

Camp Gan Israel of S. Barbara**Camp Policy**

(Last Updated February 2012)

Introduction

Camp Gan Israel S. Barbara is part of the world's largest network of Jewish camps. We take great pride in offering a program that is safe, fun and educational to promote each of our camper's physical, emotional, social and spiritual growth. Presented here are policies that ensure these goals are met. These policies are designed to comply with the American Camp Association accreditation standards.

Codes in parenthesis correspond to American Camping Association accreditation standard number. For more information on ACA accreditation visit www.campparents.org

Site and Food Service (SF)**Maintenance**

1. Camp Gan Israel prides itself in having a safe and welcoming facility for our campers. Our 3 and half acres are maintained to meet the highest standards of cleanliness and safety. (SF.7.1)
2. South Coast Janitorial is contracted to clean the camp facilities. Santiago Tree and Garden is contracted to maintain the gardens and property of Camp Gan Israel by Chabad of S. Barbara. Additionally, Every morning, the Camp Director does a walkthrough of camp to ensure that the camp meets all cleanliness standards. (SF.7.1)
3. If a staff member sees a maintenance concern, he/she should write a request and leave it on the director's desk. Repairs and corrections will be performed on a priority basis. (SF.7.1)
4. Each classroom is equipped with garbage cans, next to the eating area is a garbage can, and all around the camp site there are garbage cans. All garbage cans are emptied at least once daily. (SF.7.1)
5. The building is to be cleaned every single day after camp. Counselors should sweep floors and wipe down tables. Garbage and Diaper Genies should be emptied and new bags should be prepared for the next day. (This includes bathrooms and classrooms.) (SF.7.1)
6. Food Service areas are to be cleaned after each use. Food should be disposed of into the covered garbage cans. Doors are to be kept closed and windows are to be screened. All food is sealed and stored in proper storage containers. (SF.15.1)

Camp Gan Israel of S. Barbara Camp Policy

7. Refrigeration is monitored on a daily basis on Camp Days. The camp director must be notified immediately if the temperature exceeds 40°F. The Camp Director will immediately call a refrigerator repairman if temperatures exceed 40°F. All food in the broken unit is to be discarded. (SF.16.1)

Playground Safety

1. Our Playground is inspected at the beginning of each day by the counselor of the first group to use the playground. The safety checklist is kept on a clipboard hanging on the office wall near the playground exit. All safety concerns are reported to the Camp Director immediately. (SF.10.1)

Transportation & Trips (TR)

Arrival and Departure (TR.4)

1. The gate will be opened 10 minutes before camp begins until 25 minutes after camp begins. The gate will likewise be open 10 minutes before camp ends until 25 minutes after camp is over.
2. Parents should park in the parking lot and walk their children into camp.
3. At the end of the day, parents must pick up their children from the field in front of the building. Staff members will supervise the children until parents pick them up.
4. THERE IS NO PARKING AROUND THE ROUNDABOUT! All cars MUST be parked in the designated parking spaces.
5. Please obey 5 MPH Speed Limit sign posted in the parking lot.

Release of Campers to Other than Legal Guardians: (OM.13.1)

1. Parents/Guardians wishing to have their children released to anyone other than themselves must make prior arrangements with the Camp Director and fill out a "Release Form" available in the camp office and on the camp's website.
2. If Campers are walking/biking home, Camp must have on record a release authorizing this.
3. Staff will not release campers without Director's approval.
4. If parent is over twenty minutes late to pick up a camper, the Camp Director will call the parent to find out when camper will be picked up. In addition, they will be charged for after-care.

Attendance/Child Absence: (OM.13.1)

1. Attendance is taken first thing every morning by line-up.
2. Each day, after line up, a list of absentees/no-shows should be turned into the office by the section head.
3. Campers who arrive after line-up must check in with the Camp Director in the office.
4. Camp Receptionist will make contact with the absentees' families to determine reason for absence. Reason should be logged in camper's file. If family cannot be reached, the Camp Director should be notified.

Trip Transportation

Supervision

1. Children are to be transported in charter buses only. Staff members are NOT to transport children in private vehicles. Children are certainly NOT to be transported in vehicles not designed for passengers. (TR.2.1)
2. Campers must wear a camp hat and t-shirt on trip days. Campers will also wear a wrist band with emergency contact information.
3. Buses leaving on trips will load and unload at the roundabout in the parking lot.
4. The camp director will contact the parents in case of illness or accident, G-d forbid. (OM.11.2)
5. Staff members accompany campers on the busses. We have a minimum ratio of ten children to one staff member. Additionally, there must always be an additional staff member besides the driver of the vehicle. (TR.6.1)
6. Specifically, on busses, a head-staff member accompanies the campers on the bus. The Head Counselor is responsible for roll call taking, making sure that the campers are seated safely, proper decorum on the bus and for general bus safety. (TR.6.1)

Safety Procedures (TR.8.1)

1. Santa Barbara Airbus provides us with SPAB certified drivers who are participants of the pull-notice program. We have their latest CHP terminal inspection report on file. **All of our vehicles are CHP certified with passenger load limits written on the certificate. We do not exceed those limits** (TR.8.1-A, TR.11)
2. Campers are not required to wear a seatbelt on the Charter Buses (TR.8.1-B)

Camp Gan Israel of S. Barbara Camp Policy

3. Campers are required to remain seated at all times when the bus is moving. If a child needs to go to the bathroom, they may stand when the lavatory is vacant. (TR.8.1-C)
4. Though by law school buses are permitted to travel within 100 feet of each other when in convoy, we encourage our drivers to travel at normal following distances. (TR.8.1-D)
5. A copy of staff and camper Medical & Health History information will be taken on local trips. Each counselor will carry with them for each camper: the emergency contact information, a summary of the health history including allergies and other life-threatening health information, insurance information and signed permission to treat forms. The Head Counselor and Director will have the master list, which includes the above information for every camper as well as a roster of those on the trip. Additional details will be stored in the camp office and available by calling the camp director or camp office. (TR.8.1-E, PD.10.1)
6. The bus is equipped with a First Aid Kit, Fire extinguisher, Reflectors, Two way radio and/or cell phone and Water. (TR.10)

Transportation Orientation (TR.9.1)

1. All staff are trained by the Camp Director on bus safety procedures.
2. Campers are given a safety orientation by the Head Counselor or the Camp Director at the beginning of each trip. Training is based on the Bus Rules that follow.

Bus Rules (TR.9.1)

1. Camp Gan Israel endeavors to provide the best bus service possible. On all field trips we use the Santa Barbara Airbus company.
2. Camp Gan Israel is concerned for the health, safety and welfare of all our children. Therefore, campers must obey the following rules:
 - a. Remain properly seated while on the bus keeping the aisle and emergency exits clear of feet and your belongings. You may get up to go to the bathroom only when the bathroom is empty.
 - b. Keep arms and other objects inside the bus
 - c. Always follow the directions of the driver or camp staff
 - d. Keep games, balls, toys, etc. in a bag or box
 - e. Help keep your bus clean! Put all garbage in the appropriate containers

3. Campers cannot:
 - a. Chew gum while riding on the bus
 - b. Stand or change seats while on the bus
 - c. Fight, shout, or throw objects while on the bus, or talk to or distract the driver in any way.
 - d. Leave anything in the center aisle

4. On trips the camper's lunches are stored in coolers with ice or on the charter bus and only taken out for lunch time. If kept on the bus, buses are kept air conditioned the whole time. (PD.1.3)

5. The camp office is always staffed with a receptionist. He/She is the designated contact person in camp during trips and is given: (PD.11.1)
 - a. The receptionist also has a bunk roster and a list of which bunks are participating on each trip.
 - b. A list of the dates of all camp trips, including time of departure and arrival.
 - c. In case of any problems (including inclement weather) the head counselor or section head will contact the Camp Director by phone or cell phone. If problems with weather or any other occur before the trip leaves, the Director will decide on alternative plans and communicate a decision to the head counselor.
 - d. Santa Barbara Airbus routes each trip and has a copy of such routes. A copy is also given to the Camp Director. In case of any problems the person in charge of the trip should contact the director or receptionist at the camp office with their cell phones.

Accident Procedures (TR.7.1)

1. Head Counselor will designate First Aid certified counselors to tend to injured students as necessary. He/she will designate a staff member to call 911 if necessary.
2. Head Counselor will instruct remaining staff members to move uninjured students to safety and to supervise them.
3. The bus driver will inform:
 - a. CHP: 9-1-1 or 805-967-1234
 - b. Camp Office: 805-275-4083

Camp Gan Israel of S. Barbara Camp Policy

4. Driver will carry CHP inspection card, registration and insurance information on the bus. In case of an accident, G-d forbid, the driver will exchange insurance information. Driver will also be asked to identify witnesses and obtain appropriate accident or emergency information.
5. All our drivers are CHP certified. In accordance to the law they are also First Aid certified.
6. Whenever any accident occurs, G-d forbid, the driver shall stop immediately; notify the CHP and the Camp Office. If a child is injured as a result of the acceleration/ deceleration or any movement of the bus and does not require medical attention, the driver is to continue on his/her route, but notify the Camp Director upon arrival at camp. (OM.11.1)
7. The driver should not leave the immediate vicinity of the bus to seek aid. On a field trip the driver will designate a staff member who will be in charge of seeking help and dialing 911 in an emergency.
8. If it is unsafe to continue the use of the bus, the driver will notify Santa Barbara Airbus who will send out a replacement bus.

Trips/Overnights & Cookout Procedures (PD.9)

1. Barbeque Grills are used by trained individuals using the following procedures: (PD.9.1)
 - a. Use self-light charcoal with NO lighter fluid. Set up charcoal in a pyramid shape until most of the briquettes are white. Wait an additional 15 minutes to ensure all harmful chemicals are burned off.
 - b. Remove hotdogs from coolers within 10 minutes of placing them on the fire. Slice them lengthwise so that the cut goes halfway through the depth of the hotdog. (PD.9.3)
 - c. Check EACH hotdog that it is properly cooked as it is removed from the stove. Check temperature is above 140°F with chicken or hamburgers with a food thermometer. (PD.9.3)
 - d. Clean all utensils and sanitize with bleach solution (1:10 bleach to water). Store inside camp van when dry.
2. All our overnights are held on sites rented from the National Forest Service or State Park System. Potable water is provided. (PD.9.2)
3. Food that requires refrigeration is kept in coolers with ice. Temperatures are maintained below 40°F and checked before use. (PD.9.3)
4. Environmental Impact: (PD.9.5)

Camp Gan Israel of S. Barbara Camp Policy

- a. Garbage dumpsters are provided by the campsite. Campers are trained in “Leave No Trace” procedures to eliminate damage to the campsite.
- b. A single bonfire is lit in the designated fire pit provided fires are permitted by the Fire Department. Fire warnings are placed on the entrance of the campsite and must be obeyed. The fire must be completely extinguished with sand and water before the campsite is evacuated. The trip leader, usually the camp director, is responsible for this.
- c. Hiking is only allowed on marked trails. Staff must be in front and back of the line of campers. Other staff are interspersed at regular intervals. Campers should watch and listen – not touch.

Health and Wellness (HW)

Health Care Plan (HW.11)

1. Camp Gan Israel’s Health plan is reviewed at least every three years by a licensed physician, who also serves as a consultant with access by phone throughout the summer. (HW.11.1)

Scope and limits of Healthcare Services Provided (HW.11.2-A)

1. Camp will provide counselors that are all certified in first aid and CPR (HW.1.1). A pre-camp Pediatric and Adult CPR class is available for those not currently certified. Contact the camp director for information.
2. Who to contact in an emergency (HW.10.1)
 - a. Emergency – Dial 911. Begin CPR as necessary. Contact Parents. (HW.10.1) Log Communication in Ultra Camp (HW.10.2)
 - b. Severe – not emergency. Contact parents – transport to hospital or doctor at parents discretion or if parents can’t be reached. (HW.10.1) Log Communication in Ultra Camp (HW.10.2)
 - c. Minor illness – contact parents. Child should wait in a secluded room until parents can pick up child. (HW.10.1) Log Communication in Ultra Camp (HW.10.2)
 - d. All cases will be entered into the Health Care Log (HW.21.1)
 - e. First aid will be administered by our Red Cross certified First Aids on premises. (HW-12)
3. In non-emergency situations parents are to be contacted immediately if campers are ill or injured and will require further medical care. Reasons may include fever, rash, suspected contagious disease,

Camp Gan Israel of S. Barbara Camp Policy

lice, or any injury that requires more than first aid. We encourage parents to pick up their child and bring them to their own doctor. For medical injuries not requiring further medical treatment camp provides First Aid. Parents are to be contacted by the Health Care Administrator to inform parents of steps taken. All parent communications will be logged in Ultra Camp (HW.10.1, HW.10.2, OM.11.2)

4. At all times during camp, whether in camp or on a trip, each counselor has on his/her person the complete list of campers in their care and all emergency contact information. The head counselor has a master list of all campers in camp. This list includes: Name; Birthdate/Age; Custodial Guardian's name, address, phone number(s); Emergency Contact numbers, Physician number. (HW.20.1)
5. The Camp Health Care Administrator is trained in First Aid/CPR and has years of experience as a camp first responder. The Health Care Administrator is responsible for: (HW.11.2-A, HW.11.2-B)
 - a. Monitoring all sick or injured campers
 - b. Maintaining medical records – including the Health Care log
 - c. Maintaining a neat and clean room for patients to recuperate in
 - d. Sterilizing any instruments used in medical care
 - e. Stocking first aid kits
 - f. Contacting parents of sick and injured children
 - g. Monitor overall camp program for safety and cleanliness
6. Counselors are allowed to tend to any minor scraps or pains. If, when assessed by counselor, it appears to be more major, the Camp Health Care Administrator will be contacted and will determine what steps to take as mentioned in Paragraph 1 above. (HW.11.2-C) Treatment procedures are found in the Staff Handbook and on page 10 of these policies. Other First Aid/CPR information is found in the "Pediatric CPR and First Aid" guide distributed during our First Aid/CPR training.
7. For any religious issues in camp, Rabbi Yosef Loschak is available at all times. (HW.11.2-D)
8. Chai Lifeline's crisis management team is available for help in case of any serious crises. They are reachable via telephone or email. If a counselor/staff member suspects abnormal behavior, abuse or neglect; the information should be relayed to the camp director who will contact Chai Lifeline for guidance. (HW.11.2-D)

Patient Care

1. Procedures for on-site health care issues have been explained above. If camp is offsite, the following procedures will take place in case of an emergency G-d forbid. (OM.11.1)
 - a. Emergency – Dial 911. Begin CPR as necessary
 - b. Severe – not emergency. Contact parents – transport to hospital or doctor at parents discretion or if parents can't be reached.
 - c. Minor illness – contact parents. Child should wait in a secluded room until parents can pick up child.
 - d. All cases will be entered into the Health Care Log
 - e. First aid will be administered by our Red Cross certified First Aids on premises.
2. In case medical treatment is required in camp, G-d forbid, the Camp Office is our designated place to handle emergencies and administer First Aid. The Office provides an isolated, quiet and private place for campers to be treated (HW.15.1-D) and is in close proximity to running water (HW.15.1-B) and toilets (HW.15.1-A).
3. Whenever a child is in the office for health care reasons, he/she must be under constant supervision by either the Health Care Administrator or another staff member who is following directions from the Health Care Administrator. (HW.18.1)
4. The Health Care Administrator will make sure that first aid kits are stocked and available. When camp is off grounds, each group will have a first aid kit readily accessible. Band-aids and gloves are kept in every classroom, and a fully stocked first aid kit is stocked in the office. The camp director orders supplies when necessary. (HW.16.1-A)
5. An AED is kept in the office in a clearly marked case. The Camp Director is responsible for maintenance of the AED. All staff are trained in the use of an AED during our CPR/1st aid training before camp. (HW.17.1)
6. American Medical Response has been notified regarding our camp program and are on call for emergency care. If camper requires residential hospital care, G-d forbid, it will be arranged with parents/legal guardians of campers. (TR.1.1)
7. Health screening will be administered by our health supervisor prior to every camp session and all pertinent information and limitations related to the camper's participation in activities will be relayed to the relevant camp staff within the first 24 hours of each child's arrival in camp. This

includes informing the staff of any special needs or medical, physical or mental conditions of the campers in their charge. (HW.8.1, HW.13.1)

8. It is the responsibility of the Health Care Manager and First Aider for direct supervision of sanitary practices. An overall watchful eye will be conducted by both the health supervisor and the Owner of the Camp Facility, Rabbi Yosef Loschak.
9. Special care will be given to dispose of or totally sanitize and instruments coming in contact with human secretions into the specially marked red bags for waste containing blood borne pathogens. These bags are disposed of at a physician's office after camp.

Medication Procedures (HW.19)

1. Medication for campers should be brought to the front office immediately upon arriving in camp. Medication is stored in a locked cabinet or locked refrigerator, except when in the controlled possession of the person responsible for administering them, i.e. the Health Care Administrator. (HW.19.1-A)
2. Prescription medication will be dispensed only under specific directions from a licensed physician. Nonprescription medication will be dispensed only according to the instructions of the parent, guardian or physician as noted in the Health Form during registration. Without express written permission, camp will not administer any prescription or nonprescription medications. (HW.19.1-B, HW.19.1-C)
3. For campers requiring an epi-pen or asthma inhaler, the counselor will have it on their person in camp and on all trips.

Health Screening (HW.8.1)

1. Health Screening can be done by the Head Counselor or Camp Director
2. The Health Screening will consist of verifying the contents of the Health History Form based on an in-person interview with the camper. The parent/guardian should be present to answer any questions. The Health History Form must be in hand during screening. Any obvious injuries should be observed and noted.
3. Screening findings and observations should be noted on the Health History Form in the space provided.
4. Initials of person conducting the screening and the date held should be noted.

5. Health Screenings will be held upon new entry of a camper or staff member to camp.
6. Lice Checks will be conducted during the screening for all new campers. Camp Gan Israel has a “no nit policy” which does not allow campers to be in camp with nits or lice in the hair, unless a certified dermatologist certifies the nits are dead. See the camp office for a Lice Prevention and Management Information Packet.

Medical Records

1. A comprehensive medical health form must be filled out on each camper and staff member attending camp. For persons under 18, this is to be signed by their parent or legal guardian. Those over 18 may sign it themselves. The form must be complete with all camper/staff contact information and emergency contact information, including staff members who are under 18. This form is available online with electronic signature verification. (HW.20.1) No camper or staff member under 18 will be admitted to camp unless parents have authorized camp, through a release signature, to act as camp sees fit in the case of an emergency. (HW.9.1, HW.23.1, HW.25.1)
2. Camp will maintain records of medical and first aid treatment administered in an ongoing health record log. (HW.21.1) Incident Reports will be filed in campers’ files for any incidents that required professional medical treatment. (HW.21.2)
3. Records will be kept as required by law; 2 years after minors reach the age of majority for camper medical records and 30 years after employment for employee records. (HW.22.1)
4. Health care records will be kept for ten years or as long as the law provides. It is the Camp Directors responsibility to maintain these records, as a hard copy, in a safe, secure location.
5. All incident reports will be written in the on-site incident log. If an incident occurs while off camp grounds, it is the responsibility of the director to ensure that the incident is recorded in the permanent record log. (OM.5.1)
6. A hard copy of all medical forms, are kept on camp grounds at all times.

Treatment Procedures (HW.12.1)

Routine Health/Medical Treatment

1. Cuts, Scrapes
 - a. Stop bleeding

Camp Gan Israel of S. Barbara Camp Policy

- b. Wash with soap and water
 - c. Cover with a sterile dressing
 - d. Contact physician (activate Emergency Procedures) if cut is more than 1/8th inch wide or if bleeding cannot be stopped in five minutes.
 - e. Fill out and copy Ouch Report. (OM.5.1)
2. Sprains, Bruises
- a. Apply ice and elevate
 - b. If unable to move sprained limb or if in severe pain, contact physician (activate Emergency Procedures).
 - c. Fill out and copy Ouch Report. (OM.5.1)
3. Elevated temperatures/Sore throat
- a. Isolate Camper
 - b. Contact parents or Emergency Contact to pick up child.
 - c. If sore throat is not accompanied by a cold or upper respiratory infection, recommend that child sees a physician.
 - d. Contact physician (activate Emergency Procedures) if temperature is above 102 degrees Fahrenheit and parents cannot be reached.
 - e. Fill out and copy Ouch Report. (OM.5.1)
4. Bee Stings
- a. Apply Ice
 - b. If swelling increases or other symptoms of allergy exists, activate Emergency Procedures.
 - c. If history of severe allergy exists; Administer Epi-pen and Dial 9-1-1.
 - d. Fill out and copy Ouch Report. (OM.5.1)

Staff Training in Health Care (HW.4)

1. Our staff members receive First Aid and CPR/AED training as part of their pre-camp trainings. Staff should treat as per the Treatment Procedures above (HW.12) only. (HW.1.4-A)
2. In case of emergency, staff should first contact 911, then the camp director. (OM.11.1) They should administer First AID/CPR as necessary, G-d forbid. First Aid kits are located in all classrooms, in the office (Health Care Center), by the Archery Range when in use, and in all vehicles/busses when out of camp. (HW.4.1-B, HW.16.1-B)

3. If the incident is not an emergency, and is beyond those situations outlined in the Treatment Procedures, staff should contact the Camp Health Care Administrator on the radio. If the Health Care Administrator is not available staff should administer First Aid as per their training as per the Treatment Procedures above (HW.12). (HW.4.1-C)
4. Camp Director or Health Care Administrator will contact parents as described elsewhere (HW.10).
5. Before and after administering first aid, staff must wash their hands with anti-bacterial soap and hot water. Personal Protective Equipment should be worn during treatment, including gloves and CPR mask. Staff should follow bloodborne pathogens training in EMS Safety Services guide used in First Aid/CPR/AED Training (pg. 5). (HW.4.1-D)
6. While on local trips, the following is adhered to: Trips are led by the Camp Director and/or Head Counselor. In case of a life threatening injury, they are to immediately contact 911. (OM.11.1) The Head Counselor is Certified in CPR and First Aid. They are also instructed to contact the health manager and/or Camp Director in case of injury or illness. All counselors are informed of any special needs of their campers. Counselors are provided with special training as necessary. (HW.3.1-A The Health Supervisor (the Camp Director) is present on overnight trips and will manage First Aid and will contact EMS when necessary. Overnight trips are within 15 minutes of EMS response. (HW.3.1-B, HW.16.1-B)

Review of Foundational Practices

1. The Camp Director must review the Foundational Practices recommended by the ACA on an annual basis and record the results of the review. The Board of Directors is to hear a summary of this report in their annual meeting.

Incident Analysis (OM.2)

1. Camp Gan Israel annually reviews and analyzes incident reports to collect data as to when and where incidents, accidents and injuries may have occurred. The data is reviewed by the Camp Director as well as by the Board of Directors of Chabad of S. Barbara to ensure that our policies,

protocols and risk-management plan are adequately addressing any risk or hazard.

2. The director will coordinate with Healthcare professionals, insurance personnel, legal consultants and other camp directors to identify steps to reduce incidents, accidents and injuries.
3. Procedures are modified and changes are implemented based on the results of this annual review. The Camp Director is responsible for coordinating with legal personnel, health-care personnel and other appropriate advisors to maintain safe and effective strategies.

Protective Headgear (PD.29)

1. Helmets must be worn by all cyclists on 2-wheel bicycles. Helmets must be checked for correct fit before biking. (PD.29.1)
2. When camp goes go-karting, all staff and campers are required to wear helmets, provided by the go-karting facility. Helmets are checked for proper sizing. (PD.29.2)
3. Camp Gan Israel chooses go-karting facilities that utilize roll bars and restraint devices in their go-karts. (PD.27.1)

Program Eligibility (PD.4.1)

1. Most Camp Gan Israel activities are geared for campers of all levels of ability. However, there may be trips that have rides or attractions that are only available to campers of a certain height.
2. Archery is only available to campers over age 7.
3. Hiking and overnight camping is only available to campers in first grade and older.

Specialized Activity Operating Procedures **Copy to Staff Handbook!**

Camp Gan Israel Archery Program (PD-22)

Operating Procedures

General:

1. Archery is not recommended for campers under age 7. A participant in archery activities must be old enough to understand safety procedures and handle equipment correctly. Archery may not

be appropriate for some older campers. Evaluate your campers before signing up for archery.

(PD.4.1)

2. A ratio of one qualified instructor for each 8 participants shall be maintained. (PD.22.1)
Instructors must have thorough knowledge of safety practices, equipment use and technique. A minimum of two staff must be with campers in the archery area, in order to supervise both the shooters and non-shooters. (PD.22.2)
3. Staff will be instructed during pre-camp in the areas of safety procedures and teaching techniques by the Archery Supervisor with Level I Archery Instructor certification or documented experience indicating knowledge and skill in teaching and supervising an archery program. The supervisor will observe counselors to verify knowledge and skill in teaching and supervising; knowledge of safety practices, equipment use and maintenance, and technique.
4. Each group going to archery must have a walkie-talkie.
5. Bunks may only use archery range when a Level I Archery Certified Instructor or a staff member trained by the supervisor is at the range. (PD.20.1)
6. There will be available an assortment of bows and arrows suitable for camp archery.
7. Staff are responsible to check equipment before use. Broken arrows or bows should be taken to camp office immediately following the activity.
8. First aid kit will be located in archery supplies storage box. Please notify the health care supervisor when supplies are used so they may be replaced. A First-Aider is always present when campers are in the Archery Range. (PD.17.1)
9. After arriving at archery range, explanation of safety rules posted at the archery range, and demonstration of equipment must be completed. (PD.18.1)
10. The instructor is responsible to supervise campers using the archery equipment, carefully monitoring the performance of each camper until competency is demonstrated. (PD.19.1)

Safety considerations: (PD.23.1)

1. Maximum of three (3) shooters at a time.
2. Archery equipment must be stored in the shed and locked when not in use. (PD.20.1)
3. Don't use broken/cracked arrows. Always check arrows, especially if they have hit the ground.
4. In case of accident; remain calm, take command, and give clear instructions. Follow staff manual

Emergency Procedures.

Safety rules: (PD.18.1, PD.23.1)

1. Arm guards and finger guards are provided and must be used. (PD.31.4)
2. Never point a bow and arrow at a person, even when not drawn.
3. Arrows are not picked up until "fire" command is given with One Whistle Blast.
4. Never draw the string without an arrow, overdrawing can occur and break the bow.
5. When aiming arrow, keep tip pointed toward the target. Shoot only at target, never at anything else (trees, animals, etc.). Never shoot an arrow straight up into the air! One never knows exactly where that arrow will fall.
5. After completing round, campers place bow in the quiver and step back behind line to wait for others to finish and Three Whistle Blast command to "retrieve arrows."
6. Campers waiting a turn to shoot must wait at the benches behind the archery shooting line.

Commands used:

1. Two Whistle Blasts – Walk to shooting line and place one foot on each side waiting and preparing to shoot
2. One Whistle Blast – Load and shoot arrows. Campers put bow in quiver when finished and return to the waiting line.
3. Three Whistle Blasts – campers WALK to the target line and wait for instructor to announce "Retrieve Arrows" to get arrows after all have finished.

Demonstration of equipment: (PD.23.1)

1. Correct stance:
 - a. straddle shooting line
 - b. shooter's body in a "T" formation
2. Terms describing arrows:
 - a. odd-colored feather is called the index feather
 - b. two matching feathers are called the fletching feathers
 - c. the open slot end is called the nock

3. How to nock arrows:
 - a. use three middle fingers, one above the nock, two below – or- three below.
 - b. do not pinch the arrow, hold gently between fingers, slight pulling tension on the string.
4. Aim and shoot:
 - a. pull back with even pressure to the corner of your smile
 - b. release by letting the string roll off the fingers while the arm continues to move beside the ear in a flowing manner
5. Removing arrows:
 - a. hold the target flat close to the arrow with one hand
 - b. pull gently, twisting slowly to remove arrows

Camp Gan Israel Pottery Program

Operating Procedures

General:

1. Pottery activities may be attended by all campers of all ages. Work on the wheel, can only be performed by campers 1st grade and older, and only while being supervised by the Pottery Instructor. (PD.4.1)
2. A ratio of one qualified instructor for each 8 participants shall be maintained. Instructors must have thorough knowledge of safety practices, equipment use and technique. At least one counselor must be supervising campers during archery.
3. The Pottery Instructor is responsible to check equipment before each use. Tools that are unsafe will not be used. (PD.8.3, PD.8.4)
4. A First-Aider is always present with campers at the Pottery Program. (PD.17.1) First aid kit will be located in the classroom nearby. Please notify the health care supervisor when supplies are used so they may be replaced.
5. Safety Rules for campers are reviewed before each pottery activity and are: (PD.18.1)
 - a. Campers must listen to all instructions of the Pottery Instructor.

- b. The wheel and tools may not be used or touched without the permission of the Instructor. The wheel may not be used by a camper or staff member, unless the Pottery Instructor is actively supervising.
6. The Pottery Instructor is responsible to supervise campers using the pottery equipment, carefully monitoring the performance of each camper until competency is demonstrated. (PD.19.1)
7. Counselors are responsible for camper behavior during archery. Counselors should also ensure campers are involved in the activity and should lend a hand to campers who are struggling with the activity.

Specialized Activity Emergency Procedures: (PD.23.1)

1. Extreme Emergency:
 - a. Dial 911
 - b. The appropriate First Aid/CPR
 - c. Contact Director
 - d. Follow Emergency Plan detailed above.
 - e. Fill out Incident Report
2. Minor Injury:
 - a. First/Aid CPR
 - b. Contact Director
 - c. Fill out Incident Report

Procedures for Supervising Campers in Public Areas (OM.12.1)

1. Campers are told to remain with their counselors at all times. Campers are never allowed to be without counselors. Campers must always be accompanied by a counselor when using restrooms. All camp behavior rules should be enforced – even more strictly when campers are off campus. Specifically, campers must: (OM.12.1-B)
 - a. Stay with their group
 - b. Report to meeting areas on time
 - c. Listen to all staff member instructions.
2. On out of camp trips the camp will maintain at least the age appropriate staff to camper ratios as advised in other ACA Standards. The director and section heads will determine if proper

supervision is being maintained. (OM.12.1-A)

3. Counselors will remain with their groups. Each trip will be led by a section head or the Camp Director who will circulate amongst all groups to determine if proper supervision is being maintained.
4. On trips counselors, section heads and Camp Director will be in constant contact via cell phones and 2-way radios.
5. On full day trips, the camp will get together for periodic check-ins for a headcount. Upon entering the Public Attraction, counselors will be visually shown the meeting area.
6. At Public Attractions, the campers will be divided according to age and fear factor. The counselors will ask their campers what rides they would prefer to go on. After determining where each camper fits, the section head will split the campers into groups.
7. Campers are advised that if they become lost or separated, G-d forbid, they should inform a Camp Gan Israel staff member, uniformed security guard or policeman and go to a pre-designated meeting area. All campers will be wearing the camp T-shirt and hat. They will also have to wear security bracelets with identification details. All counselors are equipped with pouches that contain all vital information regarding their campers. The Camp Director will have all vital information for the entire camp. (OM.12.1-C)

Staff responsibility when off-site or with public providers (PD.39.1)

1. When on trips to public facilities, or when public providers are used for specialized program activities our staff are trained in the following supervisory roles and responsibilities:
2. To be present and attentive to the campers at all times and keep count of campers continuously.
3. To be responsible for inappropriate behavior or conflicts that arises amongst campers.
4. To set a good example of cooperation and participation in the specialized activity, as well as modeling proper safety techniques as appropriate.
5. Staff are responsible for the health and welfare of campers and should follow emergency procedures outlined. A first-aider is always present with campers. (OM.12.1-A, PD.17.1)
6. If a problem arises, staff are to follow outlined communication procedures to inform the head counselor or camp director as necessary.

Criteria for Selecting Public Providers of Specialized Program Activities (PD.38.1)

Camp Gan Israel of S. Barbara Camp Policy

1. Camp Gan Israel only uses public providers of specialized activities where an adequate number of instructors/leaders whose qualifications have been verified by the provider are present.
2. These providers must also use equipment that is appropriate in size and type and be in good repair.
3. Public Providers that uphold these criteria include: Golf 'n Stuff (Go-Karting) and Lake Cachuma Boating Rentals.

Camp Swimming/Boating Program (PA.8.1)

Operating Procedures

General

1. The camp director is responsible for scheduling qualified personnel for the pool and boating activities during operation of the summer camp. Aquatic facilities are inspected to be in good repair with strong management with adequate safety standards that are regularly checked and maintained. (PA.16.1-D)
2. Each aquatic activity shall be staffed by certified lifeguards in accordance with the ratios established for the activity. There must be a person or persons certified in Standard First Aid and age-appropriate CPR and a stocked first-aid kit at each aquatic activity. (PA.10.1)
3. Campers and staff must follow all safety rules as posted at waterfront areas. Staff accompanying campers are expected to assist in enforcing rules and in keeping their campers always in sight.
4. The pool/lake will be inspected by the lifeguard prior to swimming to ensure it has:
 - a. Access controlled to the pool/dock (PA.16.1-C)
 - b. Rope is in place to separate shallow and deep ends of the pool. (PA.16.1-C)
 - c. Facility is in good repair (PA.16.1-D)
5. The buddy system is always in use at the waterfront areas. (PA.12.1)
6. If severe weather approaches (thunder and lightning) all waterfront areas will be closed and campers must leave the area immediately. Other weather conditions (fog, high winds, mist) which may close down the waterfront areas will be up to the discretion of the waterfront director and/or camp director. (PA.16.1-B)
7. Parents are to send a swimming suit and towel in a tote bag on swimming days.
8. The following ratios must be maintained when we go swimming or boating: (PA.7.1)
 - a. Lifeguard/Camper 1:25

Camp Gan Israel of S. Barbara Camp Policy

- b. Staff/Camper 1:10
 - c. A minimum of one other staff member, besides the lifeguard, must be present to assist in an emergency. When more than 10 campers are in the pool, additional staff are required per the ratio above. (PA.7.2)
9. The aquatics manager must be present when camp goes boating. Although Lake Cachuma provides rangers who are certified, and are at the Lake during Boating hours, Camp will bring their own lifeguard along as well. All of our staff will be present on the boating trip. (PA.7.1)
10. Lifeguard and staff members must be alert and attentive at all times to the children in the water.
11. Campers with impaired mobility that may be in a wheelchair must be supervised by a counselor at all times to prevent accidental access to the water. (PA.11.2) Campers in wheelchairs may be removed from the wheelchair to participate in a boating activity, provided that a staff member will be providing one-on-one supervision and supervision ratios can be maintained without that staff member. (PA.11.1)

Pool

1. Swimming pool will be locked when not in use. A certified lifeguard must always be present when swimming occurs. (PA.16.1-C)
2. Each camper will be tested within 24 hours of arrival and placed in a swimming group based on ability. In order to swim in the deep end (past the rope), campers must swim two laps across the shallow end without a break. Based on this evaluation, a designated area of the pool, marked by a rope, will be assigned for each level of swimmer. (PA.13.1-A) Swimmers who are able to swim in the deep end, will wear an orange wrist band to identify them as a deep water swimmer. (PA.13.1-B)
3. Instruction in basic swimming safety rules is given each day before swimming, namely: (PA.8.2-A, PA.16.1-A))
 - No running
 - No horseplay
 - Don't touch the rope between deep and shallow ends
 - Jumping only in deep end, no diving, no flips
 - Balls stay in shallow end
 - No gum or Band-Aids®

Camp Gan Israel of S. Barbara Camp Policy

- Swim with a buddy and swim in the same designated area that both buddies are allowed to be in, based on deep water test. (PA.12.1)
 - No breakable beverage containers (e.g., glass or mugs) are allowed in pool area
4. Reaching devices, backboards and rescue tubes as well as first aid kits are made available by the swimming facility. Lifeguard must check before each swim that they are in good repair. (PA.16.1-E)
 5. Campers must always be supervised at the changing room by at least 2 staff members. (HR.9.2)
 6. Staff accompanying campers to the pool should plan to have the campers ready to enter at the scheduled time. Campers line up outside the gate in a buddy-line until previous group leaves the pool area. (PA.12.1)
 7. Upon entering the pool area, campers will sit on designated deck area.
 8. Whenever a whistle is blown all swimmers will immediately go to the side of the pool, find their buddy and wait for instructions. (PA.12.1)

Lake

1. Camp Gan Israel performs their watercraft activities at Lake Cachuma, we provide staff who hold current appropriate watercraft, First Aid and CPR certifications. (PA.31.1)
2. All campers and staff must properly wear a personal flotation device (PFD) while in a canoe or on a party boat. (PA.32.1)
3. All staff and campers are instructed in safety rules and given basic instruction, including dry land practice before going out on the lake. (PA.33.1) Training to include:
 - a. Boat handling, boarding, debarking, trimming, loading, and changing positions
 - b. Donning and use of PFD
 - c. Self-rescue in case of capsize or swamping
4. Safety rules to be reviewed and enforced
 - a. Must wear a Coast Guard approved PFD of the proper type and size. (PA-10, PA.32.1)
 - b. No horseplay
 - c. No standing in canoes
 - d. Paddle on opposite sides
5. No swimming is allowed in lake at any time.
6. A staff member (watcher) must always be present on the shore.

7. Buddy system must be used while on the lake. (PA.12.1)
8. There will be one certified boating instructor for each six boats on the lake. The overall ratio of one staff person for each ten participants must be maintained at all times. (PA.7.1)
9. Before boating, staff at Lake Cachuma Boating, will orient staff and campers to the rules and boundaries of the lake and the boat. (PA.8.2-A, PA.34.1)
10. Campers may not enter the dock without a watercraft lifeguards permission. Staff and lifeguards prevent unauthorized access. (PA.34.1-C)
11. Boat only if the Head Ranger at Lake Cachuma deems it appropriate to boat (PA.16.1-B, PA.34.1-B)
12. At Lake Cachuma, facilities are well-maintained and appear to be in good repair (PA.34.1-D). Rescue equipment is readily available and in good repair. (PA.16.1-E, PA.34.1-E)

Inflatable Waterslide

1. The inflatable waterslide should be used only when staff members are present and actively supervising. Staff should supervise from the base of the waterslide near the pool.
2. Campers may only slide when the pool is clear of other children. After a camper slides, he/she should quickly exit the pool to allow the next camper to slide. Multiple campers may climb the slide, as long as the staff member on duty feels the behavior is under control.
3. SLIDE FEET FIRST ONLY! No head first sliding ever.
4. Campers, who are not behaving safely or are not following waterslide rules, should be asked to sit next to on-duty staff member for 2 minutes. If behavior is repeated, water-sliding privileges may be suspended for the day.

Staff Use of Aquatic Facilities

1. Staff may not swim unless a certified lifeguard is on duty on the deck. At the lake the guard may be supervising from the shore or in a canoe. The guard must be attentive to duties!

Staff Responsibility at Public Aquatic Facilities (PA.16.1-F, PA.35.1)

1. Each counselor is responsible to ensure that their campers follow these regulations.
2. Staff members are responsible to keep their campers in sight at all times.
3. Staff are responsible to resolve behavior management issues.

4. If a camper seems in distress, alert the lifeguard immediately. When an injury is involved, follow emergency procedures outlined above.
5. The Head Counselor will supervise the entire staff to make sure that everything runs smoothly and on schedule.

Emergency Procedures (OM.8.1)

1. Count to ten and evaluate the overall situation. Do not rush or panic.
2. Take charge. Be firm and clear with your instructions to campers and staff. Use a calm tone of voice.
3. CALL 9-1-1 if there is severe bleeding, breathing difficulty or serious injury beyond your first aid training. If possible send someone else to make the call. When in doubt, Call 9-1-1.
4. The staff member with the highest level of appropriate certification is delegated the responsibility to aid the injured party. Give priority attention to caring for the needs of the victim. The person rendering first aid must enter the information in the camp health log within 12 hours of the incident.
5. Delegate another staff member to ensure the safety of other campers by taking them away from the immediate scene and organizing singing, games, or other activities. Retain one staff member at the scene of the accident with the victim.
6. Contact the health-care supervisor as soon as possible. Provide a clear description of the emergency and your location.
7. Notify the Camp Director or other administrative staff in the camp office. If someone else answers the call, tell them: "This is an emergency, I must talk to the Camp Director." Do not discuss the situation with them.
8. Fill out and copy Incident Report. (OM.5.1)

Intrusion by Unauthorized Visitors (OM.7.1)

1. In case anyone is present on camp premises that does not appear to belong, Staff members should contact the director. The director will question person as to why he/she is present.
2. During Staff Training counselors will be informed of appropriate actions to be taken in case of intruders.

3. The Camp Director will inspect camp grounds before the camp season to inspect the security and safety of the campus. In addition, the Camp Director will inform the Property Owner in case of any problems that occur with security and safety of the campus during the camps season.
4. A gate is installed which will be opened only during pick-up and drop-off times. At all other times, permission from the Camp Director will be necessary for a vehicle to enter.

Emergency Procedures Summary (OM.8.1)

1. No two emergencies are the same. While the various steps and suggestions outlined in these procedures represent the camp's guidelines, your own good judgment should be the final authority until you are able to contact assistance. The safety and well-being of the campers and staff ALWAYS comes first.
2. Campers are to be oriented to these procedures by their group leaders at the beginning of each session. Staff will be oriented to safety procedures and behaviors prior to camp. (OM.9.1)
3. Communication between staff takes place on UHF 2-way radios. Every group in camp has a 2-way radio, as does the Camp Director. Cell phones are used outside of camp to maintain contact with the Camp Office or EMS. (OM.11.1)
4. Major Injuries and Accidents
 - a. Major incidents include: (OM.5.1)
 - i. Any injury that requires medical attention. (HW.21.2)
 - ii. Natural disaster or fire.
 - iii. Intruder
 - iv. "Near Misses" such as lost camper, near drowning, alcohol/drug use by staff
 - b. If you are the primary staff member at the scene in camp:
 - i. Count to ten and evaluate the overall situation. Do not rush or panic.
 - ii. Take charge. Be firm and clear with your instructions to campers and staff. Use a calm tone of voice.
 - c. The staff member with the highest level of appropriate certification is delegated the responsibility to aid the injured party. Give priority attention to caring for the needs of the victim. The person rendering first aid must enter the information in the camp health log within 12 hours of the incident and submit an incident report within 24 hours.
(OM.5.1)

Camp Gan Israel of S. Barbara Camp Policy

- d. Delegate another staff member to ensure the safety of other campers by taking them away from the immediate scene and organizing singing, games, or other activities. Retain one staff member at the scene of the accident with the victim.
 - e. Contact the health-care supervisor as soon as possible. Provide a clear description of the emergency and your location. (OM.11.1)
 - f. Notify the Camp Director or other administrative staff in the camp office. If someone else answers the call, tell them: "This is an emergency, I must talk to the Camp Director." Do not discuss the situation with them. (OM.11.1)
 - g. Begin collecting the facts. What happened? How? When? Where? Witnesses? Where were the staff? Campers? What could the victim have done to prevent the injury?
 - h. Once the health-care supervisor/Camp Director arrives at the scene, summarize the situation and answer questions. The health-care supervisor or Director will take charge.
 - i. In the case of a critical accident, serious injury, harm or fatality: Keep a responsible adult at the scene of the accident or emergency situation to see that nothing is disturbed until medical aid or the law-enforcement authorities arrive.
5. If you are out of camp:
- a. At least one staff member for every trip out of camp must have a cell phone with the number logged in the staff office. (OM.11.1)
 - b. If the injury is not a life/death situation or is an illness, contact camp first. If the emergency appears to be life/death related, call 911 first (or appropriate EMS number), then notify the camp. (OM.11.1)
 - c. Be prepared to deal with the public and possibly the media. Do not issue any statements. Do not make any comments "off the record." Do not speculate. You may say only this statement: "I am not allowed to speak to the media, please speak to the Camp Director." (OM.11.3)
 - d. Make NO statement orally, or in writing, which could be interpreted as assuming or rejecting responsibility for the accident or emergency. Under NO circumstances reveal the name of the victim or other persons involved. (OM.11.1)
 - e. Cooperate with the public emergency personnel at the scene. Get the name, badge number, and jurisdiction of the officer taking the report. If possible, get the report number, too. (OM.11.1)

- f. Contact the child's parents only if you have authorization from the Camp Director or health-care supervisor. (OM.11.2)
6. If you are a secondary staff member at the scene: Campers' safety is first!
 - a. Quickly and quietly follow the directions of the person in charge of the situation.
 - b. Do not panic . . . remember, you must set an example for the campers at the scene.
 - c. Offer advice only if you are more knowledgeable about the incident or you are asked.
 - d. Do not discuss or allow campers to discuss the situation with anyone other than camp personnel or law-enforcement officials in the presence of a staff member. (OM.11.1)
 - e. Assist in preparing reports as needed. (OM.5.1)

Pool/Waterfront Emergencies (PA.9.1)

General Guidelines:

1. The buddy system is used at all aquatic activities. (PA.12.1) "Buddy checks" need to occur at least once during each aquatic activity period, and a full emergency drill at least once during the first swim of each week. (PA.9.2-A)
2. In the event of an aquatic emergency, the waterfront staff member with highest qualification/position shall be in charge.
3. In case of an emergency, G-d forbid, the lifeguard will sound a long whistle sound, warning all swimmers to immediately swim to the side of the pool.
4. Lifeguard will direct emergency operations and staff will ensure compliance by the campers.
5. All campers must hold hands with their buddy above their heads. (PA.12.1)
6. A first aid kit must be present by all water activities. (PA.10.1)
7. The lifeguard will administer CPR and first aid when dealing with rescues or injuries. A staff member will be appointed to call 911 when necessary.

At the Pool

Near-Drowning:

1. The lifeguard signals a long blast on the whistle. This signal alerts other pool staff and watchers that it may be necessary to clear the pool and put rescue procedures into action.
2. Lifeguard on duty will reach victim in the fastest possible way and administer appropriate lifesaving techniques. If she/he requires help in the rescue, she/he extends a clasped fist into the

air. Remaining lifeguards assist with the rescue.

3. Staff signal all campers and staff to leave the water and the pool area. The counselors will supervise the campers.
4. One counselor will be asked to report immediately to the office and explain the nature of the incident. The health-care supervisor and Camp Director will be contacted immediately. If the emergency is a drowning or major injury, 911 will be contacted. (Follow procedures for Major Incidents and Accidents.)
5. Complete an incident report and any other reports requested. (OM.5.1)

Lost Swimmer:

1. If a camper is missing during a buddy check or the camper's buddy or counselor notifies the lifeguards or lookouts that a camper is missing:
2. A whistle is blown for a "buddy check." Everyone immediately gets out of the water and a recount of swimmers is immediately taken.
3. Unit staff assigned by the waterfront director or lifeguard will take other campers out of the pool area or other designated place.
4. Waterfront staff will immediately scan the pool, then check the changing room and restrooms.
5. Waterfront staff will designate a staff member to inform the camp office of emergency details. If the camper is not found, Missing Person Procedures will be followed from the Emergency Procedures.
6. Complete an incident report and any other reports requested. (OM.5.1)

At the Lake

1. Capsized Canoe:
 - a. Campers must complete a "tip test" prior to canoeing to receive instructions on what to do in the event of a capsized canoe. Everyone in a canoe must wear a size-appropriate PFD. (PA.32.1)
 - b. When the staff has spotted a capsized canoe, instruct the other campers to move away from the area. Talk to the campers and tell them to do just what they did during the "tip test."
 - c. If the campers are unable to maneuver themselves and the canoe to safety, a staff member should canoe next to the campers and assist them.

2. Lost Swimmer:

- a. Campers are not allowed to swim in the lake. In the event that a camper has capsized his/her canoe or fallen into the lake, follow appropriate rescue techniques. If a camper is missing:
- b. Remove everyone immediately from the lake and onto the shore while a recount is quickly taken.
- c. Unit counselors take campers away from the lake and inform the office of emergency details.
- d. Waterfront staff scans the lake until other help arrives.
- e. The administrative staff contacts other staff members and proceeds to the lake area with a walkie talkie. One staff member will stay by the phone. A rescue squad (911) should be contacted, and the emergency procedures followed.
- f. A designated drill person will stay on the shore and direct the others to look for the camper, moving with as little movement as possible. Depending on the condition of the lake, the staff may look via canoe, rowboat, or by swimming: The safety of the staff members is very important! If needed, masks, snorkels, and other rescue equipment are available at the pool area.
- g. The search continues until rescue authorities arrive and take over and direct the staff on their duties.
- h. Complete an incident report and any other reports requested. (OM.5.1)

Fire

1. Fire drills are held within the first 24 hours of each session as prescribed by state law. The safety of campers and staff depends on everyone performing their job efficiently. To avoid confusion during an emergency, learn your responsibilities well.
2. Review with campers an emergency exit from their sleeping area and where to assemble when they hear the alarm.
3. When the Alarm Sounds
4. Stop all activities, assemble all campers in a buddy line and count to be sure all the campers and staff are present. All persons, if possible, should have shoes on their feet. Proceed quickly and quietly to the soccer field. Upon arrival, do another head count and report the number of

Camp Gan Israel of S. Barbara Camp Policy

campers and staff present to the person in charge. Keep the campers quiet and calm and wait for further instruction.

5. If the fire prevents you from reaching the soccer field, use good judgement. Stay put so an administrative staff can reach you OR exit quickly, using the safest route, to the Stow Canyon Rd.. Wait at the road for assistance.
6. If possible, bring the campers' medications and the unit first-aid kit.
7. Staff without unit responsibility will carry out their assigned tasks.
8. Complete an incident report and any other reports requested. (OM.5.1)

Evacuation (OM.8.1)

1. If it is necessary to immediately evacuate the camp, Santa Barbara Airbus will dispatch a bus immediately to our site. Campers will be divided by units and loaded into all camp vehicles and staff cars and transported to Chabad at UCSB, 779 Camino Pescadero, Goleta, CA 93117.
2. The Head Counselor is responsible to take along a copy of the medical records and rosters.
3. Counselors should calmly lead their bunks onto the bus and perform a head count to ensure everyone is there.

Earthquake

1. Most campers are well rehearsed in earthquake "duck-and-cover" drills at school. If campers are inside, have them move away from windows and "duck and cover" under tables, or stand in braced doorways. If the earthquake catches you outside, move away from buildings and trees. Seek an open area.
2. After an earthquake, do not enter any buildings until they have been checked by the camp administrative staff. If possible, shut off the electrical system until the building is checked. Attempt to stop any water leaks.
3. Stay in your area if it seems safe. Calm the campers and provide program activities (singing, stories, etc.) until help arrives.

Electrical Storm

1. Lightning will seek tall objects, so stay away from lone trees, drinking fountains, and hilltops. Seek shelter under a low clump of trees, in a building, or automobile. All swimmers and boaters

must go to the edge and get out of the water upon the signal from the waterfront staff.

Missing Person Procedure (OM.10.1, OM.12.1)

1. On the first day of the session, review with campers “Staying Found” (see Hiking Procedures) and what to do if separated from the group with campers. Upon determination that a camper is missing:
2. Determine when and where the camper was last seen. Stay calm so you don’t frighten the other campers.
3. Discover (if possible) the state of mind of the camper. Was she depressed or angry, threatening to run away? Did he fall behind on a hike, or leave to visit a friend in another unit? A camper who does not wish to be found will require a wider and more careful search.
4. Do a search of the immediate area with available staff. (The camper may have wandered to the edge of the activity.) Ask nearby campers and staff if they have seen or know where the camper is. Before leaving the rest of the group to find a camper, see that they are supervised by another staff member.
5. Check any known accomplices (friends in other bunks, etc).
6. Check bathrooms, shul, playground, canopy.
7. Contact the Camp Director or other administrative personnel about the situation. Include the name of the missing camper, when and where last seen, description of child and clothing. The Camp Director will organize an extended search. If the camper is not found in 20 minutes, the camper will be presumed lost. The Camp Director will institute a public search that will include contacting the police department and camper’s parents.
8. Do not ignore the remaining campers. Be calm and positive. Acknowledge their fears and move on to some activity.
9. Complete an incident report and any other reports requested. (OM.5.1)

Kidnapping

1. DO NOT ALLOW ANYONE (stranger or known) TO REMOVE A CAMPER FROM CAMP!
2. All staff members will refer all visiting persons (stranger or known) to the Director. Under NO conditions may a camper be removed from camp without the permission of the Camp Director.
3. Strangers may come to the camp in search of potential victims. Custody disputes between parents can result in an attempt to remove a camper from camp. We have a form that parents

sign on registration day if a camper is to be picked up from camp early or by another person! The Director will verify this written instruction if someone comes for a camper.

4. Should a camper be taken from camp without the expressed and direct approval of the Director: Get descriptions of all persons involved if possible (hair, clothes, height, license number of car, etc.). Notify the Camp Director IMMEDIATELY!
5. Complete an incident report and any other reports requested. (OM.5.1)

Utility Failure

Electrical:

1. A power loss may occur from sources inside or outside the camp. An electrical fire must be dealt with immediately. Be sure everyone knows that the wires and electrical are dangerous and off limits.
2. Lack of Power: Check the circuit breakers as instructed during pre-camp training. A “tripped” breaker will be positioned midway between on and off, and may have some red showing. To reset, turn the breaker off then back on again. If the breaker trips again, and you can manage without the circuit, switch the breaker to “off” and report the problem along with the breaker number on the Request for Repair form.
3. Electrical Fire: Sound alarm. Assemble and evacuate all campers, notify camp office while staff fight the fire. Never use water on an electrical fire. Use a fire extinguisher. Try to turn off the circuit breaker.
4. Downed power lines are extremely dangerous. Stay clear and don’t touch them. You risk death if you contact energized lines or appliances or if you touch a victim who is in contact with them.

Personal Property Regulations (OM.4.1)

1. Alcohol and drugs may not be brought on camp property. Possession of alcohol or drugs is cause for immediate termination of employment of participation in camp programs.
2. Counselors and activity directors are prohibited from smoking during camp hours. We are a smoke free campus and will not tolerate any smoking on our camp grounds at any time.
3. Camp cannot take responsibility for personal property brought to camp. Personal sports equipment should not be brought to camp.
4. If staff bring their own vehicles to camp they should park them in the parking lot backed into the

parking space.

5. Animals are not allowed on campus.
6. Weapons are prohibited on campus. Any staff member or camper who brings a weapon onto premises will be immediately dismissed from our program. Weapons include, but are not limited to: guns, ammunition, knives, explosives and switchblades.
7. If campers bring ipods, cell phones, digital cameras, or any other expensive item to camp, and they are brought out while camp is in session they will be confiscated and returned to the parents at the end of the day.
8. If campers or staff bring potentially dangerous articles to camp, such as skateboards, slingshots, etc. they will be confiscated and brought to the Director.
9. The Director will either return to camper or staff at the end of the day or call parents.
10. No campers may be driven in private vehicles.
11. If a staff member suspects a weapon or illegal substance is in the possession of a staff member or camper, the camp director will be informed and a search will be conducted. If the staff member or camper refuses to cooperate with the search, he/she will be dismissed from the program.

Staff Training (HR.10.1, HR.12.1)

1. Staff Training begins even before staff are hired in recruitment webinars and teleconferences where they are oriented to the Camp vision and mission.
2. Once staff are hired, they participate in the following pre-camp training exercises:
 - a. Two webinars that review camp scheduling and staff responsibilities in camp.
 - b. A course on www.expertonlinetraining.com that covers basic camper management skills and specific emergency plans.
 - c. Once staff arrive in camp, at least three days before camp starts, they participate in specific job training in camp that includes “a day in camp” simulation.
 - d. Our Staff Handbook & Training Guide is an excellent outline of our program and policies. All Staff receive a copy of this and use it as a reference during pre-camp training and as a resource throughout the summer.
 - e. Staff also review the evaluation forms that will be used to determine their competence and success in fulfilling their responsibilities. This ensures that the staff are aware of what is expected of them.

3. In our pre-camp training session, we discuss our emergency plans, including the following:

(OM.12.1)

- a. Bus Rules & Emergencies
- b. Safety at the pool
- c. Fire/Earthquake drills
- d. How to deal with unruly campers
- e. Lost children
- f. Monitoring children in public
- g. Intruders
- h. Emergency medical care
- i. Arrival and dismissal of campers

Staff Hiring Policies/Procedures (HR.3)

Application

1. Application packets, including the appropriate application forms and job descriptions, shall be available for job inquiries. Application forms and information are also available on our website www.ganizzysb.com. (HR.3.1)
2. All staff – long- and short-term, seasonal and year-round, part- and full-time – must complete the Camp Gan Israel staff application form available online before hire. References will be checked and screening will take place as follows (HR.4, HR.5).
3. Year-round staff must complete Camp Gan Israel Application Form #2, available in Camp Office. Year-round staff are re-screened at least every two years and when considered necessary by Camp Director, in addition to the annual screening (HR.4). Screening includes a review of their performance reports and any incident reports that they may have been involved with. (HR.3.3)

Annual Screening (HR.4)

1. All camp staff – year round, part time, paid and volunteer – that have unsupervised contact with campers must have the following screening annually, regardless of previous employment with Camp Gan Israel.
 - i. Voluntary Disclosure Form, signed annually. (HR.4.1)
 - ii. A check of the National Sex Offender Public Website. (HR.4.2)

New Staff Screening (HR.5)

1. Following are steps in the screening process for new staff applicants of Camp Gan Israel that are to be completed, depending on position:
 - a. Verification of previous employment (HR.5.2)
 - i. At least one check of previous work (or volunteer) history completed for all staff.
 - ii. For administrative staff, verification of previous employment directly related to position required.
 - iii. Previously employed Camp Gan Israel staff will be hired based on the merit of our experience with the staff member. This applies to both seasonal and year-round staff.
 - b. Reference checks (HR.5.2)

Camp Gan Israel of S. Barbara Camp Policy

- i. At least one acceptable personal reference received for all staff. Reference forms are to be sent from the Camp Gan Israel office and returned directly to the office.
 - ii. At least one acceptable job-related reference received for all seasonal and full-time administrative and program positions. Applicants to complete form authorizing camp to seek reference. Forms sent from Camp Gan Israel office and returned directly to that office.
- c. Verification of degree/license/certification
- i. Random spot check of educational information supplied by administrative, program director, and environmental education applicants.
 - ii. Copies of license/certification required for health care personnel, and waterfront personnel.
- d. Criminal background checks (HR.5.1)
- i. Satisfactory background checks required for all new year-round staff, and seasonal staff with supervisory contact with children or youth groups.
- e. Driving record checks
- i. Driving record checks through insurance carrier required for all persons driving any camp vehicles and/or transporting any campers, staff, groups, or camp equipment.
- f. Drug/alcohol tests
- i. Bus drivers who are required to have commercial drivers licenses must comply with state mandatory drug-testing programs.
 - ii. Camp staff personnel policies specify other circumstances when drug or alcohol testing may be done.
- g. Personal interview (HR.5.3)
- i. Personal interviews are to be conducted with staff as follows:
 - ii. Seasonal summer staff – Camp Director or assistant camp director will interview all seasonal camp staff – preferably in person but at least by phone or web conference for all positions.
 - iii. Interview includes a Powerpoint presentation that outlines the nature and diversity of the total camp population, and general characteristics of the camp and programs offered. (HR.6.1-B)

Our Staff, Our Campers and Our Community – A word on Diversity (HR.11.1)

1. One of the main goals of our camp is to provide education in Judaism and Jewish culture. A significant number of our counselors are recruited from Rabbinical Colleges and Jewish teaching seminaries. In addition we hire local staff who are less observant but are aware of the needs of local California children.
2. The children in our camp come from a variety of backgrounds. This is especially true as regards to their levels of religious observance. Special training is given to enhance sensitivity to these different backgrounds. The counselors meet regularly with the Rabbi to discuss any issues and concerns that may arise during camp.

Personnel Policies (HR.7)

1. Equal Opportunity
 - a. Employment at Camp Gan Israel Day Camp is open to all people regardless of race, color, religion, gender, national origin, age, disability or veteran status.
2. Remuneration and Benefits
 - a. Chabad Salaried Workers – Some of our employees work for Chabad of S. Barbara year round. Camp Gan Israel Day Camp relies on their yearly contract with Chabad of S. Barbara.
3. Volunteer Workers
 - a. All of our counselors are volunteers. We established this with a Written Contract. Out of town volunteers are reimbursed for travel expenses and provided with room and board and reimbursement for incidental expenses.
4. Time Off/Absence
 - a. As our camp season is quite short and as we don't work weekends, staff members are encouraged not to take time off.
 - b. If a staff member must miss a day of camp, he/she should make prior arrangements with the director, when possible.
5. Insurance
 - a. All staffers are covered under Chabad of S. Barbara's liability insurance.
6. Staff Performance Evaluation
 - a. Staff members are evaluated on a regular basis. They have a right to review their evaluations. Poor evaluations may result in a decision not to rehire a staff member or

perhaps even to terminate a staff member's employment during that camp season.

- b. Camp Gan Israel reserves the right to terminate employment at any time.
- c. Grievances can be addressed to the Camp Director or the President of the Chabad of S. Barbara Board of Directors. Contact information can be obtained on www.sbchabad.org.

7. Health Examinations and Histories

- a. All staffers of Camp Gan Israel Day Camps must complete the health and medical history form.

8. Work Rules

- a. All staff must report to work in a punctual manner, at least 15 minutes before camp for counselors. Camp begins at 8:30am for counselors and ends at 3:00pm. After-care supervisors end at 5:00pm.
- b. Inappropriate touching of campers whether of corporal punishment or of a sexual nature will not be tolerated and shall be grounds for immediate dismissal.
- c. Staff must wear neat clean clothes. Casual attire as befitting a summer camp is appropriate.
- d. Sexual harassment of campers or fellow employees is grounds for immediate dismissal.
- e. Staff members must remember that they are working with children. They should be with their group and attentive at all times. They should try to work with the campers in a kind but firm manner.
- f. Use of alcohol, drugs or other illegal controlled substances while on the job is cause for immediate termination as an employee of Camp Gan Israel.
- g. Additional work rules are found in the contract signed before employment.

Camper Supervision Ratios (HR.8, HR.9)

- 1. It is the policy of Camp Gan Israel that campers must be supervised at all times. 80% of supervisors (Staff Members counted for staff/camper ratio) must be at least 18 years of age. (HR.8.2)
- 2. For our Kiddy Campers there must be a minimum of 1 counselor to 6 campers (HR.8.1)
- 3. For our regular division there must be a minimum of 1 counselor to 8 campers (HR.8.1)
- 4. All staff is at least sixteen years of age and at least two years older than the minors with whom they are working. (HR.8.3)

5. At times when campers are changing, a minimum of two staff members must be present in the room. Campers who need supervision in the bathroom should use a bathroom adjacent to the bunkroom, so at least two staff members can supervise. (HR.9.2)
6. On Overnights a minimum of 2 staff members must be present in camper's tents when necessary. We don't recommend staff sleeping in campers' tents, rather in a nearby 'staff' tent. (HR.9.2)
7. When camp is on a trip we provide extra supervision. We provide 2 staff members to 10 campers. (HR.9.1)

Camp Staff Responsibilities (HR.6, HR.15.1)

1. Each staff member receives a detailed description of his/her responsibilities prior to accepting the job. (HR.6.1-A) In addition:
2. Head counselors should circulate the camp making sure that the campers are at the right activities at all times. They should also make sure the counselors are dealing with campers in an appropriate fashion.
3. Activity heads must be present at all times when campers are attending their special activities.
4. Counselors must be with their campers throughout the day. They should not leave their group just because children are being supervised by a special camp activity leader.
5. In case of behavior problems counselors should contact the Head counselor. If the problem is not resolved the camp director should be contacted.
6. Staff are responsible to follow the Emergency Plan and Health & Wellness guidelines defined in the Staff Handbook & Training Guide.

Food

1. Packed lunches are to be brought from home.
2. Lunches should be dairy or parve; no meat is allowed in camp.
3. Camp serves ice pops as an afternoon snack daily. Please send other snacks with your child.
4. Water is always available for campers to drink.
5. Please do not send any glass bottles or jars in lunches.
6. Mark lunchboxes/bags with child's first and last name.

Tzedakah

1. Tzedakah (charity) is a concept that is fundamental to Judaism. Our camp attempts to develop a commitment among our campers to share with others less fortunate than themselves by donating a few pennies every day to charity. Parents are asked to send a few coins for Tzedakah every day with your campers.

Camp Goals and Outcomes (PD.1.1, PD.1.2)

1. To provide opportunities that stimulate the development of each camper's self-esteem.
 - a. Each camper will select her own activity during "me" time.
 - b. Each camper will participate in at least one activity to promote self-esteem, which could include arts & crafts, values clarifications, music, sports or special hunts and activities.
 - c. Campers will participate in getting-to-know-you games during the first 24 hours of camp.
 - d. Staff will provide the campers with positive comments and encouragement throughout their stay.
 - e. Each camper is given a form to take home to share with his or her parents indicating what program and skill requirements he or she has worked on.
2. To help each camper appreciate the natural surroundings and take an active role in the stewardship of our environment.
 - a. Each camper will have the opportunity to participate in some nature activity, which could include one of the following: hiking, environmental activities, or other appropriate activity.
 - b. At the beginning of each session, the campers will discuss as a group the importance of taking care of their camp and the type of things that they need to do such as picking up litter, not picking flowers, respecting property (no graffiti), and conserving water.
 - c. Campers and staff will participate in recycling of materials such as aluminum cans, cardboard, and paper in clearly marked recycling bins.
 - d. Each unit will be encouraged to perform a service project at camp to help the environment such as picking up litter and recycling.
 - e. Each unit will have a part of the James Ax Organic Garden to cultivate, weed, water and harvest.

3. To provide situations for each camper to set goals and challenge themselves while discovering his or her own skills and abilities.
 - a. Each camper will participate in at least two activities during the week that will personally challenge the camper - such as arts and crafts, relay races, learning classes and Tzivos Hashem club.
 - b. Campers will have the opportunity to work in small groups during activities and bunk time with each camper taking on different roles.
 - c. Campers will learn at least one new skill while at camp.
4. To provide exposure to Jewish culture and practices in a fun, non-judgemental and hands-on way.
 - a. Campers will participate in daily activities and arts & crafts sessions that educate them in specific Jewish cultural concepts.
 - b. Campers may participate in the Tzivos Hashem learning program – prizes are given to children who participate in this program
 - c. Campers will learn and sing camp songs and hear stories that contain themes of Jewish culture and practice.
 - d. Each unit will have a Jewish theme of the week around which songs, arts & crafts and activities will be planned.
 - e. Each camper will bring home Challah bread that he/she shapes and bakes.
5. To increase the camper's network of Jewish friends
 - a. By virtue of the fact that the campers are attending a Jewish camp they meet many new Jewish friends
 - b. Our counselors and campers keep contact throughout the year, either in person or as pen pals.
 - c. Reunions and holiday activities are scheduled periodically throughout the year to maintain friendships.

Training for Goals: (PD.1.3)

1. All of our counselors come to our camp from Rabbinical Colleges and Seminaries. Work in our camp is part of their preparation for ordination. They already come well trained and knowledgeable in Judaism.

Camp Gan Israel of S. Barbara Camp Policy

2. During staff training and throughout the summer counselors review various methods to achieve the desired outcomes and goals. (PD.1.3)
3. Parents are sent these goals as part of the Camp Policy upon registration. Counselors educate campers on the goals of camp. (PD.1.4)
4. Counselors have received a list of all their campers' phone numbers and addresses and receive reminders calls/emails to follow up throughout the year. Counselors are also encouraged to attend Birthday Parties and other social events after camp hours. (Please see Staff Training)
5. Our specialty staff (coaches, artists, music teachers) are all highly trained professional teachers.
6. The Camp Director has been working in the camping profession for over 15 years. One of the director's main duties is to design a program filled with opportunities for children to have fun!
7. These goals are written in specific behavioral objectives that address the developmental needs of the campers. Evaluations on progress are performed on a bi-weekly basis or as often as necessary as determined by the Camp Director.

Evaluation of Camp Programs:

1. At the end of the summer a review of all the goals and results is performed. A summary report is compiled and discussed between the Head Counselors and the Director.
2. The results of this meeting will suggest which programs/goals were more successful and which goals should be included in future summers.

Parent & Camper Communication

1. The parents and campers are informed of their goals and progress throughout the summer by email and notes sent home. If there is a special milestone reached or a severe setback, a phone call is made that day to the parents.

Parental Involvement/Permission

The parents and our guardians of each camper must sign a permission form/waiver allowing the child to participate in all activities.

1. A calendar of our major activities and trips is sent in the registration packet and is also available on our website, www.ganizzysb.com. Parents may choose to have their child/ren not participate in individual activities and should notify the Camp Director or Head Counselor in the space

Camp Gan Israel of S. Barbara Camp Policy

provided on our registration form.

2. On our registration form, the parents also allow their child's photographs, to be used in marketing and advertising as well as posted online on our websites www.ganizzysb.com and www.sbchabad.org.
3. We keep the parents advised of our activities through weekly newsletters that are sent home on Friday, our website, www.ganizzysb.com, and a calendar that is sent to all enrolled camper's families before the summer begins. A daily blog is maintained as well as daily photo/video galleries to give up-to-date information on camp's activities.
4. In addition, parents are able to contact the director on his cell phone at all times, using the number that is provided to the parents on all documentation that goes home with the camper.