HIGHLANDS
Camp & Retreat Center

Highlands Camp

Policies & Procedures

Highlands Camp and Retreat Center
1306 State Highway 7 Bus, Allenspark, CO
www.highlandscamp.org

For more information
email: ajudy@highlandscamp.net
call: #303-747-2888 x104

CONFIDENTIAL AND PROPRIETARY INFORMATION POLICY

The protection of confidential information is vital to the interests and the success of Highlands Presbyterian Camp and Retreat Center. Violations of confidentiality may injure the Highlands' reputation
and effectiveness and can result in serious financial harm. Confidential information includes, but is not limited to:

- Camper and Guest information including but not limited to medical and financial information
- Strategic plans
- Pending projects and proposals
- Policies, procedures, or manuals
- Camper and Guest lists
- Camper and Guest preferences
- Nonpublic financial information

You are advised not to discuss confidential information outside Highlands. When confidential information is discussed within Highlands, it shall be done strictly on a "need to know" basis. These guidelines are not intended to interfere with normal business communication and relationships nor are they intended to diminish an employees' ability to discuss issues related to the employees' terms and conditions of employment. These guidelines are intended to alert you to your obligation to use discretion in safeguarding the Highlands guest and camper information, as well as internal affairs.

Highlands' records, and guest and camper records, including documents, computer files, and similar materials, may not be copied or removed from the premises without prior management approval. Removal from the Highlands premises means the actual physical removal of information as well as the transmittal of information via fax, telephone, e-mail, or any other form of electronic communication, except in the ordinary course of performing your job duties on behalf of Highlands.

Because you have access to certain types of confidential information, you are asked to sign this Confidential and Proprietary Information Policy.

Your obligation to maintain the confidentiality of the Highlands and guest and camper information remains even after you are no longer employed.

CHILD ABUSE AND NEGLECT MANDATORY REPORTING POLICY

Under the "Child Protection Act of 1987" (C.R.S. 19-3-301) in the Colorado Children's Code, childcare center workers are required to report suspected child abuse or neglect. The law at 19-3-304 states that if a childcare worker has "reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency."

"Abuse" or child abuse or neglect means an act or omission in one of the following categories which threatens the health or welfare of a child: skin bruising, bleeding, tissue swelling, or death; any case in which a child is subjected to sexual assault or molestation, sexual exploitation, or prostitution; any case in which a child is in need of services because the child's parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

If at any time a staff member reasonably suspects child abuse; it is the responsibility of that staff member to report or to cause a report to be made of this suspicion to the local county department of social or human services at Boulder County (303) 441-1000 or the police department. It is not staff's role to investigate suspected abuse—only to report it. Persons who make a good faith report are immune from civil and criminal liability. Additionally, the law provides for the protection of the identity of the reporting party.

A childcare worker who fails to report suspected child abuse or neglect commits a class 3 misdemeanor and will be punished as provided in section 18-1-106, CR.S. The staff person could also be liable for damages "proximately caused thereby."

As a Highlands Summer Camp Counselor, if you suspect or are informed of a child abuse or neglect situation, notify the Program Director as soon as you are able.

To make a report, contact Boulder County at (303) 441-1000 or call 911.

SEXUAL MISCONDUCT POLICY

Any form of sexual misconduct is unacceptable for those serving Highlands in any capacity and will not be tolerated. The scope of this policy is not limited to the physical location of Highlands property and relationships conducted on that property. It includes contacts wherever those in positions of authority and trust for Highlands carry out their responsibilities in its name or on its behalf.

Included among those in positions of authority and trust at Highlands are the Program Director, UCCR staff, all other staff (seasonal and year-round, paid and volunteer), members of the Highlands Board, and all other persons acting in any official capacity on behalf of Highlands Presbyterian Camp and Retreat Center.

It is our intention to hold all our representatives to the highest .standards of conduct. For Highlands that means specifically:

1. We have "zero-tolerance" for any sexual misconduct
2. We encourage anyone who has knowledge or reasonable belief of sexual misconduct to report it orally or in writing to the Program Director
3. Any report will be taken with utmost seriousness and will be investigated thoroughly, as spelled out below.
4. If the report is found to be accurate, appropriate remedial action will be taken and all relevant information will be disclosed to the Highlands Board of Directors.

Sexual misconduct is the comprehensive term used in the policy to denote:

1. Sexual harassment, which includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment occurs when such conduct has the purpose or effect of interfering with an individual's participation at Highlands by creating an intimidating, hostile or offensive environment based on the declared judgment of the affected individual.
2. Child sexual abuse, which includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult or of a third person. This behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether consented to by the child or not. A child in the state of Colorado, and for the purpose of this policy, is anyone under the age of eighteen (18) years of age.
3. Rape or sexual contact by force, threat or intimidation.
4. Inappropriate sexual activity, which includes, but is not limited to, any sexual contact by an employee or volunteer of Highlands acting in an official capacity in its name or on its behalf.

Procedure for Screening Volunteers and Paid Staff

1. A state and federal background check and TRAILS check is required for employment or volunteering at Highlands.
2. All staff and volunteers are also checked on the National Sex Offender Registry
3. Training for all volunteer and paid staff of Highlands will include a review of this policy and state and federal laws.
4. Any program operating under the auspices of Highlands which recruits its own volunteers is required to maintain an atmosphere of "zero tolerance" for sexual misconduct.

Procedure for Reporting

1. Whoever receives a report of sexual misconduct is required to contact the Program Director who will create a report
2. The Program Director will inform the Board of Directors who will proceed with an investigation of the report, gathering as much information as possible, and will act accordingly.

FILING A COMPLAINT AGAINST HIGHLANDS

To file a complaint about Highlands Camp and Retreat Center, please contact Colorado Department of Early Childhood using the contact information provided below.

Colorado Department of Early Childhood
Address:
710 S Ash St.
Denver, CO 80246

Phone:
1-800-799-5876

TECHNOLOGY POLICY

Highlands Camp seeks to be proactive in protecting both our campers and staff members from the potential abuses of online social networking and technology. To maintain a healthy environment, both physically and digitally, we ask our staff to be aware of and agree to the following lists of awareness and expectations.

One of the major goals of Highlands is to provide a faith-building and safe environment with all our participants. Therefore, since online social networks are public spaces to share information about ourselves, personal pages should promote healthy relationships, and refrain from overtly or subversively promoting inappropriate activities, including, but not limited to, sexual innuendos, substance usage, illegal activity, vulgarities, etc.

The internet is public domain. Anyone can gain access to your social networking page and use the information posted on that page for whatever purpose they choose. Highlands Staff members do not have direct permission to post pictures of campers, and it is illegal to post camper photos on a personal website.

Conversations and communication that occur between a staff member and participant is a direct extension of your camp relationship with that person. By law, you are considered a person of trust at camp, and that extends to any other contact you might have with a camper. Highlands staff are not permitted to initiate contact with a camper online, including “friending” or “following” a camper on social media. Any request that a counselor receives from a camper should be denied.

IMMIGRATION AND CUSTOMS ENFOREMENT (ICE) AT CAMP POLICY

At Highlands, it is our goal to protect and advocate for the safety and wellbeing of our participants, to the best of our ability, within our legal rights. The following are steps to follow during at interaction with ICE at Highlands, including tips for advocating for the legal rights of Highlands staff, campers, families, and guests.

1. **Identify the Officer.** Ask for their name, badge number, and what agency they are with. They may have cards on them. Document their information. Find out if they are with ICE or the police.
2. **Ask for a Judicial Warrant.** Inform ICE agents that they do NOT have consent to enter the nonpublic areas of camp without a valid judicial warrant.
    - Ask for a copy of the warrant if presented. Make sure it has the following:
        a. It is signed by a judge or magistrate. Administrative warrants (warrants signed by an immigration officer instead of a judicial officer) do NOT require facilities to provide ICE access to non-public areas of camp.
        b. It describes the facility's building as the place to be searched, or names of the person to be arrested.
        c. It has the correct date and was issued within the past 14 days.
        d. The search does not exceed the scope of the warrant.
    - If ICE agents do not have a judicial warrant, staff should ask the agents not to enter any non-public areas, and staff may ask the agents to leave the premises.
3. **Inform.** Staff should inform the Program Director and the UCCR Site Director about ICE presence at camp as soon as they are able. The Program Director will contact the Board of Directors immediately.
4. **Don't Answer Questions.** ICE agents may say things to gain entry without a warrant.
    - For example, "we are investigating a crime. Can you help us identify this person?" or "is {name} here? We just need them to step into the hallway to talk to them." You can respond by saying, "I'm unable to answer any questions. Please leave your contact information. Thank you."
    - Staff can advise participants that they have the right to remain silent and request to call an attorney. Staff cannot tell clients not to respond to questions from ICE.
    - Staff may not legally help participants escape or hide, Doing so could violate the law and subject staff members to criminal charges, including obstruction of justice or aiding and abetting a crime.
5. Document. Staff may videotape or record any interactions with ICE agents but must announce that they are going to do so.

- Keep a reasonable distance from the officers and their actions to avoid interfering
- If any arrests are made, ask for the names of the individuals arrested and where they are going to be held. If no names are provided, create a list of who is missing.

VOLUNTEER POLICY

Volunteers may be hired to support camp operations and Highlands may choose to make a volunteer agreement as we see fit. All volunteers are supervised by the Program Director. Volunteers will either meet all background check requirements or will not be left alone with campers and will not provide primary supervision.

Typically, the camp nurse is a volunteer position. The camp nurse is responsible for staying onsite, providing medical care, and administering medication for campers and staff. This volunteer position is held for one week at a time, though some volunteers may return for other weeks of camp. The camp nurse will hold a Registered Nursing license. The camp nurse will meet all background check requirements.

Other volunteers may be used by Highlands to lead archery, assist with games and activities, or other camp related programming.

SECURITY PRACTICES

1. Prior to the summer camp season, the Program Director notifies the Boulder County Sheriff's Department, the Allenspark Fire Department, and the Estes Park Health Center of the dates and location of camp.
2. Main Camp is the central hub of Summer Camp. Vehicles are not permitted to drive through Main Camp when camp is in session. When campers walk to other areas of camp for special activities (rock climbing, pond, archery, hiking), they will walk single file on roads and preferably will travel by trail to avoid vehicles whenever possible. Counselors will use the "sandwich" method to keep their group together, meaning one counselor at the front of the group and the second counselor at the back of the group, keeping campers "sandwiched" in the middle.
3. When camp is over, campers must be signed out on the sign out sheet. Campers may only leave camp with their parent, guardian, or an adult with authorized permission to pick up the camper.
4. The only staff onsite during camp will be Highlands and UCCR staff members, all of whom are background checked.
5. Other rental groups may be on property using other spaces while camp is in session. Highlands makes every effort to keep summer camp and rental groups separate during camp sessions. Counselors will not allow campers to use public restrooms at the same time as rental group guests. Campers will never be left in the care of an adult who is not a Highlands Camp staff person.
6. Any visitors will be required to sign in and share their purpose for visiting while on property.

WILDLIFE AND ENVIRONMENTAL HAZARD POLICIES

Sun & Sunburns

Sun burn is more likely at high elevations. Staff are trained to prevent sunburn for themselves and their campers with frequent use of sunscreen. Parents are asked for permission for Highlands Camp to provide their child with Equate Brand SPF 50 sunscreen. Each counselor will carry sunscreen with them and encourage campers to reapply sunscreen throughout the day. Counselors can assist campers with applying sunscreen they brought from home, too.

Staff and campers are encouraged to wear protective clothing such as hats, sunglasses, and sun shirts and long pants. The camp nurse may supply a sunburned camper with Aloe Vera if the parents have noted permission on the camper's medical form.

Heat & Hydration

Excessive heat is rare at high elevation in the mountains. Counselors prevent heat illnesses by ensuring their campers are always carrying a full water bottle and taking frequent water breaks. Campers are asked to drink a full glass of water prior to having any other beverages at mealtimes.

Lightning

Afternoon thunderstorms are common in the mountains. We plan our camp schedule accordingly and groups are encouraged to stay closer to main camp in the afternoon. The safest place from lightning is in an enclosed building.

In general, a significant lightning threat extends outward from the base of a thunderstorm cloud about 6-10 miles. It's important to account for the time it will take everyone to get to safety.

Outdoor activities are not permitted when lightning is nearby. If a "lightning alert" is called on the radio, all groups should move indoors quickly. A lightning alert may be called by the Program Director or staff member who witnesses lightning conditions. Conditions to issue a lightning alert are:

- If you see lightning. The ability to see lightning varies depending on the time of day, weather conditions, and obstructions such as trees, mountains, etc. In clear air, and especially at night, lightning can be seen from storms more than 10 miles away.
- If you hear thunder. Thunder can usually be heard for a distance of about 10 miles provided that there isn't background noise. Traffic, wind, and precipitation may limit the ability to hear thunder less than 10 miles. If you hear thunder, though, it's a safe bet to assume the storm is within 10 miles and move indoors.
- If the sky looks threatening. Thunderstorms can develop directly overhead, and some storms may develop lightning just as they move into an area. If

you see a threatening sky. Start moving closer to buildings.

Wildlife

Dangerous wildlife encounters at camp are rare, yet possible. All wildlife should be treated with respect; this is their home. Never approach wildlife and always give a safe distance. Wildlife found in this habitat that pose a potential threat to humans include Black Bear, Moose, and Mountain Lion. Here is more information about each animal:

- Black Bear
    - Black Bear is the only species of bear who lives in Colorado. We do not have Grizzlies in our state.
    - Black Bears are not always black in color, they may be brown or cinnamon.
    - Black Bears typically do not act aggressive towards people and are typically scared off by loud noises.
    - Black Bears are very food motivated. It is important to properly store food and trash, so it is inaccessible by Bears and other wildlife. Food and scented items should never be kept in vehicles or cabins. Vehicles should be kept locked.
    - Black Bears are very protective of their young. If you see a bear cub, take note of your surroundings to locate the mother. Never put yourself between a mother and her cub or approach a cub.
- Moose
    - Moose is the most commonly observed large animal at Highlands
    - Although Elk are much more common near Estes Park, increased Moose population near Allenspark has resulted in fewer Elk being spotted in this area.
    - Injuries from moose towards humans are more common than from bears or mountain lions.
    - Cow Moose are particularly protective of their calves, especially in early summer. Never put yourself between a cow and her calf.
- Mountain Lion
    - Mountain Lions are most active at dawn and dusk
    - Mountain Lions are carnivores, preying on mostly deer or other small animals like raccoons, marmots, and skunks.
    - Sighting a mountain lion is extremely rare. They are experts in stealth which is an adaptation that helps them hunt their prey.

If one of these animals is spotted at camp, staff will announce the animal and its location over the radio. Counselors will move their campers away from the animal, towards a safe location. If the animal is main camp, campers will shelter in place in their cabins, the Gathering Place, or the Retreat Center. If the animal acts aggressively or moves towards the group, here is how to respond:

- Black Bear
    - Stay calm. Do not run. This may trigger a chase response.

    - Bring your group as close together as you can for campers' safety and to appear like one large animal.
    - Make yourself look big. Put your arms over your head.
    - MAKE NOISE. Yell "hey bear!" and clap your hands.
    - Slowly back away. Keep your eyes on the bear. Keep making noise.
    - If the bear approaches, stand your ground and keep making noise. Throw rocks or sticks at the bear.
    - If the bear attacks, fight back! Do not play dead.
- Moose
    - Stay calm and talk softly to the moose.
    - Back away slowly.
    - If a moose charges, run away and take cover behind something solid like a tree. Unlike a bear, it's ok to run from a moose. They are not likely to chase.
    - If you are knocked down by a moose, curl into a ball, protect your head, and remain still.
    - The moose is likely to retreat once you are no longer considered a threat
- Mountain Lion
    - Do not run. Since mountain lions are predators, running may stimulate their instinct to chase.
    - Make yourself look big. Raise your arms. Do not crouch or bend over.
    - Do whatever you can to convince the mountain lion that you are not prey and that you may be a threat.
    - If the mountain lion approaches, throw sticks or rocks.
    - If you are attacked, fight back! Use anything you can find to fight. Mountain lions typically try to bite the head or neck, so try to remain standing and facing the mountain lion.

Rule of Thumb – Keeping a Safe Distance from Animals
You can tell if you are too close to an animal if you notice the animal watching you or changing its behavior. If your presence is impacting where the animal is looking or how it is acting, then you are too close.

Another way to keep a safe distance from wildlife is by following the "rule of thumb." As a general way to keep a safe distance from wildlife, make a thumbs up and then hold your arm out away from your body. Close one eye and use your thumb to "cover up" the animal. If you cannot cover the animal's full body with your thumb, you are too close. Back away slowly. If you can cover the animal's full body with your thumb with one eye closed, then you are likely a safe distance away.

ELECTRIC FENCING POLICY

Since Highlands is in the high country of Colorado, we always need to take proper black bear precautions. One of the precautions we take at Highlands to allow the human / bear populations to peacefully coexist is to put electric fencing around food waste and food preparation areas. This not only keeps bears out of our kitchens and dumpsters but also prevents the bear population from becoming dependent upon "free food" at Highlands. Because there are certain risks involved with the usage of electric fending, it is necessary that summer staff always observe the following guidelines at camp:

1. During summer staff orientation, all summer staff will be physically trained by Highlands Facilities staff in proper fence removal, should the need arise for your access to the garbage dumpsters. AT ALL TIMES, IT IS NECESSARY TO ASSUME THAT THERE IS LIVE CURRENT RUNNING THROUGH THE WIRE.
2. Campers should never come into contact with the electric fence. To ensure this practice, summer staff members will perform the following:
    - At camper orientation, Counselors will share that electric fencing is used to keep bears out of the dumpster and emphasize that campers should never touch the electric fence.
    - Staff members should supervise campers, keeping them away from the electric fencing
        a. It is easy to keep campers at a distance from the electric fencing by keeping campers occupied through games and activities. These activities should be held at a safe distance from the electric fencing
        b. Should campers come close to the electric fencing, staff members should remind children to stay away from the electric fence
3. If a camper comes into contact with the electric fencing, the following procedures is required:
    - While an electric shock to a human from our electric fencing should not be life threatening, it is important to treat such instances with utmost care and attention
    - All injuries from contact with the electric fencing should be responded to according to the protocols of the American Red Cross for Standard First Aid response
    - The appropriate staff person will notify their immediate supervisor and will be required to fill out an incident report form which will be sent to the Colorado Dept. of Human Services as part of our licensure accreditation.

EMERGENCY ACTION PLAN (EAP)

In the event of any emergency at Highlands, the priority of staff is to ensure the safety of campers. All managers are responsible for accounting for their department staff.

Radios are the primary form of communication for staff to notify each other of and communicate about the emergency. To call 911, staff can use Wi-Fi calling on a cell phone from any camp building. There is a hard-wired landline located in the lobby of the Retreat Center that functions without Wi-Fi. Staff are trained on these policies during annual summer staff training. Drills are done through out season as required by childcare licensing standards. Documentation of trainings is found in employee files and a drill log is kept by the Program Director.

GOALS of the EAP: Keeping these four things in mind will help you navigate emergencies and maintain priorities

1. **Preserve Life**
2. **Get Help**
3. **Ensure Safety**
4. **Stay Calm**

1. Preserve Life: Perform life-saving maneuvers immediately and without hesitation, IF SAFE TO DO SO. DO NOT put yourself in danger or create a situation in which you will need assistance or rescuing. However, delaying immediate help could jeopardize survivability of the event. Examples of life-saving maneuvers include, but are not limited to:

- Stop severe hemorrhaging (bleeding) – Use direct pressure or tourniquet if bleeding persists
- Perform CPR – Compressions and rescue breaths in accordance with your training. Protect the airway of an unconscious person
- Initiate water rescue – Trained Lifeguards should only enter the water to rescue a swimmer when safe to do so. Untrained rescuers SHOULD NOT enter the water, but can throw rescue floatation/ropes
- Move to Shelter/High Ground – In the event of dangerous weather seek shelter from hail/lightning and high ground from rising flood waters. DO NOT attempt to cross or enter ANY swift moving water.
- Escape danger – Swiftly move campers/staff away from danger. DO NOT attempt to extinguish a fire that is not immediately in your control. DO NOT approach suspicious persons unless safe to do so.

2. Get Help: Use your radio to alert others to the emergency and activate the EAP. DO NOT rely on cell phones or texting for notification.

- If contacting 911, ensure you are ready with the camp address (1306 State Highway 7 Business Route in Allenspark, CO). Then answer questions and

follow instructions of the 911 operator. DO NOT hang up unless unsafe to stay in your current location or advised to do so by the operator.

3. Ensure Safety: As the emergency evolves ensure campers, staff, and others are safe from danger. This includes preserving the safety, modesty, and privacy of the victim(s) and others involved in the emergency.

- Protect others from danger – survey the area as you approach and only approach if safe to do so
- Remove campers and non-involved staff from the area. Keep cabin groups together and maintain full accountability of all campers within your control.
- Do not give details of the emergency to anyone outside the camp. Release of information or contact of emergency contacts should only be done by the Program Director

4. Stay Calm: Emergencies are stress inducing events. When humans experience high levels of stress, their ability to critically think and perform fine motor skills (like dialing 911 or providing first aid) are significantly reduced. Your role as a responder in the Emergency Action Plan requires your ability to think and to act.

- Take deep breaths, be mindful of your surroundings, reference this EAP, and fall back on your training.
- Reminding yourself that you are there to assist in the emergency, not be a part of it, may help you remain focused on your role and responsibilities.

Within the dynamic nature of an emergency, it is not possible to predict all scenarios or outcomes. Remember these tenants of response and you will do well: **Preserve Life, Get Help, Ensure Safety,** and **Stay Calm.**

EMERGENCY COMMUNICATION
The Program Director will determine if/when calls are placed to parents in the event of an emergency. The Program Director is the only person authorized to speak with the media in the event of an emergency.

To be alerted in case of emergency:

- The Program Director subscribes to emergency alerts through Boulder County Alerts that will be dispersed through email, call, and text
- The Program Director uses the Watch Duty App to be notified of wildfires in the area
- The Program Director subscribes to the Allenspark Fire Department newsletter and emergency emails
- The Program Director is a part of the Allenspark Neighbor Emergency Network

Call 911 for fire, police, ambulance, and search and rescue

- Give your name
- Type of emergency
- Where the emergency is:
    - Our address is: 1306 State Highway 7 Business Route in Allenspark, CO
    - Our phone number is: 303-747-2888

Other important numbers:

- Estes Park Health Center_____970-586-2200
- Estes Park Health Emergency Room_____970-586-2317
- Estes Park Urgent Care _____970-577-4500
- Longmont United Hospital_____303-651-5111
- Poison Control_____1-800-222-1222
- Anna Judy (Program Director) Cell _____402-601-6178
- Mike Doyle (Board President) Cell_____858-232-6759

EVACUATION PROCEDURE
The following policy outlines the procedures to be followed if an evacuation of Camp is required. The most likely cause of an evacuation is a wildfire near our area.

Resources

1. The Allenspark Fire Protection District, working with the Larimer and Boulder County Sheriff's Departments, will determine the need, time and direction of evacuation.
2. We will evacuate using 15 passenger vans either owned, borrowed, or leased by Highlands Camp

Evacuation Locations: Two predetermined evacuation locations have been identified depending on the evacuation route. Upon arrival to the evacuation location, a staging area will be arranged, and parents will be notified to pick up their children.

- **Northern Evacuation Route: Presbyterian Community Church of the Rockies (1700 Brodie Ave Estes Park, CO 80517)**
    - From Highlands, drive north on Highway 7 to Estes Park, right on Community Drive, right on Brodie Ave to Presbyterian Community Church of the Rockies
- **Southern Evacuation Route: Central Presbyterian Church (402 Kimbark St. Longmont, CO 80501)**
    - From Highlands, drive south on Highway 7 to Lyons, CO, stay on U.S. 36 East to Longmont, right on Main St. (US 287), left on 5th Ave, right on Kimbark to Central Presbyterian Church

Procedures

1. The evacuation of camp shall be determined as "Code Yellow" or "Code Red" by the fire department and the Program Director
    - Code Yellow evacuation is defined as pre-notification by Fire Control Authority with information that provides for sufficient time to gather campers' personal luggage prior to evacuating.
    - Code Red evacuation is defined as notification of eminent danger and rapid evacuation is required.
2. The evacuation notice will be called out over the radio
3. Counselors will gather with their campers next to the Program Office in their cabin groups and a head count by name will be conducted.
4. **Procedures for campers with Disabilities or Special Needs**
    - Children with disabilities or special needs will be identified at the beginning of their camp week. These children will be provided with additional assistance by their counselor when an incident requires evacuation.

5. The Program Director will coordinate with local Fire Control Authorities or the Boulder and/or Larimer County Sheriff's Department to determine the safest route of evacuation.
6. A camp staff person designated by the Program Director will record a prepared message on the camp telephone detailing the intention to evacuate, the projected time of evacuation, and the destination staging area.
7. All camper health records will be carried to the evacuation destination by the Camp Nurse.
8. Immediately before departure, the Program Director will notify the Boulder and/or Larimer County Sheriff's Office of time of departure.
9. Prior to departure, a final head count by name and cabin group will be conducted to ensure all campers and counselors are accounted for.
10. As each cabin group is accounted for, they will be directed to vehicles to load into for evacuation. A radio should be brought on each vehicle.
11. If necessary, any remaining staff will follow in personal vehicles and evacuate the grounds, following the departure of the campers.
12. Upon arrival to the evacuation location, the Program Director or a delegated staff member will contact parents, instructing them to pick up their children at the evacuation location.
13. Campers will only be released to parents, legal guardians, or designated family or friend in accordance with the existing camper release policy and procedures. Program Director will bring the camp sign out sheets with the campers.
14. No staff, campers or guests will be allowed to return to camp facilities until approval is granted by local Fire Control Authorities.

Roles

Counselors

1. Gather campers by Program Office
2. Take head count of campers
3. Care for campers' emotional wellbeing
4. If time allows close windows and lock doors in cabins upon departure.

Camp Nurse

1. Bring all on-site camper/staff medical records, medication logs, and camper and staff medications.
2. Provide Program Director with information about any ill or injured campers/staff.

Role of Program Director

1. Bring all camper files and upcoming camper files, or laptop that holds that information
2. Bring all available radios and chargers.
3. Ensure that one working radio is available on each emergency vehicle.

FIRE ALARM PROCEDURE

To Sound the Fire Alarm – Main Camp

1. Sound the alarm for main camp and Paintbrush by flipping the switch on the East end of the activity center.
2. Sound the alarm for Black Bear, Antelope, and Deer cabins by flipping the switch in the Program Office. Black Bear and Antelope cabins have individual fire alarm switches that can be pulled in the event of a fire.
3. If an individual alarm does not sound, a continual ringing of the bell in main camp will also signal an emergency.

To Sound the Fire Alarm – Retreat Center

1. Pull a fire alarm switch located near the building exits to sound the alarm.

What to Do When the FIRE ALARM Sounds

1. Immediately evacuate the building using the closest exit. Counselors should make every attempt to safely ensure that all their campers have exited.
    - If in MAIN CAMP: assemble in front of the Program Office if it is safe to do so. If it deemed unsafe to assemble at that location, the Program Director will direct everyone to assemble in another designated location.
    - If in RETREAT CENTER: Assemble in the parking lot in front of the Retreat Center
2. Counselors will take an immediate head count of their cabins and report the results to the Program Director or other staff person in charge. Counselors' primary responsibility is to their campers, and they are to always stay with them during an emergency.
3. If anyone is found to be missing, the Program Director or other staff person in charge will designate personnel to go search for them.
4. The Program Director or other staff person in charge will give further directions for a safe location to reside until the emergency is resolved or it is determined that an evacuation is needed. Refer to the Evacuation procedures for more information.

SHELTER-IN-PLACE PROCEDURE

Reason for Shelter-in-Place: Shelter in place may be ordered when conditions outside of the building/facilities are hazardous and it is safer to stay inside. Examples of reasons for Shelter-in-Place include, but are not limited to:

- Atmospheric release of materials (including smoke and other hazardous materials) considered dangerous to public health, where evacuation is NOT a viable option.
- Severe weather including tornadoes, thunderstorms, or lightning
- Bear, moose, or other potentially dangerous animal spotted onsite

Initiating a Shelter-in-Place: Program Director monitors weather conditions and receives notifications from local, county, and state organizations of any potential threats/hazards. Any staff member who sights severe weather or other reason for shelter-in-place will call "shelter-in-place" over the radio. The staff member will relay information about the situation to the appropriate people. Program Director will call 911 to notify emergency services, if necessary.

Procedures for Shelter-in-Place:

1. Shelter in Place will be announced over the radio
2. Campers, guests, and staff already in buildings at Highlands should remain indoors. Close windows, doors and move away from any exterior windows.
3. Campers, guests and staff NOT already in buildings should quickly move to an indoor safe location.
4. Counselors will conduct head counts of their campers and keep their group together. Program Director will conduct final head count of all campers.
5. The Program Director will monitor radio alerts, weather reports, and other emergency services notifications and will keep campers and guests up to date on the situation as it develops.

Ending Shelter-in-Place: Once it is safe for staff, campers and guests to resume normal operations, the Program Director will announce "all clear" on the radio to end the shelter-in-place. No one should leave their shelter-in-place locations until the “all clear” has been given.

LOCKDOWN PROCEDURE
Certain situations deemed threatening will necessitate restricting access to Highlands' buildings/facilities. These situations include, but are not limited to, a suspicious person onsite or a person with unauthorized access trying to take a camper or guest.

If a staff member notices a suspicious person onsite or a person that might cause harm to our campers, they should notify the Program Director of the concern. If the situation is determined to be cause for a lockdown, the Program Director will call over the radio to "Initiate lockdown." Program Director will call 911 to notify emergency services if necessary.

Procedures for lockdown:

1. When a Lockdown is announced on the radio, counselors will immediately gather their campers. Counselors will take a head count to ensure they have all their campers and head to a secure location.
2. Once your location is secured and locked, notify the Program Director of your location if it is safe to do so.
3. Only open access to your location once the "all clear" is given on the radio.

For campers and guests in the following areas:

- Dining rooms of Retreat Center: First hiding location is the storage basement under the dining rooms which is locked and requires a staff member with the retreat center key to open. Campers should fill the room from the back towards the hallway. Close both fire doors and push objects in front of doors to block path. Second hiding location is the kitchen. The doors can be locked from the interior and push objects in front of doors. Drop serving windows.
- Other areas of Retreat Center: Go downstairs into the laundry room, housekeeping closet, or water heater rooms. Push objects in front of hallway exit. The laundry room is unlocked, but the two closet doors inside require the retreat center key to access.
- Gathering Place: The Gathering Place and Activity Center are NOT ideal hiding locations in a lockdown situation because their exterior doors open to the outside. Persons in these locations should move quickly into cabins in main camp (Coyote, Bobcat) and follow standard hiding procedures once inside.
- Main Camp: Remain in cabins. Move furniture in front of doors and hide away from windows. Keep campers and guests silent.
- Wastewater Plant/Shop: Close and lock doors from inside. Push objects in front of doors. Move away from windows and hide quietly out of sight. Anyone hiding in the Wastewater Plant should not climb the stairs to the tanks and the bay door should be lowered

Ending a Lockdown: Once the situation/person causing the lockdown has been

dealt with and it is safe for staff, campers and guests to resume normal operations, the Program Director will announce "tall clear" on the radio to end the lockdown. No one should leave their lockdown hiding places until the "all clear" has been given over the radio.

ACTIVE SHOOTER PROCEDURE: Run, Hide, Fight!

In the event of an active shooter onsite, the priority for all Highlands Staff is to protect campers and guests. Radios will be the primary communication for staff members during a lockdown. If a staff member discovers an active shooter onsite, they should get to a safe location and immediately call "Active Shooter" on the radio, along with the shooter's location.

Do NOT pull the fire alarms. Doing so will bring over the fire dept who is not prepared to handle an active shooter and will also send guests and campers running from buildings out into open spaces where they become targets.

An available staff person will get to a safe location and call 911 to report the active shooter onsite. It is critical to notify 911 as soon as possible, especially given Highlands' remote location.

Information to give 911 (if possible) when calling in an active shooter onsite:

- Location of shooter
- Number of shooters
- Physical description of shooter
- Number and type of weapons
- Number of victims

If an active shooter is onsite, it is important to do everything possible to prevent yourself or others from becoming easy targets. All staff will follow the procedures to **RUN, HIDE, FIGHT!** The decision to run or hide depends on your location:

1. RUN

- People in buildings should remain in buildings. Do not move from buildings out into open spaces.
- People in outdoor spaces at Highlands should move either into buildings that they may securely hide in or into the woods to hide.
- <u>For campers in the following areas:</u>
    - Pond: Move up the hill towards the Wastewater Plant/Shop to hide in either building. Anyone hiding in the Wastewater Plant should not climb the stairs to the tanks and the bay door should be lowered. If the shooter is in one of these locations, move towards the rock-climbing area and into the woods there.
    - Horseshoe/Gaga: Move into the Retreat Center and downstairs into the basement under the Dining Rooms to hide or move into the woods away from Main Camp.
    - Activity Locations (Nature Trail/Archery Range/Challenge Course): Move further into the woods to hide.

2. HIDE

- Do NOT open access to hiding locations for any reason. Emergency

Services will release you from hiding locations when it is safe to come out. Boulder County SWAT services have been provided master keys of Highlands buildings. Managers and some staff members have keys to buildings as well.

- When hiding, make it as hard as possible for the shooter to access your location:
    - Close and lock the doors
    - Turn off the lights
    - Close all blinds, drop curtains down over windows.
    - Get in the corner of the room where someone cannot see you if they look through a window
    - Be Silent. Turn off cell phone ringers or other noise-making devices.
    - Turn down the volume on radios once hidden.
- Use locations identified in Lockdown Procedures for places to hide

3. FIGHT

- If you cannot run or hide, fight.
- Improvise weapons (use a chair, bat, or other item at hand).
- If you can distract the shooter and throw them off their initial plan or thought process, it may help save lives.
- Make sure you're not an easy target. If you choose to fight, you must commit to your actions.

The first emergency services workers that arrive will be the First Contact Team (typically SWAT and police). The First Contact Team's priority is to eliminate the threat. They will identify areas and number of wounded for the second response team but will not stop to assist any wounded. They also identify "Hot, Warm, and Cold" Zones. The hot zone is where the active shooter is currently a threat, warm zone is where there might be a threat, and the cold zone is identified as the zone with no threat from an active shooter. The Second Response team (typically fire & rescue services) will begin to help triage wounded and will only assist in the cold zone and the warm zone with protection from police. Highlands staff with first responder training will help with treating wounded people in their areas.

LOST CAMPER PROCEDURE

1. Determine when and where the camper was last seen. Stay calm so you don't frighten the other campers.
2. Discover (if possible) the state of mind of the camper. Were they depressed or angry, threatening to run away? Did they fall behind on a hike, or leave to use the restroom? A camper who does not wish to be found will require a wider and more careful search.
3. 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.
4. Notify the Program Director about the situation. Include the name of the missing camper, when and where last seen, description of child: hair, eyes, weight, height, and, as close as possible, clothing. The Program Director will organize an extended search.
5. 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/sheriff's department, camp office, and camper's parents.
6. Do not ignore the remaining campers. Be calm and positive. Acknowledge their fears and move on to some activity.
7. When found, notify the Program Director immediately.
8. Complete an incident report

DEALING WITH THE MEDIA

Only the Highlands Program Director or a member of the Board of Directors is permitted to speak with the media, whether in an emergency or not. Any inquiries made by the media to a staff person at Highlands must be directed to the Program Director.

The Program Director does have the ability to appoint someone to speak to the media. Only in this situation, where a staff person has been appointed by the Program Director, may one speak to the media regarding Highlands.

HEALTH CARE POLICIES AND PROCEDURES

Health Care Providers

A Camp Nurse will be onsite 24/7 to be responsible for monitoring the overall health of campers and staff during camp sessions. The Camp Nurse will be one of the following: a licensed physician, a registered nurse, a licensed practical nurse, a licensed physician's assistant, a certified nursing aide or an individual who holds current certification in emergency medical services. The Camp nurse must work within their scope of practice, including the ability to work independently or with required oversight.

All camp counselors hold current CPR, First Aid, AED, Anaphylaxis, and Epinephrine certifications through the Red Cross.

The Program Director maintains a current Wilderness First Responder certification.

All staff members will carry a radio to communicate the need for health care or emergencies and all staff members will carry a first aid kit.

Health Care Facility

The Nurse's Cabin is the Highlands health care center and is a centrally-located, self-contained structure. The cabin includes:

- A room for treating campers and staff
- A restroom with a toilet, sink, and shower
- A lockable cabinet and refridgerator for storing medication
- A sink in the treatment room for drinking and cleaning
- A separate room with three beds for keeping ill or injured campers or staff to provide isolation, quiet, and privacy
- A separate room used as sleeping quarters for the Camp Nurse
- The Camp Nurse will keep an inventory of the health-related equipment and supplies and will communciate with the Program Director to order needed supplies

Scope of Care

Highlands Camp provides first aid, routine health care, and emergency services for camper and staff which includes:

- Providing on-site and arranging for off-site health care
- Providing appropriate equipment, supplies, and first aid kits
- Securing emergency health care assistance
- Providing health screenings
- Managing camper and staff medications
- Monitoring santitation
- Keeping seasonal and long-term records

Health Forms
Each staff member will complete a health history form prior to arrival.

Prior to arrival, each camper will submit:

- A health form filled out by their parent/guardian including birth date, contact information, emergency contacts, health provider contact, allergies, and medical conditions
- A health exam form signed by their health care provider, completed within the last 12 months
- An immunization form
- A Parent Authorization form, providing copies of insurance cards and giving camp permission to seek emergency medical treatment
- A medical Administration form (if necessary)

Medication Administration
The Medication Administration Form must be filled out for each medication that a camper brings to camp, signed by their parents and their doctor, with instructions for administration. Only the Camp Nurse has the authority to administer medication. All medications must be turned in to the Camp Nurse upon arrival to camp. This includes prescription and over the counter medication and applies to both campers and staff. Staff may not keep prescription medication with them in cabins with campers.

Medical Screening
Upon arrival at camp, the Camp Nurse will screen campers and check for observable evidence of illness, inury, or communicable diseases. Counselors are also encouraged to be alert for evidence of illness, injury, or commnicable disease among campers and communicate with the Camp Nurse about possible problems that they observe.

Special Needs
Highlands Camp will make every effort, within reason, to accommodate special needs of a camper. The Camp Nurse will inform camp counselors of any special camper needs which may be medical or physical. They will provide the staff with a list of such special needs and inform the staff of the necessity of confidentiality. The Program Director communicates with the Associate Site Director about special dietary needs for any campers. Highlands food service is able to accommodate most food allergies and vegetarian, vegan, gluten free, and dairy free diets with advanced notice.

Record Keeping
The Camp Nurse will maintain a health log in the Nurse's Cabin. For each camper or staff visit to the Nurse's Cabin, the Camp Nurse will record:

- The date, tiem, and name of the injured or ill camper or staff member
- The general description of the injury or illness

- The description of treatment adminsitered
- The administration of all medications
- The Camp Nurse's initails

The Camp Nurse will also keep a log of all medications administered, noting time and amoung of all medication dispensed.

All camper health forms are kept on record indefinitely. Records of staff members exposed to bloodborne pathogens are kept on file for 30 years following the period of employment. Records of other staff members are to be maintained for 20 years.

Notifying Parents/Guardians of Illness or Injury
Parents/guardians will be notified via phone immediately in the case of any major injury or illness to their camper requiring the attention of a doctor or hospital. Voicemails will be left only with the request for returning the call for more information. Every effort will be attempted to contact parents/guardians and if unsuccessful, attempts to contact other emergency contacts will be tried. As an alternative way of communicating, the camp will notify via e-mail if the attempts above are unsuccessful. Parents/guardians will have given permission for Highlands staff to seek out emergency care if it is necessary, even if staff are unable to contact parents/guardians.

Any minor illness or injury that occurred throughout the session will be noted during check out on the last day of camp. Campers not well enough to stay in their regular cabins will be supervised and cared for in our fully equipped Nurse's Cabin. Campers needing additional care or in case of emergency will be taken to Estes Park Medical Center in Estes Park. If the decision is made to call a parent/guardian, either the Program Director or Camp Nurse will contact the parent/guardian.

If a camper has a communicable disease and is contagious, the parents/guardians will be asked to come to camp and take the camper home.

If the camper is ill, not feeling well, or has a fever, they will be able to rest in the Nurse's Cabin. After rest and fluids, if the camper is still not feeling well, the parent/guardian will be contacted to discuss the camper going home.

Any communication with a parent/guardian in reference to their child will be documented in a communication log and kept in the nurse's cabin, which includes the date, time, camper name, contacted parent/guardian, reason for contact, and the caller's initials

Highlands will report to the State Department in writing within 48 hours each injury or illness which required a camper to be permanently sent home. The

report shall include name, age, address, name of camper's parent/guardian, date if accident or illness, description of accident or diagnosis of illness, and what treatment was given.

Sunscreen
Due to our high elevation, sunburn can happen quickly. Counselors should encourage their campers to use sunscreen and reapply every two hours throughout the camp day. Check the camper roster to see if campers have their own sunscreen of if they will be using sunscreen provided by camp. Permission must be given by parents for a camper to use Highlands sunscreen. Encourage campers to reapply sunscreen frequently. Also encourage campers to wear hats, sunglasses, and sun shirts to help with sun protection.

ILLNESS POLICY
General Exclusion Requirements
Campers and staff must be excluded from camp when they have certain symptoms of illness, including if they are unable to participate or perform the functions required for their position.

Symptoms that require exclusion are listed in the attached document, *How Sick is Too Sick? When Children and Staff Should Stay Home from Child Care* (How Sick is Too Sick). The Colorado Department of Public Health and Environment's *Infectious Diseases in Child Care and School Settings* (Infectious Disease Guide) will be used to determine exclusion for symptoms of illness not included in How Sick is Too Sick.

Excluding Children
Staff are responsible for observing children at drop off and throughout the day for signs of illness. If a child arrives at camp with signs of illness that require exclusion they may not be accepted. If a child develops symptoms of illness that require exclusion during the time of care, the parent/guardian will be contacted to pick up the child. The child will be provided with a place to rest which is separate from the other children until the parent/guardian arrives. The child may return to camp based on the requirements in How Sick is Too Sick, the Infectious Disease Guide, or as directed by their health care provider or public health professional.

Information will be recorded on an illness log when children are sent home due to symptoms of illness that require exclusion. All items used to care for the child (cot, bedding etc.) will be cleaned and sanitized or cleaned and disinfected if contaminated by body fluids after the child leaves camp. The date and time when the child returns to camp will be recorded on the illness log.

Excluding Staff
The Program Director and Camp Nurse are responsible for observing the staff for signs of illness. Staff members have the responsibility of reporting, to the Program

Director, any signs of infection or illness that may pose a hazard to the health of children and other staff. If a staff member is not well enough to work they may return based on the requirements in How Sick is Too Sick, the Infectious Disease Guide, or as directed by their health care provider or public health professional.

Outbreaks
When camp has a child or staff member with an illness that is required to be reported to the health department, the health department will be contacted immediately. Outbreaks of illness must also be reported to the health department when there is a larger number than normal of children or staff ill with the same symptoms. The health department will also be contacted when there are two or more people that do not live together who are ill with symptoms including vomiting, diarrhea, or jaundice.

Food Handling Staff Exclusion Requirements
Special attention will be given to staff members that handle food because many illnesses can be spread through food from an infected person. Food handling activities include preparation of any food (i.e. washing, cutting, cooking, and portioning), the mixing and feeding of bottles, and feeding infants and toddler's solid foods. Food handling staff must notify the person in charge:

1. If they exhibit any of the following symptoms:
    - Vomiting
    - Diarrhea
    - Jaundice
    - Sore throat with fever
    - Any open or draining wound that is not covered with a water proof bandage and is:
        a. On the hands or wrists*
        b. On any exposed portions of the arms
        c. On other parts of the body.

*In addition to water proof bandages covering wounds on hands and wrists, single service gloves must be worn at all times when handling food.

2. Has an illness diagnosed by a health care provider due to:
    a. Norovirus
    b. Hepatitis A virus
    c. Shigella
    d. Shiga Toxin Producing Escherichia Coli (e-coli)
    e. Typhoid fever (caused by Salmonella Typhi) or
    f. Salmonella
3. Has been exposed to, or is the suspected source of, a confirmed disease outbreak or living in the same household as someone who works or attends a setting where there is a confirmed outbreak.

Staff will be allowed to return to work based on requirements in How Sick is Too Sick, the Infectious Disease Guide, as directed by the health department, or as

directed by a health care provider, or public health professional.

MEDICAL EMERGENCIES

In any life-threatening situation (i.e. breathing problems, suspected heart problem, broken bone, profuse bleeding) call 911 immediately. Then notify the Camp Nurse and the Program Director.

1. If the camper has pain in the head, neck, spine, abdomen, or chest, leave them in place with a Counselor or adult and get the Camp nurse
2. For any other injury
    - Attempt to bring to the Nurse's Cabin if the camper is able. DO NOT force camper to move.
    - If it is not possible to move the camper due to severe angulated broken bones, unconsciousness, possible injury to spine or neck, breathing:
        a. Have a counselor stay with the camper
        b. Locate the Camp Nurse, bring them to the camper, and inform of the suspected nature of the injury.

EMERGENCY TRANSPORTATION POLICY

1. In the event of a medical emergency, call 911. The participant will be transported by ambulance to the nearest hospital.
2. Anna's personal vehicle or the Highlands SUV will be used to transport campers with non-emergency injuries or illnesses to Estes Park Health Center.

COLORADO
Department of Public Health & Environment

How Sick is Too Sick?
When Children and Staff Should Stay Home from School or Child Care

There are three main reasons to keep sick children and adults at home:

1. **The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.**
2. A child needs more care than teachers and staff can give while still caring for the other children.
3. The symptom or illness is on this list, and staying home is required.

Remember, the best ways to stop the spread of infection is through good hand washing and staying home when sick.

Symptoms	Child must stay home?
Diarrhea Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine.	**Yes** - if there are other symptoms along with the diarrhea (such as vomiting, fever, abdominal pain, jaundice, etc.), the diarrhea cannot be contained in the toilet, there is blood or mucous in the stool, the child is in diapers or the staff member handles food or bottles. Children and staff may return 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer.
Fever Fever with behavior change or other illness. Babies who are 4 months or younger need to see a doctor right away for a fever of 100°F or higher.	**A child should not be excluded if they have a fever with no other symptoms unless they are 4 months old or younger.** **Yes** - if there is also a rash, sore throat, throwing up, diarrhea, behavior changes, stiff neck, or difficulty breathing.
"Flu-Like" Symptoms Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, throwing up, and diarrhea.	**Yes** - for at least 24 hours after the fever is gone. The fever needs to be gone, without using medicine that reduces the fever (acetaminophen or ibuprofen).
Coughing	**Yes** - if the coughing is severe, uncontrolled, or the child has wheezing, rapid or trouble breathing. Medical attention is needed for wheezing, rapid or trouble breathing. Note: Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment.
Mild Respiratory or Cold Symptoms Stuffy nose with clear drainage, sneezing, and mild cough.	**No** – children and staff may go to school if they able to take part in usual activities. Children and staff should stay home if the symptoms are severe. This includes fever and if a child is not acting normally and/or has trouble breathing.
Vomiting/Throwing Up Throwing up two or more times in the past 24 hours, there are other symptoms in addition to the vomiting (such as fever, diarrhea, etc.).	**Yes** – until 24 hours after throwing up stops or a doctor says it is not contagious. If a child has a recent head injury, watch for other signs of illness and for dehydration. Adults who handle food and bottles must be excluded.

Illness	Child must stay home?
Chicken Pox	**Yes** - until the blisters have dried and crusted (usually 6 days).
Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge	**No** – children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Call your doctor for advice and possible treatment.
Croup (see Coughing)	Call your doctor for advice. Note: Children and staff may be able to go to school unless they are not well enough to take part in usual activities.
Fifth's Disease	**No** – the illness is no longer contagious once the rash appears.
Hand Foot and Mouth Disease (Coxsackie virus)	**No** - unless the child or adult has mouth sores, is drooling and is not able to take part in usual activities.
Head Lice or Scabies	**Yes** - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment.
Hepatitis A	**Yes** - until 1 week after the illness starts and when the child or staff is able to take part in normal activities. **Children and staff should not go to another facility during the period of exclusion**.
Herpes	**No** - unless there are open sores that cannot be covered or there is nonstop drooling.
Impetigo	**Yes** – children and adults needs to stay home until antibiotic treatment has started.
Ringworm	**Yes** - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment. Keep the area covered for the first 3 days if participating in sports with person to person contact.
Roseola	**No** - unless there is a fever or behavior changes.
RSV (Respiratory Syncytial Virus)	**No** – children and staff can go to school unless they are not well enough to take part in usual activities and/or they have trouble breathing. Call your doctor for advice.
Strep Throat	**Yes** - for 12 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner. Children and staff also need to be able to take part in usual activities.
Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	**Yes** – Children and staff can return to school once the doctor says they are no longer contagious.
Yeast Infections Thrush or Candida diaper rash	**No** - follow good hand washing and hygiene practices.
Other Symptoms or illnesses not listed	Contact the child care center director or school health staff to see if the child or staff member needs to stay home.

See second page for a list of illness that may require children or staff to stay home.

SPECIAL ACTIVITIES PROCEDURES

Archery:

1. Archery will be facilitated by an instructor who holds a current USA Archery Basic Archery Instructor level 1 or higher
2. Counselors are trained in archery safety procedures
3. A ratio of 1:8 is maintained during archery
4. Prior to each archery session, the range will be inspected for hazards and a clear path to the targets will be maintained
5. Equipment is inspected prior to each archery session. Bows and arrows are inspected for fractures, splinters, and cracks before each use. Damaged equipment will not be used.
6. Equipment is stored in a locked shed when not in use.
7. All archers stand at the same firing line and are only issued arrows when standing at this line,
8. Arrows shall be nocked to bow string once all archers are on the firing line and after the signal to shoot has been given.
9. Before arrows are released, archers shall have a definite target. We use foam targets set up on stands.
10. All archers must follow the commands given by the facilitator. All participants will stay behind the firing line until the signal is given to retrieve arrows. All arrows will be retrieved at the same time.
11. Documentation of rules and procedures are available in the archery shed.
12. A first aid kit and radio will be available at the archery range

Rock Climbing:

1. Rock Climbing is run and facilitated by KMAC, professional rock-climbing guides
2. Counselors are trained in rock climbing safety procedures
3. A ratio of 1:8 is maintained during rock climbing
4. KMAC will conduct a site inspection that includes:
    - Check the ground cover. Remove large sticks, rocks, and garbage
    - Check trees near the climbs for dead limbs and broken branches
    - Check the top of climbs for loose rocks that could become hazards
5. Rock climbing will only take place at the pre-approved, rock-climbing site at Highlands
6. Prior to use, all climbing equipment will be inspected by KMAC staff.
7. All climbers will be outfitted with a properly fitting harness and helmet. These will be checked by belayer.
8. Campers who are not climbing will be supervised by their camp counselor and kept out of the climbing zone
9. All climbers must have a waiver signed by their parent/guardian to participate
10. Each rock climber must be visually supervised. No one is permitted to climb unsupervised.

11. All climbers shall be belayed in a manner consistent with current industry standards.
12. Only KMAC staff are permitted to belay climbers.
13. Rock climbing will not take place when lightning is present
14. A radio and first aid kit will be available at the rock-climbing site.

Canoeing:

1. Counselors are trained in pond activity safety procedures
2. A ratio of 1:8 is maintained during pond activities
3. At least two staff members will be on the water or shoreline when children are on the water. Staff will be positioned in locations where they are able provide effective surveillance and in close enough proximity to respond in an emergency.
4. Campers' water safety skills are evaluated by lifeguard prior to going out on the pond.
5. Counselors will carry a radio and first aid kit to the pond
6. A lifeguard will always be on duty when activities are held at the pond
7. Campers are given physical boundaries to abide by
8. Campers are introduced to the equipment: personal flotation devices (PFDs), paddles, and canoes
9. Campers are taught paddle strokes and where to sit in the canoe
10. Behavior expectations are explained by counselors
    - No rocking the boats
    - No standing in the boats
    - No running at the waterfront
    - PFDs must be worn properly at all times
11. Campers are assisted in loading and unloading from the boats
12. Each watercraft will have a whistle on board for campers to sound in case of distress
13. Campers are taught the distress signal and the clear-the-water signal
14. Canoeing will not take place when lightning is present
15. At no time shall the occupancy of the watercraft exceed the capacity established by the manufacturer.

Low Ropes Team Building:

1. The low ropes course is inspected yearly by Leahy and Associates, who follows ACCT standards, and is maintained according to their recommendations and requirements
2. Low ropes course is facilitated by a trained facilitator
3. Counselors are trained in Low Ropes safety procedures
4. A ratio of 1:8 is maintained during pond activities
5. Ropes course is to be used for its intended purpose
6. Prior to using any activity, the staff member should check each element that will be used. Prior to each use, check the following:

- Check the ground cover. Remove sticks, rocks, and garbage
- Check the surrounding trees for dead limbs and broken branches
- Check all connecting points for twisting or distortion. Check that nuts are tight and that all double coil lock washers are compressed
- Check cables for signs of fraying
- Check ropes for signs of wear and/or fraying
- Check wood chips for worn or compacted areas and signs of erosion
- Watch wood surfaces for signs of splintering

7. Participants are introduced the site, which includes safety zones and other boundaries that affect the participants.
8. Participants are introduced to the equipment used, which includes the element, wires, walls, nets, tires, etc.
9. Participants learn proper spotting techniques, when to use them, and what commands to follow to use them.
10. Participants learn how the element works through an explanation from the facilitator.
11. The participants will then get on the equipment when instructed and begin the activity as commanded by the leader. If needed, other participants and staff will act as spotters.
12. Counselors carry a radio and first aid kit to the low ropes course.

Hiking:

1. Hiking leaders are trained in CPR and First Aid
2. Counselors will carry a first aid kit and a radio
3. Staff will observe and monitor campers on the trail for symptoms including but not limited to sunburn, dehydration, fatigue, hypothermia, and heat related illnesses.
4. Campers will carry water bottles, rain jackets, and additional layers
5. Campers will wear sturdy, closed-toed shoes
6. Counselors will use the “sandwich” method with one counselor at the front of the group and one at the back to help keep the group together
7. Hiking will not take place when lightning is present
8. Hiking location will be appropriate for campers’ age, physical condition, and experience.
9. Hiking will only take place on Highlands Camp property, in range of radio communication. Should a camper become ill or injured, the counselor will call for the camp nurse who will provide guidance on handling the situation.
10. Before beginning the hike, campers will be instructed on:
    - Safety procedures to follow on the trail
    - Procedures to follow if separated from the group
    - Environmental concerns
    - Procedures for encountering animals

11. The Program Director will be made aware of the hiking itinerary, who is on the hike, and when the group is expected to return.