role for campers attending Camp SIBsational.

Specific Responsibilities:

1. Protect the physical, emotional and social needs of assigned campers.
2. Work with at least one other houseparent in a cabin group.
3. Learn the names of each camper in the cabin group and activities.
4. Attend orientation sessions and be responsible for knowing and implementing Camp SIBsational policies and procedures.
5. Supervise the daily care of campers.
6. Carry out established roles in enforcing camp safety regulations.
7. Instruct campers in emergency procedures.
8. Stay with your group at all times. If some of your campers are to be away from your group, know where they are and under whose supervision *at all times*.
9. Return to the cabin after the evening has ended and stay with the campers.

10. In order to prevent communicable diseases, campers and volunteers must sleep head to toe in the cabins.
11. Report behavioral issues to the Head Houseparent who in turn will report the concerns to the Camp Director as necessary.
12. Be enthusiastic at all times.
13. Work with medical staff to safeguard the campers under your care.
14. Take responsibility for your campers' personal cleanliness and appearance, especially daily showers and clean up before meals.
 - a. Most campers will need to be reminded to brush their teeth, shampoo their hair, and change their clothes; houseparents will ensure campers will complete hygiene tasks daily.
 - b. Keep sleeping quarters clean.
 - c. Instruct your campers to properly care for their belongings, to keep cabin and bunk areas neat, and to empty the trash on a daily basis.
15. Be courteous to your fellow volunteers.
 - a. Rotate duties (e.g., putting kids to sleep, waking them up, taking them to showers, supervising campers, playing with them) and be considerate and respectful of other House Parent's in your group by sharing the workload equally.
 - b. If you have a conflict with one of the other House Parent's in your group, attempt to resolve it between you. If unable to do so, bring the issue to the Director of House Parent's.
16. Remember campers' parents. Set up a time when you and your campers write a letter home
17. Actively participate in camp activities and participate in all activities with assigned campers.
18. 11:15 p.m. lights out applies to all volunteers no matter the work assignment unless prior approval is obtained from a supervisor.

Houseparent Role in Routine Health Care

The camp director and members of the medical team (Camp SIBsational Medical Administrator and Camp Wood Nurse) are charged with the overall supervision of routine health care of the campers. However, house parents have an integral role in the supervision of campers' health care needs. House parents are charged with managing cabin and activity groups to support activities of daily life (e.g., adequate rest, water, nutrition, hygiene). House parents are responsible for observing and reporting to the designated member of the medical team or medical administrator any signs and symptoms of illnesses or injuries that may be present among the campers. Specific policies and procedures pertaining to maintaining or reporting health care concerns are described in the *Camp SIBsational Policy and Procedure Volunteer Manual*.

Houseparent Role in General Camp Activities

Remember, you are the campers' caregivers for the week. Houseparents will be broken down into teams and each team will be assigned a specific group of children, based on age, to supervise for the week. You and your teammate(s) are responsible for these campers *at all times* unless otherwise noted. You should work with your team to delineate roles and to provide coverage when needed (i.e. your shower time). We expect you to enforce all camp rules. We recommend that you follow the SODAS plan (see page 41) for any discipline you feel is necessary. If that does not work, or if you feel like you need additional help, notify a Houseparent Director. Only the Camp Director can distribute "strikes" to campers.

Activities Volunteer

Desired Qualifications:

1. Ability to direct group and/or individual activities.
2. Serve as a positive role model in interacting with others.
3. At least 19 years of age.

Responsible To:

Activity Director and Camp Director

General Responsibility:

Ensure that the campers' needs are met and participate in camp programs.

Specific Responsibilities:

1. Initiate and participate in assigned activities during the camp.
2. Coordinate with Activities Director, Camp Director, and house parents for any possible changes in procedure or schedule.
3. *A/ways* work with or inform house parents regarding discipline or any other decisions concerning the campers.
4. Attend orientation sessions and be responsible for knowing and implementing the Camp SIBsational policies and procedures.
5. Have all campers assist with the clean up of arts/crafts supplies and other equipment used for activities (balls, clubs, etc.)
6. If a houseparent leaves a child in your care, the child is to remain in your care until you are notified otherwise by the child's houseparent.
7. Assist campers in learning new skills, developing new hobbies, and experiencing the adventure of camp in a safe environment.

8. Work with medical staff to safeguard the campers under your care.
9. Assist campers in respecting others, working together, and developing a sense of group identity.
10. Learn indirectly from campers what is like to live with, through, and beyond cancer.
11. Report all accidents and illnesses of campers to the medical staff assigned to your activity
12. Know the Camp SIBsational rules and procedures thoroughly and follow them.
13. Be enthusiastic at all times and be ready to enjoy your day—and to help the campers to enjoy theirs.
14. Discuss any problems with the Activity Director.
15. Keep your groups at the appropriate ratios (utilizing ACA ratios):
 - a. 4-5 year olds: 1 adult for every 5 overnight or 6 day campers
 - b. 6-8 year olds: 1 adult for every 6 overnight or 8 day campers
 - c. 9-14 year olds: 1 adult for every 8 overnight or 10 day campers
 - d. 15-18 year olds: 1 adult for every 10 overnight or 12 day campers
16. Remember that activities are for the campers. Volunteers are there to assist and teach the activities.
17. Each person chosen as an activity volunteer will be asked to lead or assist with activities.
18. All safety regulations will be established by the volunteer in cooperation with the Camp Director and Activity Director. As appropriate, all hazards will be reported by the Activity Director. The medical staff will review all health considerations relating to the activity.
19. Actively participate in camp activities and participate in all activities with assigned campers.
20. In order to prevent communicable diseases, campers and volunteers must sleep head to toe in the cabins.
21. Assist the houseparents and help monitor campers during activities
22. 11:15 p.m. lights out applies to all volunteers no matter the work assignment unless prior approval is obtained from a supervisor.

Mental Health Director

Qualifications:

1. Hold a professional license in the State of Kansas in a mental health field such as social worker, professional counseling or marriage and family therapy.
2. Must have three or more years of experience in the field of practice.
3. Experience with children and young adults is desirable.
4. Ability to originate, update, and/or monitor mental health needs; implement a mental health crisis plan, and maintain documentation.

5. Must be 25 years or older.
6. Must have at least two years experience at Camp SIBsational, unless exception made by the committee
7. Must be available during the off-season to address questions as they arise and be available for meetings when needed
8. Must be available 24 hours a day via pager or on-site during camp.
9. A member of the committee.

Responsible to:

Camp SIBsational Chairperson
Camp Director

General Responsibility:

Be available to intervene in a mental health crisis for all individuals in the camp

Specific Responsibilities:

1. Coordinate with the medical administrator regarding mental health concerns identified on the camper and volunteer applications.
2. Supervise the mental health standards and help provide an appropriate camp environment that promotes health and wellness.
3. Monitor and intervene in any identified potential crisis situations.
4. Coordinate with the Camp Director and Camp SIBsational Chairperson in a crisis situation to ensure proper care of the camper or volunteer.
5. Make necessary reports of suspected abuse, harm to self or harm to others to the appropriate authorities.
6. Complete documentation of any crisis situation or intervention to be kept in the camper or volunteer confidential file.
7. Keep incident reports that may be used for risk management assessment.
8. Follow-up with camper and parent as needed during and after a crisis situation.
9. Prepare a summary and evaluation of how mental health crises were handled and make recommendations for the following year.
10. Attend orientation sessions and be familiar with Camp SIBsational policies and procedures.
11. In order to prevent communicable diseases, campers and volunteers must sleep head to toe in the cabins.
12. 11:15 p.m. lights out applies to all volunteers no matter the work assignment unless prior approval is obtained from a supervisor.

To advance Camp SIBsational goals (pg 9 of manual) department directors will be positive role models for volunteers; encouraging positive interactions with campers and be available for any questions or concerns. They are responsible for observing and evaluating volunteers to ensure compliance to Camp SIBsational guidelines and code of

conduct while fulfilling duties outlined in volunteer manual. If concerns develop with volunteers in their department, directors will meet with volunteers to communicate concerns and suggest areas/ways for improvement. They will be able to resolve disputes. These discussions will be documented on the Volunteer Observation Form which will be reviewed prior to volunteer selection the following year. Urgent concerns will be taken to the Camp Director.

Camp Mental/Behavioral/Social-Emotional Health Provider

Qualifications:

1. Hold a professional license in the state of Kansas in a mental health field such as psychiatrist, psychologist, social worker, child life specialist, professional counselor, etc.
2. Experience with children and young adults is desirable.
3. Ability to originate, update, and/or monitor mental health needs, implement a mental health crisis plan, and maintain documentation.

Responsible to:

Mental Health Director and/or Camp Director

General Responsibility:

Be available to help identify campers in need of mental and/or social support, develop plans specific for those campers, and/or provide extended support to those campers when needed.

1. Be available to intervene in a mental health crisis for selected individuals in the camp.

Specific Responsibilities:

1. Communicate with the Camp Director, Mental Health Director, and Houseparent Director regarding campers in need of special mental and/or social health support.
2. Help identify, coordinate, and carry out plans of action regarding specific campers who need extra mental and/or social health support.
3. If assigned to a specific camper with mental and/or social health needs, provide close support to him/her throughout the week while maintaining clear communication with the appropriate supervisory personnel, such as Medical Administrator, Mental Health Director, and Houseparent Director.
4. Monitor and intervene in any identified potential crisis situation involving a camper.

5. Coordinate with the Medical Administrator and Mental Health Director in a crisis situation to ensure proper care of the camper.
6. Make necessary reports of suspected abuse, harm to self, or harm to others to the appropriate authorities.
7. Complete documentation of any crisis situation or intervention to be kept in the camper or volunteer confidential file.
8. Follow-up with the camper's parent as needed during and after a crisis situation.
9. No provider will be expected to do anything outside of his/her scope of practice.

Camp SIBsational Volunteer Selection/Evaluation Process

Individuals interested in volunteering for Camp SIBsational are required to complete an application and submit it by the stated deadline. Once the application is received in the office, the Camp SIBsational committee reviews the application. KyMel is responsible for processing criminal background checks and checks with the National Sex Offender Registry for each volunteer applicant. We also screen all new applicants, and returning applicants every 5 years, through their state child abuse database and include a regional background check.

If an issue arises with the background check, KyMel will notify the KyMel Liaison and Camp SIBsational Chairperson, who will review the situation and present it to the KyMel board of directors as needed. Once reviewed they will then notify the volunteer of the concern and inform the volunteer that he/she may no longer be eligible to be considered for Camp SIBsational depending on the issue with the background check. If the background check is clear, an appropriate Camp SIBsational committee member will phone only new volunteers to interview them and to review expectations of Camp SIBsational volunteers. Three personal references are mailed on behalf of the potential volunteer requesting feedback on the ability of the potential volunteer to perform as a volunteer at Camp SIBsational.

The Camp SIBsational committee reviews each application and accompanying references (new volunteers only) and selects volunteers based on previous camp performances or volunteer experience and feedback from the reference forms (new volunteers only). In addition, information about past Camp SIBsational volunteer performances is considered when making selection decisions regarding returning volunteers. This information is obtained from the observations/evaluations of volunteer performances obtained during camp. Once selected, the volunteer is notified via e-mail regarding the selection and camp assignments. Each new volunteer is assigned a mentor who is an experienced Camp SIBsational volunteer. Applicants who are not selected as volunteers are also notified via e-mail.

During camp, all volunteers are observed by members of the Camp SIBsational committee. If performance issues arise during camp, the Camp SIBsational committee chair will visit directly with the volunteer regarding the feedback. If improvement is not noted, the volunteer may be asked to leave camp early. If performance issues are noted

after camp is over, the committee chair or member of the committee will call the volunteer directly and visit about the issue.

Volunteer Orientation

All volunteers are required to participate in orientation prior to Camp beginning. This process will begin when the volunteer manual is distributed for review to all volunteers. *It is expected that all volunteers read the manual prior to arriving at camp.* They will sign a document indicating that they have reviewed the manual. Orientation will occur at camp prior to the arrival of the campers. Orientation will begin Saturday afternoon and conclude by noon on Sunday. Orientation topics will include, but are not limited to, an introduction to the purpose and mission of Camp SIBsational and a review of Camp SIBsational policies as outlined in the manual and emergency procedures. Time will be included for team building. Volunteers will also receive job-specific orientation during that time. Orientation is mandatory for all volunteers. In the rare circumstance that a volunteer is unable to attend, arrangements can be made to complete the orientation either prior to arrival at camp or immediately upon their arrival before assuming their duties.

Camper and Volunteer Check-In

Volunteers and campers will be expected to complete all necessary paperwork online prior to camp. The medical administrator will review all camper medical histories prior to camp. Upon arrival at camp, a member of Camp SIBsational will review the camper and volunteer application (medical history, medications, allergies, etc) and update it as necessary. In addition, all participants will be screened for communicable diseases, **such as lice, scabies, URI, etc.** Medications will be collected by Camp Wood Nurse and kept in their designated locked storage areas.

General Camp SIBsational Policies

KyMel, Inc appreciates you for volunteering. Remember that campers notice their volunteers' behavior - you are a role model for the campers. The campers look up to you and mimic your actions. If you enthusiastically and actively participate in everything, they will want to also. Be aware of your actions and words.

As with any camp program, there are policies and guidelines to govern volunteer behavior, whether in camp or out. The structure in which the camp operates is based on common sense, responsibility, meeting the needs of the campers, and fulfilling the roles to which volunteers are assigned.

Be aware that in-camp and out-of-camp behaviors are reflected in the manner, the energy, and the effectiveness with which commitments are fulfilled to the campers and fellow volunteers. We are on view to the community. Camp SIBsational relies on the volunteer and financial support of others throughout Kansas. In the final analysis, the responsibility for professional and personal conduct rests with the volunteers. The

following comments and guidelines are intended to ensure a comfortable and productive working atmosphere.

Sexual Harassment Policy

Sexual harassment is the unwarranted and unwanted action of an individual against another individual involving sexual overtones. KyMel, Inc will not tolerate verbal or physical conduct by a volunteer which harasses, disrupts, or interferes with another volunteer's performance or which creates an intimidating, offensive, or hostile volunteer setting. Camp SIBsational is opposed to sexual harassment in a volunteer setting and such harassment is against the law.

Sexually harassing conduct in a volunteer setting or elsewhere, whether committed by supervisory or non-supervisory staff or volunteers, is prohibited. Such conduct may include, but is not limited to:

- Sexual flirtations, touching, advances, etc.
- Verbal abuse of a sexual nature.
- Graphic or suggestive comments about an individual's dress or body.
- Sexually degrading words to describe an individual.
- The display in a volunteer setting or elsewhere of sexually suggestive objects or pictures, including nude photographs.

It is important to note that sexually harassing conduct also includes:

- Explicitly or implicitly making submission to the conduct a term or condition of an individual's volunteering.
- Using submission or rejection of the conduct as a basis for volunteerism decisions.
- The conduct substantially interferes with the individual's volunteer performance or creates an intimidating, hostile, or offensive volunteer setting.

Any volunteer who believes that the actions or words of any fellow volunteer constitutes unwelcome harassment has the responsibility to report this behavior, preferably in writing, as soon as possible to the Camp SIBsational Committee Chairperson, the KyMel Liaison or Camp Director.

All complaints of harassment will be investigated promptly in a confidential manner. In all cases, the volunteer will be advised of the investigation conclusions. Any volunteer who is found, after the investigation, to have engaged in harassment of another volunteer or camper will be subject to appropriate disciplinary action, including discharge.

KyMel Anti-Discrimination Policy

It is the policy of KyMel, Inc that discrimination against anyone based on race, color, religion, sex, age, creed, status of marriage, sexual orientation, gender identity, national origin, or physical disability will not be tolerated. Exceptions are where specific age, sex or physical requirements are a bona fide volunteer qualification.

Sensitive Issues

Camp SIBsational expects all volunteers to refrain from, and monitor for, discussion of inappropriate and potentially sensitive topics. Topics include, but are not limited to, smoking, drugs, tattoos, body piercings, sexuality, dating, religion, horror stories, and divorce. In addition, it is recommended to not discuss the personal lives of staff with campers. We also expect volunteers to avoid conversations regarding the campers' personal experience with cancer unless prompted by the camper.

KyMel Statement of Inclusion

KyMel, Inc seeks to foster an environment that is caring, respectful, and encourages acceptance of individual differences of all within its volunteer base and campers. KyMel, Inc actively promotes and recognizes principles of fairness and equity. All are welcome regardless of race, ethnicity, religion, age, gender identity and expression, sexual orientation, socioeconomic status, family structure, ability, and all other identities represented among our diverse membership. Volunteers and campers are expected to use person first, positive and respectful language during all interactions, and will address individuals by their preferred pronoun.

Transgender and Gender Non-Conforming Volunteers and Campers

KyMel, Inc promotes inclusivity at all of its camps and events. We believe everybody has the right to feel safe and welcomed. We prohibit discrimination on the basis of gender-identity and sexual orientation. This guideline outlines the steps we as an organization have taken to respect the gender identity of campers and volunteers.

- **Definitions**

Gender Expression: How a person expresses their gender through their outward presentation and behavior, such as through clothing, hairstyle, and mannerisms.

Gender Identity: This is a person's deeply-felt sense of being male, female, both or neither, regardless of the gender they were assigned at birth.

Gender Non-conforming: A person whose behaviors or gender expression fall outside of what is considered typical for their assigned sex at birth.

Sexual orientation: A person's sexual or romantic attraction to a specific gender or genders. This is different from gender identity.

Transgender: A person whose gender identity is different from their assigned gender at birth. FYI, this word is an adjective. Using it as a noun or verb can be offensive.

- **Confidentiality**

Information about a camper or volunteer's gender identity will be kept confidential. The information will only be shared on a need-to-know basis like any other piece of protected medical information.

- **Documentation**

Applicants to any KyMel activity may register based on their gender identity. If they are not able to register based on their gender identity for whatever reason then they may confidentially inform camp leadership prior to camp or the Camp Director upon arrival.

- **Pronouns**

Campers and volunteers will be addressed by the requested name or pronoun that corresponds to their gender identity. Nametags will correspond to their requested name.

- **Restroom Accessibility**

Campers and volunteers will have access to the restroom that corresponds to their gender identity. The facilities at camp do not include any single stall restrooms thus anybody who desires extra privacy should talk to the Camp Director to develop a plan.

- **Cabin Assignment**

Camp participants will be assigned to sleeping quarters based on their gender identity. Sleeping arrangements are determined based on the gender picked during camp registration. If the participant is unable to register for camp based on their gender identity they should notify camp leadership as quickly as possible so that appropriate sleeping arrangements can be made.

- **Showers**

Campers and volunteers may use the shower that corresponds to their gender identity. The bathhouse has individual shower stalls with curtains to help with privacy. It is already a camp policy that campers and volunteers shower at separate times whenever possible. Anybody who desires a more private shower may request that to the Camp Director.

- **Privacy in Cabins**

Through the use of room dividers or other means, a private space will be made available in all sleeping areas for anybody who desires extra privacy when changing clothes.

- **Dress Codes**

Camp participants will be permitted to dress in a manner consistent with their gender identity however the Camp dress code remains applicable for everybody.

- **Bullying and Safety**

Camp prohibits any and all forms of bullying. If at any time a camper or volunteer feels unsafe or bullied they should immediately report it to the Camp Director.

- **Camp Activities**

In general, camp activities are not gender-specific. If a gender-specific activity does occur then the camper or volunteer may participate in the activity that aligns with their gender identity.

Camp SIBsational is committed to providing a volunteer setting that is free of discrimination. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, sexual orientation, or any other legally protected characteristic will not be tolerated.

General Policies

- Volunteers may not accept gratuities of any form from campers, parents, or any agency or organization for work done as a volunteer of Camp SIBsational.
- Ask for help when you need it.
- Volunteers who are pregnant will be accepted if the applicant can complete duties as assigned to her and is within the first 20 weeks of her pregnancy.
- Volunteers and campers must wear name tags at all times.

- Be on time for everything. This is stressful for our campers. A smooth program depends on the schedule and participation of everyone.
- Volunteers will not use, possess, be under the influence of or provide minors any illegal drug, alcoholic beverage, or tobacco products while on camp property, in camp vehicles, on camp trips, or while camp is in session. Any violation of this policy may constitute immediate dismissal.
- Smoking is *not* permitted on camp premises. No tobacco products of any kind are allowed. This includes vaping/e-cigarettes.
- All medications of campers must be turned over to the Camp Wood Nurse upon arrival unless other arrangements are made at the discretion of the medical administrator and Camp Wood Nurse.
- All medications of volunteers will be placed in a locked box located in the Medical Administrator and/or Camp SIBsational Chairperson cabin, away from campers.
- No one is permitted to leave the camp premises without approval of the Camp Director.
- Be aware of potentially dangerous situations. Be aware of your surroundings. Think about risk management.
- There is a time and place for romance; camp is neither the time nor place.
- Profanity is not allowed.
- Volunteers do not have any guaranteed time off during the week.

Visitors

- Those wanting to invite relatives or friends to visit camp need to check with the Camp SIBsational Chairperson or KyMel Liaison first.
- Visitors are restricted from attending a few Camp SIBsational activities, including the Talent Show and dance. Other activities may be restricted at the discretion of the Camp Director.
- Each visitor must check in with the Camp SIBsational Chairperson or KyMel Liaison upon arrival to camp and must wear their Guest badge while at camp.
- The Camp SIBsational Chairperson or KyMel Liaison will review Camp SIBsational privacy and confidentiality policies, visitor policies, and the camp philosophy with visitors upon arrival.
- Visitors must sign in with the Camp SIBsational Chairperson or KyMel Liaison, indicating their agreement to follow Camp SIBsational policies and maintain the confidentiality of campers and volunteers.
- Visitors may stay for one meal. Visitors may stay no more than 4 hours and no later than 8 p.m. Exceptions may be made by the KyMel Liaison, Camp Director, or the Camp SIBsational Chairperson.
- Visitors may not participate in activities designed for the campers.
- Visitors may not stay overnight on the camp grounds.
- Camp volunteers are to be helpful and courteous to visitors at all times. If a volunteer feels a visitor is interfering with camp operation, that should be reported to the Camp Director.

Personal Appearance and Dress

- Keep your personal appearance neat. Please leave torn shirts and jeans, T-shirts with inappropriate messages, etc., at home. Underwear should never be seen peeking out from under clothing.
- Guideline for the length of shorts for females is “fingertip length”.
- High heels and platform shoes should ONLY be worn for the dance.
- All campers and volunteers will wear sunscreen when outdoors.
- Appropriate one piece or tankini bathing suit may be worn.
- Inappropriate tattoos must always be covered. The Camp Director may determine the appropriateness of the tattoo.

Volunteer Discipline

Volunteers are always required to follow all Camp SIBsational policies and procedures. Violation of these policies may result in immediate dismissal from Camp. If a volunteer is noted to be in violation of a camp policy, is believed to be endangering the safety and well-being of the campers or volunteers or is believed to be disparaging the reputation of Camp SIBsational then this will be reported to the Camp Director. The Camp Director in conjunction with the Camp SIBsational Chairperson and KyMel liaison will discuss the incident with the volunteer then decide if that volunteer can remain at Camp. Dismissal from camp is at their discretion. A dismissed volunteer may request a review by the full Camp SIBsational committee. That committee meeting would be held as quickly as possible but the volunteer in question will not be allowed to have any camper or volunteer interaction pending their decision. The decision of the committee is final.

Volunteer Time-Off

Volunteers are required to attend all of orientation and be present the entire week of camp, unless otherwise noted in the manual. There is no guaranteed time off during the week. We do recognize however that there are sometimes situations which arise. If a volunteer feels like they need time off from camp they may make a formal request for leave. Examples of requests that will be considered include family/medical emergencies, acts of nature, special events, etc. All requests will be reviewed by the committee. Requests are **NOT** guaranteed as the committee must weigh many factors and ultimately the safety of the campers is of utmost importance. Requests will be evaluated in the order they are received. You will receive notification of the committee decision as quickly as possible. In the case of an emergency that requires a volunteer to leave camp immediately, they must notify the camp director. Anybody not present for orientation will receive training at a different time. If volunteers are given time off, it is expected that they return to duties at the specified time.

Daily “Quiet Time”

Each day there is a “quiet time” in order to allow the campers to rest. Volunteers may rest during that time as well, *as long as their assigned duties are completed*. Check with your department lead to make sure there is nothing they need you to do before going to quiet time. Keep in mind that many volunteers do continue to work during quiet time and thus your area of rest may be used for other activities and preparation.

Non-Medical Volunteer Role in Routine Health Care

The Camp Director, the Medical Administrator and Camp Wood nursing staff are charged with the overall supervision of routine health care of the campers. However, all volunteers have an integral role in the supervision of campers' health care needs. Volunteers are charged with managing cabin and activity groups to support activities of daily life (e.g., adequate rest, water, nutrition, hygiene). Volunteers are responsible for observing and reporting to the Camp Director or Camp Wood Nurse any signs and symptoms of illnesses or injuries that may be present among the campers. Volunteers also participate in routine preventative duties such as applying sunblock and tick checks.

Camp Wood nursing staff are immediately available and are to be called for any medical needs. Camp Wood nursing staff should be called for **any** medical need. If you will potentially come in contact with bodily fluids (vomit, blood, etc) then make sure to wear gloves and a mask if needed. In addition, Camp SIBsational has mental health staff available should you need help with behavior problems, homesickness or more severe concerns. (See additional policies on abuse and suicide later in the manual).

Non-medical volunteers are not permitted to distribute any medications, including over-the counter (i.e. Tylenol). Violation of this policy is grounds for immediate dismissal from camp.

Specific policies and procedures pertaining to maintaining or reporting health care concerns are described in the *Camp SIBsational Policy and Procedure Volunteer Manual*. Ask the camp director for the policy if needed.

Medication Policy

All medications will be kept locked except when in the controlled possession of the person responsible for administering them. This includes camper and volunteer medications. Camper medications (prescription and non-prescription) will be distributed only by Camp Wood Nurse. Volunteers will also store all of their medications in the locked container provided. Volunteers will have access to this container at all times and do not require permission to obtain access. *It must be kept locked at all times*. Violation of this policy is grounds for immediate dismissal from camp. Refrigerated lockers are also available if needed. Volunteers may request private storage of medications. Controlled substances will be collected and stored in the locked medical facility. Volunteers are only required to report if they bring controlled substances or any other potentially function-altering medication. Volunteers should notify health care staff at check-in if they have a controlled substance that needs locked.

Each volunteer with medications is provided with the location of the locked container upon arrival to camp.. These lockers are stored in the administrative room ensuring the volunteer has 24/7 access to their medications. Volunteers are responsible for their own administration; our staff and Camp Wood staff do not handle volunteer medications. Only the volunteers with medications have access to the locked container. Emergency medications (i.e. albuterol, Epi-Pens) may be kept on the person with approval of the health-care staff. Volunteers who are sleeping in non-camper areas (i.e. Stone Cabins) may keep their personal medications provided that the facility they are sleeping in is locked and not accessible to campers.

General Health Guidelines

Our camp healthcare policy is reviewed annually by our medical administrator (either MD or DO). Our camp chairperson and mental health director also review the policies annually. We require all medical staff, which includes the above, to submit their medical license for review annually. These are reviewed by the committee chair to ensure they are valid and current. Medical licenses are verified by the expiration date on the physical license. Nursing licenses are validated by using the state database. We only operate camps in Kansas. The healthcare policy was last reviewed in February, 2023.

- Sunscreen: Camp SIBsational will provide sunscreen for all participants. Sunscreen will be applied to campers every 4 hours when outside. If swimming sunscreen will be applied every hour. Camp volunteers will also encourage appropriate clothing such as hats to prevent sunburn when indicated.
- Insect Repellent: Camp SIBsational will provide insect repellent. All participants will apply repellent before outdoor activity and will reapply every 4 hours.
- Hydration: Camp SIBsational will provide water at all events. Volunteers will monitor camper water intake and take scheduled water breaks hourly.
- Hygiene: Volunteers will ensure that campers are brushing their teeth twice daily, washing their hands after using the restroom and other times as needed, and showering daily. All camp participants will use hand sanitizer prior to meals. Houseparents may also need to assist some campers with toileting; if you are not comfortable with that please notify your director.

Facilities and Grounds

- Please report any maintenance problems immediately to the KyMel Liaison or Camp Director. Do not assume it has already been reported.
- All cabins and outdoor activities will have filled water jugs near the activity.
- Beware of poison ivy/oak, snakes, and cactus.
- All off-limits areas will be marked with signage.
- No activity areas, such as the lake, may be used unless appropriate supervision is present

Personal Information/Confidentiality

All personal records pertaining to campers and volunteers are kept at camp for the purpose of operating a proper and safe camp program in accordance with the guidelines set forth by the American Camp Association and KyMel, Inc. All medical records are kept in the camp office and/or medical office and are considered confidential. Information will be released on a need-to-know basis, under the discretion of the Camp SIBsational Chairperson, the KyMel Liaison, and the Camp Director.

All confidential information is initially reviewed by the Medical Administrator and Camp SIBsational Chairperson, one of whom is on-site 24/7. The Medical Administrator uses their clinical judgment to determine who receives that information on a need-to-know basis. All confidential information is only stored in our camp software which is password protected with controlled access. Information is relayed to others on a need-to-know basis verbally. All camp volunteers are required to sign confidentiality and

Updated July 2023

privacy agreements which also outline their responsibility regarding federal health privacy laws.

The publicity release and consent form signed by each camper's parent or guardian allows photos taken at camp to be used in publicity regarding camp. **Volunteers may not post pictures of campers or volunteers on social media without the consent of the Camp SIBsational committee and the legal guardian of the camper.** This holds true whether camp is in session or not.

Please regard campers' personal information from their records as confidential. It is not to be shared with anyone outside the camp, including members of the press, friends, acquaintances, visitors, or campers. This holds true whether camp is in session or not.

Media Guidelines

Media must check-in upon arrival and wear a media badge at all times. The Camp SIBsational Chairperson or KyMel Liaison,, who will arrange any interviews with campers and volunteers, will accompany the media. The KyMel Liaison will inform the media of any camper or volunteer who has not signed a Publicity Release Form. When media are present, volunteers are to continue with their assigned responsibilities. See emergency guidelines for additional media guidelines.

Outside of the week of Camp SIBsational, volunteers should not act as representatives of Camp SIBsational without approval. If you are approached by the media to do a story, contact the Camp SIBsational Chairperson (media liaison) for further guidance. If you want to contact your local media about a story, that too must go through the Camp SIBsational Chairperson (media liaison) first. This is to protect the privacy of our campers and to ensure that only authorized people are representing the interests of Camp SIBsational and KyMel,Inc

Social Media Policy

Camp SIBsational recognizes the prevalence of social media. Due to the adult-minor dynamic between camper and volunteer you will adhere to the following:

- To respect camper's time and be fully invested in them, volunteers will not be on social media during camp. Accessing personal accounts may occur during "off-times."
- As a matter of trust, respect, confidentiality and law, no camper information will be posted on volunteer's personal pages. If you have a picture or story you think should be shared on social media, please give them to the Camp SIBsational Chairperson. The chair will make sure it is appropriate and will confirm that we have written parental permission to share.
- Additionally, no posting of any volunteer information will happen without their specific approval.
- Camp SIBsational maintains a private and public Facebook page. Only committee-designated people may post anything about campers or other volunteers on these pages. If you have a picture or story you would like to share, give it to the Camp SIBsational Chairperson.

- While Camp SIBsational cannot control what you post on your private accounts, please be aware that your actions may still reflect upon the reputation of camp. To parents, campers, volunteers and donors you represent camp, even when camp is not in session.
- Camp SIBsational **prohibits** any interaction with campers on social media, even when camp is not in session. *This is for your protection.* If you want to remain in contact with campers, we recommend going through their guardians at all times (i.e. “friend” the parents, not the kids). Of note, this rule also applies to other methods of contact (i.e. text messaging).
- Failure to abide by these rules can have serious consequences. You may be dismissed from camp and in certain cases we might be forced to report you for violation of federal privacy laws (HIPAA).

Supervision of Campers

Campers will never be left alone and appropriate ratios must be met. One hundred percent of the ratios must be staffed by persons 18 years of age or older. Situations involving a 1:1 ratio should be avoided, particularly during quiet time and bedtime. In case of an emergency, notify the Camp Director or KyMel Liaison and use your best judgment on meeting the ratios. The ratios are as follows:

1. 4-5 year olds: 1 adult for every 5 overnight or 6 day campers
 2. 6-8 year olds: 1 adult for every 6 overnight or 8 day campers
 3. 9-14 year olds: 1 adult for every 8 overnight or 10 day campers
 4. 15-18 year olds: 1 adult for every 10 overnight or 12 day campers
 5. 4:1 - All high-risk activities.
- No physical discipline is allowed. If you are unable to manage a difficult situation, please notify the Camp Director.
 - No one should ever leave camp without approval of the Camp Director, Camp SIBsational Chairperson or KyMel Liaison. *Campers should never be allowed to leave camp with an adult during the camp session unless the Committee Chairperson or KyMel Liaison has previously notified the campers' volunteer houseparents and/or guardians about the arrangements.* Follow Camper Release policies if this should occur.
 - Custody disputes between parents or adoption cases can result in an attempt to remove a camper from camp. Parents must sign a form indicating who will pick up the child from camp and parents must inform the Camp SIBsational Chairperson or KyMel Liaison if a child will be late to camp or picked up early by a different person. The Camp SIBsational Chairperson or KyMel Liaison will verify the instruction if someone comes to pick up a camper. Identification will be required.
 - Exceptions to the above ratios may occur only during scheduled staff meetings.
 - In the rare instance where one-on-one interaction is required (i.e. a camper requests a private conversation) you must remain within visual range of other volunteers. The firepit at Camp Wood can provide a private, yet appropriate, setting.

- If you find yourself in an unexpected 1:1 situation, move immediately to another location.
- Campers are not to be in a 1:1 situation to prevent bullying and other concerning situations. If a need arises in which a camper needs to be alone (i.e. they need to use the restroom), follow the “rule of three”—make sure there are at least 3 people going. Volunteers may remain outside the door provided they are within auditory range.

Camp Wood Water Safety Regulations

Lifeguards shall not supervise more than their certification allows, which for Red Cross and YMCA guards is a ratio of 1 guard to 25 swimmers or boaters. However, aquatic SUPERVISION ratios for activities other than free swim will be kept at the ACA standard of 1 staff to 8 campers.

All lifeguards and lookouts are attentive to their responsible areas and located in positions from which they can observe and readily assist participants:

1. **Slide:** a lookout at the top of the slide and the lifeguard in the water at the bottom watching only the slide.
2. **Lake Boating:** the lifeguard on the water with the other staff member on the shore or on the water, depending on the needs of the group—whichever is safer and more conducive to successful instruction.
3. **Swimming/waterfront:** See Priority Positions, which will be determined by the number of lifeguards on duty in addition to the Waterfront Director. Primary responsibility is to assist people in water if needed and to enforce regulations. Secondary responsibility is to assist Waterfront Director in Buddy Checks by counting campers.

All Camp Wood Water Activities:

1. An orientation of safety regulations must be made for participants before activity is started.
2. All water activities are allowed during daylight hours (sunrise to sunset) as designated by the National Weather Service Officials.

Swimming:

1. There is no swimming outside of the swimming area.
2. No campers are allowed to swim unless during regular swim times or permission is granted by the Waterfront Director. All lifeguards and lookouts must be out of the water, unless positioned at the slide. The floating dock lifeguard has the responsibility of watching campers resurface who jump or dive from the floating dock.

Canoeing:

1. No swimming in the canoeing area is allowed.

2. No campers are allowed to canoe unless during regular canoeing times or permission is granted by the Waterfront Director. The lifeguard must be on the water.
3. Staff and campers must wear a life jacket, except for the lifeguard, who will wear a rescue tube.

Kayaking:

- 1) No swimming in the canoe/kayak area.
- 2) Kayaking is limited to specified campers only during summer camp programs
- 3) The lifeguard must be on the water
- 4) No tipping kayaks unless doing so as a part of a lesson in an instructional program.
- 5) Ensure that drain plugs are placed in boats before launching.
- 6) Drain kayaks after use and then immediately replace the plugs.
- 7) Staff and campers will wear lifejackets, except for the lifeguard, who will wear a rescue tube.

Slide:

1. No sliding unless staff members are there to run it.
2. No campers are allowed to slide unless during sliding times. A staff member must be at the top and the lifeguard must be at the bottom.

Slide rules:

If the slide is touching the water (due to flooding or cables drooping) the slide can not be used.

1. Slide is only opened when a staff member is at the top and a lifeguard is on the floating dock.
2. Only one slider at a time, feet first.
3. All sliders must wear a lifejacket designated for the slide area.
4. All campers will be allowed to use the slide. For red chip campers, they must show they can use a lifejacket appropriately in the water before they can use the slide.
5. Campers must wait until a staff member gives them the signal to go. Staff makes sure the slide is clear of any participants.
6. All lifejackets are put back in the locked boathouse when not in use and checked out and in.

Camp Wood Swimming/Waterfront Rules:

These rules are listed on the sign at the entrance to the waterfront so there is no excuse for forgetting them.

1. Do not enter the waterfront area without a lifeguard present.
2. No horseplay or dunking.
3. No running, pushing, or fishing from the docks.
4. You must check in at the buddy board before entering the swim area and check out at the buddy board before leaving the swim area.
5. No one is allowed to swim under the docks.

6. Watch carefully where you are about to jump or dive, the only place for diving is off the front of the floating dock. NO FLIPS ALLOWED.
7. The fence is the boundary of the swimming area and the only way to enter or exit the swimming area is through the gate beside the buddy board. You must check out even if you are going to the boating area.
8. Remember to be safe and have fun.

Waterfront Camp Wood Staff Responsibilities:

All lifeguards must be out of the water while guarding regardless of who is in the water. No one is allowed near the waterfront when lifeguards and regular activities are not scheduled.

1. Before the activity:
 - a. Open the shed and check that the first aid kit is complete and rescue equipment is in order and ready to be used. Lifejackets are in good repair and the three whistles are ready for the lifeguards.
 - b. Check the area and the shore for hazards or anything that requires their actions.
 - c. Prepare the equipment for the activities.
 - d. Have the canoe guard ready for any case of an emergency
 - e. Have the area clean.
 - f. All staff on duty must be ready before they give the signal to the participants for their activities.
2. During the activity:
 - a. Give and enforce safety regulations
 - b. Assist campers into and out of the boats and help launch
 - c. Take action in case of an accident.
 - d. Finish the activity.
3. After the activity is over:
 - a. Keep all equipment in order in the shed and the boats in their place, roped down.
 - b. Pick up lost and found. Bring it to the dining hall.
 - c. Check the area.
 - d. Keep the shed clean and neat.
 - e. Report anything that needs to be repaired.
 - f. Fill accident reports form if needed.

Signals for water safety and emergency procedures:

One short blast: To get attention of a swimmer or boater.

Two short blasts: Signal a buddy check.

Three short blasts: To signal that there is an emergency and help is needed.

One long blast: To clear the water.

Watercraft Maintenance

Each watercraft is inspected by the Camp Wood YMCA staff annually prior to the first usage of the year. Each watercraft is also inspected prior to each daily use by a lifeguard/instructor running the program. Needed maintenance is documented on maintenance logs and turned into Camp Program Director.

Other rules that are gone over during Camp Wood waterfront orientation.

1. The waterfront shed is off limits to campers so ask a lifeguard if you want something from it.
2. There are ear drops at the gate. Have a staff member put some in your ears as you exit.
3. Must have shoes on before you leave the swimming area and all your possessions.
4. Adventure hikes must wash off in the area beside the canoes before they come into the swimming area.
5. Please remember to go to the bathroom before coming to the swimming area.

Camp Wood Buddy Board and Buddy Checks

1. Campers must enter and exit through the gate where a staff member will check you in or out. It is very important that no one leaves or enters the swimming area without doing this.
2. No one is to touch the buddy board without permission from the waterfront director. If you are caught touching your chip or anyone else's, you will lose your swimming privileges. There will be a staff at the buddy board who will be the designated buddy board staff for that session's free swim time. If it is a specialized instruction, the instructor must check-in and check-out campers at the buddy board.
3. When campers enter the waterfront through the gate they are given a "buddy", regardless of how many swimmers there are. Each swimmer is responsible for their buddy at all times and for their safety. Buddies are to be no more than 2 arms length from each other at any time. If one buddy wants to check out, their partner must accompany them to the buddy board and wait for another single to check in. If another single is not immediately available, the single swimmer will be paired with a staff member until a camper is available. If no staff member is available, there will be one "triple" allowed per swim **level**. i.e.: 1 triple allowed for red, 1 triple allowed for yellow, 1 triple allowed for green. In buddy pairs with mixed swim band levels (i.e. a red band and a yellow band), both campers will be restricted to the swim area of the buddy with the lower swim band color.
4. Swim sections: The swim area is divided into 3 sections: Red, yellow, and green. Non swimmers and campers who do not test will be restricted to the red section. Intermediate swimmers who pass the yellow band test will be restricted to either the yellow or red section. Green band swimmers who pass the green test will be allowed in any section.

- a. When entering the waterfront, campers and staff must check-in at the buddy board and sign-in to the swim level in which they wish to swim. Buddies will be tagged together in the same swim level with their tags on top of each other on the same hook.
 - b. If a camper wants to change swim sections or go to the slide, both buddies in the pair must change sections or new buddies must be assigned.
 - c. **Land Section:** *There also will be a "land" section on the buddy board for campers who are on the beach and NOT swimming. Campers will still be checked into the land section as buddies with one triple allowed if there is an odd number. Land campers will still have to participate in buddy checks.*
5. A series of buddy checks will be conducted every 15 minutes. (The lifeguards are monitoring the water and making sure the swimmers are 2 arms length from their buddies the entire time, keeping the kids accountable for their buddy.)
- a. For a buddy check, two short whistle blasts will be blown, "Buddy check" will be announced, and each person must find their buddy.
 - i. Green section swimmers will sit on the raft, yellow section swimmers will sit on the docks facing the shore, and red section swimmers will sit on the beach.
 - ii. Each pair will hold their buddy's hand up high. The lifeguards assigned to each swim section will count the number of doubles (and triples, if there is one) in their section while the buddy board staff counts the number of tags checked into each section on the board.
 - iii. The buddy board staff will shout out, "Red, how many?" The lifeguard assigned to the red section will respond with the number of doubles and triples. For example, if there are 6 buddy pairs, the lifeguard would shout back, "SIX DOUBLES!" If there are 6 pairs and one triple, the lifeguard would respond "SIX DOUBLES AND ONE TRIPLE!"
 - iv. The buddy board staff will check the guard's count against their count on the board, and if they match, they move on to the next section. If the numbers do NOT match, the board and the lifeguard recount. If they don't match after 2 recounts, a lost swimmer drill is called.
 - v. The process is repeated for each of the swim sections (red, yellow, green). This is done to make sure that no swimmers are missing. After all swimmers are counted, the Waterfront Director will give the "All Clear."
6. Every 3 minutes, a "high-5 check" will be called.
- a. The lifeguards will blow their whistle and ask everyone to high-five their buddy, right where they are in the water.
 - i. The lifeguard will ask, "Does everyone have their buddy?"
 - ii. The campers should respond, "YES."
 - iii. The lifeguard will then say, "Only answer this question if you in fact do NOT have your buddy, Does anyone NOT have their buddy?"

- iv. If no campers respond, campers may resume swimming.
 - v. If campers do respond, further investigation and possibly LSP procedures will ensue.
7. It is very important that the campers make sure that their chip is moved from in to out by the buddy board staff before they leave the swimming area. ONLY designated staff may touch the buddy board and buddy tags – campers may NEVER touch the buddy tags or board.

Camp Wood Swim Checks and Chips

To determine the campers swimming ability, a swim check is conducted on the first day of each session. This test consists of treading water for 5 minutes and swimming 100 yards (four lengths), and jumping in completely submerged, resurfacing, and swimming to the dock. Anyone that has not taken the swim test will be given a red chip. Red and yellow chip swimmers may retest at the discretion of the Waterfront Director.

- **Green chips-** Swimmers who tread water for 3 minutes and swim 100 yards (4 lengths) are allowed to use the entire swimming area, go lake canoeing, playaking, sailing and river canoeing.
- **Yellow chips-** Classified as swimmers who tread water for 1 minutes and swim 2 lengths of the swim check. They are allowed to swim inside the enclosed dock, and go lake canoeing.
- **Red chips-** Non-swimmers or swimmers who fail to pass or choose not to take all parts of the swim check. This camper may enter the water only up to the first lane rope or where they can comfortably stand. They can lake canoe with a PFD.

Camp Wood Emergency Procedures (LSP)

All staff are trained during staff training on LSP (Lost Swimmer Procedure) when a swimmer is presumed to be lost in the swimming area. The signal for an LSP begins with three short periodic blasts from a whistle and the air horn at the waterfront, followed by a continuous ringing of the bell at the Jones Lodge and the siren system of the Ritchie Lodge. When you hear the siren for an LSP, campers need to go directly to the Ritchie Lodge and sit at the same table you eat your meals at. At this time, a staff member will try to locate the person for whom the LSP has been called to see whether it was an improper checkout and therefore a false alarm. If the camper cannot be located, it is presumed that they are at the bottom of the lake and the roll call will begin for the rest of the campers. The LSP continues until the missing camper is located. **IF YOU CHECK OUT OF THE SWIMMING AREA IMPROPERLY, YOU WILL LOSE YOUR SWIMMING PRIVILEGES.**

Camp Wood Watercraft Safety for Camp SIBsational

1. PFDs (personal flotation device) are to be worn by everyone all the time.
2. Boaters are to stay within the boundaries specified by the waterfront staff.
3. Stay seated in the boat at all times.
4. Remain in the boat at all times.
5. Do not capsize on purpose.

6. Check in and check out with the staff member at the waterfront or boathouse.

Camp Wood Watercraft Rules Posted:

1. Do not get down or in boats without staff present.
2. Everyone must wear a life jacket before entering the water.
3. Do not go out of the designated boating area. (boundaries are given verbally: for canoeing, playaking, and sailing are set from the canoe entry point, around the swimming area, but not in it; to the fishing dock, to the island, to the trees, and back to the entry point—exceptions may be made in instructional periods if it is approved by the waterfront director. Boundaries for rowboats are dependent upon the lifeguard watching the activity.)
4. No horseplay, rocking, or tipping in boats.
5. No splashing or pushing off objects with paddles.
6. Remain seated at all times.
7. Remember to be safe and have fun.

Watercraft rules verbalized:

1. A staff member must show participants how to get in the water crafts properly. This will include trimming and disembarking.
2. Two persons are required for each watercraft with the exception of playaks and sailboats.
3. Rowboats: 5 persons maximum
4. Canoes: 4 persons maximum
5. Playaks & kayaks: 1 person maximum
6. Sailboats: 2 person maximum
7. Paddle blades will only be used to propel the canoe or playak, not push off of objects or splash water.
8. If the craft capsizes, it will float so hang on to it. If you can touch the bottom, walk/push it to shore. If not, stay with the boat, someone will be out to help you. Do not swim to retrieve oars, etc. (PA:25 and PA:32)
9. Anyone observing an overturned craft should go immediately to its aid. Do not assume it is being properly covered until you arrive on the scene or are given the "all clear" by a staff member.
10. Lifeboats are to be used by authorized staff only.
11. Boats are not allowed in the swimming area.
12. The first group to use boats will put them down. The last group to use them will put them back on their racks and tie them down or on the shore.
13. No one may take a boat behind the island or up the creek on the southwest end of the lake unless approved by the waterfront director and if two staff are present on the water. (PA:12)
14. All lifejackets will be hung on the racks of the locked shed when not in use and checked out and in.
15. All paddles & oars will be put back in the locked boathouse when not in use and checked out and in.
16. All kayaks will be drained and have the drain plugs replaced after each use.

17. Staff and campers may only sit in the seat of the kayak or playak—they will not sit or stand on any other part of the vessel.
18. Campers in the center of the canoe may kneel or sit on the hull. They may not sit on the thwarts.

For Camp SIBsational:

One guard/instructor on the water for supervision and instruction, OR on land for support, and one guard on the water for boating safety. If both staff are in the water, the guard must go out first and return last, and the instructor must launch last and return first. The instructor who is not guarding must wear a lifejacket, even if they are a guard. If there are no watercraft on the lake, guards should help survey the swimming area for extra support. Watercraft staff are responsible to know how many lifejackets and paddles are handed out and collect them at the end of each session.

Emergency Procedures for watercraft activities: (LSP)

All staff are trained during staff training on LSP (Lost Swimmer Procedure) when a boater is presumed to be lost in the canoeing area. The signal for an LSP begins with three short periodic blasts from a whistle and the airhorn at the waterfront, followed by a continuous ringing of the bell at the Lodge. When you hear the bell for an LSP, campers need to go directly to the Lodge and sit at the same table you eat your meals at. At this time, a staff member will try to locate the person for whom the LSP has been called to see whether it was an improper checkout and therefore a false alarm. If the camper cannot be located, it is presumed that they are at the bottom of the lake and the roll call will begin for the rest of the campers. The LSP continues until the missing camper is located (this may require calling in a diving crew).

Use of Personal Equipment

- **Weapons** including, but not limited to, guns, ammunition, and knives are not allowed at camp except for law enforcement officers. If weapons are brought to camp, they will be turned in to the Camp Director and locked up. The weapons will only be turned over to the parents or guardians and not the campers.
- **Personal property**, which is non-dangerous, may be kept in the cabin with the approval of the houseparent. This would include belongings such as fishing poles and musical instruments. The owner is responsible for the safety and upkeep of these items.
- **Electronic devices**, including computers and tablets, should not be brought to camp. If brought to camp, these items will be turned over to the Camp Director or KyMel, Inc Liaison for the duration of the camp. The camp is not responsible for the loss or damage to such items. **Smart phones are not allowed at camp and will be turned over to the Camp Director or KyMel Liaison until camp is over.**
- **Personal audio devices** (iPods, MP3 players) are allowed in the cabins only. The camp is not responsible for the loss or damage to such items.
- **Cell phones** and pagers cannot be in camper's possession during camp. Cell phones and pagers will be turned in at the beginning of camp to the Camp Director or KyMel Liaison. Campers may request to use their cell phone under

the supervision of their houseparent to call home. Cell phones or pagers should only be used by volunteers for official camp communication and should not be used by volunteers during Camp activities (talent show, etc).

Houseparents may need to use their cell phones to communicate among themselves regarding campers as part of their Houseparent duties. Volunteers may use their cell phones only during off-times or for official Camp SIBsational business.

- **Money** is to be turned over to the Camp Director upon arrival and returned to campers on the day of departure. There will be nothing for campers to buy.
- **Animals**, other than for the use in camp activities and service dogs, are not allowed at camp.
- **Cars** are to remain locked in the designated parking area throughout the duration of Camp. Campers who drove themselves to camp are not to return to or access their cars until the conclusion of camp. Discovery that any camper is struggling to maintain such boundaries may result in the confiscation of car keys or dismissal from camp. Volunteers may not drive their own vehicle without permission from the KyMel Liaison or Camp Director for off campus needs or camp activities. KyMel Inc is not responsible for any volunteer who is driving their own vehicle. Vehicles may only be driven on approved roadways by people with a valid driver's license. Camp SIBsational is not responsible for damage to or injury or loss caused by personal vehicles.
- **Cameras** are not allowed in bathrooms, shower houses and cabins. Any violation of this policy will result in the confiscation of camera. Disposable cameras are highly encouraged.

Fire Pit Safety Precautions

The Camp Wood Operations Officer or designated employee is responsible for building and starting the bonfires and for extinguishing bonfires. Camp SIBsational volunteers need to adhere to the following rules during the planned fire events.

- Keep your distance from the fire pit to guard against being burned by random sparks from the fire.
- Keep the area around the fire pit clean and clear. Dry paper, grass, leaves, or pine needles can easily catch on fire if collected around the fire pit.
- Keep flammable liquids and materials away from the fire pit. Heat alone can cause the liquids or materials to catch on fire.
- ALWAYS keep a fire extinguisher or hose near to use in case of an uncontrolled burn.
- Never leave campers unsupervised. Children tend to not realize the danger in fire and may be fearless when it comes to getting close to the fire.
- Always keep campers at a safe distance from the fire. Guard against campers walking or playing around the fire.
- Notify the Camp Wood Operations Officer when the fire activity is over so that the Operations Officer may safely extinguish the fire.

Arrival /Departure and Transportation Guidelines

Camper Arrival and Departure

Campers and volunteers will park and unload all vehicles in the parking lot, just west of Jones Lodge and by the camp tennis and basketball courts.

Upon arrival of campers by personal vehicle at camp:

1. Volunteers will greet campers (starting at the Elmdale turn, as they enter the camp site) and will guide campers and assist families with parking.
2. Campers will want to leave their camper belongings in the car for a bit.
3. Volunteers will direct campers into Jones Lodge for registration.
4. Once in Jones' Lodge there will be a few quick stops:
 - a. Check-In Table
 - b. Medical Table (screen for lice; those with medications will be directed to the nurse cabin)
 - c. Camper Gift Table
 - d. Yearbook
5. Volunteers will assist campers in collecting their luggage from their cars, head to the cabins and meet the other volunteers.
6. After getting their things put in their cabin and meeting the volunteers, parents will give a brief, encouraging goodbye.

On arrival day, a final camper attendance roster will be compiled and checked against the camper enrollment list. The Camp SIBsational Chairperson or KyMel Liaison will contact the parent or guardians of all campers who no-show to verify that the camper's absence from camp is correct. The Houseparent Director and Camp Director will make revisions in cabin assignments. Updates will be made in all written records before the end of the first full day of camp.

Upon departure of campers by personal vehicle from camp:

1. Vehicles of those individuals coming to pick up the campers will be parked in designated areas only. This will be the small parking lot located next to Jones Village.
2. Campers and their belongings will be on the Jones Village lawn. Parents must sign out their camper with their cabin volunteer at their designated cabin sign.
3. Parents/guardians and campers must check out with the Camp SIBsational staff before leaving.
4. Parents/guardians must have a photo ID with them when signing their campers out of camp.
5. Campers will only be allowed to leave with persons designated on proper forms or if previous arrangements have been made by the parents/guardians with the Camp Director, Camp SIBsational Chairperson or KyMel, Inc Liaison. The designated person will contact parents who are late in picking up their children.

Emergency Vehicle

If an emergency, 9-1-1 will be called and emergency transportation will be utilized.

Kitchen and Dining Hall Guidelines

- Camp Wood YMCA provides balanced meals in adequate quantity and variety to accommodate reasonable appetites. All refrigeration, food handling, sanitizing, and dishwashing procedures during camp will be executed by Camp Wood YMCA staff. Appropriate food service procedures, certifications, and ACA accepted training for food service related procedures will be utilized to ensure camper and volunteer safety.
- Special dietary needs should be communicated with the camp prior to your arrival. If you have a severely limited diet (vegetarian, gluten free, vegan, diabetes, etc), food allergies, or cultural needs please indicate your health form within your application. We are a nut free facility.
- *Only Camp Wood kitchen personnel will be in the kitchen when the meals are being prepared except for staff members when necessary.*
- The kitchen supplies are “off limits” for anything other than meals unless requests are made through the staff.

Dining Hall Procedures

- All campers and staff will remain in the dining hall until the meal has concluded.
- Each table must be cleaned before being dismissed from the dining hall. Cleaning consists of:
 - Throwing away paper products.
 - Placing plates, cups and silverware in the designated area
- Campers and staff are expected to conduct themselves in an acceptable manner in the dining hall (i.e., no food throwing, normal tone of voice, use of table manners)
- Announcements are completed following each meal in Jones Lodge.

All campers are required to sign the following document prior to arrival at Camp. This is for your information.

Camper Code of Conduct

Prior to Camp SIBsational, it is expected that each camper and parent or guardian review and sign the following Camper Code of Conduct:

Before every sporting event, the coach, players, and officials review the ground rules. Likewise, Camp SIBsational has its own “ground rules” that all campers are required to follow. The rules are needed so that all participants can have the best camp experience possible.

The parent(s) or guardian(s) of each camper is (are) required to read/discuss the following ground rules with their child. A form stating that this has occurred must be signed and returned with the camper application before the child can attend Camp SIBsational.

1. I will cooperate with my houseparents, other volunteers, and camp staff members in all camp activities.
2. I will be responsible for my actions and behavior so that they do not interfere with the enjoyment of the camp by other campers and volunteers.
3. I will listen and be quiet when others are talking because I want them to do the same for me.
4. I will represent my family and the KyMel Inc’s Camp SIBsational positively at all times while at camp.
5. I will be respectful of camp property and the property of other campers and volunteers. Camp SIBsational is not responsible for lost items. Please keep this in mind when deciding what to bring to camp (e.g., jewelry, CDs, money, electronic equipment).
6. I will follow the rules established by the Camp Wood facility and Camp SIBsational, including:
 - The use of tobacco, drugs, or alcohol of any kind while at camp is not allowed.
 - Campers are not to leave the campground unattended once they arrive at camp.
 - Campers are not permitted to drive vehicles at camp.
 - Guideline for the length of shorts is “fingertip length”
 - High heels and platform shoes should ONLY be worn for the dance.
 - Cell phones and pagers will be turned in at the beginning of camp to the Camp Director or KyMel Liaison. Campers may request to use their cell

phone under the supervision of their houseparent to call home. Campers may see volunteers using their cell phones, however they can only be used by volunteers during their **OFF HOURS** or for Camp SIBsational use.

- Campers are to return to cabins at night with houseparents and to remain in the cabin after lights out.
- Swearing, lewd jokes and language, and suggestive clothing are not permitted at camp.
- Animals, except approved service animals, are not allowed at camp.

Camp staff will discipline campers when necessary. Staff must use discipline techniques that teach campers skills that achieve positive outcomes in areas of problem solving and interaction with others. Disciplinary steps must be fair and consistent as well as appropriate to the camper and the situation. Corporal punishment is not allowed. Camp SIBsational cannot schedule around certain behavior problems.

Camper Interaction Policies and Guidelines

The next sections are included to provide you with guidance regarding your interaction with campers. It includes information on suicide, child abuse, discipline and general interaction.

Interaction with Campers

(From the ACA Camp is for the Camper Course)

Understanding today's camper is important; however, it is also vital to understand behavior management. Children want to be well liked and belong, and they want your approval. They imitate the behavior of those who are important to them, without judging whether the behavior is positive or negative. Volunteers need to be sure that their individual behavior is worth being copied.

As a camp leader you can encourage good behavior in a number of positive ways:

- Establish a caring relationship with campers by opening lines of communication and encouraging a camper to come to you if there is a problem.
- Praise campers to encourage positive behavior. When volunteers praise positive acts and ignore negative ones, the message is sent that campers must behave in a positive way to gain attention.
- Create an atmosphere at camp that is full of cooperation and fun.
- Show respect for the campers by calling them by their preferred names and using language that is easily understood; do not intentionally embarrass or ridicule campers/volunteers; do not use intimidation or belittling to correct behaviors
- Provide explanations for actions you take and speak with the campers at eye level

Good behavior management helps the camper know his or her limits, helps the staff deliver a quality program, provides opportunity for all the campers to have your attention helps the camp provide a safe experience and meets the expectations of parents. If you

feel like a camper needs a modified activity for any reason (i.e. developmental level), notify the Activity Director.

Understanding Behavior Cues

If a camper is misbehaving, try to understand why the child's behavior is a problem. The camper may have a personality trait, behavior that irritates you or other campers or it may be a clue to a bigger problem. This problem may or may not be known by the child. Some are overt actions such as teasing or bullying, using obscene language, and showing off. Some may be reactions to you, other campers, or the camp environment. These include fear, crying, stubbornness, and acts of retaliation. If you are unsure about why a camper is behaving in a certain fashion, please speak to the Camp Director, Camp SIBsational Chairperson or KyMel Liaison.

Suggestions for behavior management

- Discuss with the camper expected and unexpected behavior.
- Be observant, listen and try to anticipate problems.
- Discuss appropriate ways to manage behavior.
- Discuss inappropriate behavior such as shouting, cussing, or name calling.
- Reinforce appropriate behavior such as compromise, cooperation, and respect for others.
- Discuss with the group the schedule for the day or week.
- Be sure the group gets enough sleep at night and rest during the day.
- Encourage the camper to try new things and use positive phrases instead of complaining.
- Help the camper understand the consequences of his or her actions.
- Remember, as volunteers, we need to be role models in showing respect to others and being excited about the camp program.

If you are experiencing problems with a camper's behavior, follow these steps:

- Implement suggestions for behavior management.
- Inform the houseparent of the problem and steps you have taken to address the issue.
- The houseparent should talk to the head houseparent. If appropriate, the Camp Director will be informed and will determine the seriousness of the issue and if the three strikes policy should be implemented.

Camper Discipline

Our volunteers will make every attempt to provide positive, realistic expectations and guidelines for campers. Campers must be committed to following our camp rules. Campers who cannot act within camp rules or who adversely affect the safety or experience of other campers will receive one or more of the following consequences for their actions:

- **First strike**
 - a. Issued when camper's actions/words are deemed inappropriate and/or camper has violated a camp rule or policy.
 - b. The Camp Director will complete an incident form
 - c. The camper may be asked to call their parent/guardian.

- **Second strike**
 - a. Issued if inappropriate behavior occurs a second time; the camper is required to call his/her parents/guardians and inform them that the camper may be sent home.
 - b. The Camp SIBsational and KyMel Liaison are notified of Second Strike.
 - c. The Camp Director completes an incident form.

- **Third strike**
 - a. Issued when inappropriate behavior occurs a third time.
 - b. The camper, the Camp Director and all involved volunteers will discuss the situation.
 - c. The camper's parents/guardian will be called. The Camp Director will explain the situation to the parents and the parents will be asked to come to camp to pick up their child immediately.
 - d. The Camp SIBsational Chairperson or KyMel Liaison will release the camper only to the person or persons designated by the parents/guardian.
 - e. The Camp Director completes an incident form.

Camp SIBsational offers an engaging, week-long camp experience for school-age children from 5- to 17-years-old. Young people need skills that enable them to think clearly and make thoughtful decisions by considering the advantages and disadvantages of different options which help lead to a feasible solution to the problem at hand. Interventions which enhance problem-solving and decision making skills are associated with improved outcomes (Bender et al, 2006; Wehmeyer, et al, 2004). Our camp provides a variety of hands-on experiences that encourage critical thinking, problem solving, innovation, creativity, and collaboration.

SODAS

One social problem-solving method that can be modeled and taught to the attendees of Camp SIBsational is SODAS (**Situation, Options, Disadvantages, Advantages, Solution**). SODAS has been shown to be effective in working with youth and young adults by helping a young person be empowered and self confident, better able to get along with others, better able to develop and maintain friendships and intimate personal relationships, more likely to create positive outcomes, and more likely to improve their quality of life.

The camp volunteer will work with the youth campers to assist him or her with describing the current **Situation** as clearly as possible. Once the Situation is defined, a brainstorming process is applied to identify as many **Options** (i.e., approaches, actions) as possible to respond to the situation. This process should be free of judgment and discussion of the value of each Option. The purpose of brainstorming is simply to identify Options, not to pass judgment on them or discuss their feasibility or value. Research has shown that this approach results in better quality options and more creative ideas. The next steps involve listing with the young person all the likely **advantages and disadvantages** related to each option. After the young person has identified the Advantages, and Disadvantages of each Option, he or she selects the most appealing Option as the **Solution** to the Situation.

Three Strikes Policy

If the above SODAS does not alleviate the concerns then the Three Strikes Policy will be implemented. The Three Strikes Policy will be reviewed at the beginning of each camp with all of the campers and volunteers. Only the Camp Director determines if behaviors warrant a strike. The seriousness of inappropriate behavior may warrant an automatic third strike.

Please remember that this week might be the first time away from home for some of our campers. The following is some helpful information that was sent to the parents prior to camp.

Prescription for Homesickness

Adapted from the American Academy of Pediatrics

When a child leaves home, it can be tough on both youngsters and parents. Helping your child cope with homesickness is essential to his or her success in new environments.

The American Academy of Pediatrics offers the following guidelines on how parents can help their children adjust to new settings, including camp.

- Involve your child in the decision to spend time away from home to increase your child's perception of having control over the situation.
- Let your child know that homesickness is normal and offer coping strategies such as:
 - Spending time with friends to distract the child from thoughts of homesickness (Camp SIBsational is FULL of activities to help with this too!)
 - Doing something to feel closer to home, like writing a letter or looking at a family picture
 - Talking to someone who can make you feel better
 - Thinking positive thoughts
 - Trying not to always think about loved ones at home

- Arrange two to three-day overnight trial runs at a friend's or relative's house so that your child can learn to feel comfortable using coping strategies. Ideally, the child should not call, but can write home. Provide pre-addressed envelopes and paper.
- Encourage your child to make new friends.
- Be enthusiastic about the new experience.
- Mark the period on a calendar, so your child can see that the time away is not an eternity.
- Never promise that you will pick your child up if he or she does not like the new experience; it expresses doubt in his or her ability to cope.

The Camp SIBsational staff is there to help your camper enjoy every minute of camp. The activities staff will help make sure your child is involved from the minute they arrive! We also encourage you to write to your camper often at the address provided on the parent packet. And as always, feel free to call us with any concerns!

Adapted from Arti Allam, 2007 American Academy of Pediatrics. AAP News PARENT PLUS.

Suicide

Any symptomatic behavior needs to be considered serious, dealt with carefully and discussed with the Camp Director and/or Mental Health Director immediately. The KyMel Liaison and the Camp SIBsational Chairperson will be notified by the Camp Director and/or. Make it clear to the camper that talking about thoughts and feelings is okay. Express concern, listen attentively, be empathetic and not judgmental and don't promise confidentiality. Stress that suicide is a permanent solution to a temporary problem, and remind them that there is help and things will get better. Most importantly, DO NOT assume you can help the camper by yourself.

Abuse or Mistreatment of Youths

Camp SIBsational, KyMel Inc, and Camp Wood YMCA will not tolerate the mistreatment or abuse of youths in its programs. Any mistreatment or abuse by a staff member or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service.

Abuse or Mistreatment of One Youth by Another Youth

Camp SIBsational, KyMel Inc, and Camp Wood YMCA are committed to providing all youth with a safe environment. Camp SIBsational, KyMel Inc, and Camp Wood YMCA will not tolerate the mistreatment or abuse of one youth by another youth.

In addition, Camp SIBsational, KyMel, Inc and Camp Wood YMCA will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take the necessary steps to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

1. Physical bullying – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
2. Verbal bullying – when someone uses their words to hurt another, such as by belittling or calling any other hurtful names.
3. Nonverbal or relational bullying – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
4. Cyberbullying – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs).

Cyberbullying can involve:

- a. Sending mean, vulgar, or threatening messages or images;
- b. Posting sensitive, private information about another person;
- c. Pretending to be someone else in order to make that person look bad; and
- d. Intentionally excluding someone from an online group.
- e. Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person’s willingness to participate.
- f. Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all youth, staff and volunteers.

[Child Abuse](#)

As a Camp SIBsational volunteer you may unfortunately be exposed to children who are being abused. Below are some general signs of child abuse and neglect. This list is by no means exhaustive. If you suspect a child is being abused, notify the Camp SIBsational Camp Director and/or Mental Health Director. Do not try to investigate the situation yourself. Report any concerns you may have even if you aren’t sure. Don’t worry about being wrong.

Some campers may disclose abuse to you. If this occurs, listen to the camper's story and support them. Try to keep track of the details but do not feel obligated to ask questions. Once the conversation is over, inform the camper that you must notify the medical or mental health director. If the camper asks that the information not be disclosed, inform them that you want to help him/her and to do so means you must inform them of the situation. If this seems to upset the camper and there is a concern about flight risk/injury risk, do not leave the camper alone and call for help.

Warning signs of emotional abuse in children

- Excessively withdrawn, fearful, or anxious about doing something wrong.
- Shows extremes in behavior (extremely compliant or extremely demanding; extremely passive or extremely aggressive).
- Doesn't seem to be attached to the parent or caregiver.
- Acts either inappropriately adult (taking care of other children) or inappropriately infantile (rocking, thumb-sucking, throwing tantrums).

Warning signs of physical abuse in children

- Frequent injuries or unexplained bruises, welts, or cuts.
- Is always watchful and "on alert," as if waiting for something bad to happen.
- Injuries appear to have a pattern such as marks from a hand or belt.
- Shies away from touch, flinches at sudden movements, or seems afraid to go home.
- Wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days.

Warning signs of neglect in children

- Clothes are ill-fitting, filthy, or inappropriate for the weather.
- Hygiene is consistently bad (unbathed, matted and unwashed hair, noticeable body odor).
- Untreated illnesses and physical injuries.
- Is frequently unsupervised or left alone or allowed to play in unsafe situations and environments.

Warning signs of sexual abuse in children

- Trouble walking or sitting.
- Displays knowledge or interest in sexual acts inappropriate to his or her age, or even seductive behavior.
- Makes strong efforts to avoid a specific person, without an obvious reason.

- Doesn't want to change clothes in front of others or participate in physical activities.

Definition of Appropriate and Inappropriate Physical Contact

Camp SIBsational, KyMel Inc and Camp Wood YMCA's physical contact policy promotes a positive, nurturing environment while protecting youth and staff. Camp SIBsational, KyMel Inc and Camp Wood YMCA encourages appropriate physical contact with youth and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by staff towards youth in the organization's programs will result in disciplinary action, up to and including termination of employment.

The organization's policies for appropriate and inappropriate physical interactions are:

<i>Appropriate Physical Interactions</i>	<i>Inappropriate Physical Interactions</i>
<ul style="list-style-type: none"> ● Side hugs ● Shoulder-to-shoulder or "temple" hugs ● Pats on the shoulder or back ● Handshakes ● High-fives and hand slapping ● Verbal praise ● Pats on the head when culturally appropriate ● Touching hands, shoulders, and arms ● Arms around shoulders ● Holding hands (with young children in escorting situations) 	<ul style="list-style-type: none"> ● Kisses ● Showing affection in isolated area ● Lap sitting ● Wrestling ● Piggyback rides ● Tickling ● Allowing a youth to cling to an employee's or volunteer's leg ● Any type of massage given by or to a youth ● Any form of affection that is unwanted by the youth or the staff or volunteer ● Compliments relating to physique or body development ● Touching bottom, chest, or genital areas

Appropriate and Inappropriate Verbal Interactions

Staff and volunteers are prohibited from speaking to youth in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Staff and volunteers must not initiate sexually oriented conversations with youth. Staff and volunteers are not permitted to discuss their own sexual activities with youth.

Camp SIBsational and Camp Wood YMCA's policies for appropriate and inappropriate verbal interactions are:

<i>Appropriate Verbal Interactions</i>	<i>Inappropriate Verbal Interactions</i>
<ul style="list-style-type: none"> ● Positive reinforcement ● Appropriate jokes ● Encouragement ● Praise 	<ul style="list-style-type: none"> ● Name-calling ● Discussing sexual encounters or in any way involving youth in the personal problems or issues of staff and volunteers ● Secrets ● Cursing ● Off-color or sexual jokes ● Shaming ● Belittling ● Derogatory remarks ● Harsh language that may frighten, threaten or humiliate youth ● Derogatory remarks about the youth or his/her family

Electronic Communication between Volunteers, Staff and Youth

Any private electronic communication between volunteers, staff and youth, including the use of social networking websites like - Facebook, Instagram, Snapchat, instant messaging, texting, etc. - is prohibited.

All communication between volunteers, staff and youth must be transparent. The following are examples of appropriate and inappropriate electronic communication.

<i>Appropriate Electronic Communication</i>	<i>Inappropriate Electronic Communication</i>
<ul style="list-style-type: none"> ● Sending and replying to emails and text messages from youth ONLY when copying in a supervisor or the youth's parent ● Communicating through "organization group pages" on Facebook or other approved public forums ● "Private" profiles for staff and volunteers which youth cannot access 	<ul style="list-style-type: none"> ● Harsh, coercive, threatening, intimidating, shaming, derogatory, degrading or humiliating comments ● Sexually oriented conversations ● Private messages between staff and volunteers with youth ● Posting pictures of organization participants on social media sites ● Posting inappropriate comments on pictures ● "Friending" participants on social networking sites

In addition, provide this information to your camper's parents or guardians so that they know what is appropriate and inappropriate from your staff.

Staff Cell Phone Use During Camp

While assigned to duties with campers, Camp SIBsational volunteers and Camp Wood staff are not permitted to use electronic communication devices except during approved breaks and emergency situations. Internet use, text messaging and/or

emailing pictures while assigned to duties with campers is strictly prohibited regardless of the type of device used and whether for business or personal reasons. Volunteers and staff need to ensure that friends and family members are aware of this policy.

Use of personal electronic communication devices to contact (via voice, text, or pictures/video) organization members and/ or program participants for personal and/or inappropriate reasons shall be grounds for discipline up to and including immediate dismissal from camp.

Acceptable Use of Cell Phones during Camp

There are occasions in which volunteers and staff will need to use official personal or organizational issued electronic communication devices. In these cases, staff will have explicit direction from directors and supervisors governing use. Situations which may require the use of personal or organization-issued electronic communication devices include:

1. Emergencies
2. Camp Related Business

Allegations of Abuse and Cooperation with Authorities

All reports of suspicious or inappropriate behavior with youths or allegations of abuse will be taken seriously. Camp SIBsational, KyMel, Inc and Camp Wood YMCA will fully cooperate with authorities if allegations of abuse are made and investigated.

Mandatory Reporting Requirements

All staff must follow state-specific mandatory reporting requirements.

Staff are trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. Staff will:

1. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse;
2. Know and follow organization policies and procedures that protect youth against abuse;
3. Report suspected child abuse or neglect to the appropriate authorities as required by state-mandated reporter laws; and
4. Follow up to ensure that appropriate action has been taken.

Camp SIBsational volunteers will read and sign the Camp SIBsational Volunteer Manual and Camp Wood YMCA staff will read and sign the Code of Conduct documenting their understanding of the legal and ethical duty to report suspected mistreatment or abuse of youth.

Investigation Statement

Camp SIBsational, KyMel, Inc and Camp Wood YMCA cooperates fully with the authorities to investigate all cases of the alleged abuse. Any staff or volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully may be grounds for termination.

Procedures for Reporting Suspicious or Inappropriate Behaviors or Policy Violations

Because Camp SIBsational, KyMel, Inc and Camp Wood YMCA is dedicated to maintaining zero tolerance for abuse, it is imperative that every volunteer and staff member actively participates in the protection of youth. In the event that volunteers or staff observe any suspicious or inappropriate behaviors and/or policy violations on the part of other volunteers or staff, it is their personal responsibility to immediately report their observations.

Remember, at Camp SIBsational, the policies apply to everyone.

Examples of Suspicious or Inappropriate Behaviors Between Volunteers, Staff and Youth

- Violation of the abuse prevention policies described above
- Seeking private time or one-on-one time with youth
- Buying gifts for individual youth
- Making suggestive comments to youth
- Picking favorites

All reports of suspicious or inappropriate behavior with youth will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected.

If staff witness suspicious or inappropriate behaviors or policy violations from another staff or volunteer, the staff or volunteer is instructed to do the following:

Guidelines for Staff Response to Suspicious or Inappropriate Behaviors and/or Policy Violations

- Interrupt the behavior.
- Report the behavior to a supervisor, director, or other authority.
- If you are not comfortable making the report directly, make it anonymously
- If the report is about a supervisor or administrator, contact the next level of management.
- Document the report but do not conduct an investigation.
- Keep reporting until the appropriate action is taken.

Staff Procedures for Responding to Allegations or Incidents of Abuse

As required by mandated reporting laws, staff and volunteers must report any suspected abuse or neglect of a youth—whether on or off organization property or whether perpetrated by staff, volunteers, or others—to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice. **Refer to state specific mandated reporting requirements for definitions of abuse more specific reporting information.*

In addition to reporting to state authorities, staff and volunteers are required to report any suspected or known abuse of youth perpetrated by staff or volunteers directly to leadership so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk. Reports of suspected or known abuse may be made confidentially to the following,:

1. If a camper describes abuse, listen to the camper's story and support them. Try to keep track of details but do not feel obligated to ask questions. Once the conversation is over, inform the camper that you will notify the Camp Director and/or Mental Health Director.
2. Notify the Camp Director and/or Mental Health Director. If the camper asks that the information not be disclosed, inform them that you want to help him/her and to do so means you must inform the Camp Director and/or Mental Health Director. If this seems to upset the camper and there is a concern about flight risk/injury risk, do not leave the camper alone and notify the Camp Director and/or Mental Health Director immediately.
3. The Camp Director and/or Mental Health Director will then notify the Camp Sibsational Chairperson. The Camp Director and/or Mental Health Director, and

- Camp SIBsational Chairperson will determine the appropriate people (camp volunteer, Camp Wood staff) to be involved in addressing the situation. All
4. information will be kept confidential among committee members unless there is a person the committee identifies as appropriate to involve.
 5. The Camp Director and/or Mental Health Director or the people he/she designates will meet with the camper to complete an assessment of the camper's safety. This assessment may include, but is not limited to, the following:
 - a. Identification of the alleged perpetrator(s)
 - b. Identification of the type of abuse
 - c. Identification of the longevity and frequency of abuse
 - d. Examination of the camper for any physical symptoms of abuse (either by a trained staff member at camp or via the local emergency room)
 - e. Assessment of the camper's safety to return home upon the completion of the camp,
 6. An abuse report will be filed with child protective services with Kansas Department of Children and Families at the State of Kansas intake number (1-800-922-5330).
 7. If the parents (or legal guardians) are not identified as the perpetrator(s) of abuse, they will be notified of the allegations.
 8. If one parent (or legal guardian) is identified as the perpetrator of abuse, all effort will be made to contact the other parent regarding the allegations.
 9. If both parents (or legal guardians) are identified as the perpetrator(s) of abuse, neither will be contacted.
 10. If the Camp SIBsational Chairperson, Camp Director, and other camp volunteers or individuals involved in addressing the problem determine that the camper IS in immediate danger upon returning home and the Kansas Department of Children and Families has not made a recommendation, the police department will be notified.
 11. All of the above findings, procedures, discussions and outcomes will be documented and kept in the confidential camper personal file. The file will be kept by KyMel.
 12. If the Camp SIBsational Chairperson, Camp Director, and other camp volunteers or individuals involved in addressing the problem determine that the camper is NOT in immediate danger upon returning home, then no further action is needed

Additional Guidelines for Volunteer and Staff Response to Incidents or Allegations of Abuse

- If you witness abuse, interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell to you.
- Protect the alleged victim from intimidation, retribution, or further abuse.
- Immediately report the allegation or incident to the proper organization authorities (based on mandatory reporting requirements) and the designated authority.
- Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse. State only the facts.
- It is not your job to investigate the incident but it **IS** your job to report the incident to your supervisor in a timely manner.
- Check back to make sure appropriate steps were taken. If not, report again to your supervisor or the designated organization authority.

Procedures for Volunteer and Staff Responding to Youth-to-Youth Sexual Activity

Youth-to-youth sexual behaviors can include inappropriate touching, exposing body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.

If staff witness youth-to-youth sexual behaviors, they are instructed to follow these guidelines:

Guidelines for Staff Responding to Youth-to-Youth Sexual Activity

- If you observe sexual activity between youth, you should immediately separate them.
- Calmly explain that such interactions are not permitted and separate the youth.
- Notify your supervisor.

- Complete the necessary paperwork including what you observed and how you responded.
- Follow your supervisor's instructions regarding notifying the authorities and informing the parents of the youth involved.
- In some cases, if the problem is recurring discipline may be required including not allowing one or both youths to return to the program.

Procedures for Supervisors and Administrators Responding to Allegations or Incidents of Abuse

As required by mandated reporting laws, staff and volunteers must report any suspected abuse or neglect of youth—whether on or off organization property or whether perpetrated by staff, volunteers, or others—to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice. **Refer to the state-specific mandated reporting requirements for more information.*

Guidelines for Supervisor and Administrator Responding to Allegations or Incidents of Abuse

- First, determine if the youth is still in danger and if so, take immediate steps to prevent any further harm.
- Gather as much information about the allegation as you can. For example, who made the report, who was allegedly abused, who was the alleged abuser, what was the nature of the alleged abuse, where and when did the alleged abuse occur, etc.
- Accurately record everything you learn in as much detail as you can. Remember your notes may be read by others. Stick to the facts.
- Contact the appropriate local authorities as indicated by your mandatory reporting procedures. Make sure you get a case number and the name and contact information of the person with whom you speak at the reporting agency.
- If the alleged abuse involves a staff member or volunteer, notify your crisis management team and follow your crisis management plan.
- Suspend the accused staff or volunteer until the investigation is completed.

Procedure for Supervisors and Administrators Responding to Youth-to-Youth Sexual Activity

In the event that a supervisor or administrator receives a report of a youth's sexualized behavior or youth-to-youth sexual activity, they are instructed to follow these guidelines:

Guidelines for Supervisors and Administrators Responding to Youth-to-Youth Sexual Activity

- Meet with the staff who reported the sexual activity to gather information.
- Confirm that the youths involved have been separated or placed under increased supervision
- Review the steps taken by the staff on duty.
- Review the incident report to confirm it is accurately and thoroughly completed.
- Meet with the parents of the youths involved.
- Determine what actions should be taken to make sure there is no recurrence, including assessing the suitability of the program for the children involved.
- Notify the proper authorities.
- Develop a written corrective action or follow-up plan in response to the incident

Based on the information gathered, the following may be required:

- Review the need for additional supervision
- Review the need for revised policies or procedures
- Review the need for additional training
- Alert others in the organization

Bullying

(adapted from the American Camp Association)

As a camp volunteer we rely on you to not only help identify and prevent bullying but also to intervene when it occurs. Bullying can have significant physical and emotional consequences for our campers and it can escalate quickly if nothing is done to stop it.

The Warning Signs of Bullying

- Unexplained damage or loss of clothing and other items
- Evidence of physical abuse (bruises and scratches)

- Loss of friends; changes in friends; lack of friends
- Reluctance to participate in activities
- Unusually sad, moody, anxious, lonely, or depressed
- Problems with eating or sleeping
- Headaches, stomachaches, other physical complaints
- Thoughts of suicide or revenge

The Warning Signs Someone Is a Bully

- Gets into physical or verbal fights
- Have friends who bully others
- Are increasingly aggressive
- Blame others for their problems
- Don't accept responsibility for their actions
- Are competitive and worry about their reputation/popularity

What You Can Do

- Be alert. Monitor for signs of bullying. Identify campers you feel might be at risk and watch them closely.
- Be available. Make campers feel comfortable talking to you if they have concerns.
- Take bullying seriously and stop it if it occurs.
- Be a good role model. Be respectful to other volunteers and campers.
- Report it. Make sure the camp director knows of the incident.

If You see Bullying Occurring:

- Intervene immediately
- Remain calm
- Listen carefully and show support
- Don't tell the campers to "work it out" themselves
- Ask for details and tell them you can help
- Notify the camp director who will help them develop a response strategy
- Follow up with the camper to make sure the bullying is not continuing

General Medical and Emergency Policies

In case of any emergency where the campers' safety could be at risk, the Camp Director or the KyMel Liaison must be notified immediately. Remember, the Camp Wood Nurse is immediately available at all times. If not visible, simply use the walkie-talkie to request help. There are first aid kits located in Jones Lodge, the dining hall, and at activity locations. We document in an electronic camp program when we communicate with parents.

Any volunteer responding to a medical situation should use universal precautions such as gloves or CPR masks when needed. This includes using gloves when cleaning up any bodily fluid such as vomit.

If you find yourself in a medical emergency alone, call 911 or use your walkie-talkie to call medical.

There should always be a Camp Wood Nurse immediately available thus we do not anticipate any non-medical volunteer needing to provide medical care unless in an emergency situation while waiting for the Camp Wood Nurse to respond. No volunteer should be away from camp with a camper; if that situation arises the volunteer must have a camp walkie-talkie with him/her in case of emergency.

Non-medical volunteers should never dispense any medications to campers. This includes prescription and over-the-counter. Never. All medications, prescription or otherwise, must be kept locked at all times unless prior arrangements have been made with the Camp Wood Nurse and/or Medical Administrator. This includes volunteer medications.

Many of our campers face and exhibit additional emotional needs as siblings of youth with cancer:

- May withdraw, feel guilty or display increased anxiety
- Feel angry, envious or resentful about how much attention is given to others
- Take on an adult role, eager to please or provide care and supervision of younger siblings
- May appear rebellious or “act up”
- Over compensation/reaction with difficulties and/or frustrations
- Deficiencies can lead to feelings of not being connected or “part of”

As a Camp volunteer you should recognize these unique challenges and respond accordingly

- Be prepared to give campers extra time to respond and compensate to them/their reactions, and act accordingly
- Realize that our actions and words may not elicit the same response from a camper the next day
- Realize campers may “improve” each year or even during the week; or may “regress” each year or even during the week.
- Work at finding balance in saying “no”
Continue communication with other staff regarding campers in order to be proactive in our interactions
- Endeavor, in all things Camp SIBsational, to celebrate the process with campers, not just the results.
-

[Access to Emergency Health Care](#)

Camp SIBsational is located approximately 30 minutes from Newman Regional Health, a regional trauma center, at 1201 W. 12th Ave, Emporia, Kansas, 66801. That hospital is always available to the campers/volunteers from Camp SIBsational for emergency medical and psychiatric health care. Camp verbally notifies this facility that camp is in session to make them aware in case we need to use their services. The phone number is 620-343-6800.

If emergency transport should be necessary from the camp location, the appropriate Emergency Medical Service (EMS) will be notified and utilized by calling 911. EMS should arrive within 20 minutes regardless of location. Local EMS in Elmdale and Cottonwood Falls will be notified verbally the dates of camp prior to camp starting.

At least one member of the Camp SIBsational team will carry a cell phone in order to call for emergency services if needed.

In addition, emergency dental care will be provided by the Camp Wood Nurse or by the emergency department for stabilization until subsequent referral to a dentist for definitive care can be arranged accordingly.

[Access to Routine Health Care](#)

The Camp Wood Nurse may use their professional judgment to recommend evaluation at Newman for non-emergent conditions as well. In addition to Newman Regional Health, emergency departments are available in Hillsboro and Council Grove, both of which are also approximately 30 minutes away.

Camp Sibsational will defer to Camp Wood Nurse for routine health care and that nurse will be on-site 24 hour/day while camp is in session. There will always also be an easily accessible AED available. All health team members will have active licenses to practice in the state of Kansas.

[Proper Lifting Technique](#)

The following is promoted and encouraged among all campers and volunteers.

- Keep a wide base of support. Your feet should be shoulder-width apart, with one foot slightly ahead of the other.
- Squat down, bending at the hips and knees only. If needed, put one knee to the floor and your other knee in front of you, bent at a right angle.
- Keep good posture. Look straight ahead, and keep your back straight, your chest out, and your shoulders back. This helps keep your upper back straight while having a slight arch in your lower back.
- Slowly lift by straightening your hips and knees (not your back). Keep your back straight, and don't twist as you lift.

- Hold the load as close to your body as possible, at the level of your belly button.
- Use your feet to change direction, taking small steps.
- Lead with your hips as you change direction. Keep your shoulders in line with your hips as you move.
- Set down your load carefully, squatting with the knees and hips only.

Keep in mind:

- Do not attempt to lift by bending forward.
- Bend your hips and knees to squat down to your load, keep it close to your body, and straighten your legs to lift.
- Never lift a heavy object above shoulder level.
- Avoid turning or twisting your body while lifting or holding a heavy object.

Emergency Procedures- General Injury

In the event of an injury, follow the steps provided unless trained otherwise in a specific program procedure for emergencies:

1. Assess situation/area
2. If safe- approach injured and do initial assessment
3. Contact Camp SIBsational Camp Director. The Camp Director will contact the Camp Wood Nurse and Camp Wood office immediately.
4. Remove uninjured campers from the area of the injured
5. Provide 1st Aid and CPR as needed within the training
6. Continue with care until injured is ok or help arrives and someone with equal or more training takes over.
7. Complete incident form

Major Injuries and Accidents

On Camp Grounds

- In the event of a major injury or accident, stay calm and evaluate the scene. Do not panic.
- Notify a member of the SIBsational team (director, chair, liaison) and they will contact the Camp Wood Nurse. Explain exactly where the location is, who is hurt, what kind of injury.
- Look around the emergency scene. Stay with the victim.
 - Do not move the victim unless he/she is in more potential danger.
 - Is it safe to touch the victim?
 - Are you or the victim in any danger?
 - Delegate another volunteer to be in charge of the other campers.
 - Notify the other Camp SIBsational team members as needed.
 -

- If you come into contact with the media, DO NOT SPEAK to them or allow anyone else in the group to do so. Refer them to the KyMel Liaison who will handle the media. Do not give out any information to anyone other than camp personnel or the authorities. Do not make any oral or written statements, which could be interpreted as assuming or rejecting responsibility for the accident or emergency. Under NO circumstances reveal the name of the victim or any other persons involved.
- The Camp Director, KyMel Liaison, or Camp SIBsational Chairperson will be responsible for contacting the camper's parents or guardians.
- Gather all necessary information. What happened? How? When? Where? Who saw the accident? Where was the volunteer? Campers? Fill out an incident report immediately and return it to the Camp Director or the KyMel Liaison.

While we never expect to have a dangerous situation arise at camp, we should always be prepared. Know your surroundings. Be alert. The following policies are designed to assist however nothing can cover every situation so always use your best judgment to keep yourself and the campers safe.

Rapid Response Team (RRT)

- Prior to camp, a rapid response team will be created. This team will consist of the Camp Director, KyMel Liaison and Camp SIBsational Chairperson at minimum. Other members may be added at the Camp committee discretion if they have skills that could be of benefit. In addition, area law enforcement (Elmdale, Cottonwood Falls) will be notified that camp is in session.
- When this team is activated, the House Parent Director role will be to assure the continued routine functioning at camp while maintaining a heightened vigilance should the situation escalate.
- In the event the Camp Director is unavailable, the House Parent Director will be on the team and the Activities Director will assume the role of "Stand-In Director."
- This team will have a predetermined method of quick and private communication (different radio channel, cell phone app, etc).
- This team can be activated at any time if there is suspicious activity at camp
- If the RRT is activated, the Camp Wood Chief Operations Officer and 9-1-1 will be immediately notified.
- The RRT does not replace 9-1-1. Any volunteer may call 9-1-1 at any time should they deem it necessary.

Intruders

Intruders Trespassers are not allowed on Camp Wood YMCA property. Annual review of signage and incidents are conducted by Camp Wood YMCA staff, with problem areas addressed as needed. Traffic areas are to be lit (where possible) while campers are on the property. Staff will be trained in appropriate steps to take when an intruder is on camp. An 'observant eye' message and training will include recognizing intruders and how to address situations involving intruders. All guests must check in with the Camp office and then with Camp SIBsational Chairperson if the visit is in relation to Camp SIBsational programming.

Anybody not wearing a Camp SIBsational badge or Camp Wood YMCA shirt (volunteer or visitor) is considered an intruder until proven otherwise. There are 3 situations to consider. Is the person:

- An innocent intruder (i.e. someone from the media or camp visitor who hasn't been checked in yet)
- A suspicious intruder (you see someone wandering the camp ground you don't recognize, someone enters the dining hall asking odd questions); any unauthorized vehicle or persons on camp property
- An immediate threat (an active shooter or someone making threats to camp)
- Innocent Intruder
 - If the situation seems safe and legitimate, you may ask the person what purpose they have at camp and then notify either the Camp Director or Camp Chairperson.
- Suspicious Intruder
 - The Camp Director should be notified immediately. If unavailable, notify the Camp SIBsational Chairperson. They will then mobilize the Rapid Response Team who will notify the director and call 9-1-1.
 - The Camp Director, or their designee, will then notify the volunteers of suspicious activity via radio. At this point volunteers should make sure all campers are accounted for and be very aware of their surroundings. Houseparents should be ready for a roll call. Plan an escape route at that time. Try not to alarm the campers but be vigilant and be ready to take action.
 - Do not approach the person. If they approach you, let them know that someone will be there soon to assist them. Try to observe the make, model, and license plate of his/her vehicle and note any distinguishing characteristics of the intruder.

- o The Camp Director, or a member of the RRT, will assess why the person is there, explain to the person that they are on private property and assist as needed. If they do not have official business the Director will politely ask them to leave. If they do not leave, Camp Wood Chief Operations Officer will escort them off the property.
- o If the suspicious person is unable to be located and was not visualized leaving camp, the Camp Wood Chief Operations Officer and/or members of the RRT do a sweep of the camp. Surveying each building and deeming it clear.
- Immediate Threat
 - o If at any time the intruder poses an immediate threat to camp, follow the Active Shooter Policy below and call 9-1-1
- Nighttime Intruder
 - o If an intruder is suspected at night, notify the Camp Director, or Camp SIBsational Chairperson, immediately. The Camp Director will contact Camp Wood Chief Operating Officer and activate the Rapid Response Team. Quietly inform other staff members in your cabin of the situation. If you feel that the campers are at risk, notify the volunteers in the cabins to lock the cabin doors.
 - o If you feel that there is an immediate threat, follow the Active Shooter Policy.
- If a camper encounters an unfamiliar person on camp, he/she should immediately inform a volunteer. Campers should never be alone at any time. Teach them to never approach the stranger/s.
- The camp will work with Camp Wood Chief Operating Officer to review annually the safety and security of the campsite and to identify and define acceptable solutions to any security problems.

Active Shooter Situation

In the unlikely event of an active shooter situation at camp, you will initiate the official Camp SIBsational policy. Our policy is Run, Hide, Fight. This policy was developed with direct input from law enforcement. Always be aware of your surroundings and have an escape plan in mind.

- If you see a shooter, immediately start yelling and screaming “Active Shooter! Gun! Active Shooter!” Do not try to negotiate or talk with the shooter.
- Someone with a walkie-talkie should broadcast “Active Shooter. At (location). Gun. Active Shooter. At (location).”
- Upon hearing the warning, everyone should **RUN**. Tell your campers to run. Run away from the shooter location. Run as far as you can. Do not worry about where

- you are running to, just run as far away as possible. A set meeting place will not be pre-determined in order to avoid people running towards the shooter and to prevent us being congregated in one location. Once the situation has ended, the local police will help us re-gather. You can also call the authorities to let them know of your location once safe.
 - Run in a zig-zag way to make yourself a harder target
 - Run even if you are not in the same location as the shooter. Do not go to lockdown. Run.
 - Make every attempt to gather your campers and stay as a group. If danger is imminent, just yell RUN and get to safety. The campers will follow your lead.
 - If a camper is unable to run, assist them in whatever means necessary (gator, carry, etc) but if unable to run then assist them in hiding.
- If running is not possible, then **HIDE**.
 - Hide outside the shooter's view
 - Block entry to your hiding place and lock all doors if possible
 - Silence all cell phones, walkie-talkies or other noisy devices
- If you are not able to run or if your hiding place has been discovered, **FIGHT**.
 - Use anything available to fight. Fire extinguishers. Bug spray. Suitcases. Anything you can throw or hit with.
 - Barricade doors and windows with tables, beds and anything you can find.

While we never expect this to happen, it is good to be prepared. Start thinking now about what you would do in such a situation. Your mindset will help decide the outcome. Be prepared.

Missing Persons/Kidnapping

- If a camper is taken from camp without the expressed and direct approval of the Camp Director, immediately notify the Camp Director who will notify the Camp SIBsational Chairperson and KyMel Liaison. Get a description of all persons involved if possible (make, model and license plate of the vehicle, hair color and style, clothes, height, weight, etc.) The KyMel Liaison or Camp Director will notify Camp Wood's Chief of Operations and call 911.
- If a camper is discovered to be missing, notify the Camp Director who will notify the Camp SIBsational Chairperson and KyMel Liaison immediately.
- Remain calm and ensure that at least one volunteer stays with the current group of campers.
- Determine where and when the camper was last seen. Try to find out any information about the situation that the camper was last in. Discover, if possible, the state of mind of that camper. Was he/she depressed or angry, threatening to

run away? Did he/she tell anyone where he/she was going; was he/she near any dangerous surroundings?

- Do a search of the immediate area. Enlist the help of other camp volunteers or staff who are not supervising campers. Check the camper's cabin, all bathrooms, the shower house, and the dining hall. Ask people if they have seen the camper or know where he/she is.
- Check with the camper's friends to see if they know where he/she may be or if he/she may have said anything recently.
- If necessary, the Camp Director will supervise an all-camp search. If the camper is not found within 20 minutes, local search and rescue authorities will be contacted. The parents of the camper will be notified by the KyMel Liaison or Camp SIBsational Chairperson at the same time.
- Ensure that the other campers are safe, supervised, and cared for. Keep them involved in their activities. Do not allow campers to try to search for the camper. Make sure that other campers do not leave the area without a volunteer.
- Complete an incident report and return it immediately to the Camp Director.

Tornado/Severe Thunderstorm Warning

In the event of a tornado warning anywhere in Chase County...

- During Summer Camp: The Camp SIBsational volunteers and Camp Wood staff will be notified via radio or through the camp emergency Phone system. The lead houseparent makes an immediate face count and moves to the nearest designated shelter (Ritchie lodge basement, True Blue Village Bathhouses, Koger Horse Barn Bathrooms, Calhoun Health Center, Jones Village Bathhouse). A second face count is taken. The program director takes a final face count at each area. Campers and staff remain in the shelter until the all clear is given.
- During Night: The Camp Director will receive a phone call from the office manager. The Camp Director will immediately notify volunteer, house parents in the cabins. House parents are responsible for gathering campers and taking them to the nearest tornado/storm shelter (Jones Village Bathhouse). House parents have been informed of this procedure during orientation at camp. Volunteers and staff reassure the campers and keep campers "entertained," while Camp SIBsational Director and Camp SIBsational Chairperson make a final sweep of cabins. After the all clear is given the group emerges from the shelter.
- Tornado-distance from a shelter: Where campers, Camp SIBsational volunteers and Camp Wood staff are not near a safe shelter, staff will move campers to a low lying area, have them lie down, and cover their heads. They will remain there until the staff gives the all clear.

Fire

- Fire- outdoors: Remove yourself and campers from the fire's path. Move a safe distance away, being sure to keep the group together if traveling with others. Contact the Camp Director immediately after reaching safety. The Camp Director will notify the Camp Office.
- Fire- indoors: Remove all participants at least 50 yards away from the building and do a face count to ensure everyone is present. Contact Camp Director immediately. The Camp Director will notify the Camp Office.
- Volunteers should use their best judgment in picking the safest evacuation path to reach the meeting area. If the group is unable to reach the meeting area then move away from the fire as quickly and safely as possible. Contact the Camp Director by walkie-talkie to relay your group's exact location and head count.
- If the fire is in a cabin or building a volunteer should lead the evacuation immediately. Lead the campers away from the fire (upwind or downhill). Another volunteer should immediately radio that there is a fire and which building the fire is in. The Camp Director will then announce the meeting location and everyone should proceed to that location. The KyMel Liaison who will contact Camp Wood Chief Operations Officer. Other volunteers should only attempt to contain the fire if it is absolutely safe to do so and only after ensuring the campers are safe and monitored. Use a rake, shovel, water, or fire extinguisher. Use good judgment and do not risk injury to yourself, campers or other staff.
- Keep calm at all times and work together to keep the campers calm as well.
- Fire is unpredictable thus no single protocol will work in every situation. Use your best judgment in planning an evacuation route for yourself and the campers.

Power Outage/Utility Failure

- If the water system fails, the Camp Director should be notified first and then he/she will contact the Camp SIBsational Chairperson and then he/she will contact the Camp Wood Chief of Operations. The Chief of Operations shall assess the situation and handle all repairs.
- If a power outage occurs, the Camp Director should be notified first and then he/she will contact the Camp SIBsational Chairperson and then he/she will contact the Camp Wood Chief of Operations. If a downed power line occurs, make sure everyone stays clear of the line and no one attempts to touch it.
- In the event of power outage a generator on Camp Wood site will be employed to operate a camp kitchen and health lodge. If outage creates a risk to the camper's health or experience, parents will be notified to pick up their child or children will be moved to Elmdale Post Office in the event of immediate health need.

Earthquake

- In the event of an earthquake, Camp SIBsational volunteers and Camp Wood YMCA staff will instruct campers to move to safe spots located in each room under a sturdy table or against an inside wall.
- Campers, volunteers and staff will hold furniture with one hand and use their other arm to shield their head and neck.
- Where campers, Camp SIBsational volunteers and Camp Wood staff are not near a safe shelter, staff will move campers to a low lying area, have them lie down, and cover their heads in areas that seem clear of falling debris or electric lines. They will remain there until the staff gives the all clear.

Evacuation Procedure

In the event of a site evacuation, local officials will be contacted. Evacuation will be done by bus and personal vehicles. All persons must be accounted for before leaving the property. Campers must be supervised and accounted for during transportation. Camp SIBsational Chairperson and/or KyMel Inc Liaison will bring camper files and parents will be notified of evacuation. Campers will be moved to Elmdale Post Office based on weather and conditions of evacuation. Parents will pick up their campers at locations evacuated to after clearance from local officials has been given. Witness information, 1st Aid and necessary documentation will be made on a case by case basis.

The Camp Wood Chief Operations Officer will notify the Camp Director, Camp SIBsational Chairperson if an evacuation of the camp is required. Camp SIBsational Chairperson will notify the KyMel Liaison.

- The Camp Director or other designated person will sound the emergency signal. All campers and counselors should begin emergency procedures immediately and head to the Richie Lodge parking lot. Stay in radio communication on channel one until advised otherwise.
- If an evacuation is necessary, the Camp Director, KyMel Liaison, or Camp Wood Operations Officer will provide instructions including vehicle assignments. All persons will be divided up and loaded into camp and staff vehicles and transported to a safe area.
- In the event that the main road leading into camp is blocked or inaccessible and an evacuation is necessary, the following alternative evacuation procedure will be followed:
- The Camp Director or KyMel Liaison will notify proper authorities, including the Camp Operations Officer.

- If the Camp Operations Officer provides an alternative plan, his/her plan will be followed.
- In the event that Highway 50 is blocked or is inaccessible, the Camp Wood Operations Officer or other public authority will advise the camp on proper evacuation procedures.
- The Camp Woods Nurse will ensure that all medical forms, prescription drugs, and emergency supplies will be transported to the evacuation site.

Flammable, Explosive or Poisonous Materials

- Flammable and explosive materials, including gasoline and kerosene, are to be labeled accordingly and kept under lock and key in the camp designated storage area, away from the program area. Only properly trained Camp Wood personnel are allowed to handle materials.
- Poisonous materials, bleach, and cleaning products that are used throughout the camp will be kept locked in storage in the back of the kitchen. Materials used for dishwashing purposes are to be used only by properly trained Camp Wood personnel. Campers are not allowed in either area without supervision.

Emergency Communication Procedures

- All emergency communications procedures will be reviewed annually with all volunteers and staff.
 1. On camp volunteers and staff will contact the camp office and healthcare via radios that are located at various places around camp.
 2. All trips off camp will carry a cell phone and list of contact numbers to use in case of emergency.
 3. The Camp Director will contact parents of minors involved in an emergency. All ongoing communications will be through the Camp SIBsational Chairperson and KyMel, Inc Liaison and Camp Wood office will be notified immediately.
 4. Camp staff and volunteers are not to talk with the media without the consent of KyMel, Inc in communication with Camp Wood Executive Director.
- The Camp Director, KyMel Liaison, Camp SIBsational Chairperson, and designated volunteers will carry the two-way walkie-talkies that will be set to Channel 2. This is not the normal channel but is in direct communication with the Camp Wood Chief Operations Officer.
- The KyMel Liaison will be responsible for contacting and remaining in contact with the KyMel board of directors. Cell phones will be available for use once the evacuation process has begun and the camp population is moved off site.

Emergency Directory

- AMBULANCE/FIRE/SHERIFF 911 OR 620-273-6313
- Chase County EMS 620-273-6590
- Newman Regional Health 620-343-6800
- Camp Wood Office 620-273-8641

For an emergency that warrants an ambulance, the fire department, or the Sheriff, call 911 immediately. Once the appropriate responder has been called, please notify the Camp Director, who in turn will notify the Camp SIBsational Chairperson and Camp Wood Operations Officer. Emergencies may be reported from one of the nearest phones, which are located:

- Ritchie Lodge
- Camp Wood Office