

# **CAMP HOLY CROSS STAFF HANDBOOK 2012**

DIOCESE OF SPRINGFIELD, MASSACHUSETTS  
P.O. BOX 501  
GOSHEN, MA 01032

ADMINISTRATIVE OFFICE  
489 MAIN STREET  
DALTON, MA 01226

Updated: January 22, 2012

## **CAMP HOLY CROSS**

Camp Holy Cross Residential Camp for boys and girls is owned and operated by the Roman Catholic Diocese of Springfield, Massachusetts. The purpose of our camp is to provide a Christian educational experience in outdoor living. In all of our programs, the camp keeps in mind the fact that we exist to serve people of all ages, with a primary emphasis on the young. For this purpose, all programs of the camp are oriented to the Roman Catholic Philosophy of outdoor ministry, which shall encompass recreation for young people, in accordance with standard procedures of health and safety, and will be ecologically sound.

For this reason, all personnel and volunteers of our camp shall be ready to put the health and safety of the campers in the forefront at all times and hold to the lifestyles (moral and ethical) that are consistent with the Roman Catholic Church.

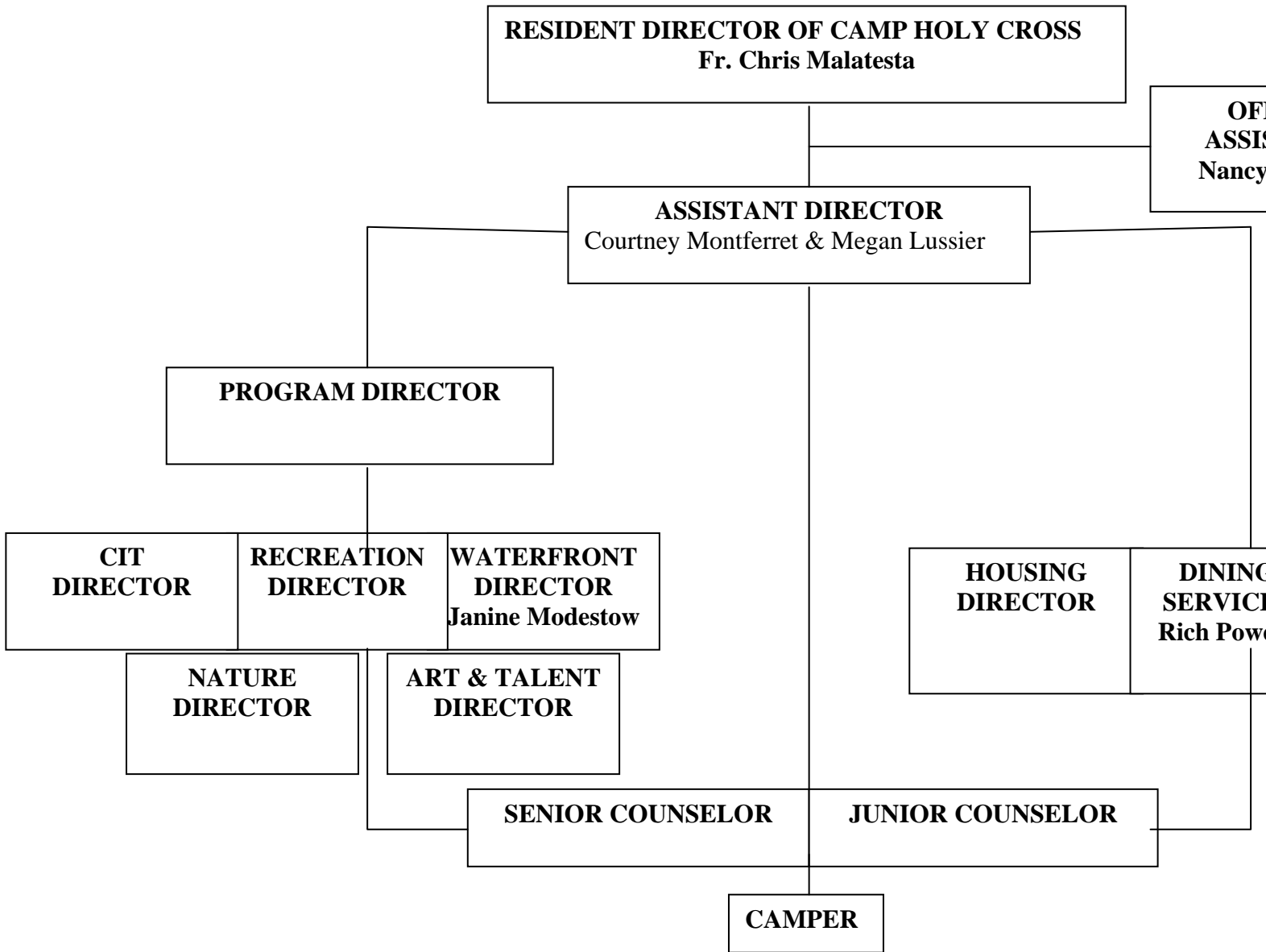
Camp Holy Cross is under the direction of Fr. Chris Malatesta, Director of Holy Cross Campgrounds and Angela Slowinski, Assistant Director. It is annually licensed and inspected by the local Board of Health and related licensing agencies.

Admission to Camp Holy Cross is open to any person regardless of sex, race, creed, color, religion, disability, or national origin.

### **GOALS**

1. To have the campers increase their awareness of Christian living and what this means in practice.
2. To learn to live in harmony with others within the Christian camping community.
3. To give the opportunity to experience a variety of activities and to develop the basic skills needed to enjoy them to suit each individual's specific needs.
4. To progress in new physical skills.
5. To experience the responsibilities which are required as a member of a cabin group.
6. To experience the opportunity to create through art.
7. To experience the opportunity of performing by learning and sharing a talent.
8. To give the opportunity to participate in the improvement of camp projects that would contribute to safety and comfort of other people.
9. To experience the beauty of God's natural environment that surrounds our camp through the enjoyment of nature activities.

# ORGANIZATION CHART





## **PERSONEL POLICIES AND PROCEDURE**

This publication is meant to summarize the policies of Camp Holy Cross. This publication is not intended to and does not create a contractual obligation for Camp Holy Cross.

Equal opportunity to all persons, for employment, service, and participation is based on individual merit, competence, need, and moral teaching of the Church. It shall be the policy of the Diocese of Springfield, therefore, not to discriminate against any person because of race, color, sex, age, national origin, or handicap.

- Employment Procedure
- Counselor Job Description
- Staff Evaluation Form
- Sexual Harassment Policy
- Discipline Policy
- Child Abuse & Neglect Reporting Procedure
- Health Care Safety Policy and Procedures
- Lost Swimmer, Lost Camper and Disaster Plans
- Traffic Control Procedure
- Nutrition and Menu
- Policy for the Protection of Children and Youth
- Code of Conduct for Clergy, Administrators, Staff and Volunteers

Employees, Staff and Volunteers must return:

- CORI Release
- Signed Code of Conduct form
- 4 Page Medical Form and Immunization Schedule
- Documentation of Current CPR and Red Cross Training

## **SEXUAL HARASSMENT POLICY**

It is the goal of the Roman Catholic Diocese of Springfield and Camp Holy Cross to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated; and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because the Roman Catholic Diocese of Springfield takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

This policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

“Sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or a basis for employment decisions;
- b. Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness.

- Unwelcome sexual advances-whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences;
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with a an investigation of sexual harassment complaint is unlawful and will not be tolerated by this organization.

If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally. If you would like to file a complaint, you may do so in a few ways:

- a. Contacting the Camp Director
- b. Contacting the Director of Human Resources for the Diocese of Springfield
  - Catherine Farr, Director 413.452.0683 (c.farr@diospringfield.org)

When a complaint is received we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigating we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action. If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary actions we deem appropriate under the circumstances.

## **Employment Procedure**

1. All applicants are to apply to the Director of Holy Cross Campgrounds.
2. Applicant shall submit a written application form. Minimum age 16.
3. An interview.
4. Reference Check
5. Criminal & Sexual Offender Record Information Check (CORI & SORI)
6. All Staff including Adult Volunteers must have up to date Diphtheria/Tetnus.

Counselors will be selected on the basis of their qualifications to meet the established specifications for the position.

Counselors will be expected to perform their duties to the best of their ability.

A counselor's performance will be periodically reviewed. The counselor will have the opportunity to see in person this review. It will then become part of their personnel record.

Good communication is necessary for the efficient and effective operation of camp. Counselors will accept the responsibility of obtaining all necessary information relating to their work. All memos will be posted.

No smoking shall be permitted in view of campers. It will only be permitted in designated areas.

All counselors will be asked to adhere to the Camp dress code. Camp uniform must be worn.

Lateness or tardiness, if frequent is sufficient cause for dismissal.

Your immediate supervisor will give both verbal and written warnings. After two verbal warnings and one written warning employment will be terminated. Since employment at Camp Holy Cross is based on mutual consent, either the Counselor or the Camp has the right to terminate employment.

Serious misconduct will not be tolerated. List is in part:

1. Neglect or abuse of campers, visitors, or fellow counselors.
2. Abuse neglect or destruction of property.
3. Use of any intoxicating beverage on the job.
4. Theft, fighting, profanity or creating a disturbance.
5. Use of drugs.
6. Indecent or immoral behavior.
7. Falsification of employment record.
8. Excessive or unexcused absences.
9. Discriminatory practices.
10. Insubordination.
11. Any practice not in accordance with accepted Catholic standards of moral and ethical conduct.



# STAFF EVALUATION FORM

Staff Member Name: \_\_\_\_\_

Personnel Record #: \_\_\_\_\_

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Needs Improvement</b>
<b>Supervision</b>				
<b>Safety</b>				
<b>Attitude</b>				
<b>Involvement</b>				
<b>Cooperation</b>				
<b>Discipline</b>				
<b>Cabin Unit</b>				

Recommendations:

Other Comments:

Director: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

Position: **CAMP COUNSELOR**

Qualifications:

- 18 years of age or older (16 years of age – Junior Counselor)
- Desire and ability to live with and supervise children.
- Working knowledge of and ability to teach and supervise at least one activity.
- Ability to accept supervision and guidance.
- Good character, integrity and flexibility.
- Willingness to accept and follow philosophy and rules of camp.

Responsible to:

- Resident Director and/or Assistant Resident Director.
- Head staff as designated by the Resident Director.

General Responsibilities:

- To live with, supervise, be responsible for, and provide guidance to campers assigned to your care.
- To be responsible for the health, safety, and welfare of campers in your charge.

Specific Responsibilities:

- To maintain a positive Christian attitude at all times.
- Make camp a true learning, growing, fun, safe, Christian experience for all concerned.
- To provide proper supervision and coverage of your cabin at all times / never leaving a cabin without supervision. In case of inadequate supervision, notify division head.
- Treat all campers fairly, and divide your time equally.
- Get to know your campers: their likes, dislikes, strengths, weaknesses, limitations, fears, etc.
- Be approachable and available. Listen to your campers. Be a friend.
- To maintain and discipline, without embarrassing or belittling.
- Remain with your cabin at all times that you are directed to be.
- Be aware of homesick issues and how to deal with them.
- Respect confidentiality between campers and staff unless you feel a detrimental or dangerous situation could or has arisen. If so, it is your responsibility to bring to the attention of Division Head and/or Resident Director.
- Be aware of cabin problems/personality conflicts and how to resolve. If problem is beyond your ability to handle, it is your responsibility to bring it to the attention of your division head.
- To be aware of each camper's activities and their involvement /or lack of involvement.
- To work with activities director and to properly supervise campers at all times during activities. You are to encourage camper participation, and be a participant yourself at activities.
- To take cabin count at all your activities and events.
- To work with, and co-operate with program director on all program activities and special events.
- Maintain a clean/comfortable/ safe cabin at all times.
- Encourage respect and cleanliness throughout the camp by setting a good example for your campers and co-workers.
- Teach campers to be responsible for their own belongings, and respectful of other's belongings.

- To maintain a quiet, restful rest hour, with campers and counselors remaining in their cabins during this hour.
- Make sure campers have a good personal hygiene. Take showers, brush teeth, wash before meals, take care of dirty laundry, etc.
- Adhere to night curfew, and remain with cabin after curfew. Make bedtime fun with discussions, stories, and quiet games. Use this time to interact with campers; it is an essential part of the day, and a good tool for curfew cooperation.
- To arrive with campers on time for meals. To assist campers with menu/proper diet/table manners. Counselor is last to sit at table and only after all campers have been served. Counselor is also the last to leave and only after all campers are finished and table properly cleared and cleaned.
- Assist group in scheduled work activities.

## **DISCIPLINE POLICY**

- Corporal punishment including spanking is prohibited.
- No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.
- No camper shall be denied food or shelter as a form of punishment.
- No child shall be punished for soiling, wetting or not using the toilet.
- Children misbehaving will be given one warning and then will be asked to take a ‘Time-out’ and sit out a particular activity. Persistent problems with campers should be referred to the Camp Director.
- All staff and/or counselors shall avoid inappropriate disciplinary techniques.
- A record should be kept of camper misbehavior, noting date, time, and campers/staff involved in the incident.
- Parents will be notified by Camp Director in the case of consistent problems with a camper(s).
- At Camp Orientation it will be made clear to campers that persistent disregard of the rules, violence and destruction will result in a camper being sent home.

## **REPORTING SUSPECTED INCIDENTS OF CHILD ABUSE AND NEGLECT**

- All Staff shall immediately report any suspected child abuse or neglect. The report shall be made either to the Massachusetts Department of Social Services or to the Camp Director.
- Camp Director shall immediately report suspected abuse or neglect to the Massachusetts Department of Social Services.
- The Camp Director shall notify the Board of Health if a 51A report alleging abuse or neglect of a child while in the care of the camp. The 51A report itself shall not be forwarded to the Board of Health.

# **CAMP HOLY CROSS HEALTH CARE SAFETY POLICY AND PROCEDURES**

## **HEALTH CARE CONSULTANT**

Name Dr. John Burnham, MD

Address Dalton Medical Associates, 33 North Street, Dalton, MA 01226

Telephone # 413-684-2116

## **HEALTH CARE SUPERVISOR**

Mrs. Siobhan Fusini, RN & Mrs. Judith Chabot, RN

Assistant Mrs. Martha Green, RN , Mrs. Marie Shelsy, RN, Mrs. Theresa Langlois, RN

The Health care supervisor will be responsible for the on sight nursing care. The supervisor has been delegated by our Health Care Consultant to administer medications and respond to any medical emergency or illness.

## **EMERGENCY TELEPHONE NUMBERS**

- **FIRE 911**
- **POLICE 911 (Non-Emergency 413.268.3116)**
- **RESCUE / AMBULANCE 911**
- **MA POISON CONTROL CENTER 800.682.9211**
- **NORTHAMPTON CONTROL/DISPATCH (Non-Emergency 413.586.1508)**

## **HOSPITAL UTILIZED FOR EMERGENCY**

Cooley Dickinson Hospital

30 Locust Street

Northampton, MA 01060

413.582.2000

## **EMERGENCY PROCEDURES**

Staff will carry a two-way radio device, which can be used in case of emergency.

### **CALL CODES:**

CODE RED – FIRE

CODE BLUE – MEDICAL

LOST SWIMMER

LOST CAMPER

First responder should

1. Check area
2. Call CODE or situation over radio. Report situation, who is involved, location and need for an ambulance or nursing assistance.
3. Begin care as first aid training allows until nurse or other emergency personnel is on scene to take control of the situation.
4. Nurse Assistant should call an ambulance at the nurse's direction and obtain necessary release and paperwork for the nurse's reference.
5. If necessary, camper would be transported to the Hospital via an ambulance.
6. If an ambulance is not necessary, one of the senior staff members could drive the nurse and patient to the hospital.
7. Parent would be contacted to meet the camper at the hospital.
8. Health Care Consultant would be notified in the event of an emergency.
9. If a parent could not be reached then the emergency medical release and waiver would be used to obtain necessary care.
10. This incident would be logged in Medical Journal including statement of procedure followed.

### **EMERGENCY PROCEDURE WHEN OFF THE PREMISES**

*In case of emergency while on a day hike.*

Follow procedure outlined above. Plan and route of hike activity should be filed with the nurse prior to leaving the property. Photocopy of medical release form shall accompany the group. In emergency, use two-way radio to contact camp nurse. Emergency numbers should be carried on your person. Cell phone can be used to call for additional medical assistance if necessary.

### **FIRST AID EQUIPMENT**

#### **LOCATION OF KITS**

- O'Neil House will serve as camp infirmary and has medical supplies.
- Main Office
- Chapel
- Dining Hall
- Boat House

#### **FIRST AID MANUAL**

- Will be kept at the Infirmary.

#### **FIRST AID ADMINISTRATION**

- Entire staff will be trained in first aid treatment.
- First Responder should check scene, call for assistance, & begin care as training allows.
- The nurse under the direction of the Health Care Consultant will be in charge while on the scene.

### **FIRST AID KIT MAINTENANCE**

- The Director under the guidance of the Health Care Consultant will provide adequate Kits and Supplies.

## **CONTENTS OF FIRST AID KITS**

- ¾" x 3" Adhesive Strips
- ½" Adhesive Tape
- Ammonia Inhalants
- Cold Pack
- Combine Dressing
- Sterile Cotton
- Eye Irrigate Solution
- Eye Pads with Strips
- First Aid Burn Cream
- 2" x 6 Yards Gauze Bandage
- 3" Gauze Pads & 4" Gauze Pads
- Sting Relief Wipes
- Triangular Bandage
- Scissors & Tweezers
- CPR Mask
- Latex Free Disposable Gloves
- Bee Sting Kit & Dosage Chart

## **PLAN FOR INJURY PREVENTION AND MANAGEMENT**

- Staff should report anything noted to be unsafe to the director immediately.
- Director with camp personnel will monitor property for safety.
- Regular maintenance, upkeep of grounds and buildings and precautions should prevent any unsafe surroundings to occur.

## **PLAN FOR REPORTING TO DEPARTMENT OF PUBLIC HEALTH**

The Camp Director will report any serious injury or occurrence mandated by Massachusetts state law to the Department of Health. This will include, but not be limited to serious injury, in-patient hospitalization, and death of a camper or staff member. All food borne illness should be reported.

## **PROCEDURE FOR INFORMING PARENTS OF FIRST AID TREATMENT**

Parents will be notified by phone of any such treatment immediately following care. Written incident report will be mailed within 24 hours of phone call.

## **PLAN FOR INFECTION CONTROL AND MONITORING**

Until the Camp Health Care Consultant has taken action on such case, strict isolation shall be maintained. Camp nurse will monitor this situation.

## **PROCEDURES FOR THE CLEAN UP OF BLOOD SPILLS AND HAZARDOUS MATERIALS**

- Area will be marked off
- Only trained personnel will handle cleanup
- Gloves must be worn for precaution
- Diluted bleach will be used to sterilize area
- Materials will be disposed of in marked bags and handled appropriately.



## **EMERGENCY PLAN FOR EVACUATION OF THE PROGRAM OR FACILITY**

- Plans will be posted in each activity area and next to each exit.
- Assistant Counselor or designee will lead campers out of the area to safety. Counselor should be sure everyone is evacuated.
- Counselor is responsible to do a head count to be sure all have been properly evacuated.
- Practice evacuation drills will be conducted following camp orientation in each living unit. This exercise will be conducted by the Counselor and reported to the Camp Director.
- Camp Director will record results and keep documents pertaining to each unit and their effectiveness of the drill.

## **PRESCRIPTION AND NON-PRESCRIPTION MEDICATION PLAN**

- The Camp RN under the delegation of the Health Care Consultant will administer any medications.
- The Medical Consultant may make an exception for the use of Epi-pens or inhalers for campers with known allergy or pre-existing medical conditions, for whom these items has been prescribed.
- Drugs will be administered with permission of the parents only in the infirmary.
- The camp nurse will verify identity of camper by checking with the appropriate counselor.
- Camp nurse will review any potential side effects, adverse reactions and other pertinent information with all personnel after administering a drug with any such result.
- Assure patient confidentiality.
- Drugs will be stored in a locked medical cabinet in the infirmary.
- Any drug requiring refrigeration will be kept in a locked box in the infirmary refrigerator.
- Parental permission and instruction will be kept on file in the infirmary.
- The camp nurse will keep medication log.
- Any Medication brought to camp must be in original labeled container.

## **PLAN FOR UNUSED MEDICATIONS**

- Unused portion of drugs will be returned to the parent of guardian at the end of a camping session.
- If drug could not be returned the drugs will be destroyed by camp nurse in the presence of the Camp Director or Health Care Consultant.

## **CARE OF MILDLY ILL CAMPERS**

Counselors should send any ill camper to the infirmary to be checked by the camp nurse. Infirmary has place for rest and proper supervision of the ill camper. It is the counselors responsibility to be sure camper gets to the infirmary for care. If necessary call camp nurse on radio to respond.

## **PROTECTION OF CHILDREN WITH ALLERGIES AND MEDICAL CONDITIONS.**

Each head counselor should check with the nurse for any conditions as to which they should be aware.

In the event of leaving someone from your cabin unit with another counselor be sure they are aware of any threatening conditions.

Students will wear military style dog tags. Tag will be for identification reasons. Any pertinent medical condition in code form may be listed on this tag.

## **SERIOUS ILLNESS AND CONTAGIOUS DISEASE CONTROL**

- Each suspected case of food poisoning or any unusual prevalence of any illness in which fever, rash, diarrhea, soar throat, vomiting, or jaundice is a prominent symptom is reported immediately to the Mass Department of Public Health.
- Infirmary has isolation room to prevent any spread of illness.
- Nurse will inform maintenance staff of any serious illness so the proper precautions can be taking in cleaning as necessary.
- Camp Director will take responsibility in reporting any such diseases to the local Board of Health.
- Any foodborne illness will be reported to the Board of Health.
- People with flu-like illness should stay home for 7 days, or 24 hours after their symptoms have gone away – which ever period is longer. (Flu-like illness is defined as fever, plus one or more of the following: cough, sore throat or runny nose).
- Swine Flu – H1N1. No vaccine at this time. Best protection is to promote basic prevention steps. Promote frequent hand washing. Promote good ‘cough etiquette’. Stay home if sick. Stay informed. Regular meetings between camp directors, medical staff and other appropriate professionals should occur to assess the status f camper and staff health.

## **CAMP HOLY CROSS LOST SWIMMER PLAN**

- All staff will be trained in the procedures contained in this plan. Time is a critical factor in a search for a missing swimmer.
- The aquatics director or senior lifeguard will be in charge of this entire search operation as to avoid confusion and wasted time.
- Radio should be used to alert all staff that a person is missing. Lifeguards must clear the swimming areas. Using the megaphone, ask the campers to report to the main lifeguard area. Counselors should count their campers and report “all here” to person in charge.
- Calling such an emergency will result in the contact of the emergency personnel. Infirmary staff will make this call as necessary. Local fire department, police or search and rescue squad will be called. Dispatcher should be notified that you have a possible lost swimmer. Delays in making this contact must be avoided. It is better to cancel an emergency call once the swimmer is safe than to delay a call that might save the swimmer.
- Adult counselors may help search shallow areas; trained lifeguards should search deeper areas. Other staff should be sent to check bathrooms, showers, cabins and other camp areas.
- Lifeguards must continue to search the entire waterfront.
- The search must continue until all campers are accounted for.
- Staff conducting the search including lifeguards should use the buddy system.
- Person in charge of the rescue operation should interview the person who reported the missing swimmer; information about the swimmer’s last known location will be helpful to direct the search.
- Docks and all dangerous locations should be searched carefully.

### **Search Shallow-Water Areas**

- To search shallow-water areas with pool water clarity, adult volunteers or non-lifeguarding staff members should link arms or hold hands and form a line in the water.
- One lifeguard should serve as a lookout standing above the water level with rescue equipment in case a searcher gets in trouble or the missing swimmer is found.
- The shortest person should be in the shallowest water, and the tallest person should be in water that is no more than chest deep.
- One lifeguard should be designated to oversee this portion of the search.

### **Searching Deep Water Areas**

- Use the American Red Cross ‘deep water line search’ to search for lost swimmers in water that is greater than chest deep.
- Several lifeguards, wearing masks and fins, form a straight line, no more than an arm’s length from each other. One lifeguard serves as a lookout standing above the water level with rescue equipment in case a searcher gets in trouble or the missing swimmer is found.
- On command from the lead lifeguard, all searchers do the same surface dive to the bottom and swim forward a set number of strokes.
- If the water is murky, the searchers search the bottom by sweeping their hands back and forth in front of them, making sure to cover the entire area.

- Return to the surface as straight up as possible. At the surface, the line backs up; the lead lifeguard checks to make sure all searchers are accounted for, the line reforms and on command from the lead guard, dives again.
- Repeat this procedure until the entire swimming area has been searched in one direction. Make sure not to miss any areas on the bottom when you dive and resurface.
- The searchers then repeat the pattern at a 90-degree angle to the first search pattern.
- If the missing swimmer is not found, expand the search to nearby areas. Consider the effects of any currents.
- Continue to search until the missing person is found or until emergency personnel arrive.

## **CAMP HOLY CROSS LOST CAMPER PLAN**

- A missing camper should be reported to the main office immediately including:
  - Camper's name and age
  - Last place the camper was seen
  - What the camper was wearing
  - Any other information which may be helpful
  
- One person will be in charge of the entire search operation. This will be the Camp Director or senior-trained person.
- Call on two-way radio to alert staff that a person is missing. Lifeguards will be responsible to clear the swimming areas. Campers should report to a designated area for head count.
- A search of bathrooms, showers, cabins and other camp areas should be conducted.
- Camp staff should search assigned areas to ensure the camp and surrounding areas are searched.
- If camper was last seen by water, lifeguards must search the entire waterfront.
- Check records to determine if parents picked up a camper by special arrangements, If not, contact the parent/guardian to determine if the child was pickup up without notifying the camp office.
- Notify emergency personnel.
- The search will continue until all campers are accounted for.

## **CAMP HOLY CROSS FIRE EVACUATION PLAN**

- A fire drill will be held immediately following camp orientation during cabin orientation time.
- Staff will be assigned specific areas. Counselors will, under no circumstances, leave the campers that are under their direct care.
- Identify all means of egress.
- Occupants will be notified to evacuate by alarm, bullhorn, or counselors instructions.
- When Code RED is announced Camp Nurse will immediately call 911 / Fire and Camp Director will proceed to place of fire or disturbance.
- Campers and staff will safely gather together in an area removed from the fire. This area should not interfere with fire department operations.
- Notify anyone in the immediate area of danger.
- Close doors to confine fire/smoke, but do not lock them.
- Activate the fire alarm.
- Evacuate the building, assist campers and other staff under your direction.
- Fire department when called should be told
  - Building name and address
  - Nearest cross street
  - Location of fire in the building
  - Known information about the fire
  - Call-back telephone number
  - Do not hang up until the emergency services operator does so
- Staff member should wait for fire department at entrance to the property and properly direct them as necessary.
- Use this list to assist in the process and document that fire drill has been performed during camp orientation program.

## **CAMP HOLY CROSS DISASTER PLAN**

- If advised by authorities to evacuate an area, do so immediately.
- Campers will be notified to evacuate by bullhorn or counselor instruction. Counselors will be notified by two-way radio.
- Arrangements for transporting campers and staff from the camp to emergency facilities, including, but not limited to, emergency shelters.

### **Tornado or High Winds**

- Go to a basement or interior rooms and halls on the lowest floor. Stay away from glass enclosed places or areas with wide-span roofs, such as an auditorium or gym.
- Crouch down against the floor and cover the back of your head and neck with your hands.
- If no suitable structure is nearby, lie flat in the nearest ditch or depression and use your hands to cover your head.

### **Flash Flood**

- Evacuate low-lying areas – go to higher ground.
- Avoid small rivers or streams, low spots, canyons, dry riverbeds, etc.
- Do not try to walk through flowing water more than ankle deep.
- If in a vehicle: do not drive through a flooded area, even if it looks shallow enough to cross.

### **Lightening**

- When inside avoid using the telephone (except for emergencies) or other electrical appliances.
- Do not take a bath or shower.
- Go to safe shelter immediately.
- If boating or swimming, get out of the water immediately and move to a safe shelter away from the water.
- If in a wooded area, seek shelter under a thick growth of relatively small trees.
- If you feel your hair standing on end, squat down with your head between your knees. Do not lie flat.
- Avoid isolated trees or other tall objects, bodies of water, sheds, or fences.

### **Wildfire**

- Listen to local radio or television stations for updated emergency information.
- Follow the instructions of local officials. Wildfire can change direction and speed suddenly. Local officials will be able to advise you of the safest escape route, which may be different than you expect.
- If you get trapped, crouch in a pond or river. You cannot outrun a fire.
- Lie flat and cover your body with wet clothing or soil.
- If water is not around, look for shelter in a cleared area or among a bed of rocks.
- Breathe the air close to the ground through a wet cloth to avoid scorching lungs or inhaling smoke.

## **CAMP HOLY CROSS DINING SERVICES**

### **MINIMUM DAILY FOOD REQUIREMENT**

- Three meals shall be served daily fulfilling the daily food requirement for nutrition and health.
- Campers shall be properly hydrated and encouraged to drink plenty of water during the day.
- Counselors and campers will assist in dining preparation serving and cleanup. This will include but not limited to serving and cleanup. This will include but not be limited to setting, clearing and washing dishes.
- Any suspected case of dietary problems or food poisoning should be reported to the camp nurse immediately.
- Allergen Poster shall be posted in the Dining Hall directing diners to inform employees of possible allergies. Menus shall be marked accordingly.

Foods shall meet the ‘Recommended Dietary Allowances’ of the Food and Nutrition Board and the United States Government.

At a minimum:

- a. Milk – 24 oz – as a beverage or in food preparation.
- b. Protein – 2 or more two-ounce edible portions.
- c. Vegetables and Fruit – 4 or more servings each day.
- d. Bread, cereal or other grains.

Meals will not be denied or forced.

Sign will be clearly posted in regards to having campers alert kitchen staff of possible allergies.



## **WASTE STORAGE**

Garbage will be held in watertight receptacles with tight fitting covers. They will be constructed of metal or durable rodent-proof material. Plastic bags will only be used as liners.

Care should be taken to be sure that all waste and litter are carefully disposed of to keep the facility clean, presentable and safe.

A dumpster which is removed from common camp areas shall be used to store waste until its removal from the property.

## **TRAFFIC CONTROL PLAN**

**PARKING** All Staff will park vehicles in parking lot located behind the baseball diamond. No vehicles should be driven or parked within main compound of the camp facility while camp is in session.

**REGISTRATION** Parents will park on the outdoor basketball court during the check-in procedure. Check in will take place on the main field. Once registered the parent or guardian may drive below to drop off the child's belongings. Lower campus parking will be in front of the chapel. Cars will be encouraged to follow the left closest to the main bath building and follow the loop returning to main road which will allow the visitor to exit the property. No unattended vehicles will be allowed to remain on the main road.

**ATTENDANTS** Staff will be assigned the responsibility of managing the flow of traffic during check-in and check-out. A staff member will be located at the top of property to slow traffic and welcome visitors to camp. Staff will be available at the main field to direct campers to parking and registration. Staff will be located in front of chapel to facilitate flow of traffic on the lower campus.

CAMP HOLY CROSS  
EMPLOYEE STAFF HANDBOOK 2011

Camp Holy Cross is committed to providing a facility with a safe and nurturing environment. It is our goal to provide a well informed and trained staff that is prepared to meet the needs of our young campers.

**All Camp Counselors must read and understand the contents of this handbook.** Each counselor must be First Aid and CPR Certified. All counselors will complete an on-line training course and camp orientation program. Our employees are required to participate in a program entitled “Protecting Our Children” which highlights the signs of abuse and the obligations we have as Camp Professionals to recognize the signs of abuse and how to report such incidents. Each of our staff members will sign a Code of Conduct and must remember the responsibility we have as mentors to our young campers and fellow staff members.

By signing this form, I am stating that I have read and understand the contents of this handbook.

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Employee

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Date