

Grand Mesa Baptist Camp

Staff Manual

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**Rules of Procedure
For
Grand Mesa Baptist Assembly**

Section I. Trustee Officers

GMBA Trustees shall elect the Chairman, Vice-chairman and Secretary from among the GMBA Trustees. The Business Manager shall be appointed.

- A. The Chairman:
 - 1. shall be the person who serves either as the Chairman or Vice-chairman of GMCA also serves as the Chairman of GMBA;
 - 2. shall preside at all GMBA meetings;
 - 3. shall call for needed meetings when not already announced by the GMCA secretary;
 - 4. shall prepare an annual report to the GMBA Trustees and Member Churches.
- B. The Vice Chairman:
 - 1. shall preside at GMBA Trustee meetings in the absence of the Chairman.
- C. The Secretary:
 - 1. shall record minutes of all meetings;
 - 2. shall send notice of meetings not covered by GMCA Secretary announcements;
 - 3. shall send Annual Reports to the Member Churches.
- D. The Business Manager:
 - 1. shall be responsible for overseeing the deposit of all GMBA funds collected;
 - 2. shall be an ex-officio member of the Program Committee and help in setting fees;
 - 3. shall be the only person authorized to disburse GMBA funds as directed by the Program Committee or GMBA Trustees;
 - 4. shall make arrangements for the purchase of all food supplies, etc.;
 - 5. shall keep the books for GMBA;
 - 6. shall make application for health insurance for campers and staff;
 - 7. shall disburse refunds in certain cases;
 - 8. shall submit books for the Auditing Committee and prepare the Annual Financial Report.

Section II. Program Committee

The Program Committee shall consist of at least five (5) representatives from Member churches with the Business Manager serving as an *ex-officio* member. One member of the Program Committee must be a GMBA Trustee.

- A. Meeting. A meeting of the Program Committee should take place shortly after the conclusion of the camping season in order to evaluate the past summer's camps and to begin the search for the next year's staff. Dates and fees can be set at this meeting or at later meeting in January, in order for publicity to be sent out in a timely manner.
- B. Chairman. The Program Committee selects its own chair from among its members.
- C. Vacancies. The Program Committee is encouraged to submit possible names to the GMBA Nominating Committee to fill vacancies on the Program Committee.
- D. Duties. The Program Committee:
 - 1. shall set the camp dates and fees;
 - 2. shall determine age divisions for each school age camp;
 - 3. shall update camp forms and the staff manual;

4. shall provide the needed publicity to the churches;
 5. shall select deans for the three school age camps;
 6. shall secure camp cooks, nurses, and boat supervisors for the school age camps (cooks only for Family Camp);
 7. shall appoint a camp contact person from their committee for each camp;
 8. shall select the storekeeper – person responsible for ordering goods and stocking the camp store under the supervision of the GMBA Business Manager;
 9. shall administer any scholarship funds placed in the care of GMBA.
 10. shall be responsible for finding replacement staff should an emergency arise during a camp session;
 11. shall select the GMBA registrar and keep the registrar informed of all pertinent information pertaining to the upcoming camping season.
- E. The Registrar:
1. shall receive all registrations for the school age camps (Family Camp handles their own registrations);
 2. shall deposit all moneys received and report same to the Business Manager;
 3. shall be present the opening day of camp to assist with the final registration of campers;
 4. shall pay out no money including refunds (Business Manager's responsibility).

Section III: Camp Rules

- Each camper and staff member (at a camp lasting 72 hours or longer) must provide a health certificate signed by a physician stating that the camper or staff member is physically able to attend camp. All medications must be in the original containers with clearly marked instructions, and are to be turned in to the camp nurse upon arriving at camp.
- Campers are to remain for the full duration of camp. Campers are not to leave the camp grounds without the permission of the dean(s). Campers who cannot remain for the entire camping period will not be allowed to attend unless prior approval is granted by the camp deans(s). Campers are expected to participate in all activities of the camp. Campers are to remain in their cabins after lights out.
- The use of alcohol, tobacco, illicit drugs, firearms or fireworks will not be allowed on the GMCA grounds and is reason for disciplinary action including loss of camping privileges and removal from camp. A camper who is disruptive may be removed from camp at the discretion of the camp dean(s). It is the responsibility of the parents or legal guardians to provide transportation and cover all expenses associated with removing a camper from camp. Any damage to camp property is to be repaired at the expense of those responsible for the damage.
- Campers' cars shall be parked in the parking lot, locked, and keys marked and turned in to the deans(s) during the duration of camp.
- Campers are asked not to bring shaving cream for pranks, DVD players, personal computers or other electronic devices.
- Deans(s) should be informed of and asked to clear any visitors during the camp session.
- Campers are not to be in cabins belonging to campers of the opposite sex.

- There are to be no raids or pranks that might pose a risk of any kind. There is to be no horseplay or water fights in the boats.
- There shall be no graffiti placed upon any camp property.

Section IV: Camp Staff

A. Deans

1. shall be responsible for the 24 hour a day supervision of their camp session.
2. shall enforce all camp rules. A fire drill must be conducted within 24 hours of arrival at camp.
3. shall be responsible for the camp “program”, recruit the camp pastor, cabin counselors and special program staff.

There must be at least one adult counselor (18 or over) per cabin. It is encouraged to have two co-counselors per cabin whenever possible. Each volunteer staff person is to have three (3) signed reference forms.
4. shall sometime prior to camp, call a meeting of the camp leaders to orient them as to plans and responsibilities;
5. shall give volunteer application and job description to each staff person;
6. shall make arrangements for accommodating special guests;
7. shall hold staff meetings as necessary during camp;
8. shall patrol grounds or assign a staff member to do so after lights out and at other necessary times;
9. shall see that the grounds and buildings are kept clean;
10. shall be responsible for collecting payment for meals from visitors;
11. shall provide an evaluation report to the Program Committee following the camping season;
12. shall conduct any camper discipline according to the GMCA guidelines;
 1. Campers shall not be subjected to physical harm, fear, or humiliation
 2. Campers shall not be punched, shaken, bitten, roughly handled, pinched, or subjected to any physical punishment.
 3. Separation, when used as a discipline, shall be brief an appropriate to the camper’s age and circumstances, and the camper shall be within hearing of an adult in a safe, lighted, well-ventilated place. No child shall be isolated in a locked room or closet.
 4. No camper shall be punished for toileting accidents.
 5. Verbal abuse or derogatory remarks about the camper, his family, his race, religion or cultural background shall not be permitted.
 6. Meals may not be denied the camper as a disciplinary measure.
 7. Authority to punish shall not be delegated to other campers, nor shall the camp sanction one camper punishing another camper.

B. Counselors:

1. Counselors (or their qualified designee) are responsible for supervising their assigned campers 24 hours a day for the duration of camp.
2. shall abide by the Volunteer Agreement and Policy Against Sexual Harassment as stated on the Volunteer Application form;
3. may be asked to work with the rest of the program staff in the development of the camp;
4. shall make necessary preparation by attending pre-camp training/planning meetings;
5. shall prepare spiritually to be an exemplary leader to the campers;
6. shall prepare for specific tasks which have been agreed upon with the dean(s).

In the cabin group counselors are responsible for:

1. getting acquainted with each camper, encouraging campers to get acquainted with each other, and orienting campers to the camp setting and program;
2. sharing the responsibility for cabin and ground maintenance with the campers;
3. helping to enforce the camp rules (see above).

There are to be no raids or pranks, damage to property, water fights in the boats, or telling of ghost stories or other inappropriate stories.

Campers and at least one counselor are to remain in the cabin after lights out except in the event of an emergency.

4. functioning as teacher, worship leader enabler, and resource person to the cabin group encouraging nightly cabin devotions.

As a staff member, the counselor is responsible for:

1. Participating in daily staff meetings;
2. Committing to the support of fellow staff members.

Counselor Helps and Tools

According to *Young Life*, camp counselors:

- ~Make the message of Christ personal
- ~Are the “key” to an effective camp
- ~Help clarify the truths of God
- ~Participate in the redemptive process
- ~Are provided one of the greatest opportunities to help kids see the total picture of the good news of Christ.

Qualifications for Counselors

1. Genuine love of Christ (2 Cor 5:14)
2. Sincere love for kids (Romans 12:9)
3. Flexibility (2 Timothy 4:2)
4. Enthusiasm (Col 3:23)
5. Loyalty (John 13:35)
6. Dependability (2 Cor 4:2)
7. Confidential (Proverbs 17:9)
8. Strength and firmness (Eph 6:10)
9. Cheerfulness (Phil 4:4)
10. Sensitivity (Phil 2:4-5)
11. Patience (Romans 12:12)
12. Consistency of Spiritual Life (John 15:5)

While serving as a counselor is a wonderful time of fellowship, it should be remembered that “most of your time should be given enthusiastically to your campers. We are not there primarily for each other. This is not the time to ‘make points’ with the opposite sex...Ask God to give you a love and respect for your fellow counselors. Our attitudes and actions toward each other will communicate more clearly than anything else.” Co-counselors need to seek to work together as a team. Junior counselors must make that transition from camper to leader—be responsible and assist the cabin counselor in whatever way is necessary.

Ways to build genuine friendships with the campers:

- ~be a good listener
- ~be available
- ~bear with the campers in their idiosyncrasies
- ~exercise tough love
- ~be positive
- ~be yourself

Scripture Help for Counselors

- A. Christ as God – Christ’s Claim
Col. 1:15; John 14:6, 10:30, 20:30-31, 11:25-26, 8:12; 1 Timothy 2:5
- B. Man’s needs – Sin
Romans 3:22-23, 6:23, 7:18-20; James 2:10; 1 John 1:8
- C. Work of Christ
John 3:16; Romans 4:16, 5:1-2; Eph 2:4-10
- D. Appropriation – Commitment
John 1:12; 1 John 1:8-10, 5:11-12; Rev 3:20, Romans 10:9-11; 2 Cor 5:17; Luke 9:23-27
- E. Prayer – Promises
Matt 7:7-11; Mark 11:22-25; John 14:9-14, 15:7, 16:24; James 1:5-8; 1 Peter 5:7
- F. Growth
John 15:1-8; Eph 4:14-16; Col 2:7; 1 Cor 9:24-27

Possible Ways to Direct a Camper to Commitment to Christ

One needs to appreciate the fact that usually a camper will not have enough social facility to ask a question such as, “What must I do to become a Christian?” Yet, non-verbally this is often exactly what a camper is expressing. A good counselor is able to hear this question whether it is verbalized or not.

After one has won the right to be heard, perhaps one of these approaches is the type of thing a counselor might make:

1. You know_____, Jesus Christ is very big, very real, very personal in my life. Can you share with me where you are in your relationship with Him? Has there ever come a time when you’ve actually invited Him into your life as your Savior and Lord?
2. _____spoke tonight about how a person comes to know Jesus Christ. How do you feel about the possibility of knowing Christ?
3. _____, I wonder if I could be of any help to you as you consider closing in on a personal relationship with Jesus Christ? What do you consider to be the major roadblocks that stand in the way of your decision for Christ?
4. _____, you know that Jesus Christ loves you – that He died for you. Can you think of any reason why you couldn’t invite Him into your life? Can you think of any reason why you couldn’t invite Him into your life right now?
5. _____, if God has a plan for every minute detail of the universe, doesn’t it sound logical to assume He might have a plan for our life. Would you like to know about that plan?
6. _____, God has created you with so much potential, so many abilities. I would love to help you begin your walk with Christ. He can channel all your talents into a life of meaning and purpose.
7. _____, I know your life, family has been filled with pain and disappointment. Would you be willing to allow Jesus Christ to come into your life, forgive your past and help you start fresh and new?
8. _____, does the gospel of Christ make sense to you? Do you have intellectual or spiritual questions? How may I help you begin to follow Christ?

Another tool that has been used effectively in leading young people to Christ is the use of beads of various colors in a bracelet or necklace with corresponding scripture reminders. Other scripture verses may be substituted for the various concepts.

Knot – God has a plan for us (John 10:10)

Black – Spiritual darkness because of sin (Romans 3:23)

Red – The blood of Jesus shed to pay the penalty for our sins (Romans 5:8)

White – Forgiveness and cleansing for those who trust in Christ (Acts 3:19)

Blue – Public profession declared by baptism (Acts 2:41)

Green – Spiritual growth which occurs as we pray, worship, and read the Bible (2 Peter and many others)

Yellow – Heaven and Glory with Christ (Revelation 21:1-3)

The Basics of the Gospel **Helping Campers Begin to Follow Christ**

The sacred opportunity for counselors in many cases will be to help a camper take that first step toward saying yes to Jesus Christ. Ultimately, this is a divine transaction between the Holy Spirit and the heart of the camper. To “over counsel” at this point would be a mistake. Effective counselors will know how to assist campers in beginning their walk with Christ but will not try and control the words, emotion, and response. God has been guiding His family since the dawn of human history, using various methods, styles and people.

Some guidelines to consider:

1. *Help campers comprehend the centrality of Christ in the salvation process.* Help them understand that the birth, life, death and resurrection of Christ is real and personal. He came, lived, died and rose for them! Use stories and verses from the Scriptures to underscore the importance of Christ. Col 1:15-20; Phil 2:5-12.
2. *Allow campers to grapple with the reality and severity of the problem of sin.* Help them see how wide is the gap and vast is the division between God and people not united by Christ. Emphasize relational separation from God more than personal “behavioral mistakes”. Being lots (far) from God is more devastating than being “bad”. Both, of course, are sin, but God fundamentally wants to restore a broken relationship not simply improve one’s behavior. Campers need to know how lost they are before they will appreciate how loved they are. Scripture texts in Romans 1:3-7; Eph. 2; Col 1:21-23 and the Gospels emphasize this truth.
3. *Encourage the process of salvation more than the experience.* Quite often overzealous counselors will press campers to feel something, say something or do something to make sure that the camper can point back to a conscious moment, feeling or place, etc. which will validate the exact time when God entered their life. Though the intentions of this type of counseling are usually noble, this has the tendency of reducing the mystery and sacredness of how God is working in a person’s heart. Long before camp, God has been bringing people, experiences, attitudes and questions, etc., into an individual’s life shaping them to respond to Him. And long after the camp is over God will continue to love, lead and mold the life of that person. We have

the privilege to participate in the process, but we do not have the responsibility to produce the experience!

4. *Emphasize God's commitment to them as stronger than their initial commitment to God.*

Campers need to know and feel confident that God, not them is really the author and creator of the salvation process. It is God's good decision about them that takes precedence over a person's decision about God. Yes, the relationship is mutual, but campers need to know that God is actively working to draw them close to His heart and He will not run away if they stumble, fall, doubt, sin, etc. Romans 8 and John 17 are good places to direct them in this issue.

5. *Encourage campers to see beginning with Christ as the start of a long and vast journey.* They need to know that maturity and development will be gradual. Birth is important, but it is only a starting point. Many factors will contribute to strengthening one's relationship with Christ.

Below are some aspects of the journey of faith.

- a. *The importance of Church* (the larger body of Christ). Encouraging young Christians to get started in some form of regular worship in their local community.
- b. *The necessity of Scripture.* Point campers toward effective ways of making the Bible and its truths a regular part of their Christian growth. Personal reading, Bible study groups, verse memory and personal discipleship are some of the ways to help make Scripture central for them.
- c. *The joy of service.* Very early in the faith journey of a young Christian the challenge of service should be taught. The body of Christ is a giving, sharing and serving body. There are numerous ways to help young Christians begin to serve, but let them know that life in Christ will mean working with Him in His world.
- d. *The privilege and purpose of prayer.* Encourage young Christians to pray! Let them know how vital a regular communication link is with God. Make sure they learn that prayer is more than figuring out our wants and needs and then putting together a request list. Teach them the joy and necessity of regular intimate communion with God.
- e. *The membership responsibilities in the Christian family.* Faith in Christ, though personal, is not a private experience. Fellowship, learning and sharing our life in Christ is a corporate experience. Christians of all ages need Christian communities to grow and stay healthy.

Camp Pastor

Usually Morning Watch, Campfire Service, Staff Devotions, and Chapel Services are under the direction of the camp pastor. In addition to this the camp pastor:

- May be responsible for selecting curriculum and theme or may work together with the deans in this task
- Shall be available for counseling and evangelism as needed for the entire camp schedule
- Shall interact with the campers as often as possible in groups and activities (both formal and informal)
- Shall provide follow-up by notifying campers' pastors of any first time commitments to Christ, rededications, commitments to fulltime Christian vocations, etc.

Nurses

- Shall be on duty 24 hours a day for the duration of the camp session
- Shall be present at registration when campers arrive at camp. All medications must be turned into the nurse at this time and then kept in a locked area. The nurse shall administer only medicines prescribed for an individual camper or medicines listed in written standing orders from a licensed physician.
- Shall file and keep camper registration/health forms in the nurse's file box. This box is to remain in the nurse's quarters throughout camp. Turn these into the caretaker at the end of camp – they are to remain on file for a period of three years.
- Shall make a record of any medications administered in the camps medical log book.
- Shall notify the campers' parents or guardians if treatment is needed away from camp. The campers' signed permission for treatment must accompany them to the treatment facility
- Shall complete "Campers/Staff Accident/Incident/Illness/Fatality Detailed Report" as needed
- One of the nurses may be asked to assist in securing updated doctor's standing orders, taking inventory of medical supplies and purchasing or renting of any necessary supplies (such as oxygen tank) or over-the-counter medications.

Boat Supervisor

- Keys for the boat house and boat locks are to be secured from the caretaker or deans.
- The boat supervisor shall hold a current life guard certificate, and a basic small craft certificate for the type of craft which is to be supervised, or shall have at least six hours of experience in the craft to be supervised (please attach a copy of the certificate to the volunteer application form)
- Other staff members shall have at least six hours of experience in the craft to be utilized

- Whenever campers or staff are on the water, they shall be wearing a U.S. Coast Guard approved personal floatation vest appropriate to the weight of the person.
- There shall be a minimum of two staff members at the shoreline and/or on the water at any time when campers are open the water in boating activities.
- One staff member must be in each boat at elementary and middle school camps. The total number per boat is not to exceed five persons.
- All persons are to stay off the dock except when boarding or leaving the boats.
- Water fights, standing in the boats, or horseplay is not to take place.
- In the event of dangerous winds or threat to lightning, boats must be brought to shore immediately.
- Boats are not to go beyond where they are visible from the dock or beyond earshot of the bullhorn.
- Shall return all equipment to the boat house and secure the boat locks after each session
- Shall complete “Camper/Staff Accident/Incident/Illness/Fatality Detailed Report” as needed

Business Manager-Treasurer

- Shall be responsible for overseeing the deposit of all funds collected
- Shall be the only person authorized to disburse camp funds as directed by the Program Committee
- Shall purchase all food supplies or make other arrangements with the cooks for outside purchases.
- Shall arrange for the delivery of food supplies
- Shall keep the books for the Grand Mesa Baptist Camps
- Shall make application for health insurance for campers and staff
- Shall participate in setting fees and program expense allowances for the camps
- Shall reimburse persons as directed by the Baptist Trustees for the purchase of needed recreation equipment, medical supplies, song books, etc.
- Shall disburse refunds in certain cases.

Auditor

- Shall annually audit the books of the treasurer after the camping season.

Storekeeper

- Shall be responsible for the sale of all articles sold through the store, such as snacks, drinks, post cards, postage stamps, envelopes, mosquito repellent, batteries, t-shirts and sweatshirts.
- Shall arrange for a change box to be available and will give all funds received to the Business Manager for deposit.

Cooks

- Shall work out menus and report to the Business Manager what supplies will be needed prior to camp
- Shall prepare meals at the times scheduled
- Shall, in cooperation with the deans, see that provision have been made for the serving of meals and washing of dishes
- Shall give all funds collected for guest meals to the Business Manager

Registrar

- Shall receive all registrations (Family Camp has traditionally handled their own registrations)
- Shall deposit all moneys received and report same to the Business Manager/Treasurer
- Shall be present the opening day of camp to assist with registration of campers.
- Shall pay out no money including refunds (only Business Manager may do this)

Reporting Child Abuse (C.R.S 7.701.53)

- A. A child care facility must require each staff member of the facility to read and sign a statement clearly defining child abuse and neglect pursuant state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law.
- B. Any caregiver or staff member in a child care facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.
- C. If the suspected child abuse occurred at the child care facility, the report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the child care facility is located.
- D. If the suspected child abuse did not occur at the child care facility, the report of suspected child abuse must be made to the county department of social services in the county in which the child resides or to the local law enforcement agency in the community in which the incident is believed to have occurred.
- E. At the time of admission the facility must give the child's parent or guardian information that explains how to report suspected child abuse or child neglect.

Definition of Abuse and Neglect (C.R.S. 19-1-103)

Child abuse or neglect is defined in law as an act or omission that threatens the health or welfare of a child in one of the following categories:

(I) Any case in which a child exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling, or death and either: Such condition or death is not justifiably explained; the history given concerning such condition is at variance with the degree of type of such condition or death; or the circumstances indicate that such condition may not be the product of an accidental occurrence;

(II) Any case in which a child is subjected to unlawful sexual behavior as defined in C.R.S 16-22-102 (9), which includes sexual assault or molestation, sexual exploitation or prostitution.

(III) Any case in which a child is a child in need of services because the child's parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

(IV) Any case in which a child is subjected to emotional abuse. "Emotional abuse" means an identifiable and substantial impairment of the child's intellectual or psychological functioning or development or a substantial risk of impairment of the child's intellectual or psychological functioning or development.

(V) Any act or omission described as neglect in state law as follows:

- A parent, guardian or legal custodian has abandoned the child or has subjected him or her to mistreatment or abuse or allowed another to mistreat or abuse the child without taking lawful means to stop such mistreatment or abuse and prevent it from recurring.
- The child lacks proper parental care through the actions or omissions of the parent, guardian or legal custodian.
- The child's environment is injurious to his or her welfare.
- A parent, guardian or legal custodian fails or refuses to provide the child with proper or necessary subsistence, education, medical care or any other care necessary for his or her health, guidance or well-being.
- The child is homeless, without proper care or not domiciled with his or her parent, guardian or legal custodian through no fault of such parent, guardian or legal custodian.
- The child has run away from home or is otherwise beyond the control of his or her parent, guardian or legal custodian.
- A parent, guardian or legal custodian has subjected another child or children to an identifiable pattern of habitual abuse and the parent, guardian or legal custodian has been the respondent in another proceeding in which a court has adjudicated another child to be neglected or dependent based upon allegations of sexual or physical abuse or has determined that such parent's, guardian's or legal custodian's abuse or neglect caused the death of another child; and the pattern of habitual abuse and the type of abuse pose a current threat to the child.

ACTION PLAN: ACTIVE SHOOTER/SERIOUS THREAT

When it has been determined that an Active Shooter or Serious Threat is in the vicinity of the Camp, the following Lockdown Procedures must be taken.

1. The Camp Manager and the Directors/Deans will be in immediate contact with each other via a prescribed communication device.
2. The Camp Manager or Directors/Deans will then notify all counselors, via communication devices to have all residents of the camp go into Lockdown Procedures.

LOCKDOWN PRECEDURES

3. The Camp Manager or an adult Director, Dean, or Counselor will be assigned to call 911 to notify the authorities of the Active Shooter or Serious Threat.
4. All residents will be instructed to take shelter in the nearest building. Counselors/staff members will move campers to a building with at least one adult staff member present. The doors to the building will be locked from the inside. Residents in each building will turn off the lights, close curtains (if available), and take shelter away from windows and doors.
5. Campers with disabilities will have an assigned “buddy” or Jr. Counselor who will be with them at all times and assist them in case of an Active Shooter/Serious Threat situation. They will follow the procedures in place for all campers with special attention to safe handicapped accessible shelters and safe areas within those shelters.
6. Each counselor/staff member will take attendance for the campers and staff members who are present in that building. There will be a list of all campers/staff in each public building so all staff can use a communication device to report that all campers are in a safe location.
7. The directors/deans will account for all persons at the camp by contacting each counselor/staff person. Counselors/staff must remain in lockdown until contacted by the Directors/Deans in person.
8. If it is determined that a camper or staff member has not been accounted for, the Directors/Deans will designate specific adults to search the immediate camp area to locate the unaccounted residents.
9. While the Lock Down directive is being enforced, residents will remain quiet in their darkened location.
10. When the Serious Threat has ceased, and “all clear” given, camp residents will be allowed to resume their regularly scheduled activities. Parents/guardians will be notified by use of a reverse call message through a designated contact at each church, informing them that the Serious Threat has ended.
11. Should a camper desire to be reunited with parents/guardians after the “all clear” signal has been given, arrangements will be made with Directors/Deans.

CRS: 7.701.100.B

CRS: 7.701.100.C

February, 2017

ACTION PLAN: CAMPERS WITH DISABILITIES

1. In order to ensure that our camp is accessible to as many people as possible, the following actions will be implemented in compliance with US Forest Service stipulations.
2. Campers needing accessible facilities will be assigned to cabins with a ramp or no steps (G7 and B4).
3. All public buildings shall be handicapped accessible.
4. The handicapped restrooms are available for both boys and girls.
5. Paths to major buildings and sites will be made as easy to maneuver on as possible with consideration to the natural terrain.

July, 2016

ACTION PLAN: Evacuation & Aftermath of Emergency

Each rental group shall provide a master list of all campers and staff. This list must contain all necessary contact information for each person. When an action has been taken in response to an emergency in the Camp, these following steps will be taken to ensure the removal of campers or the continuation of the camp program.

1. When the emergency has ceased, an “all clear” will be given by the Directors/Deans with the communication devices. At that time, camp residents will be allowed to resume their regularly scheduled activities. Parents/guardians will be notified through their home churches of the actions which occurred.

2. In the event the camp must be evacuated, campers and staff will be moved to designated relocation site(s). All home churches will be notified as to the relocation site(s), and the home churches will notify parents/guardians as to the location of the designated relocation site(s).

July, 2017 (07/2017)

ACTION PLAN: FISHING

Safe practices for Campers engaged in fishing activities

Any units utilizing GMCA facilities for youth camping with youth campers who are fishing must be accompanied by a staff member experienced in safe practices in lake and stream fishing. This staff member must be certified in First Aid.

Any camper who is 16 years of age and older must have a valid Colorado Fishing License.

May, 2018

ACTION PLAN: FOREST FIRE

When it has been determined that a forest fire has been started within the boundaries of the camp or within one-half mile of the camp, these steps will be taken:

1. The Camp Manager and the Directors/Deans will be in immediate contact with each other. The Camp Manager or adult staff member will immediately call 911 and the U. S. Forest Service at 970-242-8211 and have all the appropriate agencies notified of the fire. When the Emergency Personnel arrive at the camp site, the Incident Commander will be in charge of all actions for staff and campers as well as the emergency personnel.
2. The immediate area of the fire will be evacuated in the quickest manner possible with all persons relocating to the main parking lot.
3. The Camp Manager or Director/Dean will cause the siren to sound or ring the bell continuously.
4. All staff and campers will gather in the main parking lot to the south of the Dining Hall.
5. Each counselor will account (take attendance) for the campers assigned to his/her cabin.
6. The directors/deans will account for all resource and adult staff members.
7. If it is determined that a camper or staff member is not present, the directors/deans will designate specific adults to search the immediate camp area while remaining camp residents remain in the designated parking area.
8. Once all campers and staff members have been accounted for, the Incident Commander or the Camp Manager will determine if one of following evacuation routes will be implemented immediately to evacuate all campers and staff members on foot and/or with the use of vehicles. Evacuation routes: (1) Follow the Old Grand Mesa Road to the south, going past Reed Reservoir, continuing to go down in elevation until reaching the Kiser Slough which will be the re-grouping area. (2) Follow the Old Grand Mesa Road to the north going past Baron Lake until reaching the re-grouping area, which will be the parking area adjacent to Carp Lake near the USFS Visitor's Center and the intersection with Hwy 65.
9. After re-grouping, the Directors/Deans and the Camp Manager, in conjunction with the Incident Commander will determine the next stage of the evacuation process. Once it is determined that the campers and staff members are a safe distance from the fire and all campers and staff members have been accounted for, campers will be allowed to leave with an approved adult.
10. Evacuation information will be placed on the website so parents/guardians will know where to find the campers.

Revised June, 2014

ACTION PLAN: IDENTIFYING HAZARDS AND HIGH RISK AREAS

GMCA recognizes that the Grand Mesa National Forest has immense beauty, yet it can present potential risks to unsuspecting campers. While in our care, campers will not be allowed to leave our camp facility without being accompanied by a qualified supervisor.

GMCA recognizes there are high-risk areas within our camp facilities, and we require the following procedures when campers are in those areas.

Lake Area

- 1.) Campers are only allowed in the lake area when there is a designated activity taking place with a qualified supervisor present, or when accompanied by an adult.

Campfire

- 1.) Campers are not allowed in the campfire area when there is an active fire without adults present.
- 2.) Campfires are to be kept at a low level.
- 3.) Campers are to remain in the seating area when there is an active fire unless designated by staff to participate in the program.
- 4.) Campfires are to be completely extinguished at the conclusion of the program.

Parking Lot

- 1.) Campers are not allowed in the parking lot unless accompanied by an adult.
- 2.) Campers are required to use the foot path by the Dining Hall to cross the campground and may not use the parking lot as a pedestrian path.

ACTION PLAN: ILLNESS —Campers and Staff

1. When a camper or staff member shows signs of severe illness or communicable disease, the person shall be separated from other camp participants, parents/guardians to be notified if person is under 18 years of age, and a doctor or medical facility shall be consulted, if appropriate and as required, as to the person's treatment. All items used by the sick person shall be properly disinfected before use by any other person.
2. The Camp Health Director will then notify the Camp Manager of the ill person so that the area of the camp which the ill person had most recently been occupying could then be disinfected and cleaned with a Clorox and water mixture (1/4 cup Clorox to 1 gallon water). Other disinfecting procedures will be performed in commonly shared areas to limit the contact of the germs with the remaining campers and staff members.
3. The Camp Health Director will monitor the symptoms of the ill person and administer appropriate medication as indicated in the Standing Medical Orders.
4. If the ill person is under 18 years of age and minor symptoms persist longer than 12 hours, the Camp Health Director will contact the parents/guardians to consult with them regarding the course of action.
5. If symptoms persist at an elevated level longer than 24 hours, the ill person will leave the camp site to receive further medical care as determined by an appropriate adult or to recuperate in a more isolated location.
6. If three (3) or more persons have similar symptoms within a 48-hour period, the Camp Health Director, or designee, will immediately notify the Delta County Health Department at 970-874-2165 (or 303-370-9395 if outside regular business hours) and receive instructions so as to prevent an epidemic.
7. If a camper is required to be hospitalized or sent home by a medical doctor or the Camp Health Director due to serious illness during the designated camp dates, an Accident/Illness/Fatality Report will be completed and sent, within 48 hours of the departure, to the Colorado Department of Human Services, 1575 Sherman Street, Denver, CO 80203-1714, 303-866-5958.
8. The Camp Health Director, or designee, will document all incidents and follow-up actions in the GMCA Medical Log Book, which is to be kept in the designated Health Confinement Area.
9. The designated "Health Area" will be disinfected between each camp.
10. If any camper or staff member does become ill, stricter and persistent correct hand-washing procedures will be implemented. Correct hand-washing is the primary procedure which may be followed by the use of hand-sanitizing solutions.
11. If EMS (Emergency Medical Service) is utilized at any point, the United States Forest Service (970-242-8211) must be notified within 48 hours. If the illness is fatal or life threatening, the USFS must be notified within 24 hours.

Revised March, 2013

ACTION PLAN: INJURIES

1. When a camper or staff member has been injured, the Camp Health Director will be contacted immediately who will then determine the necessary treatment and course of action required.
2. The Camp Health Director will monitor the injury of the person and administer appropriate medication as indicated in the Standing Medical Orders.
3. The Camp Manager will be contacted so he/she will be aware of the course of action being taken.
4. If the injured person is younger than 18 years of age, the parents/guardians will be notified and consulted regarding the course of action within thirty (30) minutes of the incident, if circumstances allow.
5. If the injury requires more intensive medical attention, the injured person will be transported to a medical clinic or hospital by way of a personal vehicle or by ambulance.
6. If EMS/911 (Emergency Medical Service) is called, the medical responders will then be responsible for determining the course of action.
7. If EMS/911 is contacted, the United States Forest Service (970-242-8211) must be notified within 48 hours of the incident. If the injury to the camper or staff person is fatal or life threatening, the USFS must be notified within 24 hours of the incident.
8. If a camper is required by a medical doctor or the Camp Health Director to be sent home or hospitalized during the designated camp dates, an Accident/Illness/Fatality Report will be completed and sent within 48 hours of the departure to the Colorado Department of Human Services, 1575 Sherman Street, Denver, CO 80203-1714, 303-866-5958.
9. The Camp Health Director, or designee, will document all incidents and follow-up actions in the GMCA Medical Log Book, which is to be kept in the designated Health Confinement Area.

Revised June, 2016

ACTION PLAN: LOST CAMPER/STAFF PERSON

When it has been determined that a camper or a staff person may be lost, these steps will be taken:

1. The Directors/Deans will immediately notify the Camp Manager.
2. The Camp Manager will cause the siren to sound or ring bell continuously.
3. All staff and campers will gather in the main parking lot to the south of the Dining Hall.
4. Each counselor will account (take attendance) for the campers assigned to his/her cabin.
5. The directors/deans will account for all resource and adult staff members.
6. If it is determined that a camper or staff member is not present, the directors/deans will designate specific adults to search the immediate camp area while remaining camp residents remain in the designated parking area. The directors/deans will appoint an adult to coordinate the search efforts.
7. When that preliminary search has been completed and the unaccounted person has not been located, the directors/deans will determine the appropriate search strategies and when 911 will be contacted. Directly after calling 911, the United States Forest Service representative will also be notified (970-242-8211).
8. If the unaccounted person is under 18 years of age, the parents/guardians will be contacted at the same time any outside agencies are notified. If the unaccounted person is 18 years old or older, their designated emergency contact person will be notified.
9. After the Emergency Service Staff arrive on scene, their Incident Commander will become the coordinator of all events and proceedings.
10. The directors/deans, in conjunction with the Incident Commander, will determine when the remaining camp participants will resume their regular activities or their participation in the search process.
11. Within 24 hours of each incident, the Camp Manager will submit to the Colorado Department of Human Services a written report about any camper who has been lost from the campsite and for whom a report has been made to the local sheriff's department for search and rescue. Such report shall indicate the name, age and address of the camper; the name of parent(s) or guardian(s) and their address if different; the date when the child was lost; the location, time and circumstances when the camper was last seen; and the circumstances of locating the camper. The appropriate forms are provided in the Camp Manager's informational notebook.

Contact: Division of Child Services, 970-248-7113

Revised March, 2013

ACTION PLAN: NATURAL DISASTER, FLOOD

When it has been determined that the water level of Baron Lake or the surrounding area is rising at an alarming rate and threatening the welfare of the campers and staff, these steps will be taken:

1. The Camp Manager and the Directors/Deans will be in immediate contact with each other.
2. The Camp Manager will cause the siren to sound.
3. All staff and campers will gather in the main parking lot to the south of the Dining Hall.
4. Each counselor will account (take attendance) for the campers assigned to his/her cabin.
5. The directors/deans will account for all resource and adult staff members.
6. If it is determined that all escape routes are impassable due to flooding, all staff and campers will proceed to the area in and around Cabin B-6.
7. The directors/deans will contact outside agencies to determine the most efficient evacuation plan. Outside agencies may include the Delta County Sheriff's Department, United States Forest Service personnel, or Delta County Search and Rescue. The directors/deans will also encourage all present to pray for God to send an ark.
8. Evacuation information will be placed on the website so parents/guardians will know where to find the campers.

June, 2014

ACTION PLAN: SEVERE WEATHER

When it has been determined by the Camp Manager or Director/Deans that Severe Weather is in the vicinity of the Camp, the following Shelter-in Place procedures must be taken.

The Camp Manager and the Directors/Deans will be in immediate contact with each other via the prescribed communication devices. The Camp Manager or Directors/Deans will then notify all counselors to have all residents of the camp move to Shelter-in-Place.

SHELTER-IN-PLACE PROCEDURE

1. All residents will be instructed to take shelter in the nearest building. Counselors/staff members will move campers to a building with at least one adult staff member present.
2. Campers with disabilities will have an assigned “buddy” or Jr. Counselor who will be with them at all times and assist them in case of a Severe Weather incident. They will follow the procedures in place for all campers with special attention to safe handicapped accessible shelters and safe areas within those shelters.
3. Each counselor/staff member will take attendance for the campers and staff members present in that building.
4. The directors/deans will account for all persons at the camp by contacting each counselor/staff person via a prescribed communication device.
5. If it is determined that a camper or staff member has not been accounted for, the Directors/Deans will designate specific adults to search the immediate camp area to locate the unaccounted residents.
6. While the Shelter-in-Place directive is being enforced, residents are free to move about the building they are in and participate in any appropriate activity, but they may not leave the structure.
7. When the Severe Weather threat has ceased, an “all clear” will be given by the Directors/Deans with the communication devices. At that time, camp residents will be allowed to resume their regularly scheduled activities.
8. Should evacuation from the camp be necessary, parents would be notified of the locations of the safe sites to which their campers will be relocated, AS PRESCRIBED BY EACH USER GROUP.
9. There will be adequate transportation for campers with disabilities kept onsite in case of the necessity for evacuation to one of the established safe sites.
10. Should a camper desire to be reunited with parents/guardians after the “all clear” signal has been given, arrangements will be made with Directors/Deans. Notification of parents of campers with disabilities would be made directly by the Directors/Deans of the camp upon the conclusion of the incident.

CRS: 7.701.100.B

CRS: 7.701.100.C

February, 2017

ACTION PLAN: STRUCTURAL FIRE

When it has been determined that one or more structures within the camp boundaries are on fire, these steps will be taken:

1. The nearest adults to the structure on fire will insure that the structure is vacated in the safest way possible.
2. A staff member will call 911 to alert all necessary emergency personnel and the United States Forest Service at 970-242-8211.
3. The Camp Manager and the Directors/Deans will be in immediate contact with each other.
4. The Camp Manager or Director/Dean will cause the siren to sound or ring the bell continuously.
5. All staff and campers will gather in the main parking lot to the south of the Dining Hall.
6. Each counselor will account (take attendance) for the campers assigned to his/her cabin.
7. The directors/deans will account for all resource and adult staff members.
8. If it is determined that a camper or staff member is not present, the directors/deans will designate specific adults to search the immediate camp area while remaining camp residents remain in the designated parking area.
9. Depending on the size of the structural fire and need for emergency vehicles, the directors/deans will determine the safest location for all staff and campers to remain during the incident. Possible locations could be in the meadow to the west of Reed Reservoir or in the Dining Hall. All staff and campers will remain together during the containment of the incident.
10. Once Emergency Personnel have arrived on site, the Incident Commander will be the coordinator of all actions to be taken by staff and campers.
11. After the incident has been contained and/or the Incident Commander gives permission, staff members and campers may contact outside family members through the use of land-line and cellular telephones.

Revised March, 2013