



# STAFF HANDBOOK

Updated: February 26, 2022

# Table of Contents

- 1. Welcome (Page 3)**
- 2. Contact Information (Page 4)**
  - a. Leadership Team Contact Information
  - b. Licensed
  - c. Accredited
  - d. Emergency Contact Information
- 3. General Information (Pages 5-8)**
  - a. Staff
  - b. Staff to Participant Ratios
  - c. Hiring Policies
  - d. Staff Appearance Expectations
  - e. Group Staff
  - f. Responsibilities
  - g. Parent Conversations
  - h. Staff Backpack
- 4. Activity Outlines (Pages 9-11)**
  - a. General Guidelines
  - b. Activity Staff
  - c. Activity Supervisor
  - d. Camp Director
- 5. Behavior Management & Teambuilding (Pages 12-16)**
  - a. Behavior Management
  - b. Why is this happening?
  - c. What can I do?
  - d. Conflict Resolutions
  - e. Initiatives
  - f. Leave No Trace Activities
  - g. True and False Tag
  - h. Other Games
- 6. Risk Management (Pages 17-18)**
  - a. Forms & Incident Reporting
  - b. Risks & Release Agreement
  - c. Medical and Health History Form
  - d. First Aid Form (non-diabetes related)
  - e. CHMK Incident Report Form
  - f. Near Misses
- 7. Health Care Procedures (Pages 19-20)**
  - a. Illness and Injury Communication (non- diabetes)
  - b. Food Handling & Water Precautions
  - c. Procedures for Maintenance of 1st Aid Supplies
- 8. Specific Health Issues (Pages 21-22)**
  - a. Illness
  - b. Advanced Protocols for the Prevention of Communicable Illnesses
- 9. Emergency Protocols (Pages 23-25)**
  - a. Incident Response Guidelines
- 10. Disaster Emergency Procedures (Pages 26-28)**
- 11. General Information (Page 29)**
  - a. Office Keys
  - b. Personal Automobile Use
  - c. Golf Carts and Motorized Vehicles
  - d. Employer Information and Property
  - e. Visitors
- 12. Technology (Pages 30-31)**
  - a. Technology Usage
  - b. Tablets
  - c. Social Media
- 13. Professional Conduct (Pages 32-34)**
  - a. Personal Relationships
  - b. Dispute Resolution
  - c. Uses or Disclosures of Private Information
  - d. Sanctions for Violation of Policy
  - e. Reporting Procedure
  - f. Confidentiality
- 14. Drug Policy (Page 34)**
  - a. Violation of Criminal Drug Statute
  - b. Zero Tolerance Policy

# Welcome My Friend!

Welcome to the Camp Ho Mita Koda Foundation! As a staff member, you need to know what camp expects of you and what you in return, can from camp. The purpose of this manual is to communicate our policies and procedures. If, after reviewing its contents, you have any questions or a need for clarification, please contact the Camp Director.

CHMK reserves the right to modify, amend or change the language and/or policies described in this handbook. If the condition or circumstance requires the company to revise any portion of its contents, the necessary modifications will be made, and the staff will be notified. The most current version will live on the Staff Portal.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except CHMK staff and others affiliated with CHMK whose knowledge of the information is required in the normal course of business.

This handbook, which replaces all previous handbooks and other oral or written statements of employment policy, is provided for informational purposes only, and is not intended to create, or to be interpreted as creating, a contract between CHMK and any of its staff. It further should be understood that nothing in this handbook changes, or is intended to change, the basic premise that employment with CHMK is at-will, meaning that it can be terminated, with or without cause or notice, at any time at either your option or the option of CHMK. No representative of CHMK has the authority to enter into an agreement contrary to this, except in a written contract of employment executed by the Camp Director of CHMK and you.

## ***Our Mission***

Camp Ho Mita Koda Foundation's mission is to help children living with Type 1 Diabetes grow in mind, body, and spirit through an outdoor camping experience that strengthens their confidence and creates a community of peers.

## ***Our Promise***

What can you ALWAYS expect from us? We promise:

- We give our campers a chance to make positive memories.
- We hire staff that genuinely care about our camper's experience. We then train, coach, and support them in hopes of creating world-class staff.
- We improve campers' confidence through outdoor adventures.

## **Welcome**

Welcome aboard! CHMK is committed to excellence in summer camp pursuits. **The quality of camp depends on our team.** You are an integral part of our team. You have been chosen to be part of Camp Ho Mita Koda because of your commitment to quality and safety.

# Contact Information

Phone: 440-739-4095

Website: [www.camphomitakoda.org](http://www.camphomitakoda.org)

Email: [Info@camphomitakoda.org](mailto:Info@camphomitakoda.org)

Mailing: 14040 Auburn Road, Newbury, Ohio 44065

## Leadership Team Contact Information:

Ian Roberts, Executive Director	<a href="mailto:ian@camphomitakoda.org">ian@camphomitakoda.org</a>
Eric "EB" Brown, Camp Director	<a href="mailto:eric@camphomitakoda.org">eric@camphomitakoda.org</a>
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Kate Stegall, Healthcare Manager	<a href="mailto:kate@camphomitakoda.org">kate@camphomitakoda.org</a>

## Camp Ho Mita Koda is licensed by the State of OH (CDHS):

Camp Ho Mita Koda Foundation is a licensed childcare provider by the State of OH and maintains the following licenses: Resident Camp, Pool, Health, and Dining. In short, these licenses ensure the high standards set by the State of OH regarding the qualifications of our staff, implementation of best practices regarding health and wellness, and the safety and security of all of our sites. For more information regarding state licensure, contact the Camp Director.

## Camp Ho Mita Koda is accredited by the American Camp Association (ACA):

Camp Ho Mita Koda Foundation maintains active accreditation with the American Camp Association. Nationwide, Camp Ho Mita Koda exceeds industry and state standards to ensure the safety of its participants and the quality of its programs. For more information regarding ACA Accreditation, contact your Camp Director or visit [acacamps.org](http://acacamps.org).

## EMERGENCY CONTACT INFORMATION

### Medical

Ambulance service		<b>911</b>
Hospital	UHHS Geauga Medical Center	440-285-6000
Physician	Attending Physician (on call)	Phone list in dispensary

### Fire Safety

Local fire department	Newbury Fire Department	<b>911</b> or 440-564-2261
Newbury Fire Chief		440-564-5876 _____

### Law Enforcement

Gauga Co. Sheriff		<b>911</b> or 440-286-1234
Poison Control		800-222-1222
Child protective services		440 285-9141, press 0. After 4:30 PM, call 440-285-5665, the crisis line.

### Environmental Health

Gauga Health Department		440-279-1900
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### Crisis Counseling Emergencies:

Hospital	UHHS Geauga Medical Center	440 285-6000 or 911
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# General Information

## Staff

Each team member of Camp Ho Mita Koda has certain responsibilities. It is our responsibility to go out of our way to make CHMK a powerful and safe experience for the participants, trustworthy for parents, and a great place to work. Good communication, solid judgment, & a desire to have fun are prerequisites at CHMK.

Your Staff role may change from week to week, or even day to day. For every outdoor activity, there is a designated lead Activity Staff. They are primarily responsible for the overall management of the activity and ensuring that each child acquires activity-specific skills each day. In addition, there is always a designated Group Staff whose responsibility is focused on group facilitation and management. If you are working as a staff team with a group for a week, these roles may switch daily depending on which staff has the greatest levels of technical skills in a particular area. It must be noted that even during a day, these responsibilities could be shared evenly between the instructional team.

## Staff to Participant Ratios

The following are minimum staff to participant ratios for Camp Ho Mita Koda programs. Additional staff may be assigned in cases of technical activities, special needs, or behavioral issues.

<i>Resident Camp</i> .....	<i>Staff: Campers</i>
5-7 Year Old .....	1:6
8-10 Year Old .....	1:8
11-13 Year Old .....	1:10
14+ Year Old .....	1:12

There will be a minimum of two staff members present with all groups.

For paddling activities with children ages 7+, there shall be at least one person present with small craft safety training or similar certification. When participants are in boats in the water, there will always be at least one staff in the water.

Staff should not be alone with children in private or enclosed spaces (i.e. bathrooms, tents, cabins). This can be difficult as circumstances can arise quickly that put you alone with a camper. Examples include changing into swim wear, bathrooms, etc. If you are in an outdoor setting and a child needs a wilderness bathroom break and needs to be accompanied, take another camper.

## Hiring Policies

All Staff must be at least 16 years old and at least two years older than the minors with whom they are working. All staff must undergo the following to be hired by Camp Ho Mita Koda:

- Staff Application & a Disclosure Statement regarding previous criminal activity
- In-person, phone, Zoom interview by Camp Ho Mita Koda leadership
- Verification of previous work history

- Reference check with at least 3 references

Once hired, staff must complete the following before employment begins:

- Basic adult/child CPR/AED from a nationally recognized provider
- Staff training and handbook proficiency test
- Relevant criminal background check
- National Sex Offender Database check
- Health History documentation stating staff is physically able to perform required job functions
- All staff that will drive participants must have a driving record free from Driving Under the Influence or Driving While Intoxicated violations, or any pattern of moving violations, within five years. Staff must have successfully completed CHMK is Vehicle Orientation & Driver Training in order to transport CHMK participants. Each staff member is responsible for providing a copy of their current license, as well as an updated copy whenever a new license is issued.

Returning staff / Year Round Staff must have the following verified before each year of employment:

- Clear of the National Sex Offender Database
- Driving record examined by our insurance company
- Updated health history documentation
- Voluntary disclosure statement
- Relevant criminal background checks

### **Staff Appearance Expectations**

Please review our appearance standards. We strictly adhere to them. If you arrive to work not in accordance with a standard, you will be asked to leave for the day. If you are in violation of a standard on three occasions, your employment will be terminated.

Employees are expected at all times to present a professional, businesslike image to families and the public. Our policies were not designed to cramp anyone's style, but rather support excellence in service to the mother who has just brought her child to their first camp or to a Leader in Training catching a glimpse into his first professional role. Acceptable personal appearance is an ongoing requirement of employment.

All employees must comply with the following personal appearance standards:

#### **Dress**

Employees are expected to dress in a manner that is normally acceptable in similar family-oriented business establishments. Your clothing should be relaxed, yet professional, and free of religious or political statements. Employees shall not wear suggestive attire. Pants must be worn appropriately around the waist area. Shirts, pants, and hats should be neat, clean, and without revealing or excessive holes. Even traveling to lake, pool, or shower house everyone must wear close toed footwear. Crocs are great for this!

#### **Hair**

Hair must be neat and clean. Facial hair must be neatly trimmed, maintained, and appear professional (at the discretion of Camp Director).

*When in doubt, ask yourself, "Would my mother have wanted to drop me off at age 5 to this staff?" **That answer should help guide your appearance decision-making.***

## Group Staff

Staff are responsible for the coordination and safety of their group for the entire duration of the session, specifically during non-instructional time. Additionally, they assist the Instructional staff to the extent of their training and ability when their group is participating in an activity.

### **Camper Security:**

Campers may only be released to parents, guardians, or people who are authorized to pick up campers by the parent or guardian. Authorized pick up individuals are denoted on the Medical & Health History form. Staff are required to check ID if they have not met, or do not recognize the individual.

If a person attempts to pick up a child but is not listed, the staff member will not release the child to that person and the parent or guardian will be contacted immediately. Any person(s) attempting to pick up a child will be asked to provide photo ID. In the event an unauthorized person attempts to pick up a child they will be asked to leave the facility. If the person does not leave the property, the local law enforcement will be contacted.

Parents & guardians must sign & denote the time of check in/out on the group sign in/out chart for morning drop off and afternoon pick up as well as any pickup time outside of normal times (e.g., camper leaving from activity site).

When a camper is a no-show on the first day, the parents or guardians must be called by a staff member no later than one hour after the end of check in time. The Camp Director must be notified.

### Responsibilities:

- Assist Staff to extent of training & ability when group is in an instructional activity.
- Oversee participants during non-instructional, unstructured time, including during transportation, meals, tent/cabin time, free time, etc. Continuously monitor participants in your vicinity for safety issues or inappropriate behavior.
- **Eating:** Monitor intake of fats & proteins, encourage intake of both. Contact director if camper refuses to eat appropriate amounts.
- **Hand washing:** Before meals, and after bathroom, campers will wash hands with camp soap. Antibacterial Hand Sanitizer may be used in areas of environmental concern.
- **Snack:** Snack should not begin within 1.5 hours of lunch or breakfast. Campers with dietary restrictions must supply their own snacks.
- **Tobacco/Alcohol:** The use of tobacco and/or alcohol is strictly prohibited during hours of camp operation, for both participants and staff.
- **Bullying:** Be aware of and address social concerns before bullying occurs. If campers report bullying, interventions must ensue, and camp director must be informed. A meeting should be scheduled with the parents and campers of all parties involved. Know that in order to be able to work through an issue involving bullying, both the parent and the camper need to see you as a caring, confident leader. Talk with the camper about the rights of others and how his/her behaviors are affecting the other campers.
- **Restrooms:** Restrooms must be checked & determined safe by a counselor before camper enters. Additionally, a counselor will wait outside door until campers exit. Counselors should not use bathroom with campers.
- **Supervise Participants if using 3<sup>rd</sup> Party Vendors:** From time to time, Camp Ho Mita Koda may use outside providers for activities such as whitewater rafting or horseback riding. If you are accompanying participants on this type of activity, your oversight responsibility continues. You shall continue to be the primary contact for health-related matters and for camper behavior issues. In addition, if based on your experience you see actions that you feel are unsafe, you have authority to discontinue the activity for the group, or to attempt to take corrective action with

the most senior representative from the vendor.

- **Phones:** Personal calls, texts, emails, etc. are not allowed during work hours. You are expected to keep phones on, however, if a Camp Director needs to reach you regarding a camper. Phones should not be out for any reason why you are driving campers in a Camp Ho Mita Koda vehicle.

### **Parent Conversations During Camp**

At Camp Ho Mita Koda, we pride ourselves on the high level of communication that we exhibit to parents. In fact, it is something that truly differentiates our staff from that of any other youth programs. So, please be particularly mindful of the following:

#### **Sunday Check-In**

- Make it personal
  - Review with the parent what they would like their child to get out of camp (on the sign in sheet)

#### **Saturday Check-Out**

- What do we mean by specific feedback?
  - Instead of: “Your camper did great this week.”, find specific, meaningful notes from the session to touch on and try to include something a parent can query their child about. Ask your daughter about how she picked a goal on the climbing wall and made it there.
  - Touch on character development traits: i.e. making friends, building confidence, trying new things
  - Behavior issues: “Johnny seemed to have a tough time getting to one activity from another today, do you have advice on what works at home or school to motivate him? Parents like to feel involved, and they are certainly experts on their own children. Find out what works for them; it will make your job a lot easier, especially with more challenging behaviors.
  - Be careful not to over-communicate. Ask yourself if your complaint about a child something is really the parent needs to know. After a long day at work, is this something they want to hear from a camp staff? If you are unsure, check with the Camp Director as there are ways we can be a bit too much.

### **Staff Backpack**

#### **Required (may be divided among staff):**

- First aid kit- It is important for each staff to always have their kit in possession. Furthermore, it is the Staff responsibility to make sure that the kit is well-stocked with paperwork, medical supplies, writing utensils, etc.
- 2 full squeeze bottles (for rinsing hands & irrigating wounds)
- Tabs
- Soap and Hand Sanitizer (handwashing)
- Sunscreen
- Cell phone
- Camera- Check that it works and has spare batteries.
- Staff manual
- Activity specific gear (e.g., bike kit when biking)



# Activity Outlines

This document is a living, growing document. It will evolve. Consider these outlines as starting point. As a professional, you are expected to go above and beyond these baseline recommendations.

Safety is our most important objective. Careful selection of activities, location, and equipment will help to reduce the inherent risks of our outdoor activities. Additionally, we choose the industry's leading manufacturers to provide high-quality and proper fitting equipment.

Fun, of course, is the second most important objective. Your positive attitude, depth of knowledge, and teambuilding drive the fun!

## General Guidelines

- Staff must be trained, and campers should be oriented at the start of each course to established safety regulations and emergency procedures in the general camp areas including:
  - Day Camp: fire and disaster procedures, camp & activity boundaries, location orientation
  - Resident Camp: fire and disaster procedures, camp & activity boundaries, camp-wide emergency communication system, cabin orientation & sanitary living practices
- Never let anyone use equipment or participate in activities without ACTIVE SUPERVISION.
- When deemed appropriate, specialized program areas should use signage or other means deemed relevant to control access to the area when a staff is not present. When a specialized program area is not in use, program equipment should either be removed from the area or dismantled.
- Remove participants not following rules or disobeying instructions from element/activity.
- Have first aid kit and rescue equipment accessible during all activities and equipment for dealing with cold exposure available if appropriate.
- Wear required safety gear (helmets, PFDs etc.).
- Check participant previous experience and his/her ability to align to the current activity difficulty.
- Check that equipment fits participants according to manufacturer's guidelines for proper height and weight use, specifically with PFDs.
- Be familiar with land management rules and regulations. Always respect the rules of the land.
- Check participant medical information. Here are a few clear participation disqualifying conditions:
- Cancel activity or change venue if the following weather conditions exist:
  - Obvious pregnancy
  - Psychological or physical condition that could preclude safe participation in program
  - Lack of signed liability release form
  - Lack of signed Medical & Health History form (After School & Summer Camp)
- Climbing wall activities: winds are gusting up to 25 mph
- Water activities: If you see lightning or hear thunder, immediately exit the water and move participants to the safest area possible. Communicate with the Aquatics Supervisor who will provide instruction. Wait for 30 minutes to re-enter water after last seeing lightning within 10 miles of camp.
- Use the buddy system.
- Keep participants drinking water all day.
- Monitor food intake (especially younger kids).
- Wash hands before and after meals and snacks.
- Apply sunscreen multiple times throughout the day.
- Inspect equipment before each day of use. If you find problems, inform Course Director before participant use.

## **Activity Staff**

The Activity Staff is charged with overseeing safety and risk management for a particular instructional activity, such as top-rope climbing or kayaking. They have responsibility for safely conducting their activity, being aware of and responding to environmental risk factors, and inspecting and documenting any issues with activity-specific equipment before and after use.

### **Responsibilities:**

- Proficiency in & ability to teach and organize specific activities.
- Before and after element, inspect equipment looking for conditions that indicate a need for repair or replacement. This equipment will be put away, clearly marked that it is not intended for use, and the Activity Supervisor and Course Director will be notified.
- Set-up & takedown of all equipment.
- Provide adequate supervision for all activities.
- Provide participants with enough time to prepare physically and mentally for activities.
- Watch weather patterns and will discontinue activities in existing or imminent weather conditions that could put participants or staff at risk.
- Know and follow all safety rules, procedures & environmental considerations.
- Introduce and demonstrate Leave No Trace principles.

## **Activity Supervisor**

In addition to the aforementioned duties for the Group Staff and the Activity Staff, Activity Supervisors are expected to:

- Assess the activity-specific skills of incoming staff
- Provide activity-specific training during staff training
- Scout, approve, and provide paperwork for new course areas
- Occasional field observations and additional training for staff
- Oversee the maintenance and care of activity-specific gear
- Consult with the Camp Director on the purchase of new gear
- Coordinate with the Camp Director regarding the overall management of a particular course, including logistics, participants and staff.

# Behavior Management & Teambuilding

The foundation of the Camp Ho Mita Koda is teamwork set in the framework of noncompetitive outdoor sports. To foster unity and cooperation, we can use teambuilding exercises. These exercises may be used to introduce participants, to begin or end the day, or to solve behavioral problems. You may also be able to adapt some of these exercises to do while doing an activity! Have fun out there!

## **Behavior Management**

Setting clear expectations at the beginning of a camp week is a great way to minimize the need for behavior management throughout the week. At the beginning of each camp session, make sure you:

- Have a discussion about what rules you can have throughout the week in order to keep everyone safe and make sure everyone has fun (bring out the three Rs: Respect Others, Respect Yourself and Respect Nature). You can do this through a group discussion, creating a team flag, writing a team contract, etc.
- Talk about consequences if rules are not followed
  - First- verbal warning
  - Second- a consequence will be given
  - Camper will become a staff's shadow for a given amount of time
- If problems continue there will have to be a meeting with relevant participants.
- Make sure to be consistent and fair throughout the week with rules and consequences

Discipline may NEVER include depriving a camper of food, sleep, restroom privileges, placing a camper out of your supervision, subjecting a camper to any physical or emotional punishment (exercise, striking, shaming, or threats).

If additional outside assistance is required beyond that of the knowledge of employees of Camp Ho Mita Koda, Camp Directors may contact: Mental Health Partners at (303) 443-8500.

If behavior issues arise, remember not to take it personally and try immediately to resolve the issue. When dealing with a camper's behavior try to keep in your mind the following: why is this happening, what can I do to make the situation better, what can the camper do to make the situation better?

## **Why is this Happening?**

Behavior issues arise within campers/groups for many reasons. There is never a clear way to know exactly what is going on when behavior issues arise. Remember, each camper has needs, and his/her behavior will give you clues as to what those needs are. Here is a list of common reasons behavior issues could arise at camp:

- Frustration or lack of challenge
- Fear or homesickness
- A need for attention
- Blood Sugar is low, sickness or overly tired
- Testing limits
- Something going on at home

### **What can I do to make the situation better?**

- Set clear expectations at the beginning of the day and for each activity
- Encourage and praise desirable behaviors
- Be excited and involved in your camper's experience.
- Take the time each day to learn something new about each camper.
- Find the delicate balance between structure and freedom (if the consequence isn't too severe, sometimes allow natural consequences to occur)
- Sometimes just being close to a camper that is having a hard time can stop potential problems from occurring
- Ask another staff to take over if you can feel yourself getting too worked up
- Only deal out consequences you can actually follow through on; be consistent.
- Be sensitive to when it is appropriate to talk with a camper in private and when it should be a group meeting to resolve a problem
- Set a good example! Follow rules, be respectful, be friendly, treat campers and fellow staff how you would like you campers to treat each other.
- Keep them busy! Have a handful of teambuilding exercises ready to go for those moments when there is a lull in the day.

### **Conflict Resolution Tools**

#### **Conflict Management Ground Rules:**

- Agree to solve problem (make sure campers know it is the behavior that is the problem, not them)
- Take turns talking
- No put downs
- Tell the Truth

#### **"I" Message:**

- I feel \_\_\_ when you \_\_\_\_\_ because \_\_\_\_\_

#### **"Need" Message:**

- I need you to \_\_\_\_\_ Response
- I heard you say

#### **Win/Win Solution:**

- Next time we could \_\_\_\_\_
  - Shake hands
  - Say thank you

**“WOW” it out:**

- W- What’s up?
  - Give each camper a chance to say how they are feeling and how they saw the situation unfold.
- O- Own up.
  - Each camper needs to take responsibility for what they didn’t handle appropriately in the situation.
- W- What’s next?
  - Help campers figure out a plan outlining what they can do to ensure they will not have this problem again.

**Initiatives**

Below are sample initiatives, divided by age groups. Camp Ho Mita Koda maintains a large collection of activities; please see a Camp Director for the full collection.

**1. Silent Sit**

- a. Have kids sit in a circle with their backs facing the inside circle and shut their eyes. Give them 30 seconds to identify how many different noises they can hear. When times up have them tell everyone what noises they heard and what they think it was. To add on to this activity, you can have them sit for 30 more seconds and see if they can see what all the noises they heard were coming from.

**2. Match Box**

- a. Each child/pair gets a small container. The teams must then try and place as many different things in their container as possible in a set amount of time. Once time is up each team will show what they have in their container.

**3. Copycat**

- a. Campers are given a spot to stay in, and the leader emphasizes everyone having personal space, and being aware of not touching others during the activity. Then the leader starts doing different movements, starting with stationary ones (ex: stomping feet, clapping, swinging arms). Once campers have the idea of being aware of their space, the leader starts to do more movement- oriented actions (ex: jumping, moving like a certain animal, etc.) Give campers the chance to be the cat if they want to try it.

**4. When the Wind Blows**

- a. Camper in the center of the circle says something that (s)he likes to do. If the campers on the outside of the circle also like the same activity, then they need to get up and find a new spot in the circle. The camper left without a spot in the circle then becomes the one in the middle.

**5. Barn Yard**

- a. Give each person an animal sound to make. Don’t let other people hear what you are giving them. The group spreads out, closes their eyes and starts making the sounds loudly. They must find other members of their group before they can open up their eyes. This is also a nice way to break up the group into smaller groups.

**6. Huckle Buckle Beanstalk**

- a. Pick a smallish object. Hide it in plain sight, where nothing has to be moved to find it. The kids look for it, and when they find it, instead of picking it up or pointing to it, they sit down off to the side and say, "Huckle Buckle Beanstalk!" By leaving it there, everyone gets a chance to find it. If they need help, you can play the hotter/colder game. The first one to find it gets to hide it the next time.

**7. Big Knots**

- a. Have everyone evenly spaced holding a throw rope. The goal is to tie a knot in the rope without letting go of the rope. Groups can start with simply overhand knots and work up to something really tricky, like a figure 8.

**8. Minefield**

- a. Draw boundaries with objects in the ground. One person is blind-folded, and his partner is not. The seeing partner must verbally guide his blindfolded companion through the obstacles.

**9. Helium Tent Pole**

- a. Have the group stand facing each other. If you are using a tent pole have them stand in two lines, if you are using a hula-hoop stand in a circle facing in. Have them put out both hands with their index fingers out as if they were pointing at one another and then have them zipper their fingers. When they are ready, place a tent pole or hula hoop across everyone's fingers. Without grabbing (keep a straight finger, not a bent one) they must get the pole to the ground as a group. Usually one end of the pole, or the whole pole will rise up.

**10. Tarp Turnover**

- a. Have all of the campers stand on one side of the tarp. The challenge for them is to flip the tarp over beneath them without anyone stepping off. This can be framed 1000 different ways, so be creative!

**11. Ask for Help Maze**

- a. Put all members of group blind-folded in a large triangle or other shape that you formed with old rope. Tell them, there is a way out of the maze. If you need help, please raise your hand. Everyone who raises their hands gets pulled out of the maze by a staff member (under the rope) and gets to watch the others potentially struggle by refusing to ask for help.

**12. Silent Circles**

- a. Get everyone in a circle shoulder to shoulder. Next, have everyone take 3 big steps back, so now you are all in a well- spaced out circle. From this point, no one can talk. The goal is to get everyone back into the small circle by taking three big steps back in, BUT no one can take more than one step at a time, and no two people standing next to each other can take consecutive steps.

**13. Everybody Up**

- a. Have everyone pair up. Each pair sits on the group facing each other, toes opposed, knees bent and hands tightly clasped. Ask them to stand up from that position. As each group of 2 masters this, have them try groups of 3, 4 and more until all campers are involved as one group attempting to stand. As an alternative, have them sit back to back and attempt to stand.

**14. Monster**

- a. Group must cross a given area with only a certain number of hands and feet on the ground. Also, they should all be connected. For example, for a group of 10, it would generally be great to start with 6 feet and 6 hands on the ground to start, and if they accomplish that easily, do it again but make it harder.

**15. Blind trust walk**

- a. Blindfold group except for a helper. Put the group in a line and lead the group to their next destination. You can also have the group break up into partners and one lead the other around.

## **Leave No Trace Activities**

### **Leave No Trace Principles:**

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

### **Discovering the Leave No Trace Principles:**

Introduce yourself, ask how many have spent time in the outdoors, doing what? Ask if any have a favorite place, and why? Who knows how to leave no trace while outdoors? Explain that Leave No Trace consists of information and skills that help people protect themselves and also the areas that they visit. Leave No Trace is about making good decisions to protect the world around you. Read each principle.

Dress up as if you'd just returned from a full day hike. Start removing your outer garments (sun hat, gaiters, wind jacket, etc.) Let them know that before you left, you checked the weather conditions and made sure you had proper clothing. You also brought a map of the trail, which you reviewed last night when you planned your routes. Ask if participants have any other suggestions on how to plan for an outdoor activity. All these activities illustrate the first principle. Write the principle on the flip chart.

### **True and False Tag**

Break the group into two even teams. Create three parallel lines. Place two of them (safe zone) about 20 yards apart and make the third a center line. One team is True and the other, False. The two teams line up facing each other on either side of the center line.

Say an affirmative Leave No Trace statement, either true or false (e.g., a bed of flowers is a durable surface). If the statement is true, the True team chases the False team. The false team tries to retreat past the safe zone line. If a member of the True team tags a member of the False team, that member joins the true team. In this way, the teams constantly shift numbers and players.

### **Other Fun Games**

Try to take games and spin them some way so that they involve nature, Leave No Trace, the activity, etc. That way, even if the kid has played the game before, she or he is getting a unique CHMK experience.

# Risk Management

Although our risk management plan includes processes for the management of emergencies, our intent is to prevent them from happening in the first place. CHMK strives to accomplish this through the early recognition of undue risks, and the avoidance of them through rules, procedures, and sound judgment.

The safety of every participant and staff member is the number one priority of CHMK, and this fundamental commitment is at the heart of all program operations and staff decisions. At the same time, some of the inherent risks that exist in CHMK's program environment are considered a necessary and valued aspect our programs. Having reasonable, communicated and calculated risk present in CHMK activities encourages personal responsibility, increases self-confidence, and provides a sense of accomplishment.

## **Forms & Incident Reporting**

All Medical and Health History Forms are reviewed by Camp Director and Healthcare Manager. This ensures that an experienced fieldstaff member oversees the process. If further review is needed the forms are reviewed by the Executive Director.

Further support may be obtained by consulting CHMKs Nurse Consultant or Physician Advisor. All medical, screening, incident reporting, Health History form information, and risk management information will be treated as sensitive and confidential.

## **Risks & Release Agreement**

All participants must have a signed Acknowledgment & Assumption of Risks and Release & Indemnity Agreement (Risks & Release Agreement) on file before participation in any CHMK program. This form educates the participant as to the potential injuries, illnesses, environments, and other situations that may be encountered in the program.

## **Medical and Health History Form**

Anyone participating in CHMK programs that are less than one day in length is required to disclose pertinent medical information on their Risks & Release Agreement based on the description of activities provided. Anyone participating in CHMK programs that are more than one consecutive day in length is required to fill-out and sign our more extensive Medical and Health History Form.

## **First Aid Form (non-diabetes related)**

Completed whenever a staff member uses a 1st aid kit, renders aid, or administers medication.

## **CHMK Incident Report Form**

Must be filled out immediately by the most senior staff member at an incident and then submitted to the Executive Director for review. Executive Director may recommend an external investigation and/or review by legal counsel. This form should be a factual summary with no judgments, speculation, analysis, or conclusions. This form should be filled out in the following situations:

- Illness or injury requiring evacuation
- Visit to a hospital
- Near miss
- Death
- Allegation of physical, sexual, or emotional abuse or neglect.



**Near-Misses**

Near-misses constitutes any event that could have resulted in injury or loss. It is important that all near-misses are reported first to a member of your Camp Leadership Team with whom you will fill out the above mentioned Incident Report in full.

After completion, the Camp Director will forward the completed report to their respective Executive Director who will review and record through our online reporting systems. Reporting near-misses can assist CHMK in identifying potential hazards and mitigate risks associated with the hazard.

# Health Care Procedures

## Illness and Injury Communication (non- diabetes)

For serious accidents, incidents and emergencies, all camp staff activates the emergency procedures outlined below (see Emergency Procedures section for step by step directions):

For accidents that are not life threatening, but require medical attention, the CHMK Camp Director will notify a parent/guardian. If the parent/guardian(s) cannot be reached, designated persons on the injured child's emergency notification card will be notified. If the staff cannot reach any of the emergency sources, the injured child's physician will be contacted.

Should a life-threatening accident occur, CHMK staff will immediately contact 911. After emergency assistance has been requested, the parent/guardian will be notified of the situation by the Executive Director. If necessary, the child will be transported by ambulance to the nearest hospital or other medical center specified by parent. CHMK maintains a parental consent form that gives permission for medical care in an emergency situation.

Any incident/accident/illness requiring outside medical attention will be reported within 24 hours.

### ***For minor injuries:***

CHMK staff will handle the everyday bumps and bruises that occur. Parents are notified when they pick up their child of any minor incidents. In addition, staff should follow up a minor injury with a phone call the evening of the event.

## Food Handling & Water Precautions

CHMK will provide snacks that require minimal or no refrigeration to participants during programs.

When CHMK staff provides food, staff will adhere to these procedures:

- Staff will wear gloves if handling any food that will not be cooked before consumption.
- Water Coolers will be cleaned daily by draining and spraying with a bleach solution (50-100 PPM) and allowing it to evaporate. The spigot will be rinsed and sprayed with bleach solution as well.
- All drinking water will be obtained from tested or approved water supplies or be boiled, filtered, or chemically treated, as appropriate.
- Staff and participants with communicable diseases, diarrhea, burns, or open wounds will not prepare food.
- Staff and participants will keep fingernails trimmed and cleaned and wash hands with soap and water:
  - After using bathroom
  - Before food preparation
  - After handling raw meat, poultry, and seafood
  - After putting hands in mouth or eating
  - After sneezing, blowing nose, or coughing into hands
  - After handling objects that may be contaminate
  - After touching open wounds or sore
  - After coming in contact with cleaning agent

All surfaces and implements that will come in contact with food before and after preparation and serving will be cleaned with a bleach solution (50-100 PPM), including but not limited to:

- Knives
- Utensils
- Tabletop
- Equipment
- Dishes & cups
- Cutting boards

Bleach solution shall be stored in a container that is labeled with its contents and purpose. Food such as meat, poultry, and seafood should be cooked to a temperature of at least 165F to destroy disease-causing organisms.

**Dishes & utensils will be washed after each use by:**

- Disposing food in trash containers
- Washing dishes in a tub of hot water and dish soap
- Rinsing dishes in a second tub of hot water
- Rinsing dishes in a third tub of cold water and bleach (50-100 parts per million)
- Air dried and protected from contamination between uses.
- Screening food particles from wastewater and disposing food in trash containers
- Disposing of dish water in a dump facility or sump hole if none is available
- Excess packaging should be removed or put in zip lock bags before taking food into backcountry base camps to reduce waste.
- Perishable food should be stored properly in coolers with ice or dry ice at a temperature of 40F or colder to prevent spoilage.
- Leftover food should be discarded in trash containers or refrigerated immediately.
- All garbage and waste should be disposed of properly according to the regulations posted by land- management agencies to prevent and avoid animal disturbance
- Items with a scent will be gathered each evening and stored properly.

**Procedures for Maintenance of 1<sup>st</sup> Aid Supplies**

- All 1<sup>st</sup> Aid Kits will be checked for contents and re-supplied at the start of the season.
- Additional Medical Supplies for overnight programs will be purchased and maintained by the Resident Camp Director or medical staff
- Any medications expiring before the end of the following year will be discarded
- Staff are expected to replace items in 1<sup>st</sup> Aid Kits on the afternoon following use.

# Specific Health Issues

## Illness

- A child with any of the following symptoms: a fever of 101 degrees or higher, has diarrhea, is vomiting, or has symptoms of a contagious disease must be sent home. The ill child may return to the program 24 hours after the last episode of fever, vomiting or diarrhea.
- If a child becomes ill during the day, he/she is immediately separated from the other children and a parent or other authorized person is notified. It is expected that the ill child will be picked up as soon as possible. If the ill child is not picked up within one hour of notification, CHMK staff will begin to notify the persons on the ill child's contact list.
- When children show signs of severe or communicable illness, they must be separated from other children, the parent(s) or guardian(s) notified, and a doctor or medical facility consulted as needed regarding treatment. When children have been diagnosed with a communicable illness such as hepatitis, measles/mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, the center must immediately notify the local or state department of health, staff members, and all parents and guardians of children in care. Maintain children's confidentiality.
- Staff members with a communicable illness must not be permitted to work or have contact with children or other staff if the illness could be readily transmitted during normal working activities.
- All illnesses must be recorded on the sick log located in the Medical Administration binder.

## ***Heat Illness & Hydration***

Every child should carry at least one water bottle (preferably two) and staff should carry extra for kids as well. Water should be imbibed in small amounts, often and consistently. Campers should be aware of the amount and color of their urine. On exceptionally hot days, suggest to parents that they freeze half the water bottle full of water and fill with tap water before camp. There is a significant risk of heat illness when air temperature for the day is 80-100 degrees F or above.

Children and staff should have access to liquids and regularly encouraged to drink water. Sufficient water should be supplied to ensure that one quart of water is provided per employee per hour for the entire shift. Children or employees suffering from a heat-related illness or in need of a preventative recovery period should be given immediate access to a shady area or seek shelter for no less than 5 minutes and accessible at all times. Employees maintain the right to request access to shade for a recovery period at any time if they feel heat distress & no discipline or retaliation will be taken for an employee requesting recovery for symptoms of heat illness or for providing information to a supervisor about the health condition of a co-worker. It is the responsibility of the supervisor to ensure that if trees, buildings, or other permanent shade are not available, other forms of protective shade are available.

## ***Hypothermia***

Although unlikely during our operation in summer months, it is important to recognize the signs & symptoms of hypothermia. Hypothermia is the cooling of the core of the body to temperatures impairing brain and/or muscle function. Special care should be taken on days below 60 degrees and when staff and children may potentially become wet through either water activities or inclement weather. Early signs include shivering, an inability to complete fine motor tasks, and the "umbles": stumbling, mumbling, & fumbling.

If at any time a staff or camper exhibits the above signs, change into dry clothes if applicable and retreat to shelter (e.g. van with heat on, gazebo, etc.). If participant or staff member are unable to warm to comfortable temperatures, call your Camp Director and consider returning back to your camps base.

### ***Wound & Abrasion Management***

Irrigate with clean water using pressure syringe. Dress wound. Do not apply ointments or creams (antibiotic etc.).

### ***Poison Ivy and Oak***

Avoid contact! Teach campers to identify the plant. Instruct campers and parents to wash with copious amounts of cool water.

### ***Vomiting***

For day programs, contact parents if vomiting occurs and arrange for pick-up. For overnight programs, continue to hydrate and if vomiting becomes frequent then contact parents and transport to a medical facility if warranted.

### ***Fever***

For day programs, contact parents if fever occurs and arrange for pick-up. For overnight programs, hydrate, contact parents and transport to medical facility if warranted.

### ***Sunburn***

Apply sunscreen first thing in the morning, at lunch, 20 minutes before entering water or direct sunlight, and throughout the day as deemed necessary. If sunburn is noticed, notify parents. During water activities, shirts should be worn under PFD's. Sunhats and sunglasses should be worn.

### **Advanced Protocols for the Prevention of Communicable Illnesses**

- I. Check in with child and parent specifically at med check registration.
  - a. Has your child felt ill in the last 48 hours?
  - b. Has your child vomited or had fever in the past 48 hours?

If a parent answers "yes" to any of the above questions, then (s)he will be isolated from the group and potentially removed from camp.

- II. Make efforts to not co-mingle kid's stuff. All children must put extra clothes, towels, etc. into plastic bags that will then be labeled with their name and phone number.
- III. Hands must be sanitized: first thing in the morning and before and after snack.
- IV. Hands must be washed with soap after going to the bathroom and before and after lunch.

# Emergency Protocols

## Incident Response Guidelines

*Within 911 response zones, front-country, or within phone communication:*

1. Attempt to stabilize the scene for you and other participants.
2. Quickly assess patient, and if severity warrants, call 911.
3. Provide first aid.
4. Activate the CHMK Emergency Communication System.
5. Transfer patient care to the next provider in the EMS system (parent, ambulance or ER). Patient may be transported to their Dr. or the ER in a camp vehicle only in minor medical situations.
6. Manage stress during and after the incident for other participants.
7. Fill out an Incident Report Form.

*Outside 911 response zones, backcountry, or without phone communication:*

1. Attempt to stabilize the scene for you and other participants.
2. Thoroughly assess the patient.
3. Provide first aid.
4. Fill out a Patient Assessment Form.
5. Create an evacuation plan. Considering the following factors:
  - a. Condition and stability of the patient, nature and extent of injuries/illness
  - b. Time of day
  - c. Environmental conditions
  - d. Resources
  - e. Physical and emotional condition of other group members
6. Consider the following mediums:
  - a. Self/assisted evacuation: The patient can walk out on their own or with minimal assistance from the group. This is the preferred method.
  - b. Simple carry: Patient is strong enough to be assisted out by one or two group members.
  - c. Litter carry: Patient is too weak for a simple carry or needs to be immobilized. Litter carries will require a minimum of 6 - 10 people.
  - d. Aerial evacuation (see guidelines below): There is an immediate threat to life or limb.
7. If a decision is made to send runners, see guidelines below.
8. Activate the CHMK Emergency Communication System (and the EMS System if the evacuation plan dictates).
9. Transfer patient care to next provider in EMS system (either ambulance or ER). Patient may be transported to Dr. or the ER in an CHMK vehicle only in minor medical situations.
10. Manage stress during and after the incident for other participants.
11. Fill out an Incident Report Form.

### ***Child Abuse, Neglect, and Sexual Abuse Reporting***

Staff has a legal obligation to report suspected participant abuse, neglect, or sexual abuse.

- If abuse is suspected, we recommend that you immediately report facts to the Camp Director & Executive Director. The final responsibility to assure that the report has been filed lies with you, thus make sure that the report is filled with appropriate authorities.
- ED will immediately contact the local Social Services office.
- If suspected abuse occurred on site of an CHMK program, the report of suspected child abuse must be made to the county dept. of social services, police department, or other law enforcement agency in the community or county in which the site of the CHMK program is located.
- If suspected child abuse did not occur at the site of an CHMK program, the report must be made to the county department of social services in the county which the child resides or to local law enforcement agency in the community in which incident is believed to have occurred.
- If CHMK Staff witness child neglect or abuse, or if an incident is in progress, they will contact local law enforcement agencies and the Dept. of Social Services immediately.
- It is possible that sometime during your employment a camper may tell you about abuse he or she is suffering at home or elsewhere. You will probably find this a very disturbing experience, but there are some steps that we must follow.
  - Listen to the child, be supportive, but do not start questioning or investigating the circumstances. This is best left to specially trained social workers.
  - As soon as you can, make written notes of what you were told or heard. Keep these in a secure locked place until you can pass them on to the authorities or senior staff at camp.

### ***EEO, Workplace & Sexual Harassment Policy and Reporting Procedures***

CHMK strives to maintain a work environment free of unlawful harassment. In doing so, CHMK prohibits unlawful harassment because of age 40 and over, race, sex, color, religion, national origin, sexual orientation, disability, genetic information, or any other applicable status protected by state or local law.

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. CHMK expects employees to make a timely complaint to enable CHMK to investigate and correct any behavior that may be in violation of this policy.

Report the incident to your Camp Director or Executive Director who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint or if the complaint is in regard to one of the aforementioned individuals, you should report the incident through our online reporting system, found on Portal, speaking to a Board Member, or by calling **440-739-4095**. This information can also be found on the Staff Portal under Human Resources.

CHMK prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated. If CHMK determines that an

employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

### ***Unauthorized Intruders/Suspicious Persons***

Staff should use their best judgment when dealing with unauthorized intruders/suspicious persons. Below are some actions and strategies for staff to consider:

- Remain as calm as possible.
- Report unauthorized intruders/suspicious persons to the local authorities immediately and take protective action to ensure the safety of participants.
- Maintain a safe distance from unauthorized intruders/suspicious persons.
- If possible, keep all participants and staff in a van, classroom, or other safe area that can be locked until the unauthorized intruder/suspicious person leaves.

**In case of lockdown, shelter in place or active shooter on premises:** These are temporary sheltering techniques utilized to limit civilian exposure to the imminent threat of violence.

- Lockdown means a situation in which the occupants of a building are restricted to the interior of the building and the building is secured.
- Shelter in place means a situation in which the occupants of a building seek shelter in the building from an external threat.
- Active shooter on premises means a situation in which an individual is actively engaged in killing or attempting to kill people in a confined space or other populated area.

A lockdown, shelter in place or active shooter on premises procedure will be implemented only if there is a serious risk of danger to staff, parents and campers. The general purpose of these procedures is to convert a building or room into a "Safe Room". The decision to initiate building lockdown, shelter in place or active shooter on premises procedures may be at the discretion of the Camp Director, building administration or in response to a request by local law enforcement. Camp Directors should have two rooms that are pre-designated on different areas of the building in which they can lock the rooms.



# Disaster Emergency Procedures

In the event of a disaster or national state of emergency such as an earthquake, wildfire, flood, tsunami, hurricane, tornado, act of terrorism, etc., parents, guardians, and staff will use the following disaster emergency procedures:

*If disaster occurs while programming is in progress:*

- CHMK staff members will use their best judgment to protect the safety of participants.
- Staff and parents or guardians should listen to Emergency Broadcast System channels.
- The Camp Director will notify parents via email, phone or text message in regard to an emergency that requires early dismissal or an alternate pick up location.
- If the situation appears stable, CHMK staff will take participants back to the program drop-off location and wait for a parent, guardian, or approved person to pick up the participant.
- If the meeting location is deemed to be unsafe, program staff will determine an alternative location and transport participants there. They will then make best efforts to notify parents and guardians of this change.
- Children with special needs or disabilities will have a staff assigned to them at all times. The staff will take the lead on evacuating those children, along with any medication or devices that the child requires. Special considerations for participants with disabilities in the event of an emergency situation should be discussed on a case-by-case basis with the Camp Director prior to the start of camp.
- If the situation appears stable, a parent, guardian, or approved person should go to a pre-determined Disaster Meeting Location as soon as possible to pick up their child.
- When the phone lines are clear, the Camp Director will call parents or guardians or emergency contacts for any remaining participants to coordinate pick-up.
- Camp Director will stay with participants until all are retrieved. Should participant pick-up be impossible or materially delayed, the Camp Director will make arrangements for appropriate participant care and make best efforts to notify parents or emergency contacts.
- All paper records will be guarded and kept with staff/Camp Director unless at risk of injury. All files will be backed up through our online systems for remote access if needed.
- During an emergency event determined by local law enforcement, fire department, or other emergency management agency, CHMK will release children to parents and legal guardians of children in care or their designee when directed to do so by local authorities.

*If disaster occurs before programming begins:*

- Parents or guardians should listen to Emergency Broadcast System for more information.
- The Executive Director will leave a recorded announcement on the main CHMK phone line stating that a program has been canceled or delayed.
- When the phone lines are clear and CHMK has not had contact with parents or guardians, the Camp Director will contact parents or guardians to let them know if programming will be cancelled, delayed, or rescheduled.

### ***Specific Disaster Protocol***

In all cases: CHMK staff will take the sign-in sheet and attendance in order to make sure that all children are accounted for. Parents will be notified by telephone as to the location of campers and CHMK staff will stay with campers until they can be picked-up. CHMK will release campers only to the adult(s) for whom written authorization has been given.

Authorized pick up individuals are denoted on the Medical & Health History form. In an emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal authorization. If the staff member who releases the child does not know the adult, identification must be required to assure that the adult is authorized to pick up the child.

- In case of Tornado: Staff ensures that all campers are escorted to the designated tornado area. In the designated area, as much as possible against a wall, or under heavy furniture, all will assume the protective position. Once tornado has passed, staff will inspect the building for downed power lines and other hazards, and injuries. At least one staff member must stay in the designated area with participants until the "All Clear" is given.
- In case of building fire: Staff members will evacuate children to an area well away from the building by recognizing the evacuation procedures posted by the doors.
- In case of wildfire: If there is wildfire or smoke is smelled, staff members should lead their groups away from the potentially dangerous area. Staff members should contact the Camp Director to communicate any change of plans and help assess situation. If necessary, activate the emergency communication system so that parents can be contacted if deemed appropriate.
- In case of flood: Staff members need to evacuate children to a high area well away from the flood area.
- In case of hurricane or extreme weather: If extreme weather conditions exist to the degree that parents cannot pick up their children, CHMK staff will continue to provide services and program operation until conditions make pick up possible.
- In case of earthquake: During an earthquake, campers will be instructed to move away from windows and large objects that could tilt over. They will then be instructed to drop, cover and hold on. This means that each camper should crouch low to the ground and curl into a ball under a sturdy desk or other strong structure that is not likely to collapse. The campers stay there until the earthquake ceases, then use the buddy system to exit the building.
  - If campers are outdoors at the time of an earthquake: If you're outside in an earthquake, stay outside. Find an open area away from buildings, trees, streetlights, and power lines. Crouch down and cover your head. Many injuries occur within 10 feet of the entrance to buildings. Bricks, roofing, and other materials can fall from buildings, injuring persons nearby. Trees, streetlights, and power lines may also fall, causing damage or injury.
- In case of tsunami: Tsunami protection starts with being aware of warning signs: There is an earthquake, or the ground rumbles a lot. The sea suddenly pulls back and leaves bare sand, making the beach seem a lot larger. Animals may behave strangely - they may suddenly leave, gather in groups, or try to get into places they normally would not go. Warnings from the media if a tsunami warning system is in place in your country.
  - If you notice any of these warning signs, leave the beach or low-lying areas and go to higher ground. *Keep away from the beach.* Do not go anywhere near the beach or into buildings near the beach. Even if you see just a small tsunami, leave immediately. Tsunami waves grow bigger and continue to hit, so the next giant wave may be on the way. Generally, if you can see a giant wave, you are too close, and it is too late to escape. (However, *try to escape anyways if you see one.*) *Go to higher ground.* Go up a hill or to a higher area of your town or city. If you are trapped, find a **high and strong**

building and climb to the top of it. You might even have to sit on its roof. *Leave your things.* Your life is more important than any equipment or supplies. Leave them behind and get to safety.

- In case of animal encounter: Report the sighting of any atypical wildlife to the local Animal Control in your location. As soon as an animal is sighted, gather your campers together and encourage them to: stay together, stay calm, and back away from the animal slowly.
- In case of lightning: If struck by lightning, call 911 immediately & activate the Emergency Communication System. There is no truly safe place outdoors during a lightning storm. Lightning is as unpredictable as it is powerful, but we can manage the risk by reducing our exposure. Most injuries from lightning occur from a “splash” whereby a lightning strikes an object and splashes to nearby objects, and “ground current”, whereby electrical current dissipates from the hit object. Some tips:
  - Observe local weather patterns
    - Pick campsites with prevention in mind ñ uniform tree cover and/or low hills
  - Know when to seek safe location
    - Monitor approaching storms ñ lightening can strike well ahead/behind storm fronts. Approx. 1 mile per 5 seconds.
    - Time visits to high risk areas with weather patterns
  - Avoid dangerous locations
    - E.g. places higher than surrounding terrain: peaks, ridges, isolated hills, isolated tall objects, open terrain, large bodies of water and saturated ground, shallow overhangs and caves, previous strike site, and conductors (pipes, wires, fences, wet rope, etc.)
  - Seek uniform cover for approaching fronts where there is perceived risk
    - Uniform height trees and/or rolling hills
    - Insulate yourself from ground current & assume lightening position
    - Disperse a group by spacing several body lengths apart to reduce chances of multiple injuries

# General Information

## Office Keys

CHMK keys will be assigned to staff as needed. Under no circumstances may any CHMK office, file cabinet or building key be duplicated or shared without prior permission.

## Personal Automobile Use

Most staff will occasionally be required to use their privately-owned vehicle to conduct CHMK business. Staff may park their vehicles in the designated parking area at camp. Vehicles are the responsibility of the individual and it is required that they are properly insured and licensed. Any illegal issues with a vehicle must be taken care of with the appropriate bureau. If staff decide to leave camp while on break, for any reason, you must get permission from the Camp Director. Following receiving permission, you must identify that you are leaving, what time, and where you are going, on the sign-out sheet that will be placed outside of the office.

## Golf Cart and Motorized Vehicles

Any use of a motorized vehicle of any kind on camp property is reserved for the support of the medical health of the campers. Golf carts and motorized vehicles will be reserved for use by the Dispensary Staff, Camp Director, and leadership staff, and should be deployed primarily when needed to provide support of the campers and their health at camp. Any other use of these vehicles is not permitted by any other staff or volunteer for any other reason without the **express authorization of the Camp Director**.

## Employer Information and Property

The protection of CHMK business information, property and all other organization assets is vital to the interests and success of CHMK. No CHMK-related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of CHMK) may, therefore, be removed from CHMK's premises.

No work product created while employed by CHMK can be claimed, construed or presented as property of the individual, even after employment by CHMK has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and any concepts, ideas, or other intellectual property developed for CHMK, regardless of whether the intellectual property is actually used by CHMK.

## Visitation of Camp Property and the Use of Camp Premises

No visitation or use of the camp premises is permitted without the authorization of the Camp Director or similar supervisor on the property. Any visit for any purpose must be supervised by the appropriate member of the Foundation Board or Camp Director. If a non-employed person is found on camp property, without proper visitor identification, immediately direct them to the Camp Director, where proper action will be taken along getting them signed in as a CHMK Visitor.

# TECHNOLOGY

## Technology Usage

CHMK's technology systems are provided for the use of our staff and other authorized users in support of the activities of the organization. All users are responsible for using the technology systems in an ethical and lawful manner. Unauthorized installation of software is prohibited.

## CHMK Tablets

Tablets will be provided to each cabin/group and will be held solely by the dispensary staff adhering to each group. There should be no downloading of games or social media connections, as these tablets sole purpose is to keep a current, up-to-date, connection with medical staff. Eliminating the possibility of losing papers containing important medical information is the goal.

## Social Media

Our organization is easy to identify with and all of us are very passionate about what we do on a daily basis. At the Camp Ho Mita Koda Foundation, we believe in open communication and you are encouraged to tell the world about your work and share your passion. Whether you share by participating in a blog, wiki, online social network or any other form of online publishing or discussion, the decision is completely up to you.

However, these new ways of communication are changing the way we talk to each other and even to our consumers, target audiences and partners. In order to avoid any problems or misunderstandings, we have come up with a few guidelines to provide helpful and practical advice for you when operating on the internet as an identifiable staff of the Camp Ho Mita Koda Foundation.

- When you discuss CHMK or related matters on the internet, you must identify yourself with your name and, when relevant, your role at the organization. All of us are spokespeople for the organization
- If you are posting as yourself, not on behalf of the organization you must make clear that you are speaking for yourself and not for the organization. You can use a disclaimer like "The postings on this site are my own and do not necessarily represent the position, strategy or opinions of the Camp Ho Mita Koda Foundation or CHMK".
- Please always write in the first person and do not use your company email address for private communications, and please consider that even anonymous postings on Wikipedia can be traced back to the organization.
- You are personally responsible for the content you publish on blogs, wikis or any other form of user-generated media. Please remember that the internet never forgets. This means everything you publish will be visible to the world for an exceptionally long time. Common sense is a huge factor here. If you are about to publish something that makes you even the slightest bit uncomfortable, review. If you are still unsure and it is related to the Camp Ho Mita Koda Foundation, talk to the director.
- Just because information is on the internal network or email, it is not ok to let the rest of the world know about it. If an item features the sentence "for internal use only" then that is exactly what it means, and it is absolutely not meant to be forwarded to anyone who is not employed by the Camp Ho Mita Koda Foundation. No exceptions. Messages from our Director and Board to all staff are not meant for the media.

- It is perfectly fine to talk about your work and have a dialogue with the community, but it is not okay to talk about any confidential information. Please act responsibly with the information you are entrusted with.
- Do not comment on work-related legal matters. Stay away from discussing financial topics and predictions of future performance at all costs.
- Respect your audience. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the Camp Ho Mita Koda Foundation's workplace. You should also show proper consideration for others privacy and for topics that may be considered objectionable or inflammatory (like religion or politics). We all appreciate respect.
- Think about consequences. Imagine you are sitting in meeting and a donor brings out a printout of a colleague's post that states that the program you were about to sell "completely sucks". Talk about a tough pitch. So, please remember: Using your public voice to trash or embarrass your employer, your customers, your co-workers or even yourself, is not okay - and not very smart.
- Have you posted something that just wasn't true? Be the first to respond to your own mistake. In a blog, if you choose to modify an earlier post, make it clear that you have done so.
- Please respect copyright. If it is not yours, don't use it. It is very simple. It is that person's choice to share his or her material with the world, not yours. Before posting someone else's work, please check with the owner first.
- Don't cite or reference clients, partners or suppliers without their approval. When you do make a reference, where possible, link back to the source.
- Be aware that others will associate you with your employer when you identify yourself as such. Please ensure that your Facebook, LinkedIn, etc. profiles and related content is consistent with how you wish to present yourself with clients and colleagues.
- Even if you act with the best intentions, you must remember that anything you put out there about the Camp Ho Mita Koda Foundation can potentially harm the organization. As soon as you act on the company's behalf by distributing information, you are upholding the organization's image.

# PROFESSIONAL CONDUCT

Any staff whose conduct, actions or performance violates or conflicts with CHMK's policies may be terminated immediately and without warning. The following are some examples of grounds for immediate dismissal of a staff:

- Breach of trust or dishonesty
- Conviction of certain crimes or felonies
- Willful violation of an established policy or rule
- Falsification of employment or CHMK records
- Gross negligence
- Substance use/abuse
- Violation of laws or CHMK policies
- Insubordination
- Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies
- Deliberate non-performance of work
- Larceny or unauthorized possession of, or the use of, property belonging to CHMK or any co-worker, visitor, or customer of CHMK
- Possession of dangerous weapons on the premises
- Unauthorized possession, use or copying of any records that are the property of CHMK
- Marring, defacing or other willful destruction of any supplies, equipment or property of CHMK
- Fighting or serious breach of acceptable behavior
- Theft
- Violation of CHMK's Conflict of Interest
- Gambling, conducting games of chance or possession of such devices on the premises or during work hours
- CHMK is concerned about a staff's off premises behavior if it harms CHMK's reputation or community contacts, renders a staff unable to perform duties or report for work

NOTE: This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive and is not intended to be comprehensive and does not change the employment-at-will relationship between the staff and CHMK. All discipline up to termination are decisions made by leadership in individual circumstances and do not reflect on other previous, current, or parallel cases. For clarification speak to leadership.

## Personal Relationships

- Intimate or romantic behavior or relationships between staff while on duty or in the presence of campers is strictly forbidden.
- Relationships between staff are authorized but must be disclosed with the camp director before the first day of camp. Relationships that spawn during the camp season must be disclosed with the director.
- Personal or romantic relationships between campers while at camp are to be discouraged by staff at all times.
- A personal relationship between a staff and a camper or CIT will result in immediate termination of the staff.
- A camper should not be alone with another camper or staff. The rule of three should be followed.

## **Dispute Resolution**

Misunderstanding or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, if a situation persists that staff believe is detrimental to staff or CHMK, CHMK strongly encourages staff to take advantage of the open-door policy of the Camp Director. The situation should promptly be addressed with your supervisor. If the situation involves the staff's supervisor, the staff should take the issue to Camp Director. If the issue is with the Camp Director, you should take the issue to the Executive Director of the CHMK Foundation or to a Board Member. CHMK does not tolerate any form of retaliation against staff availing themselves of this process.

## **Uses or Disclosures of Private Information**

In addition to the policy above, information may generally be used or disclosed by CHMK without a formal written authorization in the following circumstances:

- When disclosure to a CHMK client is requested by that client in accordance with CHMK's procedures.
- When required by law.
- When permitted for certain public health purposes, such as product recalls and control of communicable diseases, or to otherwise prevent or lessen a serious and imminent threat to the health or safety of a person or the public.
- When authorized by law to report information about abuse, neglect, or domestic violence.
- To a public health oversight agency for oversight activities authorized by law, such as investigations or disciplinary activities.
- When required for judicial or administrative proceedings.
- When required or permitted for law enforcement purposes or specialized government functions such as military activities.
- When required to avert a serious threat to health or safety.
- To coroners, funeral directors, and organ procurement organizations in accordance with such entities' needs about a particular decedent.
- For research.
- When authorized by and to the extent necessary to comply with a workers' compensation law or other similar programs established by law.

CHMK maintains specific policies addressing some of the described uses and disclosures most commonly faced by CHMK. Specific policies and procedures should be reviewed and followed when appropriate.

## **Sanctions for Violation of Policy**

CHMK staff who violate this policy may be subject to disciplinary action up to and including termination. In determining what disciplinary action to take, CHMK will consider the severity of the staff's improper use or disclosure of confidential information and the staff's intent in making that use or disclosure. No staff or other member of the CHMK workforce may intimidate, threaten, coerce, discriminate against or take any retaliatory action against clients or other staff for exercising their rights, filing a complaint, participating in an investigation or opposing any improper practice



under this policy. No client is or will be required to waive his or her privacy rights as a condition of treatment or payment for treatment at CHMK.

### **Reporting Procedure**

CHMK has an open-door policy and suggests that staff share their questions, concerns, suggestions or complaints with the Camp Director. If you are not comfortable speaking with the Camp Director or you are not satisfied with the response, you are encouraged to speak with the Executive Director or any Foundation Board Member. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to Foundation Board who has the responsibility to investigate all reported complaints.

### **CONFIDENTIALITY**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

# DRUG POLICY

Camp Ho Mita Koda Policy prohibits the possession, use, or distribution of illicit drugs, controlled substances, marijuana, marijuana products, electronic cigarettes, vapor pens, or alcohol at any Camp Ho Mita Koda related event involving youth.

Camp Ho Mita Koda strictly enforces state of Ohio laws regarding alcohol and does not tolerate the illegal use, possession, or sale of intoxicating beverages, minors in possession, furnishing alcohol to minors, possession of open containers, driving under the influence, and exhibiting unruly or intoxicated behavior.

In addition, Camp Ho Mita Koda does not permit any form of advertising of tobacco, marijuana, or spirit or beer products, including clothing, at any Camp Ho Mita Koda event involving youth.

If there is suspicion that a staff member has been partaking in any illicit activity and/or is suspected of being under the influence of alcohol, a drug test may occur to check the employee for any illegal/intoxicating substances. Failure to comply with a drug test request result in immediate termination.

For more information regarding substance abuse, refer to the staff portal where the rules and regulations are more clearly defined.

## **Violation of Criminal Drug Statute**

Any staff convicted of violating a criminal drug statute must inform CHMK of such conviction within five (5) days of its occurrence. Failure to do so subjects the staff to disciplinary action, up to and including termination for the first offense.

## **Zero Tolerance Policy**

CHMK has a “zero tolerance” policy concerning violence, threats to harm oneself or others, theft, property damage, discrimination, harassment, bullying, and possession of drugs, alcohol, cigarettes and weapons during our camp season. Staff found to be in violation of the following may be immediately dismissed from camp:

- Possession of illegal drugs or controlled substances
- Any act of vandalism, arson, destruction or misuse of property of the camp facility, other staff, or campers
- Possession or use of weapons while on property
- Possession of alcohol
- Theft of items from the camp facility, camp staff, or campers
- Threats to harm oneself or others

**We wish you the best of luck and success in your position and hope that your time at Camp Ho Mita Koda will be a rewarding experience.**