



Camp Timberlake Staff Manual

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Table of Contents

THE PURPOSE AND GOALS OF TIMBERLAKE	4
I. Stuff we do in cabins	5
CABINS	5
HOMESICKNESS	5
DIFFICULT CAMPERS	6
EVENING DEVOTIONS	6
REST TIME	6
MAIL AND CARE PACKAGES	6
STAFF LETTERS TO CAMPERS	7
CAMPER LETTERS HOME	7
CABIN INSPECTION	7
THE TUCK MUSTS	7
LAUNDRY	8
CAMPER DISCIPLINE AT TIMBERLAKE	8
GUIDELINES REGARDING APPROPRIATE TOUCH	8
SICKNESS	9
II. Stuff we do in activities	10
RAINY WEATHER PROGRAM	10
ENVIRONMENTAL IMPACT	10
WATERFRONT PROCEDURES	11
III. Stuff we do during the rest of the day	15
DAILY SCHEDULE	15
FREE PERIODS	15
TRIBES	15
CABIN POINTS	16
LITTLE CHIEF	16
IV. Stuff we do to keep campers safe	17
SAFETY IN CAMP	17
EMERGENCY MODES	17
FIRST AID	18
ACCIDENT REPORT FORMS	18
VERIFICATION OF CAMPERS' PRESENCE	18
MISSING CAMPER PROCEDURE	18
MASS INJURY PROCEDURES	19
EMERGENCY COMMUNICATIONS	19
EMERGENCY VEHICLES	20
HAZARDOUS AREAS IN CAMP	20
HIGH WIND, TORNADOES, HURRICANES, LIGHTNING AND HAIL PROCEDURES	21
FIRE PROCEDURE - CABIN/ACTIVITY AREAS	21
FIRE PROCEDURE – THE TUCK	21
INTRUSION OF UNAUTHORIZED PEOPLE	21
CAMP SECURITY	22
V. Stuff we do to take kids out of camp	23
WILDERNESS TRIP REGULATIONS	23
Ratios	23
Leave No Trace	23
Sanitation	23
Trip Request And Appropriate Participants	23
Food and Water	24
First Aid Certifications Needed	24
Equipment	24

Safety and Emergency Procedures	25
Safety Talk	25
Aquatic Sites Away from Camp	25
Other Regulations	26
OUT OF CAMP TRIP REGULATIONS	26
COUNSELORS AND CARS	27
VEHICLE SAFETY	27
NON-PASSENGER VEHICLES	28
POTENTIAL CONTACT WITH STRANGERS DURING OUT-OF-CAMP TRIPS	28
VI. Other stuff to help you do your job	29
YOUR RESPONSIBILITY AS A COUNSELOR	29
LOYALTY	29
TELL ME ABOUT IT	29
BENEFITS FROM CAMPING	30
A BRIEF HISTORY OF MERRI-MAC AND TIMBERLAKE	31
GENERAL STAFF QUALIFICATIONS	31
CELL PHONE POLICY	32
STAFF CONTACTS WITH PARENTS	32
RELEASE OF PERSONAL INFORMATION	33
THE KITCHEN	33
ORGANIZATIONAL STRUCTURE	33
STAFF HEALTH	33
HALF-SESSION CAMPERS	34
GENERAL DRESS	34
VISITS BY PARENTS, RELATIVES, FRIENDS; CAMPERS AND STAFF LEAVING CAMP	34
SMOKING	34
DAYS AND NIGHTS OFF	34
GRATUITIES	35
STAFF PERSONAL PROPERTY	35
STAFF RECREATIONAL USE OF FACILITIES	35
FLASH FLOOD AND BREAKAGE OF THE DAM	36
EARTHQUAKES AND LANDSLIDES PROCEDURES	36
STAFF AGREEMENT	36
VII. Exposure Control Plan	38

THE PURPOSE OF TIMBERLAKE



Vision

Be the best boys camp in the country

Mission

Experience the gospel through friends and adventure

Core Values

1. We love campers
We are made to be about others - Committed to putting them ahead of ourselves
2. We develop staff
We are made for healthy leadership - Committed to continuous improvement
3. We build community
We are made to live life together - Faithfulness is pursued together
4. We care about details
We are made to make things beautiful - Committed to excellence in everything we do
5. The Gospel is the agent of change
We are made for relentless optimism - Great programs are rooted in biblical contours

I. Stuff we do in cabins

CABINS

Timberlake is divided into three camp divisions. Each of these is supervised by a Cabin Area Director, whose primary job is to help cabin counselors succeed. These two divisions and their general age classifications are:

1. Junior Camp - First through sixth grades
Cabins: Huckleberry, Finch's Landing, Further Up, Further In,
2. Intermediate Camp-Fifth and sixth grades
Cabins: Tiger Tooth, Hawksbill, Turtleback
3. Senior Camp - Seventh through eleventh grades
Cabins: Little Piney, Big Piney, Stomper's Knob, Little Slaty, Big Slaty, Greybeard

The most important part of your job is done in the cabins; this is where relationships are built.

If you are not sure how to handle a situation you should go to your Cabin Area Director. They are chosen because of their broad experience and ability to creatively solve problems.

Ordinarily, cabins will have at least one staff member present during scheduled cabin times.



HOMESICKNESS

Homesickness is, in a way, a part of growing up, as a boy reaches toward maturity and leaves the age of total dependence on his parents. Like some other parts of growing, it is not pleasant, but it is still important.

The best remedy for homesickness is *positive activity*. Encourage all of your campers to participate fully in their activities. You should also make sure a homesick boy is never alone. Respect his right to be homesick; it really does hurt. Never say, "You shouldn't feel that way." Rather, say things like "Wow, it sounds like you really love your family. That's awesome. They will be so happy to hear about your archery class." When you say that, you are not denying the importance of his feelings. Be loving but firm with a homesick camper. Keep him busy, and, if he does not improve, consult your Cabin Area Director. Campers are always welcome to be homesick, but not disobedient.



DIFFICULT CAMPERS

As soon as you feel that a camper has a problem that is keeping him from connecting with friends, you should discuss it with your Cabin Area Director. There are times when the directors are not made aware of potential camper problems until after the problem has reached a scale that can no longer be managed easily. This shortens the already brief time that we can be helpful.

You should also understand that every camper has earned a reputation at his school. Camp is a chance for them to earn a new reputation. That is often scary, but it is also an amazing opportunity for change. If a camper gets off on the wrong foot, have a talk with them and give them a second chance. However, you should also notify your Cabin Area Director - Pro Tip: TELL EVERYTHING TO YOUR CABIN AREA DIRECTOR.

Finally, *the key to camper discipline is a personal relationship*. If you are having trouble with a camper you should IMMEDIATELY spend quality time with them. This will allow two things. First they will grow to respect you, and even more importantly, you will grow to love them.

EVENING DEVOTIONS

Cabin devotions are held each night and are led by the counselors. These are biblically based and classically Christian in content. Evening Devotions should be based around the content of the morning chapel. Cabins may request to go through a book (Jesus Storybook Bible is great for Junior Camp), but this must be cleared with a director.

Many of our campers are not from Christian homes. You should always avoid putting a camper on the spot by asking what their favorite Bible verse is, asking about their faith, etc. Devotions should be simple and brief.

Please contact a director if you do not feel comfortable leading devotions. Also please note that *the Director must approve all materials used in devotions*.

REST TIME

"Rest Time" is observed each day after lunch. This is an important time and should be truly a *rest* time. However, campers will not rest without counselor supervision. All campers must be on their beds and absolutely quiet for the full time. There is a longer rest period on Sunday and the same rules apply. The secret to a successful rest hour, as well as a successful bedtime, is the teacher's maxim: "never let them see you smile until Christmas." This means that you should begin each session being very strict about this. Later you may choose to relax a little, but unless you get this under control early you will never have a chance.

Our favorite method for putting campers to bed was devised by a Timberlake counselor several years ago. He would begin with a countdown to taps, so that every camper was in bed by the time it blew. He would then put a chair in the middle of the floor and have his personal prayer time. While none of the campers knew that this was what he was doing, he could use this time to silently pray for them and also keep them silent until they fell asleep.

MAIL AND CARE PACKAGES

While campers cannot communicate electronically with their families, parents can send emails to their campers. Counselors can retrieve these for their cabins before dinner. Staff may receive packages but not food. Campers may not receive packages at all.

Absolutely no food is allowed in the cabin at any time. Food attracts mice; mice



attract long legless creatures that are the natural predators of mice. Food and candy purchased at the Trading Post should be eaten in the Trading Post area. Additionally, leftover cardboard from packages is not allowed in cabins as the glue in these boxes attracts everyone's favorite pest...cockroaches.

STAFF LETTERS TO CAMPERS AND PARENTS

At least one cabin counselor should write a note to each camper in their cabin that will be included in the camper packet when they leave. Be positive again and write something personal. Campers keep these for years, and their parents show them off when we visit their homes.

CAMPER LETTERS HOME

Campers should be encouraged to write home at least once a week. Please make a note to encourage this during rest time. Please also offer to help younger campers who may struggle to write.

CABIN INSPECTION

Cabins will be inspected every day. Assign a camper to each necessary task and rotate these duties every day. Put a weekly chore chart up in the cabin as a reminder. *Counselors and C.I.T.s will be responsible for keeping their own area in good order* and should supervise the cabin clean up. Counselors are ultimately responsible for the cleanliness of the cabins. This is an opportunity to make friends and build camaraderie with your campers.

If a cabin needs additional attention, there will be a note on a counselor's bed to this effect. A thoroughly clean cabin in perfect order will receive a 10. We hope that these daily cabin inspections will encourage the boys to take pride in their cabins and their camp.

Inspection will be every day sometime during morning activities. Every two weeks the winning cabin earns a party in The Tuck. If you are excited about the competition your campers will love cleaning.



THE TUCK MUSTS

Meals at camp are a symphony, and like every good symphony, conductors are necessary! At camp, the counselors hold the baton. You should not underestimate the importance of meals at camp. Children identify meals with their families, but veteran campers identify camp meals in The Tuck with their friends, so mealtimes can foster homesickness or friendship. The difference is a comfortable order that only the counselor can make happen. Here is how we make that order.

CITs and out of cabin staff will set the tables, entering when the setters' bell rings ten minutes prior to the meal. When the eaters' bell rings the campers and staff will come in and sit by cabins and at tables that are assigned at the first dinner of each two weeks. Once the meal begins the staff members become hosts, directing the meal and creating a happy table environment. They begin by serving the first plate of food to each camper and promoting good table manners and conversation through the meal.

At the end of the meal things get serious. After the campers have eaten and stacked plates, uneaten food and trash, on their brown tray, they wipe their tables before adding their rags to the tray as well. Rookie Mistake #1: wiping your table before the counselor serves dessert. The central staff will bring around trash cans to collect trash and finally a staff member will take the brown trays to the dishwindow. It's complicated, but so is human DNA, and they both work pretty well.

A few important things: 1. Let a Cabin Area Director know if a child is not eating well. 2. Food and tableware are not allowed out of The Tuck. 3. Know your campers' dietary restrictions and then be sure to check the allergy board on your way in. We want to encourage campers to do this for themselves but remember you are ultimately responsible for knowing what they can and cannot eat. 4. If you let your campers know you love the food they will love the food, and if they do not love the food they will not love camp. 5. You want your campers to laugh and have fun conversations, but they should not scream during meals.

LAUNDRY

Laundry is done by cabin, once a week, on designated days. We are not able to be responsible for lost or damaged items.

CAMPER DISCIPLINE

Discipline is one of the most important elements of camper development. If it is handled poorly, discipline can become dangerous and self-defeating.

Two of the most important steps in discipline are: 1. Be very clear about expectations during your first cabin talk. 2. Build close relationships with your campers. It is more difficult to disobey a counselor you love and respect.

No counselor will subject any camper to physical discipline of any sort. This includes spankings, push-ups, standing in uncomfortable positions, etc., and no counselor will subject any camper to humiliation. Avoid any "wild west" style of disciplining children where one child leaves feeling slighted. This includes almost any situation where you are tempted to say, "Okay, now you're even."

If a camper is knowingly disobedient, the counselor may respond by removing a camper from the activity the staff member is leading (i.e. sitting out of the next game in Tennis). It is very important that a counselor take the least severe available action to punish a camper. Whenever a camper is spoken to about discipline there should be at least two counselors present and a note made on their cabin card. Counselors should not take away dessert or Trading Post as a form of punishment.

If more severe action is needed, the counselor should consult the Cabin Area Director. Remember, you are their counselor, not their parent. Your job is to create a safe, happy environment, not to bring discipline. If things are out of order, it is your responsibility to inform your Camp Director or Cabin Area Director of every step taken.

GUIDELINES REGARDING APPROPRIATE TOUCH

1. Appropriate touch involves the short (5 seconds or less) display of greeting, good-bye, or encouragement of some specific event.
2. Touch should involve only the hands, arms, upper backs or shoulders of another.

3. Front to front staff-initiated hugging is inappropriate. Side hugs are preferred.
4. Public meeting areas are to be used for mixed company.
5. Staff members are, throughout the camp, mandated reporters and should immediately report to the director any concern regarding misconduct. This includes abuse away from camp.
6. No staff is to be isolated with a camper or counselor. If you need to talk, use an open area in sight of others. Avoid all physical contact in these situations.
7. Staff should never have a camper out after 10:00 P.M. Exceptions include: emergencies and *program staff planned* camp operations.
8. When you find yourself alone with a camper, either call another staff member or walk with the camper to another location.
9. If you must counsel with a camper after dark, inform the cabin counselor of your location and remain in eyesight and earshot of others.
10. Be careful of verbal comments. Do not allow jests about body parts or off color innuendoes.
11. Do not allow a camera to be present inside the cabin, or any time a camper or counselor is unclothed.
12. Staff should never be naked in the presence of campers. This includes "mooning" and other public displays. When walking to and from the bathroom, a towel is a minimum requirement.
13. No staff member may have a romantic or exclusive relationship with any camper or CIT.
14. Tickling or teasing a camper to the point that they are out of control is unacceptable.

People are comfortable with differing levels of modesty. Any conduct that makes a camper or another counselor uncomfortable is inappropriate and may be cause for dismissal. It is also your responsibility to report any concerns to the directors.

SICKNESS

At the first sign of any sickness, bring your camper to the Wishing Well. This is our infirmary and it is staffed by two health care providers. Remember that they are the experts about camp health, and you are the expert about your camper, so tell them when you feel they should take a closer look at your camper.



II. Stuff we do in our activities

PROGRAM

Most of our campers come to camp to make friends and to have fun. There is no other educational institution where this is true. They do not attend church or school to have fun. They don't go to afternoon classes and practices with this expectation. Camp must be fun and this largely depends on you. We will talk at length during training week about how you can do this.

RAINY WEATHER PROGRAM

During inclement weather, we try to continue the fun and instruction in our activities as much as possible. You should have a lesson plan for rainy days. The following activities will move from their regular spots to the locations listed below.

Kayaking.....	The Chapel
Swimming	The Chapel
Canoeing.....	The Chapel
Diving.....	The Chapel
Paintball.....	The Mark
Field Sports	The Mark
Airsoft	The Mark
Climbing.....	The Mark



Details

The Carolina Mountains are subject to long periods of rain, but this is an opportunity for our value ‘we care about details’ to shine. Campers need help keeping feet dry; lines need to be cleared and dried; classes **MUST** meet in rainy day locations. Remember, do not dismiss campers to their next class if there is a continuing threat, and make sure they are wearing rain gear. These are the details that take an average camp experience and make it exceptional.

ENVIRONMENTAL IMPACT

Camping involves outdoor living in a natural environment. It is quite difficult to maintain a natural setting in a living area with 200+ campers and staff. Through your efforts, and in cooperation with the maintenance staff, we provide our campers with a beautifully natural setting.

The camp buildings have been located to have minimal impact on the wilderness setting. Their color of Timberlake Green (yes, our special mix) helps them blend into the woodsy atmosphere. The maintenance personnel provide continuing year-round work to prevent erosion and permit the foliage to grow in a natural manner.

To protect this quality we need your help in the following areas:

1. Encourage your campers to dispose of all litter in trash and recycle cans. This is especially important around the Trading Post area.
2. When you see litter on the ground, pick it up. It is not an accident that you saw it.
3. Keep your activity areas neat, free from litter and lost and found articles (especially the Waterfront, The Mark, and the Archery and Riflery Ranges). **This is very important!**
4. Immediately after an evening activity to which you are assigned, thoroughly clean up the area.
5. Prevent campers from causing erosion by walking on banks or destroying vegetation.

Neat grounds, activity areas and cabins help campers develop pride in their camp. This creates a greater feeling of confidence and enhances their performance in the activities.

WATERFRONT PROCEDURES

The waterfront can be a fun place to enjoy, and because it is so appealing to play near, staff should pay extra attention when around it. Most emergencies and/or drownings happen to people who don't expect to even get wet. The following rules must be observed:

A. Eligibility:

The following eligibility requirements apply to all campers and staff.

1. We recognize three levels of swimming ability. All campers wear PFDs at all times with the exception of swim and dive classes.
 - a. Not eligible to participate in free swims. Can only participate in swim class.
 - b. Can participate in free swim but can only enter deep end with prior permission of director.
 - c. Can participate in all aquatic activities and areas.
2. Levels are determined by the swim check. Buddy tags and swim bands are colored to indicate each participant's swimming ability.

B. Ratios:

1. Maximum number swimming:
60 campers
2. Maximum number boating:
40 campers
3. The general rule is there will be at least two staff members at all times, one of whom will be a watcher and one a certified guard.
 - a. A minimum of 2 staff per 24 people - 1 must be certified.
 - b. A minimum of 4 staff per 25 - 40 people - 2 must be certified.
 - c. A minimum of 6 staff per 40 - 60 people - 3 must be certified.



The magic of camp

C. Protective Equipment:

1. Each active lifeguard must have ready access to a hip pack and be standing with a rescue tube.
2. A backboard will be readily accessible to the swimming area.

3. Any other equipment may be used at the direction of the Waterfront Director, providing the staff has been trained in its use.

D. Safety Regulations:

Getting on the Waterfront

1. The appropriate entrance for all waterfront activities is by the buddy board
2. A staff member will check in each camper by the buddy board. No one shall enter without checking in. The guard will ensure that each camper is marked on the buddy board, and if necessary, a swim band indicating the camper's swim level will be issued.
3. Enter the waterfront area or canoe dock when the head guard gives permission. A lifeguard will be present at all times the waterfront is open. This includes staff free swims.
4. All participants involved in an aquatic activity are informed of the waterfront procedures and safety regulations on their first class meeting and first free swim.
5. PFD's are worn by everyone, including staff, except during instructional swim and diving classes.

Getting off the Waterfront

1. Leave only by passing the buddy board.
2. In order to leave, all waterfront participants must check out with the staff member by the buddy board. No one shall leave without checking out and returning their PFD.



Buddy Tag/Numbered PFD system

1. Every camper will have a Buddy tag with their name and cabin, whose color corresponds to their swimming level.
2. In order to check on the the dock anytime (with the exception of swim/diving class, which uses class rosters system), a camper must present their tag and PFD to staff member who will:
 - a. Ensure the PFD fits and is being worn properly.
 - b. Will place the buddy tag on the numbered hook matching the PFD number.
3. All quiet during free swim checks.

Safety Check Procedure

1. Ordinarily called by head guard every 15 minutes of free swim.
2. Head guard blows whistle long and loud, calls "Safety check" and everyone should be quiet.
3. Counts all participants and matches with buddy tags on the 'In' section of the board.
4. If the count does not match, a second staff member assists in a recount. If a participant is still not found, initiate the emergency action plan and missing camper procedure.

Activities on the Waterfront

1. No running, rough-housing, or pushing on the docks.
2. Do not talk to the guards except for necessary information.
3. No camper or staff will be on the blob or the blob platform without the supervision of a lifeguard and will follow blobbing procedures at all times.
4. No camper or staff will use the rock wall, rope swing or the rope swing platform without the supervision of a lifeguard and will follow proper procedures at all times.

5. Everyone will be tested at the waterfront to determine swimming ability.
6. After being tested, the person will be told which activities they may participate in, which areas of the lake they may use and if there is any special equipment they may use.
7. If you see campers by themselves near the lake, invite them to another location.
8. There is no diving into shallow water (6 feet or less). The only diving from any dock shall be under the supervision of the waterfront staff.
9. Swimmers dive off of the front of the board only. One bounce and one person on the board at a time.
10. Swim only within the dock boundaries unless permission has been given to go to swim elsewhere.

Canoeing and Kayaking

1. Canoes and kayaks are used only with the permission of the waterfront staff.
2. On the first day of canoeing/kayaking class, participants are informed and instructed on safety rules and regulations, proper boarding and debarking, trimming and movement of the canoe, the use of PFDs and self rescue in the event of capsizing or swamping.
3. No capsizing without permission.
4. Before each day's first use the canoeing/kayaking staff will examine the canoes, paddles, skirts, and PFDs. If repairs or replacements are needed, the proper person will be notified.

Lifeguards, Waterfront Staff and Lookouts

1. All lifeguards/lookouts will be attentive to the areas they are positioned to watch, and located in positions from which they can continuously observe and readily assist participants.
2. A whistle signals all on the waterfront to become silent and to listen for instructions from the guard.
3. Uncertified swimming instructors will be under the direct on-site supervision of a guard.
4. Waterfront equipment will be checked daily by the waterfront director, or his/her assistant, and properly maintained.
5. During any waterfront use, including staff use, at least one watcher will remain out of the water at all times and be positioned to observe all swimmers.
6. Lifeguards and watchers will be trained to maintain their supervisory roles, serving as guards and watchers at aquatic sites away from camp.

E. Emergency Action Plan:

Instructions for responding to an injured swimmer

1. Lifeguard closest to accident or first to witness accident blows whistle three times and takes appropriate action also becoming the primary rescuer.
2. Second closest lifeguard assists the primary rescuer and becomes a secondary rescuer. If a secondary rescuer is the only other rescuer they will first direct other swimmers to the beach and radio appropriate message to the office for a nurse or additional help if needed.
3. Other guards/watchers present will be in charge of clearing waterfront of swimmers and directing them to the beach area. He/she will also radio appropriate message to front office for nurse or additional help if needed.

Whistle Blows

- 1 whistle blow: Attention; be quiet for further instruction
- 1 long whistle blow: Safety Check; quiet for counting of participants
- 3 whistle blows: Emergency; all swimmers evacuate swimming area to beach

Missing Camper/Lake Search

The lifeguard in charge, usually the waterfront director, begins the deep-water search.

1. Assign a search captain to manage efforts and communicate with the office. This should be the

waterfront director if available.

2. Send two watchers to walk the perimeter of the lake (heading different directions), checking shore and shoreline.
3. Begin swim search in the area of the lake that the camper was last seen. If the area is not known, then



divide into two groups and swim search area #1 (wedge equaling N side of swim dock to fire dock, water tower to the swim dock) and #2 (boating dock from water tower to Andrew's house 30' into lake interior).

4. Swim search area #3 (Andrew's house to the far side of fishing dock 30' into lake interior) and #4 (north side of lake to bridge).

5. Swim search area #5 (area above bridge).

F. Equipment Maintenance:

1. The Waterfront Director will inventory and inspect all equipment at the beginning of the season.
2. He/She, or an agent, will also inspect all safety equipment to see that it is in place at the beginning of each day.
3. If something is broken or missing, a report will be given to the camp director immediately. If there is not a replacement immediately available, or if the loss does not allow proper ratios, then waterfront activities will be reduced to the point that all safety requirements are met.

G. Safety Concerns Related to Area:

1. Swimming under the docks is not allowed.
2. Pushing off of docks and fire dock will not be allowed.
3. Campers will try to catch frogs when there is no staff present; all staff must address this.
4. Rocks may not be thrown.
5. Campers and staff may not "dunk" campers.
6. Staff must obey all waterfront rules, including wearing PFD's when required.
7. The Blob and rope swing should only be used when trained staff are present.

III. Stuff we do during the rest of the day

DAILY SCHEDULE

7:00	Reveille	1:50	Trading Post / Free Swim
7:30	Breakfast	3:00	3rd Period
8:15	Chapel	4:15	4th Period
8:55	Cabin Clean Up	5:30	Dinner
9:45	1st Period	6:30	Evening Activity
11:00	2nd Period	8:00	Tattoo
12:20	Lunch	9:00	Jr. Taps
1:15	Rest Time	10:00	Sr. Taps

CHAPEL

Chapel services are held every morning. The camp director will schedule staff to conduct the program each day and when asked will help in preparing the program. Staff members should sit evenly among the campers.

Chapels are to be uniquely Christian in nature. Toward this end, the Bible should be prominent in your message. Teaching God's word is both a weighty responsibility and a wonderful opportunity, and we want to help the counselors develop their gifts in this area.



FREE PERIODS

Because of our free periods, we are able to provide a camper who wants to specialize in an activity with an extra hour of instruction per day in addition to his normally scheduled three hours per week. You may want to limit the number of campers who can participate in your activity during free time and reserve one of these hours for campers who may be on a competitive level. This is a wonderful time to have campers test for bars.

Activity heads should try to schedule other staff in their activities during free periods to allow themselves and their assistants one free hour per day.

TRIBES

Timberlake's two tribes, Black Bear and Golden Eagle, form the foundation of our camp spirit. The tribes are organized and run by the campers themselves and are very important to each boy. Leaders are elected at the beginning of each session to help organize each group's activities and competitions. Campers compete individually and as teams to accumulate points throughout the session (listed below).

The tribe system exists for the purpose of teaching individual responsibility, personal health, respect for others, honesty and good sportsmanship.

CABIN POINTS

Ask each of these questions with the camper and another staff present.

1. Teeth.....Did you brush them?
2. Shower.....Did you take one? (With soap Huckleberry...)
3. Dry shoes.....Do you have at least one dry pair?
4. Clothes.....Have you changed them within the last day?
5. Water.....Did you have a glass at all three meals?
6. Rashes.....Rashes or skin irritation should be immediately reported to the nurse.
7. On Time.....Did they make it to all of their classes on time without being paged?
8. Lost Items.....Did you lose anything today? (write down what they lost)
9. Best things.....What was the best part of your day? Favorite camp thing about camp?
10. Hard Things....Is there anything that's not going well? Anything you'd like to talk about?
Is there anybody in the cabin who is not being kind to you or another camper?

Counselors turn in a list of their cabin points every week on a designated day to the Program Director. You should keep them in your cabin notebook and total them up at the end of the week.

Tournament points and all other point system categories are tracked by the program directors. The final results of tribal competitions will be kept secret until Closing Ceremonies. No points are given for accomplishments in activity areas since this could lead to peer pressure within the tribe.



LITTLE CHIEF

Once a week we meet together for a Little Chief Ceremony. Timberlake's Little Chief program is designed for the staff to recognize campers who demonstrate remarkable growth and investment in camp. We also recognize growth in activities, adventure and character. Later that night, after the ceremony and evening activity, the staff will visit each camper in their cabin and describe the unique gifts and abilities that they have recognized God developing in them.

Counselors are especially encouraged to look for the four qualities of servant leadership Timberlake seeks to encourage: Courage, Humility, Grit, Empathy. Use these words when encouraging your campers whenever possible/applicable.

IV. Stuff we do to keep campers safe

SAFETY IN CAMP

Most of you have attained a relatively high level of performance in the activities that you will be teaching. Through the years you have seen accidents happen and probably suffered a few yourself. Because of this, you know how quickly and unexpectedly they can occur. As a result we need you to:

- Always be where you are supposed to be, and stay alert.
- Insist that your campers follow all safety procedures and **follow them yourself**.
- Check all equipment, not only before each day's use, but also before use in each class. Help your campers develop this habit also.
- Where safety equipment is provided, use them at all times.
- Be sure that a camper is proficient at a basic skill before allowing them to progress.
- Anticipate accidents. Often an alert instructor can see the potential for an accident developing. When you see this or even sense this, **have the courage to stop**.
- Notify the director immediately of any safety hazard that you may see developing in your activity. If this involves equipment, do not use it until it is repaired.

Our *most prolific times for accidents* have not been in the participation of controlled risk activities but during *free times* and some evening activities where the campers are not under the direct instructional control of the staff. During these times, you can be easily tempted to rationalize that the rest of the staff is watching, so you can relax for a while. *It is your job to be with your campers during these times and to stay alert.*

CAMP-WIDE EMERGENCY MODES

In the event of a camp-wide emergency one of the following commands may be issued over the P.A.

1. Shelter in Place

This will be appropriate in instances when it would be unsafe to move to a safer location, such as an imminent thunderstorm.

- Campers and staff will seek the nearest safe shelter.
- The senior-most staff members are in charge of their locations.
- Injuries are to be reported to the hostess as soon as safe to do so.
- Remain in the cabin until the hostess announces all clear.

2. Return to Cabins

This will be appropriate when we need to account for all campers.

- Campers and staff will return to their cabins where they will be counted.
- Cabin staff report to their Cabin Area Director, who reports to the hostess.
- Remain in the cabin until the hostess announces all clear.

3. Hide and Cover

This will be appropriate when there is an imminent threat to campers in the open, such as an active shooter on property.

- Campers and staff remain hidden.
- Hostess calls 911 immediately.

FIRST AID

In case of an in-camp injury you should perform only the first aid that is immediately necessary and send for one of the Camp Nurses or designated First Aid Person. Never assume that an injury is not serious, especially a head injury. Making this type of a decision is the responsibility of our Camp Nurse. Finally, it is important to realize that in-camp time does not constitute a wilderness context and so does not allow for WFA's or WFR's to exercise wilderness protocols.

First aid supplies are located in the following areas:

1. The Wishing Well
2. The Ridgeline
3. The Mark
4. The Trading Post
5. All camp vehicles
6. Each cabin group

ACCIDENT/INCIDENT REPORT FORMS

Accidents, beyond minor cuts and bruises and childhood scrapes, require that an incident report form be completed and filed with the Wishing Well staff. Other incidents, including close calls, should also be reported on this form. Even though such an accident may not be serious, analyzing these forms can help alert the directors to areas of needed improvement.

VERIFICATION OF CAMPERS' PRESENCE

You should check for absentees during the following times:

1. At each meal
2. At the beginning of each activity period
3. At the beginning of each rest hour
4. At the beginning of each evening activity (as able)
5. At tattoo each night

You should notify the office if a camper is missing. The Hostess will announce for the camper to report to the assigned activity area. If he remains missing a "missing camper procedure" may be initiated **when the director deems appropriate.**

On Opening Day, parents and other people you do not know will be in camp. It is mandatory once a camper is checked into your cabin that you know where they are until dinner and evening activity. At this time all campers should be in camp and all non-camp people should be off the property. Regular procedures will go into effect at this time.

On Closing Day, parents and other people again will be in camp. Traffic increases and is hard to control. It is extremely important to keep up with your campers until approved transportation takes them home. If you are not sure, ask one of the directors.

MISSING CAMPER PROCEDURE

Upon determining that a camper is missing, the following procedure will be implemented:

1. An announcement will be made on the P.A. system that a missing camper check is underway. Program staff will share the camper's name with appropriate staff members. All campers will return to their cabins, sit on their own beds, and the junior- most cabin counselor will make a bed check. This counselor will report the result of the cabin check to their cabin area director, who will send this

information to the office. Should the cabin area director not be in camp, the senior-most counselor available in Further In, Turtleback, and Greybeard will act as the CAD.

2. All lifeguards will report to the waterfront without taking time to change into bathing suits and perform the standard waterfront search and rescue procedure.
3. The senior-most available camp nurse will report to the Wishing Well and await instructions.
4. The remaining members of the staff will report to the front fence along Dink Cannon Road and will conduct a search of the property including the Big House and activity buildings.
5. If, after one hour from the time the search is begun the missing camper is not found, the directors will decide whether to call the camper's parents to inform them of the situation and to apprise them of what is being done. When the director deems it appropriate, the camp hostess will call 911, and make a missing person report.

MASS INJURY PROCEDURES

Should an emergency situation involving mass injury occur, the following procedure will be implemented: Campers and staff who are not injured should go to their cabins for a bed check and should remain there until notified by the hostess over the P.A. system.

There will be three aid stations set up in camp as follows:

- Station #1 - The Tuck (If this is unsafe then Junior Camp Thunderball)
The Junior Camp Cabin Area Director will be in charge of this area
- Station #2 The Outback- (If this is unsafe, then the Ridgeline)
Intermediate Camp Cabin Area Director will be in charge of this area
- Station #3 - The Mark (If this is unsafe, the road Road beside The Mark)
Senior Camp Cabin Area Director will be in charge of this area.

Only people who have an injury need to come to the aid station. If a victim cannot be moved, keep him or her still, calm and treat for shock. Inform the Hostess Office of this person.

By direction of the Cabin Area Director, any injured person who can walk to Station #1 should do so.

The most urgent victims will be transported to the hospital by way of camp vehicles or ambulance. If more transportation is needed, staff cars will be used.

The Hostess should ensure that camp gates are open for emergency vehicles.

Ordinarily a Registered Nurse and a Standard First Aid Person must remain at camp at all times.

In all areas, safety overrides all written procedures, but adhering to these procedures will aid in quick assistance. EMS will also be notified and assist if available.

EMERGENCY COMMUNICATIONS

In the event of an injury or emergency, the hostess office will act as a communications center. The following patterns of communication will be observed:

1. Ordinarily in the event of an injury in camp, the senior-most staff member present or the most highly certified first aid provider will perform immediate first aid and then send another staff member to the office, or have them communicate by radio, to notify the nurse and directors. A staff member will then remain in the office at all times to man the P.A. system and the phones in connection with the emergency. This person will also handle normal camp communication so that it does not interfere with the emergency communications. This person will also call for community emergency aid if needed.
2. In the event of an emergency or injury out of camp, the senior-most staff member on the trip will

assure the well being of the campers first and see that the office is called. The office personnel will then follow the procedure described in #1 above. Ordinarily the senior most staff member will remain present at the scene of the incident and the assistant will handle communication.

3. In the event that the public address and phone systems are not operating, support staff will patrol the camp to assure all is well. Should you need to communicate with the office, send the junior most staff member when it is safe to do so.
4. At the time that the director deems it appropriate, they will contact the parents or guardian of the campers involved.
5. **All media inquiries will be politely referred to the camp director.** No other staff may speak with media **or post on any social media platform** without the director's permission.

EMERGENCY VEHICLES

In the event of an emergency, all camp vans may be used to transport injured campers.

The keys are ordinarily kept in the hostess office. Because of their potential use as emergency vehicles, anyone using them for trips should be sure that they contain three fourths of a tank of gas (at the least) when they are returned to camp.

In the event that the vans are out of camp when an emergency occurs, we reserve the right to use private staff cars. Because of such potential, we request that your gas tanks be kept at least half full at all times.

HAZARDOUS AREAS IN CAMP

Though the directors and maintenance staff are engaged in an ongoing effort to minimize safety hazards throughout camp, there are still some areas that present some degree of danger, and both campers and staff should be aware of them.

1. Balcony in the Mark...the campers who are sitting in the balcony have a tendency to jump and sit on the balcony rail. Staff members should be around to prevent this practice.
2. The creek upstream of riflery and downstream of archery may attract campers
3. The hazard on the lake is obvious. All staff should scan the lake when they walk past.
4. The equipment used by the maintenance crew can be hazardous to bystanders. All campers and staff should stay clear of this equipment while it is in use.
5. Many camp steps are slippery when wet. Warn your campers to be careful when using steps, especially on rainy days.
6. Railings on porches throughout camp, especially the front railings of The Tuck porch, should not be used as seating. Take special notice of when campers are waiting for meals. If someone is seated or doing something unsafe on a railing, ask them to get down.
7. Gravel roads are notorious for causing abrasions, scratches and cuts. Staff should pay special attention when running or playing on gravel.

There are, of course, other hazards that are inherent in each special area. It is the responsibility of each activity director to acquaint the campers involved in his or her classes of the potential dangers of their sport.

HIGH WIND, TORNADOES, CYCLONES, HURRICANES LIGHTNING AND HAIL PROCEDURES

Staff and campers will move to the closest indoor shelter (as follows if possible) and wait for “all clear.” Listen for the Camp-Wide Emergency Modes over the P.A.

Preferred locations include: The Mark, The Tuck and the Outback. All people in cabins should remain in cabins.

When in the shelter, stay clear of glass and possible flying objects. Everyone should be on the ground level of the shelters.

When the storm has passed, the senior-most staff member may choose to send everyone back to the cabins where a bed check will be made and the Cabin Area Director will report the results to the office.

The Hostess will inform the camp director and notify, if necessary, 911 and utility companies.

After everyone is accounted for, who is injured, cared for, and weather conditions are safe, the Hostess will announce to resume normal activities.

FIRE PROCEDURE - CABIN/ACTIVITY AREAS

When a fire is detected in a cabin or near an activity area the staff will evacuate all campers quickly and quietly through the exit furthestmost from the site of the fire. Do not hesitate to use windows if doors are blocked by fire. If possible, the most senior staff member present will be the last to leave the building. Immediately upon evacuation of the building, the senior-most staff member will, if conditions permit, re-enter and use the nearest fire extinguisher to extinguish the fire.

Immediately upon evacuation of the affected cabin, one staff member will verbally sound the alarm by going to each cabin in the camp division and calling “fire.” The Cabin Area Director will send word to the office, and the Hostess will announce the fire for the appropriate camp division over the P.A. system. The Hostess will then call the Fire Department. Fire drills won't be for the entire camp, but only for the camp division affected by the fire.

Upon evacuation of a camp division, the campers from that division will form by cabins in the following locations, and the role will be taken.

Junior Camp

The Chapel

Intermediate Camp

The Outback

Senior Camp

The Archery Range

Missing campers will be reported immediately to the hostess, and, if feasible, the Cabin Area Director will re-enter the building where the fire is located to search for the missing camper.

Campers will not return to the cabin until directed to do so by an announcement from the camp director or the P.A. system.

FIRE PROCEDURE – THE TUCK/WISHING WELL

In the event of a fire in The Tuck or Wishing Well the senior-most staff present will direct the campers to leave the tables in single file. All will move to the chapel and line up by cabins facing the lake.

INTRUSION OF UNAUTHORIZED PEOPLE

Every visitor must carry a visitor's pass validating that they have checked in at the office.

If a counselor knows of any unauthorized person on the property, he or she should immediately notify his or her director or the hostess who will then investigate and determine whether the police should be

notified. There will be no attempt by any campers to confront suspected trespassers. *It is the counselor's responsibility to ask any stranger, who is not accompanied by a staff member and is without a visitor's pass, to check in at the office. The counselor should then escort him or her to the office.*

Periodically the directors will meet and discuss the security of the property.

CAMP SECURITY

Every effort has been made to make camp secure from outside visitors. A fence surrounds a good portion of the property, lights are placed in strategic areas, and at times we employ a night security guard. Still, in a camp we need to take basic security precautions.

1. No campers should walk alone away from the main cabin area after dark.
2. When leaving for evening activities, turn on your cabin's lights so your campers will return to a lighted cabin after dark.

If you see a stranger, ask to see their visitor's pass. If they do not have one then find another counselor and together accompany them to the office to check in.

Nighttime Strangers/Potential Trespassers: We also have a policy for dealing with strangers/potential trespassers at night because our normal policy gets less practical as it gets later in the evening. Follow these steps if you see a stranger on property at night when other staff members are sleeping:

1. Before all else, make sure your campers are safe and supervised.
2. Make a reasonable attempt to see if it is a counselor, camper, or someone you know.
3. If your cabin is asleep, then *wake up two additional staff*. Do not disturb a sleeping cabin if at all possible. Leave one staff member to supervise the sleeping cabin.
4. With the other counselor, go get the camp director.

Use good judgment. These steps should be followed carefully and calmly. Never physically interact with or attempt to restrain a stranger. If the situation gets any more complicated and a director is not present, send a staff member to get a director, regardless of the hour. Do get as much information as possible about who they are, what they look like, and what they are doing on property.

V. Stuff we do to take kids out of camp

WILDERNESS TRIP REGULATIONS

1. Ratios

Regardless of the size of the trip, there must be a minimum of two staff for each out of camp trip, and the camper staff ratio will not ordinarily be above 8:1 on the trail. An exception will be if a specific activity (i.e. adventure challenge, Greybeard Trip, etc.), or published environmental standards mandate a different ratio. It is the responsibility of the trip director to learn these restrictions and to assure that they are not violated. The Camp Director of either camp may grant minor exceptions to the staff to camper rule. Ordinarily, group size will be limited to 15 people.

2. Leave No Trace

One of the main focuses of all wilderness trips will be on low impact camping. Not only will the adage "pack it in, pack it out" be followed, but each trip will be charged with the responsibility of leaving the terrain in better condition than they found it. In an effort to leave each site in a better condition than when we arrived, each site will also be brushed to remove footprints and large rocks that may have been moved will be returned. No fires will be lit except where fire pits already exist. When fires are used, wood for them must be found as deadfall and unused wood and ashes should be scattered upon leaving the area. Whenever possible leftover food should be packed out. Additionally, we will concentrate impact in High Use Areas, spread our use of pristine areas, avoid places where impact is just beginning, and use fire responsibly per director and activity procedures descriptions.

3. Sanitation

Sanitation is not a pleasant topic, but every camper and every trip leader, must for the sake of others, consider it openly, with his mind unblurred by prudery. With proper "cat sanitation," and due care and consideration in the choice of sites, no problem should arise. All sites utilized for this function will be located a minimum of 200 feet from any water supply, trail or campsite, when safe to do so. All toilet paper will be buried as well as all feces. Only biodegradable non-detergent soap will be used on the trail.

4. Trip Request and Appropriate Participants

All trip leaders and guides will possess the technical skills required by the ACA Standards. At least one of the staff members will be familiar with the route, hazards that may be encountered, points of interest that the campers will enjoy and benefit from seeing. After planning the trip, the trip leader will review the proposed route and all portions of the "Trip Request Form" will be completed.

After obtaining approval for the trip from the camp director, the trip leader will file plans with the camp hostess. Supplies will include properly sanitized utensils, food, water and purification, an appropriate first aid kit, etc. All members of the trip will obtain the approval of the camp health director no more than 24 hours before the trip departure. In "regulated" wilderness areas the trip leader will be responsible for obtaining permission and/or permits from the appropriate agency.

Ordinarily the trip leader will announce the trip no later than two days prior to the trip's scheduled departure. Certain exceptions may be made with the approval of the camp director. In any event the trip leader will select only campers and staff who are physically and emotionally capable of making the proposed trip.

5. Food and Water

Ordinarily water will be obtained from a public water source. Off-Site Drinking Water shall meet the following requirements:

- (a) Water transported for off-site drinking shall be from an approved source and shall be transported and stored in clean, sanitized containers designated solely for this purpose. Where it is not practical to transport drinking water for off-site activities, treatment measures shall be provided to ensure that drinking water is free from disease causing organisms.
- (b) Water shall be taken from free-flowing streams, springs and wells if available. Water may be taken from still sources when free-flowing sources are unavailable. Water shall be visibly clear and free from debris, trash and organic matter.

Treatment of Off-Site Drinking Water shall meet the following requirements:

- (a) Water shall be brought to a rolling boil for a minimum of one minute; or
- (b) Water shall be filtered to remove cysts and viruses by using a filtration system with an absolute pore size of one micron or smaller, and treated with:
 - (i) A minimum of 2 parts per million of free chlorine residual maintained for a minimum of 30 minutes; or
 - (ii) A minimum of 5 drops of 2 percent tincture of iodine per liter of water. For commercially prepared tablets, manufacturer's directions shall be followed.

Food deemed perishable by the kitchen director will be packed according to his/her instructions. This will include all foods whose ingredients are capable of supporting growth of microorganisms (i.e. milk products, eggs, shellfish, poultry, etc.). Such food should be maintained below 40 or above 140 degrees. All eating and cooking utensils will be washed after each use; for multi-day trips all utensils will be boiled at least once per day. All equipment will be washed again by the kitchen staff in the kitchen dishwasher upon return to camp and then stored in a sanitary manner until their next use.

All requests for food from the kitchen will be made no less than 24 hours, and preferably 48 hours in advance. A friendly reminder the night before you leave is a good idea

6. First Aid Certifications Needed

A staff member with the following certifications, or a more advanced appropriate certifications, must be present in the following circumstances.

- | | | |
|----|----------------------------|---------------------|
| A. | <20-60 minutes to Hospital | Basic First Aid/CPR |
| B. | >60 minutes to Hospital | WFA or WFR/CPR |

If there is a certified WFR or WFA present, he/she may act in that capacity with attention given to the conditions necessary to institute wilderness protocol.

7. Equipment

All equipment (flies, packs, stoves, etc.) will be inspected by the trip leader prior to each use.

The proper use of camp stoves will be taught in the backpacking classes and no one will operate these stoves unless they have been approved as an operator by a member of the backpacking staff. If campers use stoves they will be under the supervision of a staff member. In every event fuel will be held at least 15 feet away from the stove. Proper stove use will differ according to model; each stove will only be used in accordance with manufacturer directions.

8. Safety and Emergency Procedures

The buddy system may be used on trips in which case the leader may, at his or her discretion ask for a buddy count. The campers will be counted before leaving each location. Careful Counselors Constantly Count. Campers will ordinarily wear whistles and will be instructed where and when to use it by the trip director, unless it is deemed unsafe to do so.

If a camper needs to be evacuated the first choice will be to hike the entire group to the road head. In the event of an emergency where the trip director deems it necessary to leave one or more members of the group on the trail and go for help, the following procedure will be followed: The campers will be counted. The campers to stay on the trail will be left with a senior staff member with provisions. The senior staff member that knows the trail the best goes for help. The remaining staff member will keep the group together, preferably remaining in place, but hiking out if necessary.

In the event that a buddy check shows that a member of the group is missing a similar procedure will be followed. The departing senior staff member will re-trace the trail, periodically blowing a whistle and listening for a reply. All members of a trip will have been instructed that, if they have become separated from the group, they should not move and should blow their whistle periodically until a staff member comes to them.

Communication with the main camp in the event of an emergency or change in trip plans will be accomplished by a phone call to one of the camp directors. Contact numbers are included in each first aid kit. No communication will be made with a camper's parents or the media except through the camp director or someone appointed in his stead. The Directors may also contact the appropriate rescue agency.

9. Safety Talk

Campers will be given a safety orientation that includes expected behavior at off camp locations.

10. Aquatic Sites Away from Camp

An aquatic site will be defined as any setting where a camper will be in water over his/her thigh. By this definition a river ford may be an aquatic site.



- A. Upon arrival to an aquatic site campers and staff will be oriented to rules and boundaries.
- B. Staff will assess water and weather conditions to identify hazards and determine appropriate activities.
- C. Camper access may then be limited as appropriate. This may be based on the camper's swimming ability, or degree of staff training.
- D. Staff will ensure that the facility appears to be in good repair, and that in every event appropriate rescue equipment is available and in good repair.
- E. For any aquatic activity there will be at least two staff present, one of which will be out of the water as a trained lookout and one of whom will be an adult and certified lifeguard.
- F. All staff accompanying campers to public aquatic facilities must be trained on written procedures that specify their supervisory roles and responsibilities.

11. Other Regulations

All Forest Service regulations will be observed. All active Peregrine Falcon closures will be respected. Crowded areas will be avoided and group size will be limited based on the needs of a LNT ethic.

OTHER OUT OF CAMP TRIP REGULATIONS

Camp staff remain responsible for all their caregiver roles when out of camp, even when the trip is overseen by other contracted help.

Before transporting campers away from camp, you must do the following:

1. Complete a Trip Form on the trip computer.
2. Meet with John the day before your trip to ensure you have all necessary signatures.
3. Know the location of the nearest medical facility to your point of destination.

SUPERVISION RATIOS

Campers will ordinarily be accompanied by two staff members. One will be the designated trip leader, and the other will be responsible for safety and group management. Exceptions will be considered by the director signing the trip form.

On normal out of camp trips a minimum staff ratio in a van will be two staff members to 13 campers. The staff should also be prepared with activities to engage the children during the trip. Activities should be appropriate to the age, mental ability, and physical condition of the campers. One person on all trips should have at minimum a first-aid certification.

In case of a vehicle break down:

1. If possible, remove the vehicle from danger of being struck by passing traffic.
2. If prudent, remove the campers to a safe place where they are out of danger from being struck by passing traffic. This may require remaining in the vehicle until help arrives.
3. Place emergency warning markers behind the vehicle.
4. Call for help, or flag down a passing motorist and ask them to send help and to call the camp and notify the directors of your location. Staff should not accept a ride with a stranger for this purpose. At least one adult staff member will remain with the campers at all times. Of course, if a second vehicle is on the trip, its driver will go for help. If appropriate, one counselor may identify witnesses.
5. Notify the camp, and only the camp, when safe to do so. Do not post on social media or call anyone else. When on a trip any communication with the camp should be done through the Hostess, Director or Program Directors. The camp director, or their designated



representative, will handle any contact with parents or media.

All camp vehicles leaving camp are equipped with an emergency first aid kit. It is the responsibility of the camp nurse, working in conjunction with the trip leader, to ensure that these kits and information are properly stocked and completed. Health forms will, in most circumstances, remain in the infirmary and be faxed to the appropriate hospital if needed.

Any trips over thirty minutes from camp will be supervised by a minimum of two staff members who are familiar with and capable of implementing the emergency procedures described in this section. Two staff members in two different cars that stay together on a trip will be considered to be in compliance with this section. Trips in the valley, to the doctor or Urgent Care and to the Asheville Airport may be made with only one trained staff member.

Should a minor injury occur on any trip, a staff member will administer first aid. Should a serious injury occur on a trip, a staff member will stay with the injured camper and the remainder of the campers while another staff member goes/calls for help. The next phone call should be to the camp. Staff should not speak with media or parents, but should instead direct all questions to the camp director. If there is no 911 service in the area, the trip leader will take the injured camper, and, if appropriate, everyone on the trip to the nearest hospital. The details of all such injuries or incidents will be entered in the infirmary logbook and on an Incident Report form immediately upon the trip leader's return to camp. Please take note of witnesses, including their contact information, at the scene.

If there is a Certified WFR or WFA on the trip then he/she may act in that capacity if he is in a wilderness context.

Should an emergency involve a traffic accident, one staff member, after assuring the safety of the campers and administering aid to any injured, will obtain the name and phone number of any witnesses to the emergency and who may be present and will make notes of any license numbers of other vehicles that may be involved. After these procedures, a staff member will notify the camp office giving to one of the directors details of the emergency.

All ratios will be met if each person is wearing a seatbelt and a qualified driver is behind the wheel. It will be the Trip Leader's responsibility to ensure that these procedures are followed.

COUNSELORS AND CARS

Camp is a pedestrian environment. When cars do drive on property, the speed limit at camp is 10 miles per hour. All roads are one way, generally bearing right. All counselors must park in the staff lot unless they receive special permission of a director. No campers may ride in a staff member's car without the permission of a director.

All camp vans are ordinarily to be parked in the staff lot.

All delivery trucks are to be notified of the route they are to take while on the property.

VEHICLE SAFETY

- A. The first time that each child rides in a passenger vehicle he or she will be instructed on safety regulations. This will include: 1. Instructions to use seatbelts and not to remove them, 2. and instructions to obey the driver, 3. to remain seated, 4. evacuation procedures if in a bus.
- B. Camp vehicles will not be loaded beyond manufacturer's capacity, or number of seat belts.
- C. Children under 8 who weigh less than 80 pounds will be in a booster seat with a shoulder strap. Any other vehicles used will not be loaded beyond seat belt capacity.
- D. Campers and counselors must wear seatbelts while traveling off the property.
- E. If two or more vehicles are traveling together, there will be no passing unless absolutely

- necessary. Also, they will remain a safe distance apart.
- F. Any people in wheelchairs will be belted into chairs which will be locked in position and secured to the vehicle. Camp does not currently have vehicles appropriate for wheelchairs.

NON-PASSENGER VEHICLES

No camper or staff will ride in the back of a pickup truck or wagon where seats are not attached to the vehicle. The exceptions are slow moving "hay rides" (i.e. the Fourth of July parade), and maintenance or operational needs (i.e., setting up cookouts or moving equipment).

POTENTIAL CONTACT WITH STRANGERS DURING OUT-OF-CAMP TRIPS

During trips out of camp where strangers may be encountered either in the town or in the wilderness, the following procedure will be followed:

1. The campers will be buddied up. Buddy checks will be taken periodically. Buddies must stay together at all times.
2. Staff will endeavor to keep the entire group in sight at all times. There will also be predetermined check in times; these will be determined by the trip leader and based on specifics of location. Every camper will be supervised unless the camp director gives permission for this not to occur.
3. If the trip leader believes it is appropriate the campers will be instructed to not talk to any stranger, and, if separated from the group, to seek aid only from officials such as law enforcement officers, store employees, etc.
4. Should a camper be missing from the group, one staff member will initiate the search procedure. A second staff member will stay with the main group, keeping them together and in one place.
5. Upon arrival at the area give campers an orientation defining boundaries, bathroom procedures and what to do if lost.



VI. Other stuff to help you do your job

YOUR RESPONSIBILITY AS A COUNSELOR

Camp counseling is not an easy job; it is not a summer vacation. Your responsibility toward your campers continues twenty-four hours a day with the exception of your scheduled time off. Your exercise of these responsibilities will have an immediate effect on the safety and happiness of your campers, and it will also affect their growth and attitudes for the rest of their lives.

Through Timberlake's many years of operation, our program has fostered faith and given direction to thousands of campers. Many former campers have told the directors of lessons learned at Timberlake that guide them in their mature lives.

This growth did not come from Timberlake per se; it comes from all of the staff members who have been here before you, all of the counselors who have dedicated their summers to helping our boys grow.

Continuing this program and spirit that has been built by these former staff members is NOW YOUR RESPONSIBILITY.



Austin getting the job done on opening day

LOYALTY

During your stay with us you will probably see things that you feel could be improved upon. Please talk with your Cabin Area Director, Program Director, or Camp Directors concerning these things. Complaining to campers or fellow staff members is not allowed. It simply hurts the camp.

TELL ME ABOUT IT! (reporting camper/counselor concerns)

Part of your job is to tell the camp director about anything that compromises the fun, growth, and well-being of a camper or another counselor or any behaviors that campers are exhibiting which suggest they are having difficulty adjusting to camp life.

Tell your Cabin Area Director or the camp director about any camper who is:

- Struggling with homesickness
- Isolating himself from the rest of the cabin, tribe, etc.
- Struggling to form friendships with other campers
- Eating very little or refusing to eat
- Bullying another camper physically or emotionally
- Using profane or graphic language
- Having difficulty sleeping (trouble falling asleep, nightmares, bedwetting, etc.)

- Refusing to adhere to camp rules (consistently late, neglecting assigned chores, etc.)
- Threatening to run away or to harm himself
- Displaying inappropriate behaviors
- Overly preoccupied with sexual matters

Tell the camp director about any adult:

- Who you feel is stressed or who you think could use some support or relief
- Who you feel is not taking care of him or herself
- Whose behavior with campers is inappropriate, including...
- Using profane or graphic language
- Initiating or encouraging inappropriate contact with campers
- Favoring one or several campers over others
- Participating with campers in breaking camp rules
- Being punitive in a way that is threatening or harmful
- Social Media presence that is inconsistent with the ideals of camp
- Making campers feel uncomfortable
- Whose behavior with another counselor is inappropriate, including:
 - Using profane or graphic language
 - Initiating or encouraging inappropriate contact with counselors
 - Encouraging other counselors to behave inappropriately
 - Making another counselor uncomfortable

If in doubt, please tell the director about anything that does not feel quite right. The director needs to be the one person who has the most complete picture of everything and your input is an important part of that.

BENEFITS FROM CAMPING

These benefits are beautifully expressed in the following excerpts from a letter that we received from parents after the close of a camp session

While many "things" influence behavior and performance, we believe that Timberlake has been a major part of some very positive self-image and confidence building. From archery awards to being nicknamed "Timberlake" at home because he always wears his jersey, the result has been seen. We have always emphasized Christian principles in our home, but because you said them, our son now believes they are true. See what an impression your staff made on him; thank you. We feel that both our boys came away with so much more than a camp experience. They came away beginning to see how Christ wants them to enjoy a balanced wholesome life from someone that Mom and Dad don't even know!

-Timberlake Parent

It is easy for me to explain why I send them to sleep away camp: the fresh air, screen free, back to nature...but every year, I feel more strongly that Timberlake and Merri-Mac are doing something more, something different...I don't think it's an exaggeration that the time at Timberlake and Merri-Mac is the four most important weeks of their year.

- Timberlake and Merri-Mac Parent

A BRIEF HISTORY OF TIMBERLAKE AND MERRI-MAC

Merri-Mac was founded by Mrs. Alice McBride Coburn (“Macky”) in 1945 and was named by her first Program Director, Dr. Mike Buie. Macky’s husband built most of the buildings, with the exception of the Big House, during the early 1950’s.

In 1960 George Pickering bought Merri-Mac and through several outstanding directors preserved the Christian atmosphere and traditions that Macky had started.

In October of 1977 the Boyd family purchased the camp from the Pickerings and have continued working to develop the property and program. In addition to this, Spencer and Dot Boyd’s vision included offering excellence in activity instruction.

In 1983, Timberlake was founded as a 10 day post-camp, operating after the Merri-Mac girls had left. In 1986, Timberlake grew into a 4-week program that operated concurrently with Merri-Mac’s first session.

From there it moved to 6 and then 8 weeks of operation, with each session having about 30 campers. Finally, in 1992 Timberlake gained a full time director in Adam Boyd and began to expand its program to its current format. In 2017, Timberlake purchased 214 acres of land just 30 minutes from its original shared location with Merri-Mac and in 2018, the current camp facilities were opened. John and Catherine Menendez began serving as full time Timberlake directors in 2016 and purchased Timberlake from the Boyd family in 2024.



STAFF QUALIFICATIONS

Cabin counselors must be men of outstanding character who have obtained a high degree of excellence in the activity that they will be teaching. They must affirm the essentials of the Christian faith as described in the EPC Essentials (<https://epc.org/about/beliefs/>). Additionally, all cabin counselors should affirm the following:

As followers of Jesus Christ and recipients of his grace, we live out our faith on a daily basis, both during camp and throughout the year. As broken people, we acknowledge that we do this imperfectly. As a community that values growing in maturity we commit to that which will produce godly growth and reject that which will cause us and others harm. In light of this, we commit to the following:

- Show evidence of the Holy Spirit who lives within all believers, such as “love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control;”
- Seek righteousness, mercy, and justice;
- Love and side with what is good in God’s eyes, and abhor what is evil in God’s eyes;
- Uphold the God-given worth of every human being, from conception to death, as unique image-bearers of God;
- Pursue unity and embrace ethnic and racial diversity as part of God’s design for humanity and practice reconciliation as one of his redemptive purposes in Christ;
- Affirm chastity among the unmarried;
- Be people of integrity whose word can be fully trusted;

- Give faithful witness to the Gospel and live lives of prayer and thanksgiving.

By contrast, even though God forgives people through his grace, we acknowledge that the Bible condemns certain behaviors, and we commit to avoid the following:

- Pride, immodesty, slander, gossip, vulgar language, blasphemy, greed, covetousness, theft;
- Self-righteousness and legalism;
- Sinful attitudes and behaviors, such as impurity and debauchery; hatred, jealousy, fits of rage, selfish ambition, envy, drunkenness or underaged drinking;
- Sexual immorality, including the use of pornography.

A Timberlake counselor must also have a loving heart and possess a cheerful and winsome personality. He must have a keen sense of humor and be able to relate in a "give and take" situation with children of camp age, and also with adults. As an activity specialist he should be a good advertisement for his sport. As a committed Christian he must demonstrate a sincerity and depth of commitment. These ideas are best summarized in our three general staff qualifications: 1. Love Christ 2. Love kids 3. Love your activity.

Counselors-In-Training will ordinarily be rising High School seniors and are not required provide a Christian testimony. Junior Counselors will have graduated High School and demonstrate a credible profession of faith. Counselors will ordinarily be at least eighteen years old by the start of the season, have completed one year of college and be prepared to serve in a ministry leadership position.

CELL PHONE POLICY



You are invited to bring your cell phone to camp, with some restrictions. You may use your cell phone *only* during your day and night off, and occasionally during rest time. Your phone *must remain in the cell phone cabinet at all other times.* so do not share your phone.

STAFF CONTACTS WITH PARENTS

Occasionally, especially on opening and closing days, you will have direct contact with parents. During these times you may be the *only* contact that the parent has with camp personnel, and the reputation of camp rests solely in your hands. Be the first to introduce yourself and mention that you are their son's counselor or C.I.T. or an Activity Director. If you know something nice about their son, say it. In any event, thank them for sharing their child with us.

Remember that the parents have entrusted their most precious possession to us. Let them know that you appreciate this and help them feel secure in their trust. Beyond opening and closing day procedures, no staff should initiate contact with a camper's parents without prior permission from the directors. In the event a parent contacts a staff member, the staff member needs to have appropriate central staff talk with them.

RELEASE OF PERSONAL INFORMATION

Our campers are given to us in trust by their parents. On occasion we have had requests for information concerning our campers from various agencies and individuals. No staff is authorized to give any information concerning campers or other staff. The dissemination of such information is to be given only at the direction of one of the directors.

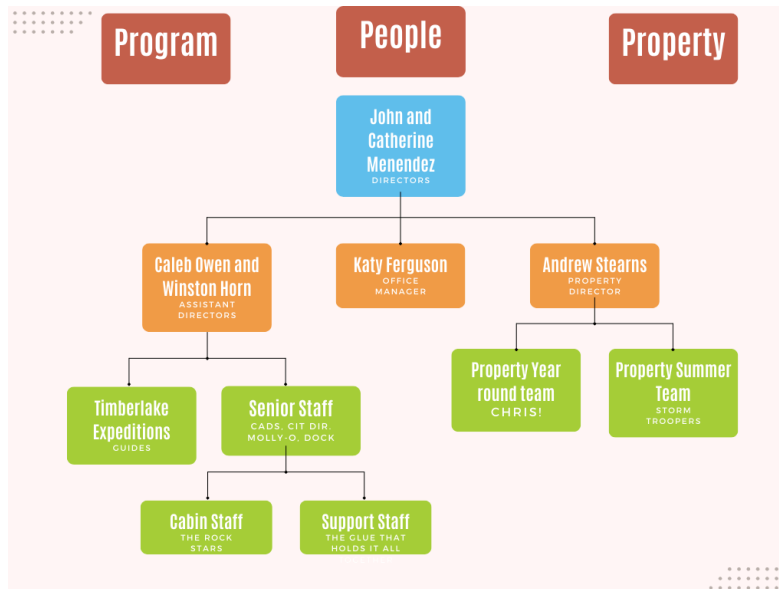
No information is to be given to the media, or on any social media platform without express permission of one of the camp directors.

THE KITCHEN

No one is allowed in the kitchen except by invitation.

ORGANIZATIONAL STRUCTURE

Timberlake is a family and our organizational structure operates in the same way. Camp's system of operating as a family of Directors has a strong advantage in that emergency decisions can be made more quickly by whichever year round director is closest at hand. For general operation, however, each director has specific areas of responsibility as shown on the following organizational chart. The lanes of administration shown on the chart may change on occasion. Please take this chart with a grain of salt – or several – as it overemphasizes hierarchy as opposed to the teamwork involved in camp. We are a camp family and not a rigid business organization. Any of the directors are available to talk and share with you at any time.



STAFF HEALTH

The benefits that you will give your campers will be negligible if you are sick or constantly tired. The same rules apply to *your* health as to the health of your campers. You need rest, healthy sleep times, good eating habits and good personal hygiene just as thoroughly as a competing athlete. Sleeping is part of your job so you should be in bed by 11:00 p.m. Use your days off for rest, not for riotous activities that will leave you fatigued the next day. Wash your hands regularly and practice good hygiene, even if you think you would be going overboard to keep this same level of hygiene away from camp.

HALF-SESSION CAMPERS

New campers arriving for the second two weeks of each session will be coming into a situation where friendships and patterns have already been established. This normally does not present a problem if the counselors make a special effort to help the new camper join in. Encourage old campers to welcome these arriving campers and help them feel a part of the Timberlake family.

GENERAL DRESS

Both campers and staff are expected to maintain a neat, clean-cut appearance at all times. Timberlake is a special place, and we do have an “official” dress code on opening days and an informal one at all other times. Because of foot injuries in our mountainous terrain, flip-flops and other sandals without heel straps are discouraged in camp outside of the cabin.



VISITS BY PARENTS, RELATIVES, FRIENDS AND POLICY CONCERNING CAMPERS AND STAFF LEAVING CAMP

Visitors must check in at the office and receive permission from one of the directors before proceeding further. If permission is granted, the person who is receiving the visit will be paged and asked to come to the front office. Most visits will be conducted at the Hostess Office, however, should the visitor receive permission to proceed through the camp, they will be issued a visitors pass. Under no circumstances may a camper leave the cabin or assigned activity area with anyone, including their parents, without the express permission of one of the Directors.

Only the Directors may grant permission for a camper to leave camp with anyone, including their parents. Every camper must be signed out every time they leave camp. A camper will be considered an absentee if the hostess informs the director he is not on the property by Tattoo. At that time the director will ordinarily call the camper’s family.

With the exception of scheduled days and evenings off, staff members may not leave the camp property without the express permission of one of the camp directors and all absences from the camp must be evidenced on the check-out sheet. **Leaving camp without permission may result in dismissal.**

SMOKING

Campers or staff who smoke, vape or indulge in other distasteful habits at camp may be dismissed from camp.

DAYS AND NIGHTS OFF

All staff will have one day off per week, from after reveille until 12:00 A.M., and a night off per week, from after dinner until 12:00 A.M. Taking this time away from camp is not only a privilege, it is an obligation. You need time away from your campers if you are to consistently do your job well and effectively. At the same time, there will be some days (opening day, etc.) when time off will not be available.

These days must be closely coordinated with the CAD and Activity Directors to assure that all areas

are covered with competent supervision. (This must also be finally approved by the Program Director.) You will have the same day off and night off each week so make your plans accordingly and look at the master schedule of special activities.

C.I.T.s will not be allowed to leave the immediate Asheville area on their days off without the approval of the Director.

GRATUITIES

It is against our policy for you to accept gifts, and you should politely decline.

PERSONAL PROPERTY

In a situation where large numbers of campers and staff live together for a protracted period of time, there is a strong tendency to borrow and lend personal articles. This practice is forbidden at Timberlake among the staff members and is discouraged among the campers.

Articles requiring specific attention are as follows:

1. Jewelry and other valuable personal effects should not be brought to camp.
2. We recommend that personal vehicles not be loaned or borrowed.
3. Staff is not permitted to bring firearms to camp. Other hazardous equipment such as bows, arrows, large knives, etc. must be stored under lock and key as directed by the camp director.
4. Amounts of cash over one hundred dollars should be deposited in your bank and not kept at camp.
5. *Pets and non-camp animals aren't allowed in camp without the specific permission of the Directors.*

STAFF RECREATIONAL USE OF FACILITIES

Staff members are welcome to use the activity facilities during their free times provided that their own activity areas and cabins are covered and that the following stipulations are met:

1. The facility is not currently in use by campers.
2. Permission for the facility use has been obtained from the appropriate activity director i.e., the tennis director must approve use of the tennis court.
3. The same safety procedure is observed for staff as is required for campers. These procedures shall include, but are not limited to:
 - a. Certified lifeguard approved by the waterfront must be actively on duty, out of the water, and guarding during any use of the waterfront, including swimming, diving, canoeing, blobbing, rope swinging, climbing and sunbathing on either dock.
 - b. Lifejackets will be worn by all staff on the lake.
 - c. Buddy Tags and sign in sheets will be used.
 - d. A member of the archery staff must be present during any use of the archery range, and range procedure prescribed in the archery regulations will be observed.
 - e. A member of the riflery staff will be present during any use of the rifle range and the range procedure prescribed in the riflery regulations. No firearms other than the camp air rifles will be used on the range without the Camp Director's permission.
 - f. All ropes course and climbing elements are unavailable without the permission of activity head, a qualified instructor present and a certified belayer belaying.

FLASH FLOOD AND BREAKAGE OF THE DAM

The following procedure will be implemented:

1. The senior-most staff member will direct the remaining people to a point above the water flow.
2. The junior-most staff member will inform the hostess who will announce the situation to the camp by the P.A. system. The hostess will then inform the camp director and call 911.
3. Everyone will report to their cabins for a bed check and check for injuries.
4. The head cabin counselor will report findings to the CAD who will inform the hostess.
5. Mass injury procedure and missing camper procedure will be followed if necessary.
6. Transportation would be as stated in the mass injuries procedure and would use the back gate.
7. After everyone is accounted for, who is injured, cared for, and weather conditions are safe, the hostess will announce to resume normal activities.

EARTHQUAKES AND LANDSLIDES PROCEDURES

The following procedure will be implemented:

1. The senior-most staff member will clear the area of people and direct them to a safe location.
2. The junior-most staff member will inform the hostess of the situation.
3. The hostess will announce the situation on the P.A. system and direct the staff on what action to take.
4. After the earthquake and/or landslide, everyone will report to their cabins for a bed check and report results to the CAD who will notify the office of their findings.
5. If necessary, they will set up an aid station. If there is a missing camper, the secretary will announce for missing camper procedure.
6. After everyone is accounted for and cared for, and weather conditions are safe, camp will resume.

STAFF AGREEMENT

By agreeing to work/volunteer at camp I am joining a community entrusted with the care and well-being of other people's children – the campers. I recognize that our most important responsibility is to safeguard the physical and emotional well being of the campers and staff. As such, I affirm that I support the qualifications listed in this document and agree to adhere to and uphold these additional rules and policies of the camp community, as well as those outlined in the Personnel Policies:

General

1. Keep any harmful materials (alcohol, cigarettes, fireworks, vapes, firearms, etc.) out of camp.
2. Leave my cell phone in the phone cabinet.
3. Take responsibility for my own well-being during camp, making sure to get enough rest and nutrition, and to let the camp director know of any wellness issue.
4. Keep all medications, prescription or otherwise, with the nurse or locked in my cell phone locker.
5. Observe curfew and lights out.
6. Attend all meals, activities, evening activities, etc. as scheduled.
7. Treat all campers and fellow staff members with respect. If I have a conflict or concern I will follow the model of Matthew 18, going to the person first, then to a member of the senior staff, and finally to the camp director.
8. Report concerns and challenges to the camp director.
9. Observe and enforce all safety regulations for each camp activity.

Camper Supervision

1. Observe the “Five Golden Rules” for supervising children.
 - a. Never be alone with a camper.
 - b. Be within eyesight of my campers unless their privacy mitigates against this practice.
 - c. When out of eyesight, keep them within earshot.
 - d. Stop behavior that is “over stimulating” and potentially unsafe.
 - e. Report concerns about campers or fellow staff to a senior staff member or camp director.
2. Water fights, wrestling matches or other forms of “horsing around” can become over stimulating very quickly, so they must be supervised very carefully. Another staff member must be present if I participate.
3. I will not connect with a camper via social media or text.
4. I will not post pictures of children on any social media without their parent’s permission.
5. I understand that I, through the camp, am a mandated reporter. If a child discloses to me that they have been physically or sexually abused I will share this immediately with the camp director.

Appropriate Behavior

1. Observe the rules of conduct when dealing with children, consistent with those outlined in the staff manual and with my training including:
 - a. Never using physical or corporal punishment
 - b. Never touching a child when I am frustrated or angry
 - c. Keeping discipline private from the other campers
 - d. Always reporting any punishment to senior staff member and record on cabin card
 - e. Never hazing or humiliating a camper in any way
 - f. Always speaking to campers as if their parents are standing next to me
 - g. Never being alone with a camper
 - h. Backrubs, if allowed, must be done in the presence of another staff member
 - i. Never tickling or teasing a camper to the point where they are out of control
 - j. Never talking about troubling details of my personal life with campers present
2. Follow approved guidelines for camper/staff contact, including:
 - a. Touch in safe places (shoulders, upper arms, upper back)
 - b. Never touch a child against his or her will
 - c. Never touch a child in a place on his or her body normally covered by a bathing suit, unless for a medical necessity, and then only in the company of another adult
 - d. When supervising showers, changing clothes, helping with medical needs, etc., be in the company of other campers or staff, and within earshot of one other adult.
 - e. Whatever I do with campers is in the light of day and never alone with a single camper.
 - f. I may not date or have any romantic relationship, or sexual contact with a camper or CIT.
3. Report concerns I have about the conduct of campers or other staff to the camp director, including those who are:
 - a. Threatening or punitive with campers
 - b. Using inappropriate language, gestures, or interest in sexual matters
 - c. Touching others in a way that doesn’t seem right
 - d. Saying anything inappropriate
 - e. Making a camper or another staff member uncomfortable in any way
 - f. Singling out campers for special attention
 - g. Whose social media presence is inconsistent with their lives at camp

Exposure Control Plan

This information is provided to camp employees in partial compliance with OSHA's Bloodborne Pathogen Standard. It is the intent of Camp Timberlake to educate people about issues related to exposure to body fluids, to use management techniques and equipment to minimize exposure risks for employees, and to monitor individuals' use of these techniques. The camp recognizes universal precautions as an effective control measure. This describes the application and monitoring of potential sources of risk in the camp program, the steps taken by camp to protect employees, and the actions taken by camp if blood or body fluid exposure occurs.

JOB CLASSIFICATIONS WHICH, BY VIRTUE OF JOB DESCRIPTION, INCUR THE RISK OF EXPOSURE TO BLOOD AND OTHER BODY FLUIDS: nurse, nursing assistant

JOB CLASSIFICATIONS WHICH, BY VIRTUE OF JOB DESCRIPTION, PROVIDE FIRST-AID CARE AS AN ANCILLARY TASK RATHER THAN A PRIMARY TASK: Designated wilderness first aider in camp tripping programs, lifeguarding staff when on-duty at the waterfront.

(ALL OTHER JOB CLASSIFICATIONS ARE NOT EXPECTED TO PROVIDE FIRST AID BUT RATHER REFER PEOPLE IN NEED OF HEALTH CARE TO THE NURSE/NURSING ASSISTANT.)

Camp nurses and nursing assistants (NAs) can reasonably expect to come in contact with blood and other body fluids. The potential for exposure to transmitted diseases is greatest for these staff members. Consequently, the recommended exposure control plan involves the following practices:

Members of the camp health-care team are oriented to the potential for exposure by camp's health-care administrator. A record of who received the education and its content is kept for three years by the administrator. The orientation includes:

- Identification of risk areas: contact with bloodborne pathogens (e.g., hepatitis, HIV), contact with airborne pathogens (e.g., common cold, TB), contact with surface-borne pathogens (e.g., staph infections).
- Education about the nature of the risk: method of transmission, virulence of pathogens, resistance factors related to potential host, symptoms, and information sources which provide clues to potential risk areas.
- Work practices designed to minimize exposure:
 - Availability of personal protective equipment (PPE) – gloves, CPR mask, antimicrobial soap, (eye, nose, and mouth) shield, body fluid spill clean-up kits.
 - Double-bagging via red bag and disposal procedure for hazardous waste.
 - Screening individuals who come to the program.
 - Requiring participants to provide health information.
 - Use of universal precautions by staff.
 - Education for people working in risk areas: health-care team members, lifeguards, housekeeping, kitchen staff.
 - Hepatitis B vaccination for nurses: camp pays for vaccinations done by the local provider during the nurse's contracted time. Camp encourages unvaccinated nurses to get

- vaccinated.
 - DVD/video which teaches effective use of the CPR mask.
 - Sharps container provided which has biohazard label affixed.
 - Resource personnel to answer questions: camp health-care administrator, camp supervising physician, and State Dept. of Health epidemiologist.
- Behavior expected from employees to minimize risk:
- Use of PPE:
 - ✓ Gloves are used when in contact with body fluids or providing skin treatment (e.g., applying medication to poison ivy, washing a rash).
 - ✓ CPR mask is used to provide CPR/artificial respiration.
 - Minimum 15-second hand washing with antimicrobial soap after: removing gloves, contact with potential risk, unprotected contact with any body fluid.
 - Minimum 60-second hand washing with antimicrobial soap after blood splash.
 - Use of body fluid spill clean-up kit.
 - Vaccination to protect from hepatitis B.
 - Sharps disposed of properly: no recapping of needles, all sharps (lancets, needles) placed in sharps container immediately after use, full sharps container given to Administrator for disposal through local hospital.
 - Participation in education about disease control.
 - Immediate reporting suspected exposure (e.g., needle stick) to supervisor and Administrator.
 - Performing job tasks in a manner which minimizes/eliminates exposure potential.

Evaluation of compliance with the camp exposure control plan as part of the camp personnel-management system.

Camp Counseling Staff

While the potential for exposure to bloodborne pathogens is minimal for general counseling staff, it does exist. The camp health-care plan vests authority in general staff to respond to emergencies at the level of their training while initiating the camp emergency response system. Since camp emergency response occurs within minutes, the potential for exposure is limited and most likely confined to initiating CPR/artificial respiration and slowing severe bleeding.

In keeping with accepted practices, the camp health-care administrator educates camp staff during orientation about appropriate response practices:

- Staff are instructed to use a CPR mask for CPR and artificial respiration; masks are kept at the waterfront and health center.
- Staff are instructed to use gloves when potential for contact with blood or blood-tinged fluids exist. Gloves are in all first-aid kits. Staff members who want to carry a pair on their person may obtain them from the health center.
- Staff are instructed to respond in emergency situations to the level of their training per State Good Samaritan regulations.
- Staff are instructed to initiate the camp emergency response system immediately.
- Staff participate in a discussion of "emergency" to establish defining attributes of their response.

- Staff are educated to approach care of minor injuries from a coaching perspective and specifically directed to refer injured people to the camp health-care team if self-care is inappropriate or impossible.

HEPATITIS B VACCINATION STATEMENT

(In response to the OSHA Bloodborne Pathogens rule [1992], which requires that employers provide access to the Hepatitis B vaccine to “all occupationally exposed” employees, this form has been used by some ACA camps. This form may be a piece of the camp’s OSHA-required Exposure Control Plan your local OSHA regulating agency.)

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis B virus (HBV) infection. I have been given information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.

☐ **OPTION 1**

_____ has completed the following inoculations using:
(name of employee)

☐ Recombivax-HB or ☐ Enerix-B vaccine

Inoculation 1: Date _____ Given at _____

Inoculation 2: Date _____ Given at _____

Inoculation 3: Date _____ Given at _____

OR

☐ See attached medical form for additional information

☐ Option 2

I understand that I have been given the opportunity to be vaccinated with the Hepatitis B vaccine at no charge to myself. By not returning this form to the director I am indicating that I am declining the vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Please check either Option 1 or Option 2 above, then sign and date below:

Employee Name (please print): _____

Employee Signature: _____

Date: _____

Post-Exposure Plan for Camp

Camp employees who have a blood exposure incident are eligible for follow-up treatment. Follow-up is initiated by the employee who must immediately (within fifteen minutes) notify the camp nurse when a blood exposure incident occurs. The following plan is initiated. Records of the incident are maintained for the duration of employment plus thirty (30) years by the Camp Director and according to OSHA requirements (i.e., separate from personnel records). Camp administration debriefs each incident in an effort to identify ways to improve the camp's exposure risk.

Time Line	Employee's Actions	Camp Nurse's Actions	Camp Director's Actions
Within 24 hours	<p>Exposure incident occurs. Report incident to camp nurse within 15 minutes of happening.</p> <p>Begin prophylactic treatment.</p> <p>Complete Workers' comp form & incident report with camp director.</p>	<p>Notify camp director. Begin 15-second scrub of area with bacteriostatic soap, followed by application of disinfectant.</p> <p>Contact supervising MD and refer client for assessment.</p> <p>Begin psychosocial support process.</p>	<p>Determine source of contamination; initiate request to have source screened for infectious diseases.</p> <p>Notify insurance.</p> <p>Create incident report file with supporting documentation.</p> <p>Contact mental health professional for employee.</p> <p>Complete Workers' comp & incident report form with employee.</p>
Within next 48 hours	<p>Continue medical follow-up, per MD orders.</p> <p>Begin counseling support.</p>	<p>Monitor client adjustment to situation; answer questions, as needed. Provide needed cares.</p>	<p>Follow testing of source individual as warranted.</p> <p>Consult with mental health professional to arrange post-camp therapy, per need.</p>
Beyond first three days	<p>Continue post-exposure prophylaxis, as directed by MD.</p> <p>Participate in review of incident.</p>	<p>Participate in review of incident.</p>	<p>Maintain contact with employee to follow incident.</p> <p>Lead review of incident.</p> <p>Review incident; adapt camp practices as needed to manage risk, and to minimize chance for repeat of situation.</p> <p>Maintain records for duration of employment, plus 30 years.</p>