



## Section Ten: SUMMER STAFF PROCEDURES

### 10.1 CODE OF CONDUCT

- 10.1.1 Submission of Standards.** In the spirit of Romans 12:2 and 13:1-7, Summer Staff are expected to subject themselves to Camp's standards, even if Camp's standards may differ from their own, in the interest of achieving a higher standard for Christian living.
- 10.1.2 Moderation.** Summer Staff are expected to exercise moderation during their employment at Camp, especially during the workweek, as it pertains to activities and items which may distract them from their work or create a stumbling block for a camper or fellow employee (refer to 1 Corinthians 16:12, Galatians 5:13, and 1 Peter 5:8).
- 10.1.3 Conservation.** As stewards of what God has provided, the Summer Staff are expected to conserve energy and resources by turning off unnecessary electronics and fixtures as well as by doing their part to not waste consumable goods.
- 10.1.4 Spiritual Health.** It is important that Summer Staff keep themselves "spiritually fit" because of the challenges presented during a summer of ministry. Arrowhead Bible Camp recognizes that the spiritual ministry to campers depends largely on the spiritual health of its Summer Staff; therefore, all Summer Staff are expected to maintain the spiritual disciplines of Bible-reading, prayer, confession and repentance, and corporate worship for the duration of their employment.
- 10.1.5 Physical Health.** It is important that Summer Staff keep themselves physically fit in order to maintain the health and energy needed for the work at Camp. Summer Staff are expected to eat well-balanced meals, exercise their mind and body regularly, take appropriate measures to ensure proper rest, and abstain from harmful or illegal substances.
- 10.1.6 Personal Appearance.** While Camp does not emphasize external appearance ahead of the internal quality of an individual, Camp does believe that God's Word makes it clear that the Christian testimony includes modesty, good taste, cleanliness, and tidiness, with respect to personal grooming, at all times. In an effort to relate effectively and inoffensively to the broadest spectrum on people, both Christian and non-Christian, Camp expects its Summer Staff to adhere to the following standards:
- 1. Clothing.** Clothing with offensive language, adult-themed imagery, or inappropriate branding is not permitted to be worn during camp sessions. In addition, immodest clothing such as revealing swimsuits, speedo-type swim shorts, or see-through pieces are prohibited. Shoes must be worn around camp.
  - 2. Hygiene.** Summer Staff are expected to maintain hygienic habits that include regular bathing with soap, tooth brushing, and the grooming of hair and facial hair. In addition, Summer Staff are expected to remain neat in their personal appearance, which includes wearing generally clean clothing and washing their hands and face as necessary.
  - 3. Piercings/Tattoos.** Summer Staff shall check with the Program Director before getting any new piercings or tattoos that may be visible to others.
- 10.1.7 Cleanliness.** Summer Staff are expected to maintain the cleanliness of the buildings and grounds. In addition, all Summer Staff must maintain neat and orderly living areas, regularly picking up after themselves and cleaning their assigned housing.
- 10.1.8 Working Relationships.** As members of the Body of Christ, the Summer Staff are expected to encourage and build up their fellow workers, seeking to serve one another and set aside personal interests and disputes in an effort to better accomplish the ministry entrusted to them. When conflict arises, Summer Staff are expected to deal with it quickly, privately, and respectfully.
- 10.1.9 Dating Relationships.** Arrowhead Bible Camp neither encourages nor discourages dating relationships among Summer Staff; however, it is the expectation that any existing or new dating relationships among Summer Staff will not interfere with the ability of those involved to complete their work-related duties.
- 10.1.10 Camper Relationships.** Summer Staff is expected to build strong, healthy relationships with campers for the purpose of evangelism and discipleship. In addition, Summer Staff is expected to protect campers physically, spiritually, and emotionally. Under no circumstances is a member of Summer Staff allowed to enter into a dating relationship with a camper.
- 10.1.11 Outside Communication with Campers.** Summer Staff members are strongly encouraged to only have contact with campers of the same gender outside of camp. Sharing social media/phone number/email with campers is up to your discretion. It would be best to have campers ask their parents for permission to contact you (during pick-up). Generally, unless they are SH campers, it would be best to provide less personal forms of communication, if any. Keep in mind that if campers friend/follow you on social media, you are a continual example of Christ and Arrowhead to them.



**10.1.12 Photos of Campers.** Summer Staff are permitted to take photos with campers, or with campers in the background, but phones should not be used. Summer Staff may also get photos off of Camp's Facebook page at the end of each week. Photos of staff will be shared with all staff members at the end of summer. Summer Staff can use these photos on their social media with discretion.

## 10.2 WORKWEEK PROCEDURES

- 10.2.1 Workweek.** The workweek for all Summer Staff will be Sunday to Friday. Typically, Summer Staff will be expected to work six days in a workweek; however, certain Summer Staff may be required to work seven days in a workweek sometimes.
- 10.2.2 Time Off.** Most Summer Staff will be given Friday afternoon through Sunday morning off between when one camp session ends and the next camp session begins; however, sometimes periods of time off will be assigned during a camp session. Summer Staff are permitted to stay in their assigned housing and eat meals served by Camp (if any are served) during periods of time off. All requests for time off should be confirmed before summer starts. Summer staff should talk to the Program Director if anything new comes up. Arrowhead expects you to work for the time you have confirmed you are available, so any new time off request that comes up will most likely be declined.
- 10.2.3 Break Periods.** Summer Staff will be assigned several brief break periods during the workweek for the purpose of refreshing them for the responsibilities at Camp. Summer Staff may not leave Camp during these break periods unless prior permission is obtained from their Core Staff supervisor. Electronics such as laptops, and phones may be used during break periods, but not around campers. Employees are encouraged to utilize the Staff Lounge during their break periods.
- 10.2.4 Curfew.** During camp sessions, counseling Summer Staff are expected to retire to their cabins along with their campers at night. A curfew of 10:30pm is in effect for all other Summer Staff during camp sessions.
- 10.2.5 Mail Delivery.** Mail is delivered to and picked up from Camp daily by 10:30pm. Outgoing mail from both campers and staff should be placed in the appropriate mailbox in the Office, and incoming mail for employees will be placed in the recipient's mailbox. Only designated Core Staff shall handle outgoing and incoming mail.
- 10.2.6 Equipment Usage.** Generally speaking, Summer Staff should not expect to use Camp's equipment unless their job description requires it, or they have obtained express permission from a Core Staff supervisor. This includes maintenance equipment, Camp vehicles, computers, telephones, office equipment, and office supplies. If operating a Camp vehicle, the driver must have a valid license or permit for that vehicle. One device is available for the personal use of all Summer Staff: the courtesy telephone located in the Lodge hallway.
- 10.2.7 Maintenance Requests.** Summer Staff is expected to report any damage or breakage of plumbing, light fixtures, program equipment, etc. immediately, using the appropriate forms found in the Office. If the maintenance request is an emergency, Summer Staff should report the incident directly to a supervising Core Staff.
- 10.2.8 Personal Visitors.** Any personal visitors must have received prior approval from the supervising Core Staff. The presence of personal visitors must not interfere with overall Camp programming or the Summer Staff's ability to accomplish their work-related duties. Personal visitors must check in with the Office upon arrival and are expected to pay for any meals eaten at Camp.

## 10.3 GUIDELINES FOR PERSONAL ITEMS

- 10.3.1 Medications.** All Summer Staff medications must be submitted to and dispensed by the Health Supervisor or other designated Health Care Staff. However, non-counseling Summer Staff aged 18 years and older may be responsible for their own medications provided they keep them in a locked area that is inaccessible to campers. Employees other than the Health Supervisor and designated Health Care Staff shall never dispense any medications to campers or other employees.
- 10.3.2 Cellular Devices.** Generally speaking, Summer Staff should not expect to use their cellular devices except during break periods and time off. It is recommended that cellular devices be kept in the Office or an employee's vehicle when not in use.
- 10.3.3 Food Storage.** Summer Staff shall keep all personal food items in the staff fridge and in designated section of the Food Pantry. No personal food items shall be stored uncovered or placed on the floor of the Food Pantry. Any unmarked or spoiling food may be disposed of by the kitchen workers.
- 10.3.4 Personal Vehicles.** Personal vehicles shall not be used during a camp session and are to be parked and locked in the designated lots, as specified by the supervising Core Staff. Summer Staff shall keep their vehicle keys in the Office, and in the event a vehicle needs to be moved and the owner cannot be found, the supervising Core Staff shall move the vehicle.



## Section Twelve: EMERGENCY PROCEDURES

### 12.1 GENERAL PROCEDURES

- 12.1.1 Emergency Numbers.** Emergency Medical Services information can be found in the following locations: in the Office, in the Nurse's Station, and next to the courtesy telephone.
- 12.1.2 Contacting Parents/Guardians.** Phone numbers for parents/guardians, as well as emergency contacts, can be found on a camper's profile in Circuitree. In the event that an employee feels that the parents/guardians of a camper or another employee need to be contacted, he/she should inform the Executive Director immediately, who will then make a decision as to the appropriate course of action.
- 12.1.3 Emergency Transportation.** If a camper is taken to the hospital for any reason, two or more employees must accompany the camper to ensure the safety of the camper and the integrity of the employees. Arrowhead Bible Camp will not be listed as the insurance carrier for a camper; the camper's insurance carrier (as found on his/her registration) shall be listed. In the event that the camper does not have an insurance carrier, Camp's policy will cover expenses subject to its limitations, and appropriate forms must be filed immediately. The employees transporting the camper need to bring photocopies of the following materials with them to the hospital:
- Camper's Registration
  - Camper's Medical Profile
  - Incident report (filled out by Health Supervisor)

### 12.2 CAMP STRANGER/INVADER

In the event that there is a stranger/invader, do the following, in order, as possible:

- If the person is simply a stranger to you (has not threatened to or is not engaged in the act of doing harm to Arrowhead Bible Camp, its property, or campers and/or employees), accompany such persons as previously named to the Camp Office.
- If the person has threatened to or has engaged in the act of doing harm to Arrowhead Bible Camp, its property, or campers and/or staff do the following in order, as possible, ensuring the safety of yourself and those under your care first.
  - Notify supervising Core Staff.
  - Contact emergency services (dial 911).
  - Account for all those under your care.
  - If needed, move yourself and those under your care to a safe location as far from the perpetrator as possible.
  - Wait for the all-clear signal to continue as normal. (This will be a supervising Core Staff or Law Enforcement Official verbally letting you know that all is clear).

### 12.3 WATERFRONT EMERGENCY

In the event that someone is missing on a buddy check, do the following, in order, as possible:

- The lifeguard will clear the water and identify the missing camper by using the Buddy Board. The lifeguard should then radio the other employees to inform them of the emergency.
  - If an employee is aware of the location of the missing camper, he should communicate it via the radio in order to call off the emergency.
  - If no one responds within 15 seconds to the radio call or if no one is aware of the location of the missing camper, the lifeguard should continue with the following emergency procedures.
- The lifeguard will blow the air horn to signify that a camper is missing. Whoever is nearest to the bell should begin to ring it continuously. At this point, several things will occur:
  - LIFEGUARDS.** Lifeguards will begin to search in water immediately, following procedures learned in their Lifeguard Training.
  - COUNSELORS AND CAMPERS.** All campers and counselors should report to the Chapel to check-in with the Executive Director, Program Director, or Office Manager. Once a counselor's entire cabin is present, he may leave to join the search party at the Waterfront. **NOTE:** *If the missing camper is present during this check-in process, the Executive Director, Program Director, or Office Manager should immediately inform the lifeguards in order to call off the emergency.*



- c. **NON-COUNSELING EMPLOYEES.** Non-counseling employees will begin searching the grounds as assigned, sending any found campers to the Chapel. As employees clear their assigned areas, they will report to the Waterfront to aide in searching the water. **NOTE:** *If the missing camper is found during this search process, the employee should immediately inform the lifeguards and Executive Director, Program Director, or Office Manager in order to call off the emergency.*
  - i. **ZONE ONE.** Search the south end of camp, including Philippi, Damascus, The Cottage, Joppa, Antioch, the Cove, and the boat dock.
  - ii. **ZONE TWO.** Search the Dining Hall, Kitchen, Canteen, Lodge bathrooms, all rooms in the Lodge, and the fishing dock.
  - iii. **ZONE THREE.** Search the Upper and Lower Craft Shop, the lower level of the Chapel, Lydda, Emmaus, Bays 1, 2, 3, and 4, and the bay dock.
  - iv. **ZONE FOUR.** Search the north end of camp, including Jericho, Capernaum, Bethel, Ephesus, the outhouse, and the launch dock.
  - v. **ZONE FIVE.** Search the maintenance building, sports field, camp trails, Burke's Field, and 117<sup>th</sup> St.
  - vi. **ALL OTHERS.** All other volunteers and visitors not assigned a Zone should report to the Chapel to check-in with the Executive Director, Program Director, or Office Manager and assist with the search as needed.
3. If the camper is found in the lake, lifeguards will take necessary steps, following procedures learned in their Lifeguard Training.

## 12.4 MISSING CAMPER

In the event that a camper is missing for an extended period of time, do the following, in order, as possible:

1. Double-check the area where the camper is supposed to be.
2. Notify supervising Core Staff.
3. Call all campers and employees to Chapel to update the last sighting of the camper.
4. Organize employees from the Chapel to begin a camp-wide search under the direction of supervising Core Staff. **NOTE:** *If the missing camper is found during this search process, notify supervising Core Staff in order to call off the emergency.*
5. Contact emergency services (dial 911).

## 12.5 INJURY

In the event that a camper or employee is injured, do the following, in order, as possible:

1. Keep the person calm and in a comfortable position. If you suspect a head, neck, or spinal injury, do not move the person from the position in which you found them.
2. If you are trained in First Aid/CPR, provide care per your training.
3. One employee should stay with the person while someone retrieves Health Care Staff.

## 12.6 STRUCTURAL FIRE / FOREST FIRE

In the event that there is a fire, do the following, in order, as possible:

1. For structural fires, use a fire extinguisher.
2. Promptly but safely evacuate the building or area.
3. Contact emergency services (911 or the Fire Department/Forest Ranger). Keep the roadways clear.
4. If the fire is at the Lodge, Chapel, or any Cabins, shut off gas mains.
5. Use water, blankets, and shovels to prevent the spread of a forest fire.

## 12.7 TORNADO / WINDSTORM

In the event that there is a tornado/windstorm:

1. A signal (simultaneous blasting of car horns and ringing of the camp bell) shall be issued.
2. Employees and campers retreat to the lower level of the Chapel.
3. If unable to retreat to the Chapel, you should move into a hollow area away from the danger of falling trees.
4. Wait for the all-clear signal to continue as normal. (This will be a supervising Core Staff verbally letting you know that all is clear).