

SAINT

2024 CAMP ST. NICHOLAS

STAFF MANUAL

NICHOLAS

THE
WONDER
WORKER

The Official Staff Manual for the Camp St Nicholas Staff of the Antiochian Orthodox Christian Diocese of Los Angeles.

All Staff are responsible for knowing the material within this manual and are responsible to implement the rules and guidelines contained within it.

Version 2024 1.0

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Camp Staff Job Descriptions

CAMP DIRECTOR

- Provide an example of Christian behavior to all campers and fellow staff.
- Accountable to the Diocese and Archdiocese for the Winter and Summer Camp seasons and any other diocese-wide youth camping program
- Mentors and advises the Program Director and Assistant Director in the development of programs for the camping sessions.
- Oversees the daily operations of the camp throughout assigned sessions.
- Works with the Program Director, Assistant Director and Head Counselors to select staff.
- Recruit medical staff and session priests.
- Direct supervisor of medical staff, session clergy and the Program Director while at camp.
- Receive and adjudicate all additional scholarship requests beyond parish and parish allocated St Ignatius scholarships.
- Final escalation point and required consultant on any camper or staff disciplinary issues.
- Participates in end of session staff evaluations.
- Maintains standards for health and safety of staff and campers, instructs on all emergency procedures (including weather based) both during training and at each session of camp.
- Liaison to parents and sees that they are notified of illness, injury or any other important matters regarding their child(ren). This task can alternatively be performed by the Program Director, as long as the Camp Director informed in advance.
- Promotes high staff and camper morale. Sets the tone and creates camp culture and way of life.
- Final sign-off on all programs developed for campers.
- Prepares reports on camp operations and activities and maintains/updates Staff Manual and Camper/Parent Handbook
- Completes year end evaluation regarding the camp and submits to the Diocese Camping Council.

PROGRAM DIRECTOR

- Provide an example of Christian behavior to all campers and fellow staff.
- Under the direction of and with support from the Camp Director, develop plans for the Winter and Summer Camp seasons and any other diocese-wide youth camping programs.
- Plans and leads weeklong training for summer staff. Leads daily staff meetings and on-going staff training.
- Interviews applicants and participates in selection of all staff and counselors.
- Direct supervisor of the Head Counselors and meets with them daily during the camping sessions.
- Leads evening staff meetings at camp.
- Participates in end of month staff evaluations.
- Leads effort to assign counselors to cabins each week, in consultation with the Assistant Director and the Head Counselors.
- Participates with Camp Director and Assistant Director in the development and delivery of training for summer staff.
- Act as an escalation point for the Head Counselors on issues or concerns with campers or staff including disciplinary actions when required. Any disciplinary actions being proposed must be reviewed with the Camp Director before going into effect.
- Promotes high staff and camper morale. Supports and encourages the camp culture and way of life.
- Partners with Assistant Director and Morning Program Coordinator in the development of Christian Education Materials.
- Contributes to the Staff Manual and Camper / Parent Handbook.
- Contributes to the year-end evaluation and report to the Diocese Camping Council.

ASSISTANT DIRECTOR

- Provide an example of Christian behavior to all campers and fellow staff.
- Assist the Camp Director and Program Director in the development of plans for the Winter and Summer Camp seasons.
- Interviews applicants and participates in selection of all staff and counselors.
- Direct supervisor of the Program Coordinators.
- Participates in the development and delivery of weeklong training for summer staff.
- Works with the Program Coordinators to develop activities and programs aligned with the camp theme and the Christian education curriculum. Program Director and Camp Director will assist in development of Christina Education curriculum.
- Point of contact for on-site trainers (if any) during training week and for buses at check-in / check-out.
- Participates in end of month staff evaluations.
- Act as an escalation point for the program coordinators, and other staff under their scope of responsibility on issues or concerns with campers or staff including disciplinary actions when required. Any disciplinary actions being proposed must be reviewed with the Camp Director before going into effect.
- Promotes high staff and camper morale. Supports and encourages the camp culture and way of life.

ADMINISTRATIVE DIRECTOR

- Provide an example of Christian behavior to all campers and fellow staff.
- Loads Schedules and Parameters into Registration and Staff Recruitment Modules of CircuitTree.
- Manage receipt of scholarships from parishes or St. Ignatius and update camper records accordingly.
- Use MailChimp to send notifications before registration and in advance of all major milestones.
- Timely response to all inquiries from parents, campers and staff going to the “Office” mailbox.
- Competitively source buses, t-shirts and trainers and secure these contracts in advance of camp.
- Create binders for medical team, counselors and staff including training binders.
- Provide preliminary lists of allergies and dietary restrictions to kitchen.
- Responsible for camper check-in and check-out processes including documentation of medications and allergies.
- Produces reports, documents and any other materials we need to print while at camp.
- Provides final allergy / food restrictions to the kitchen (after Check-In each week).
- Communicates reported facility issues to Resident Manager.
- Supports administrative needs of Camp Director, Program Director and Assistant Director.
- Directly supervises the Nurse Aid and the Camp Photographer and performs their end of session evaluation.
- Manages the Camp-O-Gram process daily while camp is in session.
- Expedites meal service at the “condiment table” as needed.
- Promotes high staff and camper morale. Supports and encourages the camp culture and way of life.

PROGRAM COORDINATOR (MORNING, AFTERNOON & EVENING)

- Provide an example of Christian behavior to all campers and fellow staff.
- Plans, develops and delivers the themes and activities for the programs they are responsible for producing, delivering activities and programs that will engage all campers. Provides requirements for equipment, supplies, and materials to Assistant Director in advance of camp for purchase or inclusion in the Amazon Wish List.
- Communicates and collaborates with the leadership team, keeping them updated on progress and content of programs.
- Prepares and instructs the counselors and staff to support the program activities (during training week).
- Arrives at the activity area on time and is prepared to lead the program with enthusiasm, motivating camper and counselor participation.
- Participates fully in the other activities and events going on during the camping session. Available to assist other camp staff as needed at times when their own programs are not being set up or run.
- Demonstrates good character, flexibility, enthusiasm, sense of humor, maturity, adaptability, integrity, patience, and self-control.
- Promotes high staff and camper morale. Supports and encourages the camp culture and way of life.

COUNSELOR

- Desired Qualifications
 - Ability to work well with children in a camp environment, relate to one's peer group and accept guidance and supervision
 - Ability to teach skills to other staff members and campers of all ages
 - Possess good character, integrity, adaptability, enthusiasm, maturity, sense of humor, patience and self-control
- General Responsibilities
 - Provide an example of Christian behavior to all campers and fellow staff.
 - Guide the cabin and individual campers in participating successfully in all aspects of camp activities
 - Identify and meet camper needs
 - Develop camaraderie within the cabin
 - Teach and lead activities as assigned
 - Be an example and role model for the campers
 - Provide opportunities for the campers so that each individual experiences a successful and enjoyable time at camp
 - Oversee and supervise all assigned aspects of the camper's day; this includes cabin clean-up, meal times, church, cabin and quiet times, getting ready for bed, and all other assigned duties.
 - Enforce all rules and regulations of the camp. The best way to enforce a rule is by example.
 - Maintain morale and excitement of campers. The campers will do anything that the counselors are doing including following the rules, being excited (or not excited) for an activity, and having fun while at camp.
 - Adhere to policies and guidelines in the Camp St Nicholas Staff Manual.
 - Guide your CIT, if your cabin is assigned one.
 - Promotes high staff and camper morale. Supports and encourages the camp culture and way of life.

NURSE AID

- Provide an example of Christian behavior to all campers and fellow staff.
- Recommended qualifications include study in some medical field and at least basic first aid, CPR and AED certifications.
- Assists the camp medical professional as requested.
- Collects medications at check in.
- Partners with medical professional do dispense medications during med call.
- Rounds on camp in session outside of med call hours with a first aid kit to assist in triaging any medical needs.
- Support other program directors as needed when not performing other duties.
- Promotes high staff and camper morale. Supports and encourages the camp culture and way of life.

CAMP PHOTOGRAPHER

- Provide an example of Christian behavior to all campers and fellow staff.
- Builds a plan for each day of camp, based upon activities scheduled for optimal photographic coverage.
- Takes pictures and video of all camp events each day of camp.
- Each day, edit the photos to remove duplicates or blurry shots and upload remaining photos to the camp website.
- Produce a video for the end of each session to be played the last night.
- Produce a video at the end of the training week to introduce the staff to the campers.
- Leverage social media platforms (Instagram, Facebook, etc.) to promote camp with great photos prior to and during camp.
- If needed, assist medical staff during daily med call.
- Expedites meal service at the “condiment table” as needed.
- Promotes high staff and camper morale. Supports and encourages the camp culture and way of life.

ADDITIONALLY, FOR ALL CAMP ST NICHOLAS STAFF ROLES:

- LISTENS actively
- ARRIVES on time for activities
- ACCEPTS direction, suggestions, and feedback
- RESPECTS, SUPPORTS, and ENCOURAGES fellow staff members
- CONFRONTS person directly if there is a problem rather than gossiping
- UTILIZES time efficiently and effectively assisting other Program Directors when necessary

Supervisory Roles and Termination Policy

The Camp Director takes all direction from the Diocesan Bishop as well as the Diocesan Camping Council. Decisions of the Camp Director must be considered final regarding the direction of the Camp St Nicholas Staff.

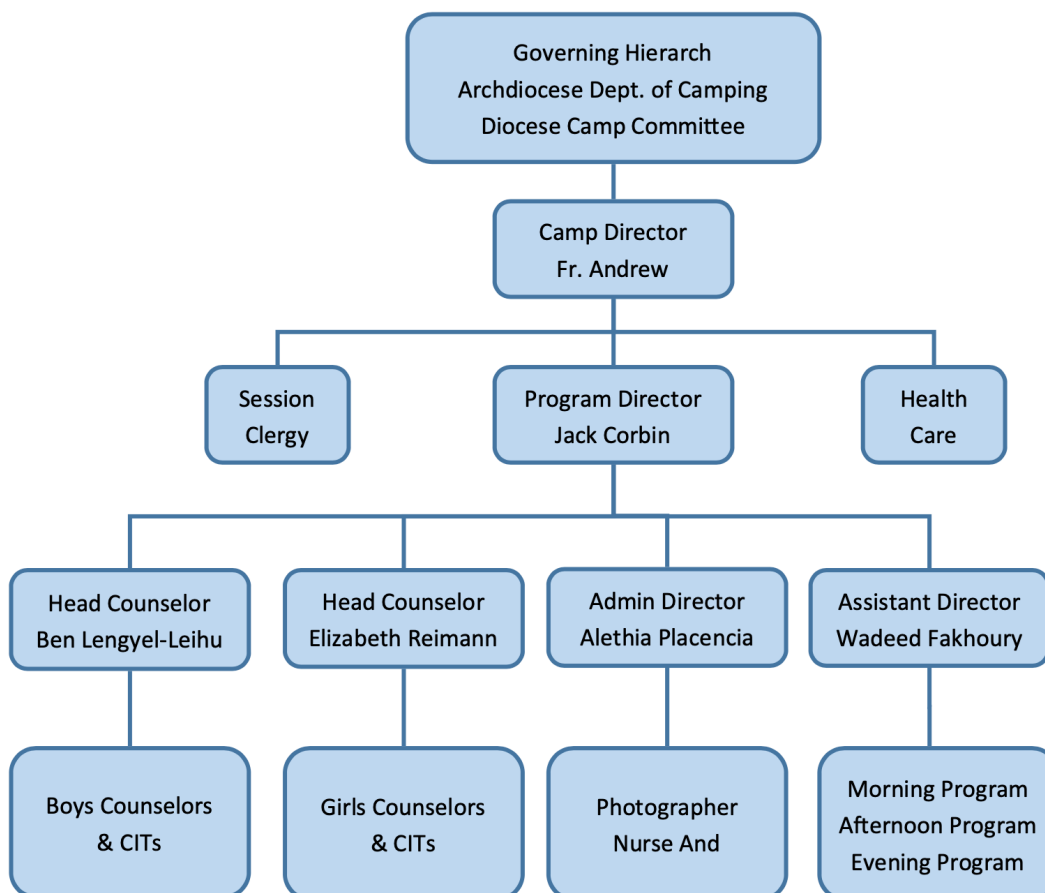
If an issue arises with a camper work with your co-counselor to decide how to resolve the issue with the camper. If this does not resolve the issue, ask assistance from the appropriate Head Counselor. If the Head Counselor needs assistance, they should consult the Program Director. If the Program Director needs assistance, they should consult the Camp Director. If there is an emergency in the middle of the night, WAKE UP THE HEAD COUNSELOR(S), PROGRAM DIRECTOR AND/OR CAMP DIRECTOR! Bring the issue, and its resolution, to the next staff meeting.

If an issue arises with another staff member try to resolve the issue with the staff member directly. If this does not resolve the issue, ask assistance from the appropriate

supervisor based upon the organizational chart below. While it is best for each staff member to approach the head of their divisions directly, no staff should ever feel that they may not approach the Camp Director.

All staff will be given on a regular basis, feedback of their performance by the Head of their division. If a staff member is found to not be living up to the standards necessary to perform their positions adequately, they will be given a verbal warning that their behavior is unacceptable. This is documented and the staff member should consider themselves warned to not engage in any more negative or disruptive behavior.

If the Camp Staff persists, then an “official written warning” is given. If the negative behavior persists, the staff will be given notice of their termination. The Director reserves the right to terminate staff upon the first offence for egregious violations of camp guidelines.



Camp St Nicholas

Mission Statement

Camp St. Nicholas transforms lives and nurtures faith in Jesus Christ through Orthodox Christian community living, worship, education, fellowship, and love. To realize this mission, we will:

- Die to ourselves daily for the sake of Christ and our neighbor
- Be willing to repent and forgive
- Aim to be our authentic self, created in the image and likeness of God, and see the image of God in each person we encounter
- Model our faith in our actions and words
- Experience God's creation and our role as its steward
- Embrace every person's role as an integral part of the community; we are one body of many parts
- Be a servant leader
- Work together as a community that demonstrates what it means to be IN the world but not OF the world

The Good Counselor

I am the good shepherd; and I know My sheep, and am known by My own.

As the Father knows Me, even so I know the Father; and I lay down My life for the sheep.

And other sheep I have which are not of this fold; them also I must bring, and they will hear My voice; and there will be one flock and one shepherd.

Therefore My Father loves Me, because I lay down My life that I may take it again.

No one takes it from Me, but I lay it down of Myself. I have power to lay it down, and I have power to take it again. This command I have received from My Father.

—John 10:14-18

Though there can be no complete list of attributes of the “Good Counselor,” the material contained in this manual and in the staff training binder provide you with our expectations, guidelines and tools to enable you for success as a Camp St Nicholas staff member.



Basic Guidelines

EXPECT THE CAMPERS TO DO ANYTHING AND EVERYTHING THAT WE DO. This includes the way we act, our attitude, and our time management skills.

1. If counselors are on time for meals or church services, then campers will be as well.
2. If counselors have a positive attitude toward an activity or enjoy the food that we have been given or say positive things about another counselor, then the campers will have the exact same attitude and say the exact same things.

“A new commandment I give to you, that you love one another; even as I have loved you, that you also love one another. By this all men will know that you are my disciples, if you have love for one another.”

Jn 13:34-35, RSV

CABIN ATMOSPHERE

Camp is an opportunity to escape the everyday distractions of life at home. Counselors are to maintain a Christian atmosphere in their cabins. This atmosphere should be free of foul language (in English and any other language for that matter), put-downs, and all distracting electronic devices, (radios, walkmans, CD players, iPods, Gameboys, etc). Do not make being their friend your goal and do not try to be popular with the campers. Instead, be what they really need: their counselor. Give the campers the best experience possible, free from these worldly distractions.

CABIN SAFETY

Prior to campers arriving each session, counselors should make a thorough safety check of their cabins, ensuring the following:

- Clean, disinfected and dry floors
- Disinfected bathrooms
- Operational Fire Extinguishers and Smoke Detectors
- All primary and secondary exits are accessible
- No safety hazards present (broken glass, poisonous or hazardous materials, etc.)

Throughout the session, a continuous awareness should be maintained so as to keep your cabin a safe environment. This includes making sure that all campers are sleeping in appropriate arrangements and that exits are not blocked by beds, luggage, or other obstacles. Any facilities issue must be reported to the Camp Director as soon as they are identified.

CHECK-IN DAY

The first day of each session, counselors and staff should be very welcoming and friendly to all campers and parents that arrive. All staff must be in staff shirts. Remember the Head and Shoulders commercial: “You never get a second chance to make a first impression.” First impressions of camp, especially camp staff, can lead to or prevent homesickness. Here are 4 specific steps that we should remember on the first day:

1. **Hello!** Greet everyone you see, both parents and campers. Welcome them to camp. Shake their hand. Be excited, energetic, and friendly. Consider the person you’re meeting (e.g., if the camper is 9 years old and only 3 feet tall, crouch down to their level and introduce yourself, rather than standing as an intimidating figure looming over them).
2. **You Can Do It!** Stay positive. Registration day can be hectic and sometimes overwhelming. Stay strong, focused, and support each other.
3. **Friends.** Get to know the campers and find things you have in common with them. While it is your job to be their counselor first and foremost, you should also be a friend to them when appropriate. This will allow the camper to feel a connection to you and help them adjust to the new surroundings.
4. **Introduce and Involve.** Introduce campers to other campers and other counselors. Remembering campers’ names can be difficult, but it means so much to call a camper by their first name. Everyone will have a name badge on the first day to help us all learn each other’s names. Play sports and games with them or do anything to involve them with other staff and campers and to help them feel at home.

Unloading Procedures

Those of you who have been assigned registration tasks by the Administrative Director, please be at your post and always prepared. If you need a break, secure your backup before you leave your station.

Parents / busses should park in front of the Mess Hall. Campers should place all their luggage in the designated pile. Counselors will use trucks to haul all luggage up to the quad between the two cabin buildings. Campers will collect their luggage from that quad and transport the items to their cabins.

Parents will stay with their campers until they have cleared medical. After that, parents must depart camp. For safety, security, and minimal chaos all parents are asked to depart as soon as their camper is checked in. There are restrooms in the chapel available for drivers to use prior to their departure down the mountain.

Check-In Station #1 – Arrival Check & Assignment

At this station, we will confirm that all pre-registration steps are complete, all payments are made, and the name of the person who will be picking up the camper at the end of the week.

The camper will be told their cabin assignment, given a name tag, and be directed to station #2 or #3 depending on if they have medications or a phone to check in.

Check-In Station #2 – Medical

No parent may leave camp until their campers have cleared medical. Here we will confirm all their medical information is accurate and we will secure all their medications. The Medical station will also know if any campers have unpaid balances and these will be resolved with the Administrative Director before the parents depart.

Check-In Station #3 – Electronics Check-In

Any camper who brings a cell phone, MP3 player or any other form of electronic entertainment will surrender those devices to their parents or to our crew who will bag and tag them for return at the end of the camping session.

After all check-in steps are complete, the counselors will greet the camper and bring them over to their cabin group to meet their cabinmates.

Orientation

The first night of each session will be reserved to explain the rules of camp, emergency procedures including emergency bells, and to do ice breakers so the campers get to know each other. Remember, you CAN be firm and friendly at the same time. It is always easier to be stricter with your cabin at the beginning of the session and to loosen up as the session progresses, but nearly impossible to get stricter as the session goes on. Take time to explain the schedule for the day or the week to the campers so they have an idea of what to expect (this works best by posting the schedule in the cabins).

REGARDING ABSENTEE CAMPERS

The camps official policy regarding absentee campers is to contact, immediately, the parents of the camper to notify them that their camper has not checked in. Calls must be made until the status of that camper is reasonably affirmed with their parent, guardian, or emergency contact. The safety of all campers is the priority.

CHECK-OUT DAY

Day before departure

There will be a lot of logistical things to handle during the last 24 hours before the campers leave. Remind the campers to collect their scattered belongings. These might include art projects, towels at the pool, items left in the church, or items in the mess hall. The last couple of nights, you may want to hold a cabin time that is a “wrap-up” of the session. This will help them to take all the things that they have learned throughout the session and see how they can apply it in their daily lives back home.

The Night before departure

Before going to bed that night, have your campers packed and ready for the morning. This is the time items often get lost and not packed. Check under beds, in the bathroom, and in other “hidden” places. Finish the night with a reflection on their time at camp and to wrap up their time as a cabin.

Departure Day

After breakfast is completed, you may find that your campers will be leaving at scattered times. While departures are taking place, make sure your remaining campers are supervised.

Make every effort to talk with parents when possible. Share your camper's successes and thank the parents for entrusting their children to you. Also, be aware of the parent's feedback that they may wish to offer us. Fight the feeling of being insulted and simply listen to their concerns. Also encourage them to voice their opinions to the director as well. When it is time for your camper to depart, the Administrative Director is responsible to sign them out to the person picking them up.

Loading Procedures

The same rules for parent vehicles during drop off are in place at pick up. Please assist in keeping the pickup line moving if you are not directly supervising campers. Please notify the driver of a vehicle immediately if they are parked in a fashion that is unsafe or inappropriate.

Cabin Clean-Up

“First cleanse the inside of the cup and of the plate, that the outside also may be clean.” (Matthew 23:26)



Campers will be responsible for their own cabins and the porches. Duties should be divided fairly among the campers for the daily cabin cleanup, which takes place after breakfast each day. Use discretion in delegating age-appropriate chores. (Age ten and under should not be handling bleach, etc.). Duties include:

1. Clean windows (dust, cobwebs and bugs),
2. Clean Main Room (bunks, floors, and replace trash liner - if needed).
3. Disinfect door handles, light switches and high traffic surfaces. Disinfect bathroom surfaces.
4. Clean bathrooms (mirrors, sinks, showers, toilets, trash).
5. Front porch – trash and sweep

6. Supplies – TP, trash bags and cleaning supplies

One of our Camp's traditions is creativity when it comes to cabin decoration. Plan ahead for themes. Believe it or not, decorating the cabin actually improves cabin discipline and cleanup. Building pride in the 'home' brings the campers together as a team.

There will be 2 daily winners – the highest scoring female cabin and the highest scoring male cabin. At the end of the week, session totals will be counted and the two groups (one male, one female) with the highest totals will receive a pizza party after the evening program on Friday night.

MEALS

This is an often-missed opportunity for cabin group building. When in the Mess Hall during meals, keep focused on your campers, not your friends on staff. Everyone must be sitting at their cabin's table in community and not moving around to other tables. The cabin doing KP will sit at the booths. Please follow all mealtime procedures for receiving food and for bussing your dishes at the end of the meal. These will be discussed at dinner on the first day of camp. **Please note that the cabin doing KP is also responsible for cleaning the Mess Hall bathrooms.**

DISCIPLINE OF CAMPERS

No camp staff shall engage in any physical punishment or any punishment that poses undue emotional stress on campers. Any “out of the ordinary” discipline problems should be handled with the assistance of your Camp Director, Assistant Director and Head Counselor. While all disciplinary action will be taken to attempt resolution on site, the Camp Director reserves the right to dismiss campers for gross violations of camp rules and conduct, which will be clearly outlined and enforced during the camping session, for the campers safety and security. Parents will be responsible for arranging and covering the costs for their child's early departure.

Regarding all other minor infractions, we utilize a progressive disciplinary process. This usually involves time out, building maintenance (sweeping or light cleaning), or general property clean up (trash pick-up). These measures are meant to demonstrate to our campers the importance of both appreciating and maintaining our Diocesan camp. Camp St Nicholas and her staff do not engage in or allow in any way the use of corporal punishment.

MORNINGS

The best way to get cooperation is to model good behavior. Start the day positively and with enthusiasm. Counselors should be awake before the first camper is awake. Some campers may wish to wake up a little earlier, however, they are not permitted to disturb the other campers who want a little more sleep. Be sure to leave enough time to wake up and be prepared to arrive on time for the morning service. **Remember, early is on time, and on time is late!**

LIGHTS OUT

Just before it is time for lights out, each cabin should say their Evening Prayers. After the lights are out, all campers must be in their beds, and the counselor should be in the cabin with them.

It is critical that lights out be enforced. We realize that this can be difficult but the only way to make it happen is for you to be serious about it. Many campers will want to stay up until the wee hours, but quite a few campers really want their rest. Out of respect for those who WANT to sleep and because we know better that all the campers NEED to sleep, it is the counselor's responsibility to enforce lights out. Note that reasonable exceptions can be made for the last night of camp.

After most, if not all, campers are asleep you may spend time on your porch but may not leave the cabin premises. Counselors are only allowed to leave their units at night for emergencies if they have the permission of their head counselor and have arranged for coverage of their cabins. Additionally, if there is an emergency, the counselor must notify the campers that they are leaving and identify who is covering in their place.

PERSONAL VALUABLES

It is advisable not to bring personal sports equipment, expensive jewelry or any valuable possession to camp. The Camp accepts no responsibility for any such items brought and somehow lost or stolen. If any personal items such as bats, balls, or other equipment that may be a safety hazard to others are brought to camp, they will be stored in the camp office for the protection of all. Campers and staff who bring musical instruments should place them in a sturdy case when not in use and are responsible for the care of their instruments.

Campers should not bring any cash to camp. If they do, we will hold it for them (like we would a cell phone) and return it at the end of the session.

PERSONAL VEHICLES

All cars must be parked in the camp parking lot with the exception of a small number of vehicles that may be parked behind the Staff Cabin or at the Mess Hall for use in case of emergencies or to haul heavy items up and down the hill. These vehicles will be parked outside the main parking lot only with the Director's permission.

No food (even if sealed) should be stored in parked cars, as bears will smell food even inside wrappers and can smash your windows to get to it. Campers, even if licensed to drive, may not have access to any vehicles while at camp.

Camp St Nicholas assumes no responsibility for any damage to the personal vehicles of our program counselors and staff. Use your vehicle at your own risk. We will leverage camp owned vehicles for tasks such as bringing luggage up the hill the first day of each session.

CAMP STORE (CANTEEN)

The camp store (Canteen) will be open daily at designated time. The store will have books, and other Orthodox focused items. It will also have basic camp sundries such as chap stick, water bottles, socks as well as candy and frozen snacks. Campers may only purchase from the store during the designated times and only if their parents have put funds on account at the camp store. No cash or cards will be accepted for camper purchases.

St. Nicholas Summer Camp Standards

- As members of a Christ-centered community staff and counselors will strive to bring out the best in each other, build each other up, and treat each other as fellow children of the Lord.
- Campers are to stay with their assigned counselors at all times and remain at their scheduled events.
- All food will be stored and consumed in the mess hall eating area.
- Girls and boys will remain in their respective areas of the quad. Girls will only go inside girls cabins and boys only inside boys cabins. Porches are considered part of a cabin.
- All camp and personal property will be respected and treated as part of the community. As active participants in this community, raiding and any other mistreatment of camp and personal property will not occur.
- Caution will be used when playing outside or inside cabins.
- Campers and staff are not permitted in the pool area without a lifeguard on duty. Campers and staff are not permitted in the Archery Range without a qualified instructor.
- Alcohol, tobacco, drugs, substances containing THC or nicotine, weapons, and any flammable substances (like matches, flares, charcoal, or fireworks) are not permitted to be in the possession of campers at Camp St Nicholas.
- Each member of the community will participate in all church services, wearing appropriate attire.
- Staff members will follow proper procedure when leaving campgrounds.
- Closed-toed shoes will be worn at all times when outside to avoid injury.
- Wear practical and comfortable clothing. Shirts will cover the midriff area and shorts will be the appropriate length. Girls will wear a 1-piece swimsuit. Guys will wear swim trunks or shorts.
- According to the Fire Marshall, smoking is permitted ONLY on the gravel in front of the Mess Hall. No smoking will be permitted in the presence or sight of campers. As such, staff who wish to smoke on their breaks while camp is in session must drive off property to smoke. If staff need to smoke between sessions, the only smoking area is the gravel in front of the mess hall (by the flag pole).
- While camp is in session, staff cars will be parked in the parking lot, with the exception of a couple of emergency vehicles parked behind the staff cabin.
- Couples who are in a relationship during camp are encouraged to interact with and support each other in a Christian manner. Said relationship should not be apparent to other staff or campers.
- Conflicts that arise between campers and/or counselors will be approached and addressed in a Christian manner, with love and understanding from all sides. Just as fighting, swearing, and other such behavior is unnecessary and brings down the community, discipline must also be based upon Christian love and a need to redirect inappropriate or unsafe behavior.
- Camper cell phones and cash should be left at home. If not, they will be collected at the beginning of the week. They will be kept in a safe place and returned to the camper at the end of the week. Staff with cell phones will never use them unless on break and outside the presence of campers.

Important Things To Know

MAINTENANCE

Our Maintenance Staff work very hard to keep the camp in excellent condition, and we need to help keep the camp in good shape. Counselors are responsible for reporting any maintenance concerns or problems by filling out a Maintenance Request Form in the Mess Hall. If it is something that you can fix yourself, do it. Cabin supplies (toilet paper, light bulbs, etc) are available in the mess hall or from the camp manager. Counselors must pick up supplies for their own cabin. All cabins have safety equipment (fire extinguisher and smoke detector). Each counselor is responsible for the equipment in his or her cabin.

INSECT, RODENT AND ANIMAL CONTROL

Campers will be advised on arrival day on the hazards of insects, rodents and animals in the forest. Notify the Director and Camp Manager if you find a sick, dying, or dead animal. Never touch or go near them! They are an extreme health hazard. If you have mice in your cabin (one sure tell-tale sign is shredded spare toilet paper rolls, ask for additional mouse traps. The last few years we have a higher-than-normal number of rodents on the mountain.

THE FOOD CHAIN

Camp St Nicholas is the home to many mountain lions, deer, bears and other animals. We attempt to live in a symbiotic atmosphere with these creatures (into whose home we are encroaching). These animals are attracted to human food and will seek it out for a tasty snack. Food in the cabins encourages the presence of mice, which encourages the presence of snakes, which encourages the presence of bears which can eat campers. Please respect the requirement that all food be in the mess hall. There are several places in the mess hall to securely store both camper and staff “bonus food”. This restriction applies to all staff and all buildings other than the mess hall (with the exception of emergency drinks or snacks to be stored in the infirmary refrigerator as needed to treat camper dehydration or other conditions).

DEHYDRATION

Everyone should drink plenty of water throughout the day. All campers and staff should drink at least three full glasses of water at each meal. At camp, we are always on the go, we are outside in the sun at high elevation, and much more active than we are in our normal lives, so we must drink plenty of water to keep our bodies hydrated.

LAUNDRY

There is one washer and one dryer at Camp St. Nicholas, located in the kitchen. This is for kitchen staff use, as well as for other emergency uses, such as bed-wetting, etc. Laundry days for staff will be Saturday after campers depart. Our camp staff typically takes their personal laundry to one of the two Laundry-Mat locations in Frazier Park. It is recommended that everyone bring their own soap and softener. The new Laundry-Mat in town has very large machines, takes coin and web-based purchases. The older one is cheaper, with smaller machines but takes coin only.

VISITOR'S GUIDELINES

As a general rule, we do not allow visitors at camp. Rare exceptions may be made on an individual basis. All visitors must receive permission from the Camp Director (and only the Camp Director) before their visit. If you have someone who wants to visit, please ask the Camp Director.

UNKNOWN PERSON ON CAMP PROPERTY

In the event that an unknown person enters the campgrounds please observe the following policy: Never approach a suspicious person or stranger alone. A pair of staff members should welcome them warmly to the Camp. If the visitor was not pre-authorized to be at camp, personally escort him/her to the Director for further assistance (or arrange for them to be escorted by another staff member if that would mean leaving campers unsupervised).

Regarding Campers

PHONE CALLS HOME (CAMPERS)

Camper phone calls may only be made with the permission of the Camp Director. Phone calls often cause more homesickness. Requests to call home must be approved by the Camp Director or Program Director in advance. In most cases, it is better for the camp leader to contact the family (especially in cases of home sickness) as oftentimes just hearing the parent's voice will trigger a more acute homesick response. Campers must never call home on their own or be unsupervised when making an approved phone call. Phone calls should be short.

PERSONAL PHONE CALLS & MAIL

No personal phone calls are to be made on camp telephones in the Camp Office or Infirmary without the consent of the Program Director or Camp Director. When personal calls are received on the camp line, a message will be taken and delivered with the mail (except emergency calls). Mail is delivered each night at dinner. Outgoing mail can be dropped off in the box in the Mess Hall.

RELEASE OF CAMPERS

No camper is to be released to anyone outside of camp without the verified knowledge and consent of the Camp Director. Anyone taking a camper from camp property, including the last day of the session, must sign the camper out. Identification of authorized release will be made by the Camp Director, or the Administrative Director under the direction of the Camp Director.

SUPERVISION OF CAMPERS

Campers are never to be left alone at any time. If you see a camper by him/herself, go to them and see what is wrong or direct them to the proper place to be. If a camper is missing from a session that you are supervising, alert another staff member who can locate the camper. If the camper is not found within a few minutes, the Camp Director or Program Director must be immediately notified. At least one counselor must be in the cabin with the campers AT ALL TIMES. A 17 year old CIT does not count as a counselor for this purpose.

LOST OR RUNAWAY CAMPERS

Lost, missing, or runaway persons are an ever-present possibility in the camping situation. Counselors should be reasonably sure where their campers are at all times. If a camper is missing or known to be lost, the staff member who discovers a child is missing should:

- 1) In all cases, report the situation to the Camp Director immediately, either directly or through another staff member.
 - a. Remain calm - hasty judgments and actions may compound the problem.
 - b. Do not send a camper out on a search or after another runaway camper.
 - c. Keep information as private as possible – help keep the excitement level down.
 - d. Collect any information that may be pertinent from other campers.
- 2) Camp Director will organize search parties at their discretion.
- 3) After a period of time set at the discretion of the Camp Director, but not to exceed one hour, law enforcement authorities should be contacted. Parents should be notified no longer than two hours from the time the disappearance was first noticed.

Regarding Staff

TIME OFF

All staff will receive two hours of time off each day, either during morning program or afternoon program. While there is no prohibition for staff to continue to engage with camp activities during their time off, we recommend that they use that time for their personal needs.

STAFF REFRIGERATOR IN THE MESS HALL

If staff wish to use the staff refrigerator in the Mess Hall, they must clean up after themselves and remove their own food from the refrigerator before it becomes a science experiment. Soft drinks and waters may also be stored in the infirmary refrigerator, but all food must be stored in the mess hall.

TIME OFF BETWEEN CAMPING SESSIONS

In between camp sessions, staff will have time off from approximately 12:00 PM on Saturday until 10:00AM on Sunday. Once the campers leave, counselors must thoroughly clean their own cabin.

To be sure we properly account for all people at camp in the event of an emergency during the time off between sessions, please let the leadership know when you are planning to be off the mountain. Staff members are expected to attend the Divine Liturgy at 10AM on Sunday in the chapel.

After the final camping session, the staff will hold debriefing sessions on Saturday and Sunday, will celebrate the closing of camp with a fancy dinner Sunday night and will depart home on Monday morning.

PACKING LIST

Shirts

- Must cover shoulders for church
- Bring plenty of t-shirts for afternoon program
- Tank-tops with thicker straps are welcome

Shorts

- Be mindful of the length
- Let's keep ourselves covered

Pants

- We wear pants in church
- Bring enough in case clothing gets wet or soiled

Lots of underwear!

Plan for two pairs of socks per day

Closed-toed shoes

- Open-toed shoes for pool/shower (if desired)
- No high heel shoes
- Athletic shoes for Afternoon Program

2-3 jackets, sweaters, and/or sweatshirts (it can get cold at night)

Church clothes

- Long pants for all, or skirts/dresses for women.
- Shoulders should be covered. Be mindful of the length.

- Nicer outfits for Liturgy

Color wars outfits (we'll advise on color)

Theme night clothing

Modest swimsuit

- For Females: One piece swimsuits or tankinis that cover midriffs and/or boy cut shorts.
- For Males: Swim shorts (no speedos).
- Towel for the pool (different than the shower towel)

Toiletries

- Shampoo & conditioner
- Body wash and face wash and lotion
- Hairbrush
- Deodorant, toothbrush & toothpaste
- Bug spray, sunscreen, LOTS of chapstick!
- Towel & washcloth
- Feminine products

Reusable water bottle

Pillow, Sleeping bag or Sheets and blanket

Flashlight

Laundry bag for dirty clothes (marked with your name)

Any medicine you take can be given to the nurse

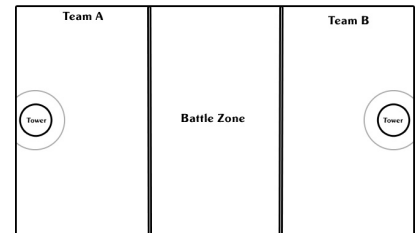
Rules for Athletic Activities

ARCHERY

- The proper use of the archery equipment must be demonstrated before the activity is begun.
- No dry-firing of bows is permitted.
- No camper or staff member is permitted to shoot arrows by himself/herself without a trained staff member at the activity.
- No camper is permitted to aim or shoot an arrow when a person is in front of them or at another person.
- All campers must wear protective gear as designated by the archery instructors.
- No campers are permitted to be in front of those people who are shooting arrows.
- Only the number of people specified by the instructor may shoot at one time.

TWO TOWERS

The point of the game is to knock your opposing team's King from their tower using a rubber ball. Each successful attempt is worth one point. The winner of the game is the team that achieves the predetermined score. (Ideally, this will be 7 points.) Keep in mind that it plays a little like dodge ball. Depending on the size of the group, there will be any number of balls in play at the same time.



PLAY:

- The field will be divided into 3 equal parts. The middle zone is considered the “battle zone”. At the end of each team’s zone, is the tower.
- In attempting to knock of the King, at no point can team members cross into the other team’s zone.
- If a player in the Battle Zone gets hit by a ball, they are out for the round – even if the hit is from “friendly fire”.
- If a player in the Battle Zone catches a ball that is thrown at them from the opposing team, the ball thrower is out for the round.
- Players in the Battle Zone may throw the ball at another player also in the Battle Zone.
- Stealing the ball from another player in the Battle Zone is not allowed.
- No players can get hit while they are in their own zones.
- All balls must be thrown while in-bounds.
- You may throw the ball at your opponent’s king from either the Battle Zone or your own zone.
- Any thrower that hits another player in the head is out. (No throwing at heads!)
- If the King is knocked off of the tower due to the ball hitting the post, it is not a point. The ball must either hit the King directly or the dish to knock it off.
- No player may be within 5 feet of their tower. This will prevent any “goal tending”.

POOL

Use of the Pool by the campers and staff is strictly regulated by our Lifeguards as well as by the guidelines of the American Red Cross. Daily pool usage is monitored and overseen by the Camp Director and the Lifeguard. Lifeguards must be present during swim activities. Campers who want to use the pool must complete a swim test and will be assigned arm bands indicating their qualification for shallow or deep end swimming. At all other times, the pool area is locked. While the pool is open, staff must comply with all the rules and regulations, regardless of whether or not campers are in the pool area.

Responding in Difficult Situations

Any accusation or talk of any type of abuse at home or at camp must be reported to the Camp Director immediately. This includes parent to camper, staff to camper, or camper to camper cases of abuse. All comments regarding abuse should be taken with the utmost seriousness and addressed immediately.

Warning signs that one should look out for are unusual bruising or scarring, inappropriate social interactions such as excessive physical contact or aversion to physical contact, unusual comments about parental authority.

RESPONDING TO "HEAVY TOPICS"

- If they come to talk to you, you're already doing something right. Continue to keep the situation comfortable. Don't be shocked by what they are telling you. Rather, commend them for their courage and tell them that you are glad they want to talk about it.
- Let them tell you why they came to you. React to their emotions. For example, "It seems like you are feeling _____ about this. What can I do?"
- Lead them to discover the right answer to their own questions. It's better to ask more questions than to give answers. If they came to you, it's likely they know what is best and healthiest for them.
- The "I believe..." approach is much more effective than the "You're wrong because..." approach. If someone doesn't feel judged and accused, they are much more likely to be open to positive guidance.
- It's critical that your response be in the context of what the Church teaches, even if it may conflict with your personal opinion.
- Listen without judgment, problem-solving, or agreeing or disagreeing. Fight the urge to share a personal experience while someone is disclosing. That's the last thing you would want.
- Explore the options of transforming an unhealthy situation to a healthy one. If they are engaged in unhealthy behavior, it's good to empower them and remind them of their capabilities.
- Tell them that the answers are simple, but not always easy. They are supported and loved and will be helped through the process of healing.

RESPONDING TO AT RISK BEHAVIOR OR SUICIDAL IDEATION

If a minor discloses something that is a LIFE AND DEATH SITUATION, OR INVOLVES ABUSE, SUICIDE, it is your responsibility to make the Camp Director aware immediately so that proper response, including notifying parents and/or authorities can be made. Make the process as structured and compassionate as possible.

- Tell them they have done the right thing by talking with you.
- Never promise you won't tell anyone. Instead say: I can promise that you can trust me and I'll do what's best for you.
- Use the listening tools we've discussed to allow them to share openly.
- When the conversation is done, tell them exactly what will happen next and why.
- Offer them choices that they have. They don't have the choice not to tell their parents. BUT, you can offer them this choice: "I am happy to talk with your parents, or we can talk with them together."
- Ask them if they have any questions.
- Give them an idea of what might happen next

SEXUAL MISCONDUCT POLICY

These Policies and Procedures are in addition to the Antiochian Orthodox Christian Archdiocese of North America's Policies and Procedures Regarding Sexual Misconduct adopted June 3, 1999.

As its mission, the Archdiocese Camp Programs transform lives and nurtures their faith in Jesus Christ through Orthodox Christian community living, worship, education, fellowship, and love. At Camp, we are concerned with what campers take home with them. We are also concerned with how they grow physically, emotionally and spiritually. We are concerned with their growth in human relations and how they interact with one another.

As a spiritual retreat and learning center for youths and adults within the Antiochian Orthodox Christian Archdiocese, the Camp adheres to Orthodox Christian virtues. Among these virtues are the affirmation and acknowledgement that each person is a child of God and a Temple of the Holy Spirit (1 Cor. 6:19) created in the image and likeness of God (Gen. 1:26). It is to affirm that each person is our neighbor (Luke 10:25 et seq.) and that we are to treat each person as we wish to be treated (Matt. 7:12), i.e., with kindness, respect, patience and agape love. Christ instructed us to love one another as He loved us (John 15:12-13), giving His life for our sakes. Accordingly, any behavior that exhibits Christian virtue is expected. Conduct which is contrary to Christ's teachings is a sin and unacceptable.

It is essential that all priests, leaders, workers, counselors, volunteers, CITs and others involved at Camp understand the overwhelming public concern regarding abuse and sexual conduct issues. Violations can quickly lead to the involvement of law enforcement officials and can quickly destroy the reputation and work of the Camp. This written policy statement is designed for clarification of the issues among all staff members, volunteer or paid, counselors or CITs, clergy or laity. Admittedly it is conservative. The impressions that campers (who come from a variety of backgrounds) take home with them and pass along to their parents or friends, or parents gain when visiting the camp, help determine whether campers will return or recommend the camp to others. These same impressions or perceptions affect the reputation of our Camp. A reputation of having an outstanding camping program can take years to gain and a single inappropriate experience to lose. Members of the Camp community, including campers and staff must not be uncomfortable with their own impressions and reactions to the sexual behavior of others.

We cannot be too careful in the area of sexual abuse. Even the appearance of inappropriate conduct or the filing of a false allegation can cause irreparable damage to the reputation of the accused staff member and the Camp. Therefore, all staff members must be very cautious in order to avoid doing anything that could be interpreted as sexual abuse or sexually inappropriate conduct.

As a result, these procedures are to be read broadly and expansively to protect the interest of the children, campers, counselors, CITs and other staff, both volunteer and paid, clergy and laity. Conduct proscribed here is not all-inclusive. Staff must avoid even the appearance of impropriety.

Inappropriate Behavior

There are certain behaviors that must be mentioned that are prohibited for Camp employees and volunteers during their time at Camp. These include engaging in any physical touching of any kind including but not limited to kissing, petting, caressing, or any other contact or conduct intended for sexual gratification with any other person related in any way to the camp, including but not limited to campers, counselors, CITs, employees or volunteers.

Sexual misconduct also includes verbal misconduct. Vulgar, obscene, suggestive or profane talk or behavior is strictly forbidden. Such conduct includes narrative accounts of sexual activities, sexual innuendoes, comments about one's body or that of another person, discussions of sexual activities or experiences, or obscene jokes.

There are additional behaviors, while not necessarily intended for sexual gratification, that are inappropriate due to the appearance of possible impropriety. These include interactions between staff members and other staff members (counselors and/or CITs) and/or campers such as: massages, hand holding, sitting on laps or full body hugs. Some general guidelines for counselor behaviors with campers, CITs, and other counselors include:

- Never touch anyone against the person's will (verbally or non-verbally expressed) unless it is to prevent an accident.
- Appropriate touching, that takes into account the touched one's comfort level, may include pats on the back, a touch on the shoulder, hugs of welcome, hello, goodbye, thanks, congratulations (however not full body or excessively long hugs), hand shakes, high fives, arms around shoulders. Appropriate touching can become inappropriate such as excessive tickling, wrestling with or teasing a camper.
- Inappropriate touching is any physical contact that violates the touched person's comfort level. It is touch that is given or forced on another person for the primary satisfaction of the actor, not the one touched. Touching of the genitals, buttocks or any touching for sexual gratification is always inappropriate and cannot be consensual.
- It is inappropriate to share information about your personal sexuality or sex life or to inquire about another person's.
- It is inappropriate to show favoritism or to encourage crushes or romantic fantasies that campers may have about you.
- It is inappropriate to purposefully expose one's body to another (i.e. flashing or mooning) and good judgment should be exercised when you are changing or bathing. Likewise, the privacy of campers should be respected during the times when they are changing clothes, showering, etc.
- It is inappropriate to share a bed or sleeping bag with a camper or other staff member.
- It is inappropriate to show signs of affection to other staff in front of the campers. Behavior of the staff should be circumspect around campers so that at no time do they associate any two staff members as a couple. Any and all behavior in a camp setting must allow for perceptions and concerns of others.

REPORTING OF ALLEGED MISCONDUCT INVOLVING A MINOR

All staff of Camp St Nicholas are classified as Mandated Reporters by the State of California. All persons who are mandated reporters are required, by law, to report all known or suspected cases of child abuse or neglect. It is not the job of the mandated reporter to determine whether the allegations are valid. If child abuse or neglect is reasonably suspected or if a minor shares information with a mandated reporter leading him/her to believe abuse or neglect has taken place, the report must be made. No supervisor or administrator can impede or inhibit a report or subject the reporting person to any sanction. Failure to report an incident or complaint that is made known to a staff member can result in discharge and possible legal action against one who does not report.

If a child confides in a staff member about another camper or staff member, the staff member shall discuss the disclosure personally with the Camp Director, or if that is not possible with the Camp Nurse, Assistant Camp Director, Chairperson of the Archdiocese Camping Committee, or an official representative of the Archdiocese. The staff member should refrain from investigating the complaint independently or from discussing it with other staff.

Any violations of the above guidelines and procedures must be reported at once to the Camp Director, who will consult with the Archdiocese Headquarters. If for any reason one feels unable to report the violation to the Director, the violation may be reported directly to the Overseeing Bishop at the Diocese or Archdiocese Headquarters. All violations will be investigated for both the protection of the child and for the protection of the one alleged to have committed the violation.

The Camp Director, in consultation with the Archdiocese, will contact the appropriate authorities in accordance with relevant state and local law and the parents. Investigations of violations will follow the procedures set forth in the Archdiocese's Policies and Procedures dated June 3, 1999.

In the event the reported incident involves child or sexual abuse by a staff member, paid or volunteer, the Camp Director will, without exception suspend the person from the camp. The parents or legal guardian of the child(ren) involved will be promptly notified in accordance with the directions of the relevant state or local agency.

In the event the reported incident involves an alleged violation of the guidelines less than that of abuse, the Camp Director will consult with the Archdiocese to determine whether the person should be suspended pending the complete investigation.

Whether the incident or alleged offense takes place on or off camp property, it will be considered camp related.

Reinstatement of the staff person will occur only after all allegations have cleared to the satisfaction of the investigative committee and the Metropolitan Primate. All camp staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and should only discuss the incident with the Camp Director and the investigative committee.

BULLYING

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: using e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion. **At Camp St Nicholas, bullying is inexcusable, and we have a firm policy against all types of bullying.** Our Camp philosophy is based on our mission statement, which affirms that every camper must be given the opportunity to develop spiritually, emotionally, and physically. We must work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories. Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at Camp St Nicholas.

Alcohol, Nicotine Containing Products and Drug Use

Alcohol, tobacco and cannabis use may be legal for some staff members due to age requirements but to protect the safety of our campers and the reputation of the Camp St Nicholas and the Diocese of Los Angeles, the following policies govern the use of these substances for the entire camp season, including time off and weekends off. The following are forbidden:

- Possessing, distributing, or drinking alcoholic beverages or mind-altering substances (legal or otherwise) on camp property, in camp vehicles or while in the presence of campers.
- Being under the influence of any amount of alcohol or other mind-altering substance while on duty.
- Consuming alcoholic beverages to the point of intoxication as defined by the State of California.
- Consumption of any alcohol, nicotine based or mind altering substance below the legal age to consume such substances.
- Using, possessing, distributing, or furnishing any alcohol or drugs to any other person.
- No use of tobacco (in any form) is allowed on the campgrounds or anywhere in the presence of campers.
- Campers who present nicotine addiction issues to staff can be referred to the Camp Director or Camp Nurse.
- Staff members who are smokers are encouraged to use the summer as an opportunity to quit. Camp St Nicholas is a drug free zone, meaning no drugs, alcohol or tobacco will be permitted on the property.

“In a word, a real faster is one who withdraws from all evil. As much as you subtract from the body, so much will you add to the strength of the soul.”

St. Basil the Great

Cabin Time

There are certain parts of the daily schedule which occur when campers are in their cabin with their counselors. The result is often cabin unity, bonding and preparation for upcoming activities. As a counselor, be aware that these times are important and make the most of them. Here are some sample activities you could try during cabin time.

- Funny Talent (Ice Breaker)
- Discussions around a topic: love, friendship, creation, truth.
- Bring in one counselor who can play the guitar and discuss the meaning of the song.
- Appreciating God's creation by going to the basketball courts and looking up at the stars.
- Play card games (no gambling!).
- Question and Answer session with a priest; let the kids ask any type of question.
- Prayer/Game Combo: Write verses of a prayer, Psalm, etc... Give each camper a piece of the prayer and have them put it in order, then say the prayer.
- Have your campers write something they like about each person in the cabin. They will each do this on their own sheet of paper. (There is a story in the 1st Chicken Soup book called "All the Good Things" that goes along with this activity.) This also works GREAT if you do it on one of the last nights. Collect the sheets and write each person's name on a separate sheet and list all the things that people wrote about them. Older and younger campers love this!
- Discussion about miracles. You can do this in the church, it's a good alternative to ghost stories; talk about how faith creates miracles, not vice versa.
- Have a night of beauty where you do facials and paint your toe nails (teens.) Talk about how inner beauty is most important.
- Have a question and answer box in your cabin and you can pull one out for cabin time discussions.
- Pass out glow in the dark stars. Each star represents a person they want to pray for; hang the stars up near your bunk. Also, the stars could represent a goal, wish, or accomplishment that they hope to reach while at camp.
- Write a quote or a funny thing that happened to you. They each try to guess who was who.
- What is Love? Cabin time...Love as an action etc...(16 yrs)
- Discussion about angels and demons
- Cabin Gratitude List: Each person writes something on the list each day that they are thankful for.
- Post an "Ask Aboona" sheet in your cabin and anytime a question comes up that no one knows the answer to, you can remember to ask the priest.
- Coloring name tags for your bunks
- Memorizing a prayer a little each night that would be fully memorized by the end of the session.
- Praying for each other out loud, before you go to bed. Each person prays for the person to the right or to the left.
- Dance Lessons before the dance.
- Anything you've ever wanted an honest answer to night: Campers ask so many questions – even silly things – they will be really impressed with the honest answers you will give.
- Have cabin prayer lists.
- Learn about each camper's patron saints.
- Share the most embarrassing or the scariest moment in your life.
- Go around in a circle and say why we know we believe in God (14 yrs)
- Ask everyone what one thing they learned that day, then talk about the things they learned.

Emergency Preparedness

EMERGENCY EVACUATION PROCEDURES

The Director makes the decision to evacuate the camp. In their absence, the Camp Manager, Camp Priest, or Assistant Director shall be designated in charge. A fire, earthquake, or other crisis identified by the Sheriff's Department or Department of Forestry could be cause for evacuation.

In accordance with camp policy, all vehicles in camp will be ready to use in the case of evacuation. This means that all owners of vehicles will have pre-authorized the use of their vehicles for evacuation of participants in the case of an emergency. These vehicles will be used to shuttle participants under the coordination of the camp director, using the guidelines to establish the order of evacuation.

The path of evacuation will be determined by the direction(s) of the impending danger. The most viable path of evacuation would be via the site's main entrance from the highway. From this location, the evacuation can proceed in either direction to a designated safe area. The rendezvous point will either be the Sheriff's Station in Frazier Park or the Fire Department Station in Pine Mountain Club.

Before Departing

- Head counts and specific names should be taken both upon leaving camp and before returning, in order to make sure that everyone is present.
- Medical History and Examination Forms will be carried off camp at the discretion of the Camp Nurse.
- Visually check the vehicle for tire pressure, working headlights, horn, and gas levels for appropriateness.
- Each vehicle should have either a phone or a two-way radio.
- Staff members will review safety and evacuation procedures with the campers before departing.

Loading/Unloading Vehicles

- The only vehicles to be used are those that have been permitted for use by the vehicle owner through a signed permission form.
- Only approved drivers are to drive vehicles.
- There must be a First Aid trained staff member in each vehicle excluding the driver.
- Each passenger must have their own seat belt.
- In order of evacuation:
 - Medically critical with medical support personnel
 - Persons with limited mobility with attendants
 - Persons with special physical and/or developmental needs with assistants
 - Youngest participants
 - Adult participants
 - Remaining staff

En Route

- At least 2 staff members will accompany each emergency vehicle. If special circumstances require additional staff members, more staff members will be assigned. The non-driver(s) will follow the following safety procedures:
 - Maintain good order among the campers to ensure that the driver is not distracted and to stop any unsafe behavior (campers out of seats while van/bus is moving, hands out of window, etc.)
 - Verify that vehicle capacity is not exceeded.
 - Verify that all campers are present and accounted for
 - Maintain safe and orderly loading and unloading of campers.

Convoy Procedures

When the vehicles are going to the same destination, the following convoy procedures should be followed:

- Drivers need to keep together at all times. If one vehicle needs to stop for any reason, the other driver must stop also. No driver is to depart from the sight of the other, take an alternate route, or drive in a manner to out-run the other at any time in the course of the trip.
- Before the trip commences, one driver will be designated head-driver. He or she will make all final decisions in regard to travel during the evacuation.

EMERGENCY PROCEDURES IN CASE OF AN ACCIDENT OR INJURY

In case of accident or injury while on a trip, the following procedures should be followed:

- Stay Calm.
- Staff members should employ standard First Aid procedures.
- Contact the nurse via phone or two-way radio.
- If deemed necessary by the Nurse, the nearest emergency personnel should be contacted by having the Director or an Assistant Director call 911.
- No campers should be left unattended.
- An Incident Report should be filled out when the situation is under control, including the names of any available witnesses.

GENERAL EMERGENCY PLAN

In the event of any emergency, a staff member will inform the Camp Director or Camp Nurse directly, or via two-way radio or camp phone. In the event the Camp Director is not available, the Assistant Director will assume the responsibility for contacting emergency personnel. No other camp staff should contact emergency personnel unless reaching the Camp Director, Program Director and Camp Nurse proves impossible. Closest hospital is Henry Mayo Hospital: 23645 McBean Parkway in Newhall: (661) 253-8000.

COMMUNICATIONS DURING EMERGENCY

During emergencies, all communication with Media and/or Parents should be done via the Camp Director or their designate, and not by any other camp personnel. If the media or some stranger is on camp grounds, direct that person(s) to the camp office, and notify the Camp Director immediately. In non-emergency situations, parents should only be contacted with the prior approval of the Camp Director.

The following process shall normally be followed:

- Control the Flow of Information
 - All phone usage will be monitored. Until the situation is fully understood, the phone shall be staffed 24 hours by personnel briefed with the details of the situation as instructed by the Camp Director.
 - All related law enforcement agencies and emergency services should be notified and kept advised of the situation.
 - As soon as possible, a written or tape recorded record of the incident (before, during, after) should be made in order to determine the chronology of events, action taken, and follow-up utilized. When possible, include pictures, the names and addresses of witnesses, and anything that might be used as evidence.
- Notify the Parents or Family
 - Depending upon the nature and severity of the crisis, it is the responsibility of the Director or Camp Priest to communicate, directly with the parents/families of those involved: the nature of the incident, the action taken, and the accurate information, which will avert false information or rumors, which very rapidly spread.
 - If an injury has taken place, the nurse, Camp Director, or Camp Priest will notify the parents.
 - In the event the crisis involves the loss of life, the next of kin should be notified in the following manner:
 - If possible, the Camp Priest will personally accompany the victim's pastor and police officer from the city or town to the home of the deceased.
- Communication and the Camp Community
 - The Camp Director is responsible for communicating the situation to camp staff, and then to the campers. Again, it is important that complete and accurate information be shared in order to avoid uncertainty and suspicion.
 - Depending on the nature of the crisis and who has been affected, resumption of the regular camper and staff activity is of vital importance. This is not only helpful and reassuring, but will also contribute to lessening the negative impact of the incident upon all concerned.
 - The Camp Director needs to carefully monitor the physical, psychological, and social impact of the crisis upon the camp community so that the situation can be constructively evaluated, updated and dealt with.
- Camp Attorney and Insurance Company
 - As soon as possible, the camp attorney should be notified and appraised of the situation. All activity plans, as well as printed material, should be carefully checked by legal counsel. Nothing should be taken for granted.
 - The insurance company should also be contacted. Be certain to have a full understanding with the insurance company of what we are permitted to do and say. Again, take nothing for granted.
 - The written report of the crisis should be forwarded to both the attorney and insurance company.

EMERGENCY BELL RINGS

If emergency merits gathering of the entire camp, one of the following bells will ring:

- **Fire Bell** (3 rings, pause, 3 rings, pause and repeating). This would occur during fire or any emergency requiring gathering of entire camp when no hazards exist for doing so.
- **Lock Down** (2 rings, pause, 2 rings, pause, and repeating OR "LOCK DOWN" being repeated over camp loudspeaker). This would be used if any dangerous individuals or animals were found on camp. All campers and staff should immediately proceed to closest indoor location, with doors locked if possible.
- **Take Shelter** (4 rings, pause, 4 rings, pause, and repeating). This would be rung in case of severe weather. All campers proceed to the Mess Hall.

SPECIFIC EMERGENCY PLANS

Fire

Fire is the #1 safety threat to campers at St. Nicholas Summer Camp. The Angeles Forest, in which the camp is located, is extremely dry during the summer.

IF YOU ARE THE FIRST PERSON TO DISCOVER A FIRE:

1. Remove all campers from the area of danger.
2. Send another staff person to sound the alarm, call 911 and notify the Camp Director or Camp Manager (If no reliable person is available to do the preceding, do it yourself.)
3. If possible, extinguish the fire. Fire extinguishers are located on the ends of the dorms, hallway of Staff Building, entrance of Chapel, within Lodge and Pool Lodge.
 - a. Pull the pin.
 - b. Aim at the base of the fire.
 - c. Squeeze the trigger.
 - d. Sweep from side to side.
4. Clear vehicles, combustibles, and flammable materials from area of fire.

Sounding the Alarm

The Alarm Pull-Boxes are red and located on the uphill and downhill side of the Upper Dorm buildings and at the entrance to the Staff Cabin, Chapel, Mess Hall and Pool House.

If the Alarm is not working, there is a backup air horn located at the Mess Hall kitchen door. Depress handle on the CO2 canister after removing the safety pin to emit long blast. Make evacuation command over the Camp intercom system located on the opposite side of the door from the CO2 unit. When sounding the CO2 unit, use repeated blasts of three. If backup CO2 unit fails, the staff will be assigned to sweep the camp.

UPON HEARING THE FIRE ALARM INTERCAMP SYSTEM and/or THREE BLASTS FROM BACKUP HORN:

1. Campers are to proceed immediately to the Flag Pole Assembly area (no running) under the direction of counselors.
2. Each group will stand together, apart from other cabin groups, in the Flag Pole Assembly Area.
3. Each counselor is responsible to account for all their campers
4. The Director then accounts for all campers and staff and makes decision how to locate any missing campers/person.

When the Fire Department Arrives

1. Keep the road open once the fire department has been recalled.
2. Be sure all gates are unlocked.
3. Only director or designate talks to the fire officials.
4. Report whether or not all campers are accounted for.
5. Give location of fire if not obvious.

Staff Responsibilities During a Fire Emergency

1. Camp Director coordinates all activity.
2. Program Director(s) responsible for camper and counselor safety.
3. Staff responsible for following directions.
4. Cabin counselors/group leaders are responsible for camper accountability and safety. Once your group is accounted for, DO NOT leave the Flag Pole Assembly Area unless directed to do so by Director.
5. Health Care Supervisor: treatment of injured campers and staff.
6. Everyone is to remain at the Flagpole Assembly Area for directions from Director.

Fire Within Buildings

1. If fire is small and localized, use the fire extinguishers available in buildings.
2. Hold the extinguisher upright and pull pin.
3. Start back about 8' and aim at base of fire.
4. Squeeze the lever and sweep side to side.

In case of grease or similar fire that occur in the kitchen, a staff member or cook should make the attempt to extinguish such fires with the extinguisher hanging in kitchen. If such fire is out of control, the staff member shall proceed with the measures listed above.

Fire Within The Forest Areas

In the event of a fire within the forest surrounding St. Nicholas Camp, call the Kern County US Forestry Department at (661) 245-3731. Fight fire under the direction of the Site Director or Program Director. Use the fire tools located in the red fire boxes. Remember, fires spread uphill and down wind. Do not try to outrun a fire. Move across its path and out of the way.

US Forest Service Fire Prevention Policies

The USFS requires the Camp Director to make periodic inspections to keep the camp free from hazards. Camp must maintain several red tool boxes throughout the camp to be used for fire suppression purposes. Each box contains: Five (5) long handle round point shovels, two (2) pulaskies or axes, three (3) McCloud tools, one (1) backpack pump 5 gallon capacity.

Thunderstorms and High Winds

At first sign of electrical activity in the immediate area while campers are on the field, campers should be moved immediately to the Mess Hall. Announcements may be made to direct campers where to go. Counselors should remain with the campers in their care at the time the announcement is made. Follow these precautions:

- Do not shower during a thunderstorm as water and metal can conduct the electricity of lightning.
- Do not use telephones except for emergencies.

After the storm has passed, and it is safe to walk around the camp area, the Camp Director will designate a staff member to confirm that all electrical wires and phone lines are still standing. The Camp Director will contact the Maintenance Staff to survey the area to check for downed wires. If wires are down, contact Southern California Edison at 800-611-1911 to respond to the emergency. All campers and staff should stay where they are (Lock Down) until the Camp Director or a designated staff member says it is safe to leave the building.

Earthquake

If in the building, get under table, bunk or stand in a doorway (beware of closing doors!) until a lull. If outside, make attempt to move to open areas. After the quake, move to the flag pole assembly area as in fire drill and await instructions. If possible, move injured away from structures and notify Director and Nurse, administering first aid as necessary. The Nurse or Physician on duty is in charge of first aid. Each Counselor or group leader shall be in charge of their own cabin (campers) and assist the Nurse. All other staff shall report to the Director or persons highest in the chain of command. The Director or Manager will appoint staff to:

- Check for fires.
- Check utilities and turn off gas at Propane tanks if there is any sign of leakage, or close gas valves at appliance location.
- Turn off electricity at main box located in the food storage room in the kitchen if any shorts or exposed wires exist.
- Check for leaks or running water. Turn off main valve located at water storage tank above the upper dorm, or on the water boxes to each building.
- Check septic sewer lines before using toilet.
- Inspect for damage or cracks before using wood stoves or fireplaces.
- Stay with campers and maintain a calm demeanor.
- Prepare for aftershocks that will occur.
- Stay away from weakened structures, falling glass, or balcony, etc.

When all clear is established by Director, announcement will be made for campers and staff to return to normal activities.

In preparation for earthquakes the camp maintains the following:

- A transistor radio with good batteries shall be kept on hand in case of emergency.
- Keep the 10,000 gallon water supply tank full.
- Have at least 2 weeks of emergency food staples on hand.
- Have flashlights and/or candles available.
- Have available a back-up heat system independent of electric and LPG.
- Stay outside if situation requires.

FOLLOW UP ACTIVITIES AFTER ANY EMERGENCY

An incident report will be completed by the Camp Director. The Camp Director, or their delegate will be the single point of contact for any inquiries coming to the camp about the incident. After the incident is resolved, follow-up discussions should take place between qualified persons and campers. Emergency situations often cause emotional trauma. If the emergency requires evacuation, release campers to parents only if safe and roads are passable.

St. Nicholas Summer Camp

