



Taking School Outside

ONLINE LEARNING SUPPORT CAMP

THE SOUTH MOUNTAIN YMCA CAMPS

FAMILY HANDBOOK



SOUTH MOUNTAIN YMCA CAMPS

201 Cushion Peak Rd

Reinholds, PA 17569

P: 610-670-2267 | F: 610-670-5010

Tax ID#: 23-2239399

Connect with us!

WWW.SMYMCA.ORG

Facebook.com/smymcacamps

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Let's get ready for a different kind of learning!

TABLE OF CONTENTS

I. Welcome to Online Learning Support (OLS) Camp Page 3-5

- a. OLS Camp - Getting Started
- b. About the *Online Learning Support Camp*
- c. What to Bring, What to Leave at Home
- d. Arriving at Camp
- e. Check-in

II. During Camp Pages 6-10

- a. Starting the Day, Daily Schedule
- b. Lunch, Allergies, Dietary Restrictions & Pods
- c. COVID-19 PRECAUTIONS
- d. COVID-19 CLEANING & SANITIZING
- e. Staff
- f. Healthcare, Medications, Emergencies/Illness, Behavior at Camp

IV. After Camp Page 11

- a. Talking with your Child About Camp
- b. Lost and Found
- c. Surveys
- d. Facebook, Instagram, YouTube, etc.

V. Letter from the CEO Page 12

VI. Emergency Action Plans Page 13-21



Online Learning Support Camp – Getting Started

Once you have registered your student for Online Learning Support Camp and paid the initial deposit, your child is signed up for camp. However, there are still other steps you'll need to take to complete the registration process. These steps include:

- 1. Initial Registration and Payment of a Deposit.** This could be done online or by phone. We will not be accepting paper registrations or health forms.
- 2. Health Forms, Waivers & Memos of Understanding** should be completed prior to the start of camp. If you arrive at Camp without these forms, you will not be able to leave your child in the program until you complete them online.
- 3. Tuition Balances must be paid 1 week prior to your child's camp session.**
- 4. Refunds.** For this special program, all deposits are non-refundable unless we are forced to cancel a camp program. If you register and cancel 2-weeks prior to your student's session, payments will be refunded, MINUS the deposit. After this time, no refund will be given and families are responsible for paying any remaining balances.
- 5. Camp Hours are 7:30am–3:30pm.** Car-line drop-off begins at 7:00am and ends at 7:30am. Parents are asked to pull through the Bynden Wood Loop and remain in their cars as directed by camp staff. A designated staff person, will take your child's temperature at the car. If your child's temperature is 100.3 or below, he or she will be taken to their camp group. Parents picking up their children at the end of the day can do so between 3:30pm and 4:00pm. Proper ID is required to sign your child out of our program.
- 6. After Care.** Families will have access to aftercare from 3:30pm-5:00pm for an additional cost.
- 7. Bus Transportation.** We will be unable to offer transportation to Camp.
- 8. Lunch.** Students will need a packed, nut-free lunch and snack each day.
- 9. Behavior.** We want all of our children to be successful in our Online Learning Support Camp. There are, however, behaviors we do not tolerate. For example, if a child is unable to follow our safety procedures like mask wearing and keeping socially distanced, a student may be dismissed from the program. Likewise, racially insensitive language or violence may result in immediate dismissal. For minor transgressions, we will make every attempt to work with the student and family. We believe in partnering with parents to ensure every student's continued growth and success. **More information on our behavior policies are included on page 10.**
- 10. Support.** While we cannot be your child's teacher, we can support them with their School District's Online curriculum. Students must have their own device and be able to access their online courses independently.

Please Note: Online Learning Support Camp is available for students from any school district, but will follow the Conrad Weiser School District's virtual learning schedule.

[Once Conrad Weiser School District returns to 100% in-person learning, this program will end.](#)

The South Mountain YMCA Camps recognize the struggle that families face while navigating distance learning, work, child care, and other activities. We are here to support you by offering the Online Learning Support Camp. Surrounded by nature, our program provides virtual school support, childcare and the opportunity for students to enjoy outdoor recreation and education activities with new friends, while still following health and safety precautions. While we cannot be your child's teacher, we can support them with their School District's Online curriculum. Our goals for your child are that they are successful in school work, make new friends, grow in independence, spend significant time outdoors, and learn about the YMCA's values of Caring, Honesty, Respect and Responsibility.

While our students work on their virtual schooling with the support of our Educational and Activity Specialists Staff, we will be incorporating enriching camp activities throughout the day. While students will remain in pods the entire day, as directed by the CDC, we are striving to allow the group an element of program choice in addition to enriching outdoor science and environmental classes. Our staff are professional role-models and they provide the support, leadership and supervision for children to learn new skills, build self-confidence, make new friends and be successful in this program. Our staff truly believes that ***Kids Come First***.

What to Bring

Each student must wear **closed-toed shoes**, such as sneakers or comfortable hiking boots. Most activities done at camp require such footwear at all times. We also recommend **clothing that can get dirty**, since camp is mostly outdoors!

- ☐ **Clean cloth mask**
- ☐ Packed Lunch and Snack
- ☐ Sunblock
- ☐ **Water bottle**
- ☐ Small backpack/bag
- ☐ Jacket or sweatshirt
- ☐ Bug spray (optional)

Virtual School Supplies:

- ☐ Device with Wi-Fi capabilities
- ☐ Device Charger
- ☐ Headphones
- ☐ Writing utensils
- ☐ Anything other supplies recommend by your student's school (i.e notebooks, paper, folders, etc...)

Please note: Though we expect students to be able to independently access and log-in to there virtual classes our staff is there to assist. **Please include printed directions how to access your students online classes.** We recommend attaching these instructions to the back of your student's device.

Leave this Stuff at Home!

Video Games, Knives, Weapons, Fireworks, Wheeled Shoes, Skateboards, In-line or Roller Skates, Pokemon, and Money.

If these items are seen at camp, they will be held by the Camp Director and returned to the parent or guardian at the end of the day. Our ***Memo of Understanding***, which is signed by both Guardian and Student and required before your student attends Camp, outlines our policies on these items.

PROTIP

Label all your student's belongings with their FIRST and LAST name!



Your family's safety is our primary concern. Safe and orderly check-in and check-out procedures help us avoid stress and accidents that could mar your camp experience.

We are asking your student to arrive in his or her mask. This will allow multiple staff interactions to safely occur at check-in.

Please note: At the time of registration, parents are able to list individuals approved to pick their children up from Camp. If you need to make a change to these arrangements for any reason, we ask that you provide us with written permission (in advance), for another individual to make the pick-up.

Driving Into Camp

The main entrance to the South Mountain YMCA Camps is at the top of Cushion Peak Road. The entrance is marked by a large sign to let you know you have arrived. Please be aware that cars do approach our entrance from both directions. Please pay attention to your surroundings and follow the rules of the road as you turn into our drive.

Our main drive into Camp is a single lane. We have installed "pull-overs" along the drive so motorists can pass one another safely. Please be alert as you drive in, and yield appropriately.

At Bynden Wood Lodge, you will find signage directing you into our loop for student drop-off. Staff will be on hand along the lane each morning to help our families arriving on our campus. Parents will be asked to stay in their cars, our staff will approach your vehicle in cloth masks for sign-in and health checks.

Health Histories and Memos of Understanding must be completed online prior to arriving at Camp. You will not be able to leave your child at Camp without completing this step.

**The Posted Speed Limit
Driving into Camp is
15 mph!**

Check-In & Check-Out

Each morning as you pull through the loop to drop off your child, we'll ask you to stay in your vehicle while we check your child into camp.

We ask that your student arrive wearing a mask each day. This is for their safety, as well as the safety of the staff who will be doing their daily health screening upon arrival.

When your car is stopped, staff will approach your car for sign-in and the health check. This process will include:

- Take your student's temperature
- Complete the health screening
- Check your student into the program

We hope this process will take approximately 1 minute.

Your child will be given a nametag and whisked off to get settled in for a day of learning.

At the end of the day, we'll follow the same procedure in reverse. **At sign-out, you will be required to show your ID every day.**



During Camp

Starting the Day

Families and students are greeted at their cars in front of Bynden Wood Lodge with a temperature check and a health screening. During the check-in process, students should be wearing their masks. Once cleared, students are taken to their work stations to prepare for a day of learning. ***Parents are instructed to remain in their vehicles.***

Please note: If a student has a fever of 100.4 or higher, he or she may not attend camp for the day and must remain out of the program for 48 hour.

Students are assigned to their Learning Pod, of (up to) **10 students** of the same age with **one staff**. The camp day is based on the School District's virtual schedule with camp activities dispersed throughout to allow for students to move and get outside.

Each pod follows a different schedule. The activities may include: **archery, arts & crafts, climbing tower, hiking, nature, sports (in small groups), sling shots and special programs.**

Example Daily Schedule: Monday -Friday

(Please note that this schedule may changed based on times of student's virtual classes)

7:00	AM	Drop-Off Begins
7:30	AM	Students set-up Online Work Stations
7:45	AM	Morning Announcements
8:00	AM	Morning Wake-up—Camp Activity
9:00	AM	Virtual Classes
12:00	PM	Packed Lunch
12:45	PM	Camp Activity
2:00	PM	Virtual Classes
3:30	PM	Pick-up Begins
4:00	PM	Camp Activity
5:00	PM	Aftercare Pick-up



During Camp

Lunch

In 2020, we ask that students and their families pack lunch each day. We ask that you are sensitive to our students with nut allergies, and that you avoid peanut and other nut products in your lunches.

Allergies

Please make sure to include any food allergies or dietary restrictions on your required health history form. South Mountain YMCA Camps runs a peanut free facility. For the health of the children we serve, we ask that you consider this when packing lunches for your student. Please be nut free!

Water bottles

In 2020, water bottles are as essential as sunscreen. Due to the infectious disease risk, we will not be using drinking fountains or coolers to keep our students hydrated. **Students must have their own, personal water bottle each day they are in Camp.** Staff, gloved and masked, will refill bottles as need throughout the day.



Learning Pods

Camp is all about making new friends, however we understand that for some students it's scary to go somewhere new when you don't know anyone. We guarantee to honor requests for pod mates, in pairs only, if requests are **mutual** and students are **within the same age/grade range**.

Due to the age requirements for some activities we may not match a student who is 7 years old with a student who is 8. Please e-mail pod mate requests to cevans@smymca.org or ycamps@smymca.org.

COVID-19 PRECAUTIONS

In order to prevent the spread of COVID-19:

- We will have health screenings each morning for students and staff.
- There will be temperature checks twice a day for students and staff.
- Check-in, Check-Out, and Screenings will be conducted through the window of your vehicle.
- **If a student or staff has: a temperature of 100.4 or higher, then they must stay home for 48 hours.** Additionally, health screening staff will be asking if the student has had a sore throat, cough, runny noses, loss of taste/smell, nausea/vomiting/diarrhea, shortness of breath. You will be asked if your student has been in contact with someone who may have these symptoms in the last 14 days, or has had contact with family members travelling to a place with significant COVID-19 cases. Family vacations to current COVID-19 hotspots may also restrict a student's attendance in this program.
- For students or staff that exhibit symptoms or a temperature during the camp day, there will be an isolation space for them to wait until they can be picked up from the program.
- If it is discovered that a staff person, student, or student's parent tests positive for COVID-19, we may close the support program for up to 5 days depending on circumstances.
- There are sanitizing policies and procedures for camp activities and equipment. Including hand-dip sanitizing stations at program areas around Camp with a CDC recommended 5% bleach solution.
- Students will be kept in the same group, the same "pod," for the entire week. Each pod will get their own space to complete virtual classes and travel together to different camp enriching activities.
- Students will be given their own work station, which will remain the same throughout the week, ensuring that students will not be sharing the same spaces.
- An appropriate use of masks will be required of staff and students.*

MASKS:** According to the Pennsylvania Department of Health, ***masks are required for our staff and students while indoors or in close proximity to others. Staff will be wearing masks throughout the entire day both indoors and outdoors. Students will wear masks throughout the day, with the exception being during outdoor physical activities that allow for social distancing. We will also ask students to arrive at camp wearing their masks for initial health screenings and temperature checks.

These precautions, and other changes in our operations, have resulted from the CDC summer camp and childcare guidelines, as well as the Pennsylvania state guidelines. Again, we appreciate your patience and understanding as we work to deliver a safe and supportive program for your children.

COVID-19 CLEANING & SANITIZING

Throughout the day we will be sanitizing surfaces and equipment across our program areas as our student groups make their way through their day.

Hand Washing: Students and staff will be encouraged to wash hands often with soap and water. Hand sanitizer stations will be available with at least a 60% alcohol solution.

Programs & Equipment: Equipment at other areas will be either wiped down or dipped between groups, students will be sanitizing their hands before handling equipment. At each program area there will be a sanitizing bucket for dipping/wiping down equipment after use. The buckets will have a 1:20 ratio (bleach:water) premixed every day for sanitizing purposes.

Work Stations: Each student will receive their own work station which when not outside will be their home base throughout the week. This will ensure that students are able to social distance while inside and different pods will not be utilizing the same spaces. Work stations will be wiped down at the end of everyday.

Facilities: We will clean our program spaces, our buildings and rooms, throughout the day, and also disinfect and sanitize each night after the camp day is over.

Outdoors: Students will spend as much time as possible outdoors.

Shutdowns: If it is discovered that a member of our staff, a student, or a parent tests positive for COVID-19, portions of our campus may close for up to 5 days depending on circumstances. While we hope our small-group approach with dedicated support staff limits the possibility of "cross contamination," it is possible that the Online Learning Support Camp may need to shut down should an outbreak occur.

Staff

The number one priority of all staff is the health and safety of our students. **Kids Come First.** We take great pride in selecting the best team to create a FUN and SAFE atmosphere in which your student can do their best.

Our team is specifically chosen to be able to provide students with a structured school day and an enriched camp experience. Staff are hired because they have demonstrated a true desire to develop, work with, and mentor children.

All staff are individually selected after an extensive application, interview and national background check process. Our Educational Support Staff are degreed staff, responsible for supervising students and providing educational support for virtual learning requirements. The Activity Specialists are experienced staff in facilitating outdoor recreation and education programs.



Health Care

Each student must have a completed Health History Form online 1 week prior to their first session at camp. We have trained and certified staff in First Aid/CPR/AED, as well as an appointed camp healthcare administrator.

Medications

No medication will be administered at camp, unless life threatening (Asthma, diabetes, food allergy). A special care plan must be requested for any child who has medical needs requiring extra care. Please arrange to administer your child's medication at home.

Emergencies/Illness

In an emergency, we will transport your child to the Wyomissing Children's Clinic or to the local hospital. In the case of a serious accident, or illness, you will be contacted by our staff.

If your child becomes sick during the day, we will ask you to pick up your student at camp immediately.

Behavior at Camp

Our staff will make every effort to provide positive, realistic expectations for your child. Students who cannot live within the rules of camp, or those that are adversely affecting the experience of other children, will be dismissed without a refund. In this case, it is the parent's responsibility to come to camp to pick up their children.

3 Strike Policy for Behavior Concerns

For minor behavior issues, OLS Camp has a 3 strike policy. If a student repeats unacceptable behavior, it is documented and brought to the attention of the onsite Director. The onsite Director will call the parents and explain the warning their child is getting. After 3 warnings the student will not be allowed back at camp that week and no refund will be given.

We believe in partnering with parents and will do our very best to make the OLS Camp experience successful for each individual child.

Serious Concerns Requiring Immediate Action

For the safety of your child and everyone at camp, the South Mountain YMCA Camps cannot and will not tolerate any of the following:

- Offensive or threatening language.
- Bullying (physical or emotional).
- Physical violence or abuse.
- Intentional germ-spreading (i.e. intentionally coughing on another person).
- Possession or use of any illegal substances, alcohol, tobacco, lighters, matches or knives (including pocket knives) or any other instruments that may be construed as a weapon.

Any of the above actions may require immediate dismissal from camp with no refund.

Talking with your Child About Camp

There is nothing more exasperating than asking your child, “What did you do today at camp?” and getting the following response, “Nothing.” While some children are bursting to share their experiences on the ride home, others are tired or may simply need a little more time to process. Over the week, draw your child out slowly by asking specific questions about tribe mates and counselors. You can also contact your Camp Director, Cory Evans by phone or email (cevens@smymca.org or 610-670-2267).

Each day, staff will complete a Pod log and submit it to the director. The log will include each student’s rating of the day and the activities the pod participated in. The Camp Director is happy to share this information with you at your request.

Lost and Found

Please make sure all of your student’s items are clearly marked with his/her first and last name. We try to manage lost and found items continually throughout the season, but it is a challenge! If you discover your child is missing something upon their return home, please notify the Director, Cory Evans, via email so we can assist you in finding your lost items (cevens@smymca.org). Lost and found items are not the responsibility of South Mountain YMCA Camps. After the camp session, we will donate any unclaimed items to a local charity.

Surveys

We will provide a survey after your student’s session. We value your feedback and use it to improve our programs and services for your children. If at any time you have a concern or question, please contact Cory Evans at cevens@smymca.org or by calling camp at 610-670-2267.



Facebook, Instagram, YouTube, etc.

Please know our camp discourages student-staff interactions on social media. This is part of our training. If, however, your child seeks to “friend” camp staff after the program is over, it may be very difficult for a young adult to deny or ignore the request (despite our best efforts to train them to do so). After all, we also train our staff to be attentive role models for your children. If your child speaks to you regarding this issue, please explain that staff members “need their space” during their time away from camp.

We do encourage you to visit our official South Mountain YMCA Camps site on Facebook rather than contact any individual camp staff member. We also encourage parents to talk to their children about this issue, and research their own child’s activities so they can stay “in the loop”.

A Letter From the CEO

Greetings from Camp!

We know this year has been tough for all our families. Our kids stayed home last spring and missed their concerts, musicals, science fairs, and - most of all - their friends. Parents stayed home with their children and were asked to help them learn virtually, as well as work remotely themselves.

This past summer, we cancelled our primary programs (Camp Conrad Weiser and Bynden Wood Day Camp), in favor of creating a small, CDC-compliant, day program we call the **Summer Adventure Series** for children ages 6-14. While it was not our traditional Bynden Wood Day Camp, this program provided a positive experience for our campers; one where they can see friends, play outside, and swim. They deserved it—so did our parents.

Now, as our schools announce virtual programs for the fall, the South Mountain YMCA Camps feel called to serve once more. We created the **Online Learning Support Camp** to provide families with an option for care and educational support for their children while they work. Like all of our programs, this effort includes financial assistance for families in need.

We intend OLS Camp to be a fun, safe, camp alternative to a typical childcare setting. We hope there will be adequate time for both learning and outdoor pursuits: hiking, climbing, archery, and sports. Students will be staying in “learning pods” all day and practicing social-distancing. Every young person will have their own indoor workspace that is theirs for the duration of the program.

While many things have changed this fall, our passion for creating a place for everyone to feel safe and appreciated will not change. We want to challenge our students to expand their minds, use their bodies, and to create relationships and bonds that last lifetimes.

I cannot express how grateful we are that you have entrusted your children to our camping programs at the South Mountain YMCA Camps. Please know that we take that trust seriously and offer you our sincere thanks. Until we see you back on the mountain, **keep the fires burning!**

We'll see you at Camp!



Nathan Brant, CEO
South Mountain YMCA Camps
WWW.SMYMCA.ORG
610-670-CAMP



Emergency Action Plans

There are a wide variety of circumstances that require emergency procedures. In every case, these procedures were designed to ensure the health and safety of our students and staff.

SRP TERMINOLOGY (Standard Response Protocol):

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



1)**LOCKOUT**: A lockout is called when there is a threat or hazard off camp grounds. Students may be asked to return to the inside of Bynden Wood Lodge and continue activities as normally as possible. Staff **may** be instructed to lock doors and windows.

2)**LOCKDOWN**: A lockdown is called when there is a threat on camp property. When a lockdown is called, all students should report to Bynden Wood Lodge, lock the doors, turn off the lights, and get out of sight.

3)**EVACUATE**: Evacuation is called when a group of students, or the entire camp, must be moved from one location to another. In our case, we would most likely be evacuating students from one portion of camp to a safer location (i.e. evacuate students from the pond during a severe storm and transport them back to main camp).

4)**SHELTER**: Shelter is called when the need for personal protection is necessary.

SAMPLE EMERGENCY ACTION PLANS (EAPs):

LOCKOUT:

In cases of emergencies off-site that could potentially “spill-over” onto Camp property, a Lockout will be called. Students will be shifted to main camp (from pond, peak-side, barn, etc.) and roads may be blocked by camp vehicles to limit access. Otherwise, programs should continue more-or-less as planned.

Emergency Procedures In Case of Lockout: An individual who is informed of the emergency may call the following procedure.

1. Alert the CEO that an off-site emergency may have on-site implications. The CEO may decide to implement Lock-Out procedure. If the CEO is not present, the Senior Program Director may make the call.
2. Students away from main camp (peak-side, barn, pond) may be returned to site. Make sure that the students are under control and that one person is in charge and calling the shots.
3. By radio or runner (one staff member or two students) to alert all full-time staff. Running in this situation is quite appropriate although screaming and yelling is not.
4. Take ATTENDANCE! Move students to a safe distance. Director or top staff will then take over the scene.

Director Procedure In Case of Lockout *(If not on camp grounds designate Safety Marshall who is aware of the following procedure):*

1. In the case of a Lockout, 1st Responders may have already contacted the Camp and asked us to implement this procedure. The Senior Program Director will coordinate with emergency personnel, or designate staff member. The Senior Program Director will also contact the camp directors, business office, and CEO to inform them of the situation.
2. The Camp Directors or his/her designee will sound the alarm and make radio contact with any camp areas outside the range of the air horn. The general emergency alarm at Camp is three loud blasts of an air horn.
3. Report to the designated location for roll call/attendance.
4. The Senior Program Director may ask staff (maintenance or program) to block access roads with camp vehicles.
5. If 1st Responders report to our campus, drivers blocking access roads are to admit them and direct them to the Senior Program Director.

Staff Procedure In Case of Lockout:

1. Staff will at all times have access to the class lists.
2. If requested by camp directors, evacuate students/staff from your area immediately.
3. Check entire building/area to be assured that all students have exited.
4. If deemed necessary by the Senior Program Director and Directors, all clients/students/staff and camp visitors may be directed to report the Wigwam or Bynden Wood Lodge. Take attendance and have the group sit down and await further instructions from your Director.
5. At the designated meeting spot, ALL staff are to help maintain strict order and silence as the Director calls roll and issues further instructions.
6. Groups may be instructed to return to activities as planned or given other instructions.
7. Counseling or Program staff should keep students and participants quietly occupied and seek to comfort those in need.

LOCKDOWN:

Emergency Procedures In Case of Lockdown:

1. If a threat or hazard is perceived on our campus, the CEO or Senior Program Director may implement Lockdown procedures, either in response to the perceived threat or at the request of local law enforcement.
2. Students may be instructed to return to the Wigwam or Bynden Wood Lodge. Make sure that the students are under control and that one person is in charge and calling the shots.
3. Off-site students may be returned to site, or it may be deemed safer to keep them off-site until the emergency is resolved.
4. By phone, radio, or runner, alert all full-time staff. Running in this situation is quite appropriate although screaming and yelling is not.
5. Take ATTENDANCE! Move students to a safe distance. Director or top staff will then take over the scene.
6. Students and staff are to remain in their Lockdown locations until the order is lifted.

Director Procedure In Case of Lockdown *(If not on camp grounds designate Safety Marshall who is aware of the following procedure):*

1. If a Lockdown is called in response to an onsite threat, call 1st responders (fire department or police), or designate staff member to call 911 and give appropriate information. The Director calling the Lockdown will also contact the camp business office to inform the Senior Program Director and CEO of the situation.
2. The Director or his/her designee will sound the fire alarm and make radio contact with any camp areas outside the range of the air horn. The emergency alarm at camp is three loud blasts of an air horn.
3. Report to the designated location for roll call/attendance (the Wigwam or Bynden Wood Lodge), and "clear" the space before students arrive.
4. Once roll is taken and all students are accounted for staff are to lock all entrances to the building (doors and windows), lights are turned off, and students and staff are to hide from view.
5. Upon arrival 1st Responders, report the nature and location of the threat, as well as any missing students/staff.
6. Lift Lockdown when 1st Responders advise it to be lifted. Students are to remain in their Lockdown locations until this time.
7. The Director will fully document the incident in writing.

Staff Procedure In Case of Lockdown:

1. Carry at all times a class and cabin/tribe list. Village Chiefs, Counselors, and Program Directors will at all times have access to a class list and a Tribe/Village/Camp List.
2. Upon notification of a Lockdown, evacuate students/staff from your area immediately and head to main camp (Wigwam or Bynden Wood Lodge).
3. Check entire building/area to be assured that all students have exited.

4. All clients/student/staff and camp visitors will report to the A-Field or Bynden Wood Lodge, or other designated area immediately. Take attendance and have the group sit down and await further instructions from Camp Director.
5. As attendance is confirmed, the Camp Director may choose to have students and staff wait in Bynden Wood Lodge or the Wigwam until the order is lifted.
6. Groups may be instructed to wait in cabins, wait in a lodge, or which route to take for an evacuation.
7. Counseling or Program staff should keep students and participants quietly occupied and seek to comfort those in need.
8. Once students and staff arrive in their Lockdown location (cabin, Wigwam, or Bynden Wood Lodge), doors should be locked, lights should be turned off, and students and staff should remain out of sight. Staff should keep students calm with quiet games until the order is lifted.

ACTIVE SHOOTER:

The Active Shooter procedure is vastly different from the others. Rather than gather in one central location, or inside cabins and program buildings, this procedure requires our staff and students to evacuate our site and move through the woods to the Maintenance Center of the Caron Treatment Center (see map). In "camp terms," we'd run downhill, through the woods behind Cubs or Loggers Villages.

Emergency Procedures In Case of Active Shooter:

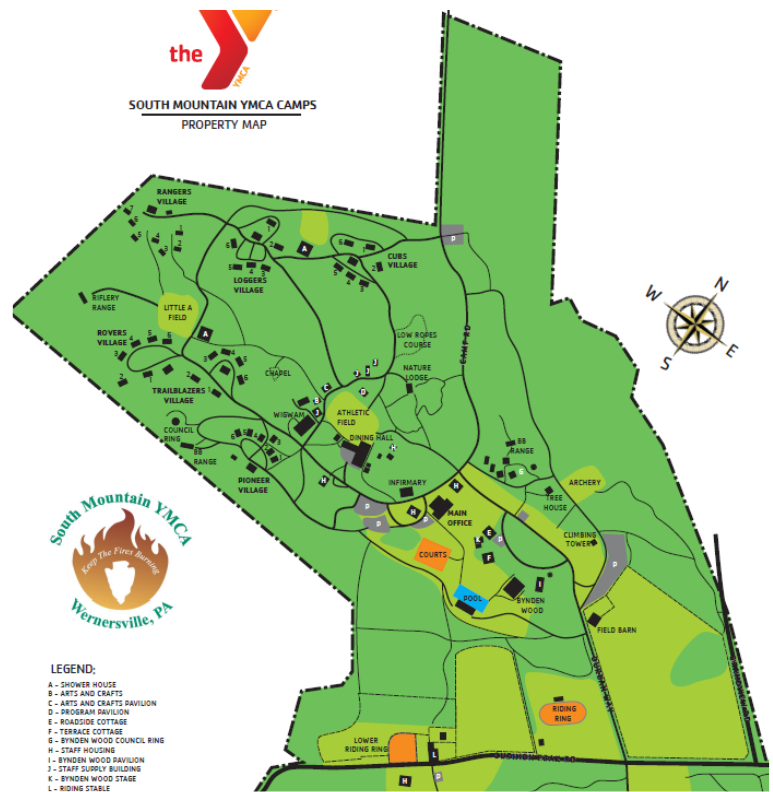
1. If an Active Shooter incident is reported on main Camp, short, continuous bursts of an air horn will sound. Also, if you hear unscheduled gunfire in an undesignated location, assume there is a threat and proceed.
2. Students and staff should scatter through the woods in the direction of Caron Treatment Center (see Map).
3. If an Active Shooter incident occurs off main camp, staff and students are to scatter and flee from the source of the gunfire.
4. Ensure your safety, and that of your students, first. Then contact Camp and 911.

Director Procedure In Case of Active Shooter *(If not on camp grounds designate Safety Marshall who is aware of the following procedure):*

1. If an Active Shooter incident is reported onsite, call 911 or designate another staff member to call 911 and give appropriate information. This person should also report the incident to the camp business office to inform the Senior Program Director and CEO of the situation.
2. The Director or his/her designee will sound the air horn in continuous, short bursts.
3. If you are in danger, move to safety.
4. Upon arrival 1st Responders, report the nature and location of the threat, as well as the student evacuation point (Caron).
4. When the 1st Responders report the threat as neutralized, immediately begin gather students and taking role.
5. The Director will fully document the incident in writing.

Staff Procedure In Case of Active Shooter (for main camp incidents):

1. Carry at all times a class and cabin/tribe list. Village Chiefs and Program Directors will at all times have a class list and a Tribe/Village/Camp List.
2. Upon notification of an Active Shooter incident, evacuate students/staff from your area immediately and scatter through the woods to Caron Treatment Center.
3. Check entire building/area to be assured that all students have exited.
4. All clients/student/staff and camp visitors will scatter through the woods toward Caron Treatment Center. Upon arrival, gather your students or group, take attendance, and have the group sit down and await further instructions from Camp Director.
5. Students and staff will remain at Caron until evacuated by 1st responders, picked-up by parents, or returned to program.
6. Any unnecessary noises or horseplay during the Active Shooter incident procedure should be taken care of immediately.
7. Once students and staff arrive in their evacuation location, staff should keep strive to keep students calm with quiet games until the order is lifted.



FIRE EMERGENCY PROCEDURES:

Emergency Procedures In Case of Fire: An individual who spots a fire is to follow the following procedures:

1. Alert all in building to evacuate immediately. Make sure that the students are under control and that one person is in charge and calling the shots.
2. By radio or runner (one staff member or two students) to alert the office immediately. Running in this situation is quite appropriate although screaming and yelling is not.
3. Take ATTENDANCE! Move students to a safe distance. Director or top staff will then take over the scene.

Director Procedure In Case of Fire (If not on camp grounds designate Safety Marshall who is aware of the following procedure).

1. At the report of a fire, call the fire department or designate staff member to call 911 and give appropriate information. The Director will also contact the camp business office to inform the Executive Director of the situation.
2. The Director or his/her designee will sound the fire alarm and make radio contact with any camp areas outside the range of the bell or air horn. The emergency alarm at camp is the continuous ringing of the camp bell or three loud blasts of an air horn.

3. Report to the designated location for roll call/attendance.
4. Upon arrival of the Fire Department, report fire location and any missing students/staff. Do not dismiss students/staff from roll call until the Fire Department assures that the emergency is over.
5. The Director will notify the local health department within 24 hours if a fire occurs at Camp or there is a camp evacuation.

Staff Procedure In Case of Fire:

1. All Staff will carry at all times a class list. At the first sign of an emergency, evacuate students/staff from your area immediately.
2. Check entire building/area to be assured that all students have exited.
3. All clients/student/staff and camp visitors will report to the Parking Lot or designated area immediately. Take attendance and have the group sit down and await further instructions from Camp Director.
4. At the designated meeting spot, ALL staff are to help maintain strict order and silence as the Director calls roll and issues further instructions.
5. Groups may be instructed to return to activities as planned or which route to take for an evacuation.
6. Counseling or Program staff should keep students and participants quietly occupied and seek to comfort those in need.

In the event the designated meeting spot is the area of the emergency, the top staff in charge will communicate the alternate meeting location.

EMERGENCY PROCEDURES IN CASE OF LOST CAMPER

1. Staff must account for their students. Students can be assigned a buddy. On out of camp trips a buddy system is required.
2. Upon report a student is missing, staff will work to locate the child within the immediate location. If the child is not found within 5 minutes, contact the Camp Director.
3. The Camp Director will then check the missing child's assigned area. If the child is still missing the Director will designate several staff members to check the buildings, camp grounds and pool area. All program areas will be checked.
4. If the student is not located the air horn will signal emergency. All students will report to the Bynden Wood Lodge so all students can be accounted for.
5. All available staff will report to camp office for the organizing of a search party. The entrances and exits to camp area within 3 miles of camp is to be searched. Camp Director should designate staff who are to search this area at the beginning of the camp program. Return to the Bynden Wood Lodge (camp dependent) within 30 minutes.
6.
 - a. Maintenance staff will also be notified to assist in the search.
 - b. Search parties will be equipped with first aid kits, cell phones, and radios if available.
 - c. Camp nurse and another person will remain in infirmary on standby.
 - d. Camp Director and another person will remain in office to monitor and give directions.
 - e. Director will use vehicle and drive camp roads with another staff.

- f. Facilities Director will drive neighboring roads with another staff member.
 - g. Riding staff will search around riding area and buildings in the area.
 - h. Pool staff will search around pool area and Bynden Wood area.
 - i. Kitchen Staff will search around dining area, trading post and staff cabin areas.
 - j. OLS staff will search around staging area, ropes course and nature building.
 - k. One village staff from each village will search areas around and in village buildings.
 - l. Creative Arts Director will search wigwam and surrounding areas.
 - m. Other staff will be assigned areas in the camp to be searched.
6. 30 minutes after the student has not been found the Camp Director will notify the POLICE and county SEARCH and RESCUE SQUAD giving full description (height, weight, clothes worn, last place seen and any habits which may aid searchers). Parent will also notified.
 7. One hour after a student has cannot be located, the Director notifies parents with updated information.
 8. Upon location of the missing parties, staff will be contacted via radio or cell phone to cancel the emergency. The Camp Director will notify the family and 1st Responders.
- NOTE: On out of camp trips, if a student cannot be located in 30 minutes, the trip leader will send two counselors to nearest habitation for assistance.

The best way to prevent a lost child situation is to always account for the children in every activity. Roll call must be taken before and at the end of activities and counselors should take roll call before bedtimes, at meals and rest times. The more time you take to get to know the children in your cabin/tribe, village, and activities, the more likely you will not have a lost student situation.

EMERGENCY PROCEDURES IN CASE OF UNAUTHORIZED PERSONS

1. All camp staff are required to report to the Camp Director if they will be having a visitor at Camp.
2. All visitors are restricted to the main camp area unless permission is granted by the Camp Director for visitation further into the camp. Visitors will wear a "Visitor's Pass" so as they will not be recognized as an intruder.
3. The suspicion of unauthorized persons on camp is to be IMMEDIATELY reported to the Camp Director.
4. The Camp Director will visit the site with another administrative person to inspect the situation and to reassure the students and staff in the area.
5. In the case that intruders are definitely on the property, the South Heidelberg police will be called. The children and staff in the area of intrusion will be moved to main camp. The director, property manager, executive director and other designated staff will monitor the exits of the camp in vehicles.

ACCIDENT/INJURY EMERGENCIES

On a routine basis, accidents and injuries will occur at Camp. Bumps, bruises, scrapes, and scratches are routine health care, not emergencies. Head injuries, trouble breathing, allergic reactions, loss of consciousness, altered state, and head/neck/back injuries are emergencies.

1. Immediately contact the Director for support (in the event of a suspect head/neck/back injury, do not move the individual). Radio or call. If that is not an option, send another staff person for help and stay with the injured person. If another staff person is not available, send 3 students.
2. A qualified staff will attend to the sick or injured person and act as the 1st Responder.
3. The Director will immediately call 911 for support in the case of serious, life-threatening emergencies. In the case of non-life-threatening emergencies.

IN CASE OF STORM/NATURAL DISASTERS

"Our first concern" - The Safety and Welfare of our Students

The not uncommon weather situation presented to the residents of South Mountain is an electrical storm. Normally these types of weather events are fast, furious and harmless. We will treat each storm with respect and caution. Although electrical storms are generally late afternoon/early evening phenomenon, they can strike with little or no warning, at any time.

Normal Event Electrical Storms

Calmly seek immediate shelter with your students and remain with the group. Be prepared for radio contact instructions as to what procedures are being taken. Do not allow students to run about or to move from shelter to shelter. Remain in your shelter until the storm has safely passed overhead. Above all, keep the students calm and do not incite panic by yelling or becoming overexcited.

In The Event Of A Major Storm/Tornadoes/Hurricane

Generally, these storms are predictable and we are adequately warned by National Weather Radio. The Camp Director or his/her designee will make the decision to initiate "Disaster Procedures."

The continuous ringing of the camp bell will indicate "Disaster Procedures"

All Students, Visitors and Staff will report to the basement of the Bynden Wood Lodge and follow fire procedures:

1. Gather as a Pod and sit down when all accounted for and await further instructions.
2. Students and Staff will await further instructions once safely in the Lodge.
3. If evacuation is required, only the Camp Director or his/her designee may give the order.

Lightning Storm Risk Prevention

Lightning storms can be a very dangerous situation. Counselors and staff must know and follow the information and recommendations. Lightning kills more people in this country than tornadoes, floods or hurricanes. Students and summer vacationers are especially vulnerable to dangers of lightening because the thunderstorm activity is greatest during the months of July and August.

IN CASE OF STORM/NATURAL DISASTERS CONTINUED...

Simple Precautions:

- Learn to recognize the signs of oncoming thunderstorms: thunderhead clouds, dark skies and distant rumbles of thunder and flashes of lightning.
- Don't wait for the first nearby lightning stroke before taking cover.
- When a thunderstorm threatens seek shelter in large buildings or enclosed automobiles/buses with metal tops and bodies.
- When inside, stay away from windows (you can be injured by flying debris if something outside the window is struck).
- Do not take a bath or shower during a thunderstorm.
- Do not touch large metal objects, such as refrigerators, stoves, sinks or bunks because they can have currents induced in them if lightning strikes nearby.
- Avoid using the telephone except for emergencies.

If possible, avoid the following places which offer little or no protection from lightning:

- Small unprotected buildings, barns, sheds, etc.
- Tents and temporary shelters
- Open top automobiles or recreation vehicles

Certain locations are extremely hazardous during thunderstorms and should be avoided if at all possible:

- Open fields, athletic fields and golf courses
- Parking lots and tennis courts
- Swimming pools, lakes and seashores
- Near wire fences, clotheslines, overhead wires and railroad tracks
- Under isolated trees

It may not always be possible to choose an outdoor location that offers good protection from lightning. Follow these rules when there is a choice in selecting locations:

- Seek depressed areas-avoid hilltops and high places
- Seek dense woods-avoid isolated locations
- If you are in a small craft and can't make it to shore, crouch down in the middle of the boat, otherwise get below

If you are in a level field and you feel your hair stand on end (indicating lightning is about to strike, drop to your knees and bend forward, putting your hands on your knees (not on the ground). This is safer than lying down, because you keep low to the ground but only a small area of your body is in contact with the ground.

Informing Families and Community of an Emergency:

In all emergencies, the CEO addresses the media and the community.

If student pick-up and drop-off schedules remain unchanged and the student schedule is not significantly altered:

The CEO provides a letter to be emailed to families as soon as 1st Responders clear us to do so. The Camp Directors will send the email to their respective camp families.

- Counselors and Students may be informed of the occurrence. Stress that we are working with 1st Responders to ensure everyone's safety.
- The CEO provides a letter to be emailed to families after Camp hours on the same day as the event.

If student pick-up and drop-off schedule are changed, or the student schedule is significantly altered:

- The CEO provides a letter to be emailed to families as soon as 1st Responders clear us to do so. If alternate pick-up and drop-off details are known, they will be shared at this time. If these details are not known, the letter will share that pick-up and drop-off details will follow.
- If pick-up or drop-off is within 30 minutes and we are not yet cleared for family communication (i.e., it's 3:30pm and pick-up begins at 4:00pm), we will send a family communication that explains, in broad strokes, the nature of our emergency and asks families to wait to pick-up their child until we can provide further details. This email will be prepared by the CEO and emailed by Camp Directors or office staff.
- The office staff will also be informed, initially by phone, but will also be copied on the details being sent to families.
- Counselors and Students will be informed of the occurrence. Stress that we are working with 1st Responders to ensure everyone's safety.

ALARMS AND THEIR MEANING:

3 Air Horn Blasts:

3 air horn blasts are used as our general, camp-wide emergency alarm. This might occur for a Fire, Missing Camper, Lock-down, or General Evacuation. For Camp Conrad Weiser students and staff, as well as visitor groups with our Outdoor Center Staff, this alarm would call them back to the A-Field in front of the Dining Hall. For Bynden Wood Students and staff, this would call them back to Bynden Wood Lodge. From there, participants and staff will receive additional instructions.

Continuous, Short Air Horn Blasts:

Continuous, short blasts on the air horn will only be sounded in the event of an active shooter on campus. In the event of such an occurrence, all staff and participants are to scatter through the woods in the general direction of the Caron Treatment Center (through the woods behind Cubs and Loggers Village). Our "command center" in the event of an active shooter incident is Caron's Maintenance Building immediately past the red gate at the bottom of Camp Road.

3 Whistle Bursts:

3 whistles indicate an aquatic emergency at any waterfront or pool location. Guards and boating staff are trained to respond to these events. Counseling and Program staff should maintain quiet control of their students or participants.



WHEN THE ALARM SOUNDS, DO YOU KNOW WHERE TO GO?

3 Air Horn Blasts: Calls students and staff to move to the A-Field or Bynden Wood Lodge to receive further instructions.



Continuous, Short Air Horn Blasts: Calls students, staff, and guests to scatter through the woods toward Caron Treatment Center.



3 Whistles: Indicates a waterfront emergency. Lifeguards will respond and direct other staff as needed.

