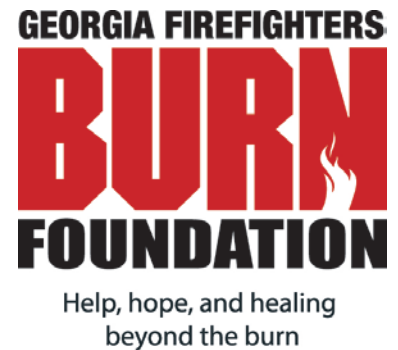




# **CAMP PROGRAM HANDBOOK FOR VOLUNTEER STAFF**

**GEORGIA FIREFIGHTERS BURN FOUNDATION  
SUMMER CAMP | JUNE 3-9, 2017**



**OUR CAMP PROGRAM HANDBOOK IS DESIGNED TO PROVIDE GUIDELINES, EXPECTATIONS, RESPONSIBILITIES AND RULES FOR VOLUNTEER STAFF AT CAMP. IT IS REVISED ANNUALLY; CONDITIONS MAY ARISE AT CAMP REQUIRING AN EXCEPTION TO OR DEVIATION FROM THE POLICIES, RULES, EXPECTATIONS, AND GUIDELINES SET FORTH IN THIS HANDBOOK. ANY CHANGES, VARIATIONS, OR EXCEPTIONS MUST BE APPROVED BY THE CAMP COORDINATOR AND/OR CHILDREN SERVICES DIRECTOR.**

**ALL VOLUNTEER STAFF ARE VOLUNTEERS AT CAMP PROGRAMS AND NOT CONSIDERED EMPLOYEES OF THE GEORGIA FIREFIGHTERS BURN FOUNDATION, INC. YOU ARE NOT ELIGIBLE FOR COMPENSATION OR OTHER BENEFITS, INCLUDING SALARY, HEALTH, ACCIDENT AND WORKERS COMPENSATION OR DISABILITY BENEFITS.**

**THE GEORGIA FIREFIGHTERS BURN FOUNDATION, INC. DOES NOT DISCRIMINATE IN ANY MANNER CONTRARY TO LAW OR JUSTICE ON THE BASIS OF RACE, COLOR, GENDER, SEXUAL ORIENTATION, AGE, RELIGION, DISABILITY, VETERAN'S STATUS OR NATIONAL ORIGIN IN ITS PROGRAMS OR ACTIVITIES.**

**IF ACCEPTED AS A VOLUNTEER, YOUR VOLUNTEER RELATIONSHIP SHALL TERMINATE ON JUNE 9, 2017, UNLESS EARLIER TERMINATED BY THE GBBF.**

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## ABOUT GFBF

The Georgia Firefighters Burn Foundation (GFBF) is a nonprofit that helps burn survivors and their loved ones recover and readjust to life after a burn. Recovering from a burn is different for everyone. For some, the emotional and psychosocial healing can often be as difficult as the physical healing. Moreover, what's often forgotten is the secondary trauma that affects the rest of the family—often in need, themselves, of support, encouragement, and connection to a community of peers. For more information, visit [www.gfbf.org](http://www.gfbf.org).

## ABOUT CAMP PROGRAMS

GFBF provides camp at no cost to burn-injured children and their sibling(s). Eligible campers are Georgia residents age 7 to 17 who sustained a burn injury that required treatment or hospitalization at a burn center, or non-Georgia residents who were treated in a Georgia burn center, and their siblings. We partner with Camp Twin Lakes to host camp at their Will-A-Way facility. Transportation is offered from three locations across the state. Camp offers burn-injured children and their siblings opportunities to grow together in their recovery—both physical and emotional—and in their relationship with one another, all while experiencing the fun, friendships, and freedom that you can only find at camp! Campers can bond and reconnect with siblings and friends while gliding down the swirling waterslide, fishing or paddling in the lakes, trying their hands at the pottery wheel or archery, roasting marshmallows, and so much more. Campers also have opportunities to connect with a support group of peers who have similar stories and similar scars—both seen and unseen—to learn ways to process, talk about, and cope with their challenges and feelings.

## CAMP PROGRAM GOALS

Through camper-centered programs that embraces cabin life, guided and intentional instruction, exposure to new activities, peer support, and fun, we intend to empower our volunteer staff and campers to achieve these goals:

- To provide a fun, safe and exciting camping adventure for all participants regardless of abilities
- To recognize and utilize individuals strengths
- To enhance and foster self-worth, self-esteem and self-confidence
- To promote growth through self-discovery and expression
- To develop a sense of independence and interdependence
- To foster memorable friendships

- To create a nurturing community of peers with similar experiences

## CAMP TWIN LAKES PARTNERSHIP

The GFBF is fortunate to partner with Camp Twin Lakes to host camp programs at their facilities. Camp Twin Lakes is a nonprofit organization that offers year-round recreational, therapeutic, and educational programs for children and young adults facing serious illnesses and other life challenges. With its network of Partners, Camp Twin Lakes provides life-changing experiences at its state of the art, fully accessible camps in Rutledge, Winder and other locations throughout the state. Their mission is to provide places and paths for children with serious illnesses and life challenges to experience the joys of childhood and grow in their confidence and capabilities.

## CAMPERS

Eligible campers are Georgia residents age 7 to 17 who sustained a burn injury that required treatment or hospitalization at a burn center, or non-Georgia residents who were treated in a Georgia burn center, and their siblings.

All camper applications will be reviewed by the Camp Coordinator and Children Services Director to determine eligibility. An applicant's admission will be determined by need; by whether serving the applicant meets the GFBF's mission and goals for camp programs. The GFBF will sponsor camp attendance for all campers meeting eligibility requirements. Any applications that do not fully meet our camper eligibility criteria will be reviewed on a case-by-case basis. The Georgia Firefighters Burn Foundation, Inc. does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, sexual orientation, age, religion, disability, veteran's status or national origin in its programs or activities.



# **VOLUNTEER STAFF GUIDELINES AND EXPECTATIONS**

## **ELIGIBILITY**

All volunteer staff applications will be reviewed by the Camp Coordinator and Children Services Director to determine eligibility. Volunteer staff members must be 21 years of age or older. 18-20 year olds are eligible to apply for the L.I.T. program.

- Every volunteer staff member is required to submit to a criminal background check on a rolling calendar basis and submit a voluntary disclosure statement at the beginning of each camp program.
- Any applicant ever convicted of an offense involving crimes against minors, vulnerable populations, or acts of violence will not be accepted. Any decision about an applicant convicted of a felony (not involving crimes against minors, vulnerable populations, or acts of violence) will be at the discretion of Camp Coordinator and Children Services Director, GFBF Executive Director, GFBF Board of Directors, Camp Twin Lakes, AND legal counsel. If requested, volunteer staff will provide access to any websites maintained or controlled by the volunteer staff person, including any personal websites, blogs, and/or social networking sites.
- Volunteer staff must be free of health or psychological conditions which might affect a camper's health or wellbeing and/or the overall camp program.
- All volunteer staff must attend training the Saturday and Sunday prior to camper arrival. The Camp Coordinator must approve any exceptions to this policy.

## **EXPECTATIONS**

- Volunteer staff must understand and embrace the mission of the GFBF and Camp Twin Lakes and willingly and knowingly accept the concept that the focus and goals are directed to the campers.
- Volunteer staff will comply with the outlined activities and expectations of their defined roles at camp and all required activities prior to camp which support their roles.
- Volunteer staff must be prepared and willing to assist and support campers to meet personal daily needs.
- Volunteer staff will accommodate and be sensitive to developmental differences and abilities of campers.
- Due to the dynamics of volunteer staffing a children's camp, it may be necessary to reassign volunteer staff before or during camp in order to assure the needs of the children are met.

## **RULE OF THREE**

The Rule of Three is a fundamental rule at camp where volunteer staff are NEVER allowed to be alone with a camper. Volunteer staff will never leave a camper unsupervised and will follow the RULE OF THREE. This protects you, the campers, our camp and the GFBF. If you see a volunteer staff member away from the group with one child, join them and remind the volunteer staff member to always have another person with them. Even if you are in sight of a group, and others cannot hear you or the camper, you need another adult present to ensure someone else can hear what you and the camper are saying. If it is not immediately feasible to have another adult with you, at least be sure that another camper is present.

- Many campers are physically mature teens; under no circumstances should a volunteer staff member become romantically involved with a camper. If this should occur, both the camper and volunteer staff member will be immediately dismissed from camp. The camper's parent/guardian and proper legal authorities will be notified.
- Volunteer staff members will not abuse campers or other volunteer staff in any way, nor allow others to, including but not limited to:
  - Physical Abuse: strike, spank, shake, slap, swat, etc.
  - Verbal Abuse: humiliate, degrade, threaten, etc.
  - Sexual Abuse: including any inappropriate touching, gestures, comments, etc.
  - Mental Abuse: hazing, negative manipulation, etc.

## **POSITIVE ATTITUDE AND MODELING**

- Use positive guidance techniques including redirection, anticipation of and elimination of potential problems, positive reinforcement, support and encouragement rather than competition, comparison, criticism, or humiliating discipline techniques.
- Praise in public and give constructive feedback in private. If a behavior needs to be addressed, do it away from other campers with another counselor/volunteer staff present. Never embarrass a child in front of others.
- Be a model for good behavior. No one has all the answers. If you are having a problem dealing with a camper, seek help from the Camp Coordinator. A team effort can provide additional solutions.
- Never give preferential treatment to a camper or group of campers.
- Volunteer staff members are always to use proper language. GFBF policy prohibits profanity, vulgarity, and language demeaning or offensive to others.
- Volunteer staff will not make personal disclosures to campers in an attempt to influence beliefs, values, or lifestyles.

# **VOLUNTEER STAFF GUIDELINES AND EXPECTATIONS [CONTINUED]**

## **RESPECT**

- Volunteer staff members are expected to set a high standard of communication and deal with others in a respectful and considerate manner.
- Respect and consideration will be given to everyone (volunteer staff and campers) regardless of race, religion, gender, sexual orientation, ethnic background or disability. Our camp programs are privately operated, with a policy of total acceptance of any/all religions, ethnicities, and cultural backgrounds.
- Remember campers already have parents/guardians. We are not at camp to provide campers with a new set of moral values or religious beliefs.
- Camp is an environment where we encourage campers and volunteers to feel safe and secure. Volunteer staff should help campers understand healthy boundaries. In this includes how to express affection in a way that is appropriate.
- Always respect the privacy of others.

## **ATTIRE AT CAMP**

Volunteer staff will adhere to the dress code for camp. Volunteer staff are expected to wear appropriate clothing which reflects a positive role model for children/young adults. Consider the feelings, beliefs, and attitudes of campers. Clothing must not display or promote alcohol, drugs, tobacco, cigarettes, adult themes or profanity. Swimsuits: females are required to wear one piece suits (tankinis are acceptable if the entire mid-drift is covered) and males required to wear swim trunk style suits.

## **SMOKING/TOBACCO USE**

Camp Twin Lakes prohibits smoking, e-cigarettes and/or use of tobacco products; this includes the areas in/around cabins, activities, meal, medical lodge, etc. There will be absolutely no smoking, no e-cigarette or use of any tobacco products in the presence of campers. Smoking/tobacco use will be allowed in the designated "smoking area." Those using this area are responsible for keeping the area clean and for disposing of all tobacco products appropriately. The smoking area will be closed during camper check in/check out, Visitor's Day and camp-wide events. Volunteer staff using the smoking area are expected to spend no more than 15 minutes at a time away from their camp responsibilities.

## **REMAINING ON CAMP PROPERTY**

Once the campers arrive Sunday afternoon, all volunteer staff members are to remain on camp property until the official end of camp, unless authorized to leave camp in an official capacity. Those authorized must check out with the Camp Coordinator. Any

volunteer staff that leaves camp property without approval from the Camp Coordinator and/or Children Services Director may be immediately dismissed from camp.

## **CABINS**

Cabin assignments are based solely upon the needs of camp and take into account the number of campers, counselors, and other volunteer staff assignments. It is GFBF camp program policy that married couples will not be housed in the same room during camp.

## **ALCOHOL AND DRUGS**

Alcohol and illegal drugs are strictly prohibited during the week of camp, including having these items on camp property. This rule is effective beginning at volunteer staff training. Anyone under the influence of alcohol and/or illegal drugs or anyone possessing alcohol and/or drugs while charged with the responsibilities of camp will immediately be dismissed from camp. The proper authorities will be notified of use and/or possession of illegal drugs. All volunteer staff medications, whether prescription or over-the-counter, will be given to medical staff and secured in an opaque envelope. The envelope will be designated by name only – at no time will the contents of the envelope be displayed. All medications will be properly secured at the Medical Lodge. Medications will be available by medical staff at every meal session and at other times at the Medical Lodge as needed for the volunteer staff member. Volunteer staff medications are self-administered but secured at the Medical Lodge to ensure the safety of campers.

## **FIREARMS/WEAPONS**

No person shall carry, use, or be in possession of any firearm of any type while on camp property, or while in the presence of campers or volunteer staff members. This includes firearms in vehicles or firearms that have been unloaded. No other weapons of any type are allowed at camp, including pocketknives and other common tools you may normally carry. The only exception will be approved tools to be used by volunteer staff in performance of their camp duties. Fireworks and flammables of any type are prohibited.

## **VOLUNTEER STAFF ACTIVITY**

At all times, at least two volunteer staff members must remain in each cabin with campers. Counselors must know the whereabouts of their fellow counselors. Counselors are responsible for working together to determine who will remain in the cabin at any given time, allowing time for all counselors to have respite during the week of camp.



# VOLUNTEER STAFF GUIDELINES AND EXPECTATIONS [CONTINUED]

## CELL PHONE USE

We recognize cell phone use is a part of everyday life; at camp, we want to model “unplugging” and engaging in the experience of camp! Campers are not allowed to have cell phones at camp and keeping this in mind, volunteer staff should not use cell phones visibly while at camp. We strongly encourage keeping cell phones in the cabin. If you need to use your cell phone during camp, please step away from campers/activities to briefly use your phone. AV/Photography will take photos the entire week of camp.

## VOLUNTEER STAFF CURFEW

Volunteer staff curfew is 12:00 AM. This means all volunteer staff members must be at their own cabins by 12:00 AM. Camp policies are in effect 24 hours per day for the duration of camp. Support staff will be responsible for enforcing camper and volunteer staff curfews, and all violations will be reported to the Camp Coordinator. The parking lot and smoking area will close at 12:00AM and will re-open at 6AM.

## RELATIONSHIPS WITH OTHER STAFF

One rewarding aspect of camp is the development of mutual respect and friendships among volunteer staff. These relationships can provide encouragement and offer support during camp. We strive to create an environment at camp where everyone feels safe and secure. However, there are expectations governing these relationships:

- Under no circumstances will a volunteer staff member engage in sexual activity of any kind while at camp programs.

- If you are romantically involved with another volunteer staff member, your behavior should include role modeling appropriate boundaries with campers and other staff members. Keep in mind our focus at camp is our campers. This should include appropriate conversation about your significant other and while fulfilling the responsibilities assigned to you at camp, do not let this relationship detract from the main focus of camp.

- Sexual harassment is expressly prohibited from arrival time until departure. This includes any behavior that could create an uncomfortable environment for any other person. There will be no tolerance for actions or words that may be considered offensive or sexual in nature. Anyone who feels he/she or anyone else has been harassed should report it immediately to the Camp Coordinator. All complaints will be investigated promptly and confidentially.

- Our camp volunteer staff is made up of people with different ethnic, religious, sexual orientation, family, and financial backgrounds. Our goal is to provide a positive camp experience for all participants. To do this, our

volunteer staff must demonstrate self-respect and respect for others at all times.

## CARS/PARKING

There is a parking lot at camp. The GFBF does not offer insurance for cars or other personal possessions and accepts no liability in the event of theft, damage, or other loss. Cars must remain parked and locked in designated areas during the camp; any necessary transportation will be provided.



## WORKING WITH CAMPERS

### CAMPER BEHAVIOR MANAGEMENT

Children are at camp to have a meaningful experience. There may be situations requiring a structured behavior management procedure, so camp continues to operate in a positive, fun, healthy, and safe environment. The procedures outlined below have been established for such situations.

- Stage 1: A warning to discontinue unacceptable behavior may be given by a counselor and may result in the camper losing special privileges and/or time out.
- Stage 2: If the behavior continues or another agreement is broken, counselors and the Camp Coordinator will meet with the camper to discuss a plan and let the camper know what is expected and what the consequences will be if the behavior persists.
- Stage 3: If the behavior persists, the camper will be removed from activities and meet with the Camp Coordinator. The camper's parents/guardians may be contacted by the Camp Coordinator and/or Children Services Director.

### PHOTOS

GFBF must request and obtain approval from parent/guardian of each camper before taking photographs, including photos available for public viewing or distribution. No personal photographs of campers may be posted to the internet, social networking sites (i.e. Facebook, Twitter, Instagram, etc.) or any other vehicle that could result in public distribution. If you have photographs you would like to make available for others to see, please contact the Children Services Director.

### CONFIDENTIALITY

As a volunteer staff member at camp it is possible you will be in a position to have access to confidential information about campers and/or other volunteer staff. This information should not be disclosed or made accessible to any individual or entity that does not have legitimate or business-related need for such information. Volunteer staff are required to maintain the confidentiality of all patient/camper information. This information is Protected Health Information (PHI) under the Health Insurance Portability and Accountability Act (HIPPA). PHI is any information that is oral or recorded in any form or medium that relates to the past, present, or future physical condition of an individual. Furthermore, volunteer staff must treat with confidence and respect personal information they learn from campers (with exception to Mandated Reporting on pages #). If a volunteer staff is found violating confidentiality of either campers and/or other volunteer staff, this is grounds for immediate dismissal from camp programs.

## PRANKS

Volunteer staff members are highly discouraged from playing pranks while at camp. Pranks escalate and can have a negative effect on everyone. We are at camp to encourage and build trust. Things which might seem funny to you may, without our knowledge, create fear and/or insecurity in the campers and/or other volunteer staff. While at camp no one shall borrow, damage, use, wet, or soil anyone else's belongings, without their permission. No volunteer staff members, except those performing camp functions authorized by the Camp Coordinator, may enter a cabin other than their own without an invitation.

### CONTACT WITH CAMPERS AFTER CAMP

Volunteer staff should not have contact outside of camp with campers, including social media such as Facebook, Twitter, Instagram, etc. The GFBF strongly discourages communication with campers outside of camp or other GFBF sponsored programs and/or events. Any contact with campers outside of GFBF sponsored programs and/or event(s) is at the sole discretion of the individual volunteer staff and the GFBF is not responsible or liable for this communication and/or contact.

### TALK TIME

Recognizing the tremendous value of peers coming together who have a similar experience, Talk time is a formal opportunity for campers to meet in a confidential setting which provides a mechanism for emotional support through facilitated conversation among peers. Talk time for volunteer staff is also offered during camp.

### CAMPER CURFEW

Camper curfew is 10:30PM for all cabin groups except senior cabins. All campers and at least two counselors from each cabin must return to their own cabin by 10:30PM. Rest will improve everyone's experience/attitudes/behaviors and will make each day more fun, successful and meaningful. If your cabin has a specific reason for staying up later, it must be approved by the Camp Coordinator.

Senior cabin curfew is 11:30PM; senior campers are permitted to be in other parts of our camp area as long as the entire cabin group is together, their counselors are present, they are not in an area where other activities may be taking place, the group is quiet so as not to disturb others, and the counselors notify the Camp Coordinator where the group will be.



## MANDATED REPORTING

As a representative of the GFBF you are obligated by Georgia State law to follow state regulations regarding reporting incidents of abuse and/or neglect. In addition, the GFBF also requires reporting suicidal/homicidal ideation.

Abuse is any physical pain and/or harm and/or any sexual behavior, including touching, talking, kissing, and/or verbal/mental abuse, such as intimidating, threatening, bullying, or yelling. Campers may use non-verbal means of communicating problems, and volunteer staff should be sensitive to behaviors. Volunteer staff should also be aware of physical signs of abuse. **If you learn of a possible abuse situation: you must report it.** If a camper says, "I want to tell you something that you can't tell anybody", you need to clearly understand that some things cannot be kept confidential because it is illegal to do so. Tell the camper that you must report it and report only what you see or hear. Reports should be made immediately to the Camp Coordinator ONLY. The Camp Coordinator, will designate a qualified mental health professional to assist with the situation and any required reporting to appropriate authorities and document with an incident report.

### MANDATED REPORTERS GEORGIA LAW O.C.G.A. 19-7-5 (2012)

**(c)(1)The following persons having reasonable cause to believe that a child has been abused shall report or cause reports of that abuse be made as provided in this Code section:**

- Physicians licensed to practice medicine, interns or residents;
- Hospital or medical personnel;
- Dentists;
- Licensed psychologists and persons participating in internships to obtain licensing pursuant to Chapter 39 of Title 43;
- Podiatrists;
- Registered professional nurses or licensed practical nurses pursuant to Chapter 24 of Title 43 or nurse's aides;
- Professional counselors, social workers, or marriage and family therapists licensed pursuant to Chapter 10A of title 43;
- School teachers;
- School administrators;
- School guidance counselors, visiting teachers, school social workers, or school psychologists certified pursuant to Chapter 2 of Title 20;
- Child welfare agency personnel, as that agency is defined pursuant to Code Section 49-5-12;
- Child counseling personnel;
- Child service organization personnel; or
- Law enforcement personnel;

### PROTECTION AS A MANDATED REPORTER - GEORGIA CODE 19-7-5(F),(G):

(f) Any person or persons, partnership, firm, corporation, association, hospital, or other entity participating in the making of a report or causing a report to be made to a child welfare agency providing protective services or to an appropriate police authority pursuant to this Code section or any other law or participating in any judicial proceeding or any other proceeding resulting therefrom shall in so doing be immune from any civil or criminal liability that might otherwise be incurred or imposed, provided such participation pursuant to this Code section or any other law is made in good faith. Any person making a report, whether

required by this Code section or not, shall be immune from liability as provided in this subsection.

(g) Suspected child abuse which is required to be reported by any person pursuant to this Code section shall be reported notwithstanding that the reasonable cause to believe such abuse has occurred or is occurring is based in whole or in part upon any communication to that person which is otherwise made privileged or confidential by law.

### RESPONSIBILITIES OF MANDATED REPORTERS - O.C.G.A. 19-7-5.(C)(2)(D),(E):

(c)(2) If a person is required to report abuse pursuant to this subsection because that person attends to a child pursuant to such person's duties as a member of the volunteer staff of a hospital, school, social agency, or similar facility, that person shall notify the person in charge of the facility, or the designated delegate thereof, and the person so notified shall report or cause a report to be made in accordance with this Code section. A volunteer staff member who makes a report to the person designated pursuant to this paragraph shall be deemed to have fully complied with this subsection. Under no circumstances shall any person in charge of such hospital, school, agency, or facility, or the designated delegate thereof, to whom such notification has been made exercise any control, restraint, modification, or make other change to the information provided by the reporter, although each of the aforementioned persons may be consulted prior to the making of a report and may provide any additional, relevant, and necessary information when making the report.

(d) Any other person, other than one specified in subsection (c) of this Code section, who has reasonable cause to believe that a child is abused may report or cause reports to be made as provided in this Code section.

(e) An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Services, or, in the absence of such agency, to an appropriate police authority or district attorney. If a report of child abuse is made to the child welfare agency or independently discovered by the agency, and the agency has reasonable cause to believe such report is true or the report contains any allegation or evidence of child abuse, then the agency shall immediately notify the appropriate police authority or district attorney. Such reports shall contain the names and addresses of the child and the child's parents or caretakers, if known, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries, and any other information that the reporting person believes might be helpful in establishing the cause of the injuries and the identity of the perpetrator. Photographs of the child's injuries to be used as documentation in support of allegations by hospital volunteer staff, physicians, law enforcement personnel, school officials, or volunteer staff of legally mandated public or private child protective agencies may be taken without the permission of the child's parent or guardian. Such photograph shall be made available as soon as possible to the chief welfare agency providing protective services and to the appropriate police authority.

### LIABILITY FOR FAILURE TO REPORT - O.C.G.A. 19-7-5 (H):

(h) Any person or official required by subsection (c) of this Code section to report a suspected case of child abuse who knowingly and willfully fails to do so shall be guilty of a misdemeanor.(i)

## HEALTH CARE AT CAMP

We want campers to have a safe and healthy camp experience. To achieve this, volunteer staff members must understand and follow all health care and medical policies.

### GENERAL

- Medical staff will visit each cabin at the beginning of camp to inform counselors of special physical or medical needs of their campers, including allergies, medications, dressings, and pressure garments. If there are several campers in a cabin with special needs, extra volunteer staff may be assigned to assist as needed.
- If you feel your cabin needs help with the health care of your campers, advise medical staff. If you need help with meeting health care needs that are out of your realm of expertise, do not hesitate to ask for help.
- Our camp Medical Lodge is operated 24 hours per day by medical staff, under the orders of a licensed physician. The facility is housed in a designated cabin set up for caring for camper and volunteer staff health problems and dispensing medications. Only medical staff, those requiring medical care, and volunteer staff escorting campers requiring medical care should be in this building.
- If at any time you suspect a camper is having a health problem, seek immediate help from medical staff. In the event of an accident or health emergency, follow the Emergency Procedures on pages #.
- Follow proper hygiene and practice cleanliness, and expect the same from campers.
- Burned skin is sun-sensitive. Sunscreen with an SPF of at least 30 must be applied to everyone when they go outside and reapplied every few hours. Campers with "fresh" burns should also wear protective clothing such as t-shirts and hats, even while in the pool. Allowing campers to go without sunscreen and/or other protective coverings may result in itching and inflamed scars. If campers resist, contact medical staff for assistance.
- Campers with pressure garments are to wear them 23 hours per day. If you have any problems regarding pressure garments, contact medical staff for assistance.
- Volunteer staff members are responsible for their own health. If you feel ill or injure yourself, seek help from medical volunteer staff. If needed, arrangements will be made to transport you to a medical facility or home.
- If you have any type of infectious disease, you must get a signed release from your doctor prior

to attending camp. Medical staff cannot be responsible for extensive care of a pre-existing condition.

### MEDICATIONS

- All camper and volunteer staff medications are stored in camp's Medical Lodge.
- Volunteer staff medications are turned in to medical staff. We need to ensure the safety of campers, and because we can never fully know the physical or emotional condition of every camper, volunteer staff medications must be turned in to medical staff. Birth control pills, which are not life-threatening even if taken in a large dose, and respiratory inhalers, are the only volunteer staff medications that do not have to be stored in the camp Medical Lodge. Any other drug, even aspirin, has the potential to harm a child.
- Please do not bring "over-the-counter" medications such as ibuprofen, antihistamines, anti-itch creams, etc. All of these will be stocked in the camp Medical Lodge and will be available for your use.
- All volunteer staff members are required to sign a "Medication Disclaimer" indicating whether they **HAVE** or **HAVE NOT** turned medications into the camp program Medical staff. Failure to abide by medication regulations is grounds for immediate dismissal from camp.
- Dispensing Medications – Camper medications will be dispensed during meal times and during other times at the camp Medical Lodge. Volunteer staff medications will be available 24-7.



# EMERGENCY PROCEDURES

## MEDICAL: CODE PURPLE

1. Report the emergency to medical staff.
2. Remove all campers from the area.
3. If a paramedic, emergency medical technician, or nurse is at the scene, that person should respond until medical staff arrives. Once medical staff arrives, EVERYONE else must clear the area.

## FIRE: CODE RED

1. If a fire occurs or if the smoke alarm is activated in a cabin or other building everyone must exit the affected building. Each cabin will have a meeting place outside of their cabin.
2. Report the fire to the Camp Coordinator.
3. Others not affected remain inside until advised.
4. Once outside, do a head count at the designated meeting place. If all campers and volunteer staff are not accounted for, and it is safe to re-enter the building, one volunteer staff member should take another look inside. If it is dangerous to re-enter, do not go back inside.
5. Keep everyone as calm as possible.
6. Stay at your meeting place until further instruction.

## STORM: CODE GRAY

1. Stay inside the building you are in.
2. Unplug electrical appliances.
3. Do not stand near windows, light fixtures, switches, or receptacles. Do not use telephones.
4. If caught outside, don't stand under tall trees. Find shelter or crouch in a low spot nearby.
5. Report the storm to the Camp Coordinator. Stay close to the radio for updates.

## TORNADO: CODE BLACK

If outside:

1. Move to the lowest possible spot in the immediate area. Lie down and cover your head. Cover your head and face for protection.
2. Report the tornado to the Camp Coordinator.

If inside:

1. Get in the building's center and cover with pillows and/or blankets. Stay away from windows and doors.
2. Report a tornado to the Camp Coordinator.

## LOST CAMPER: CODE YELLOW

1. Notify the Camp Coordinator if the location of one or more of campers is unknown.
2. The Camp Coordinator, working with the security, will be responsible for the search.
3. The Camp Coordinator will notify the Camp Twin Lakes staff immediately.
4. Other volunteer staff may be assigned to the cabin group so that the counselors can assist in the search.
5. If the missing camper has not been located within a reasonable amount of time, the Camp Coordinator will notify the camper's parent(s) or guardian and the proper local authorities. Once the camper has been located, he/she may return to his/her cabin as determined by the Camp Coordinator and/or Children Services Director.

## INTRUDER: CODE GREEN

1. Use judgement when questioning an unfamiliar person; they could be lost, looking for directions or intending to do harm.
2. Give assistance and lead the person to the camp office or politely ask them to leave. Camp is private property and is not open to the public.
3. Observe to be certain the person leaves the site and take note of make, model, and license plate of the car.
4. Report the person to the Camp Coordinator.

**IF YOU FEEL BEHAVIOR OF A CAMPER OR VOLUNTEER STAFF COULD HAVE A NEGATIVE IMPACT ON THE PHYSICAL OR EMOTIONAL SAFETY OF OTHERS, REPORT CONCERNS TO THE CAMP COORDINATOR. ANY UNSAFE ACT IMMEDIATELY ENDANGERING ANY CAMPER OR VOLUNTEER STAFF MEMBER IS EVERYONE'S RESPONSIBILITY.**

# VOLUNTEER STAFF CODE OF ETHICS

1. I understand and embrace the mission of the Georgia Firefighters Burn Foundation and Camp Twin Lakes and willingly and knowingly accept the concept that the focus and goals of the GFBF camp programs are directed to the campers (see page 1).
2. I will never leave a camper unsupervised (see page 2).
3. I will follow the rule of three (see page 2).
4. I will not abuse campers or other volunteer staff, nor allow others, including (see page 2):
  - Physical Abuse: strike, spank, shake, slap
  - Verbal Abuse: humiliate, degrade, threaten
  - Sexual Abuse: including inappropriate touching
  - Mental Abuse: hazing, negative manipulation
5. I will use positive guidance techniques including redirection, anticipation of and elimination of potential problems, positive reinforcement, support and encouragement rather than competition, comparison, criticism, or humiliating discipline techniques (see page 2-3).
6. I will treat with confidence and respect personal information I learn from campers, with exception to abuse and neglect as outlined in **Mandated Reporting** section of the Volunteer Staff Handbook (see page 6).
7. I will treat with the utmost respect and confidentiality all patient/camper information. This information is protected health information (PHI) under the Health Insurance Portability and Accountability Act (HIPAA). [PHI definition: Information that is oral or recorded in any form or medium that relates to the past, present or future physical condition of an individual.] (see page 5)
8. Respect and consideration will be given to everyone (volunteer staff and campers) regardless of race, religion, gender, sexual orientation, ethnic background or disability (see page 3).
9. I will portray a positive role model for campers, including but not limited to, respect, loyalty, patience, honesty, courteousness, tactfulness and maturity. Positive Participation is crucial to the success of camp (see page 3).
10. I will not use profanity or discuss adult subject matter in the presence of campers (see page 2).
11. I will adhere to the dress code for camp. I am expected to wear appropriate clothing which reflects a positive role model for children/young adults. Consider the feelings, beliefs, and attitudes of campers. Clothing must not display or promote alcohol, drugs, tobacco, cigarettes, adult themes or profanity. Swimsuits: females are required to wear one piece suits (tankinis are acceptable if the entire mid-drift is covered) and males are required to wear swim trunk style suits (see page 3).
12. I will not use, possess or be under the influence of alcohol or illegal drugs during camp or while on camp property (see page 3).
13. I am prohibited from having firearms or other weapons while at camp (see page 3).
14. I must be free of health or psychological conditions that might affect a camper's health or wellbeing and/or the overall camp program (see page 2).
15. I will comply with the outlined activities and expectations of my defined roles at camp and all required activities prior to camp which support my roles (see page 2).
16. I must be prepared and willing to assist and support campers to meet personal daily needs (see page 2).
17. I will accommodate and be sensitive to the developmental differences and abilities of individual campers (see page 2).
18. I should not have contact outside of camp with campers, including social media such as Facebook, Instagram, Twitter, etc. The GFBF strongly discourages communication with campers outside of camp or other GFBF sponsored programs and/or events. Any contact with campers outside of GFBF sponsored programs and/or events are at the sole discretion of the individual volunteer staff and the GFBF is not responsible or liable for this communication and/or contact (see page 5).
19. If requested by the Camp Coordinator or Children Services Director, I will provide access to any websites maintained or controlled by the volunteer staff person, including any personal websites, blogs, and/or social networking sites (see page 2).
20. I understand the GFBF must request and obtain approval from the parent or guardian of each camper before making a photograph that includes a camper available for public viewing or distribution. I will not post personal camper photographs on to the internet, social networking sites (i.e. Facebook, Instagram, etc.) or any other vehicle that could result in public distribution, without prior written approval of the GFBF (see page 5).
21. I am required by Georgia State laws to report any suspected abuse or neglect of a child to the Camp Coordinator so that it may be reported to the authorities (see page 6).
22. I will not make personal disclosures to campers with an attempt to influence individual beliefs, values, or lifestyles (see page 2).
23. I agree to provide all criminal and other background check information requested of me and understand I must meet qualification standards established by the GFBF (see page 2).
24. I acknowledge that I have received a copy, read, and agree to adhere to the rules and policies set forth by the GFBF within the volunteer staff Handbook and volunteer staff training.

## VOLUNTEER STAFF BEHAVIOR MANAGEMENT

We value our volunteer staff and believe everyone intends to support the camp program, campers and volunteer staff. If a staff member exhibits behavior that is detrimental to camp, others, or themselves, the following steps will be taken:

Step 1: If you see another volunteer staff member exhibiting a behavior detrimental to camp, campers or volunteer staff, report it directly to the Camp Coordinator. They will ask for behavior to be corrected and will document the situation. Certain behaviors, such as those that are illegal, endanger campers or other volunteer staff, or create a severely negative impact on the operation of camp, will be grounds for immediate dismissal by the Camp Coordinator and/or Children Services Director at this stage. The Camp Coordinator and Children Services Director have authority to dismiss a volunteer staff member from camp at any time.

Step 2: If the volunteer staff member's detrimental behavior continues, the Camp Coordinator will review the situation again and recommend an additional course of action.

Step 3: If behavior does not show improvement, the Camp Coordinator and/or Children Services Director will dismiss the volunteer staff member from camp and document appropriately. Individuals who have been dismissed from camp may not be invited to participate in future camp programs.

## ROLES AT CAMP

### CAMP COORDINATOR

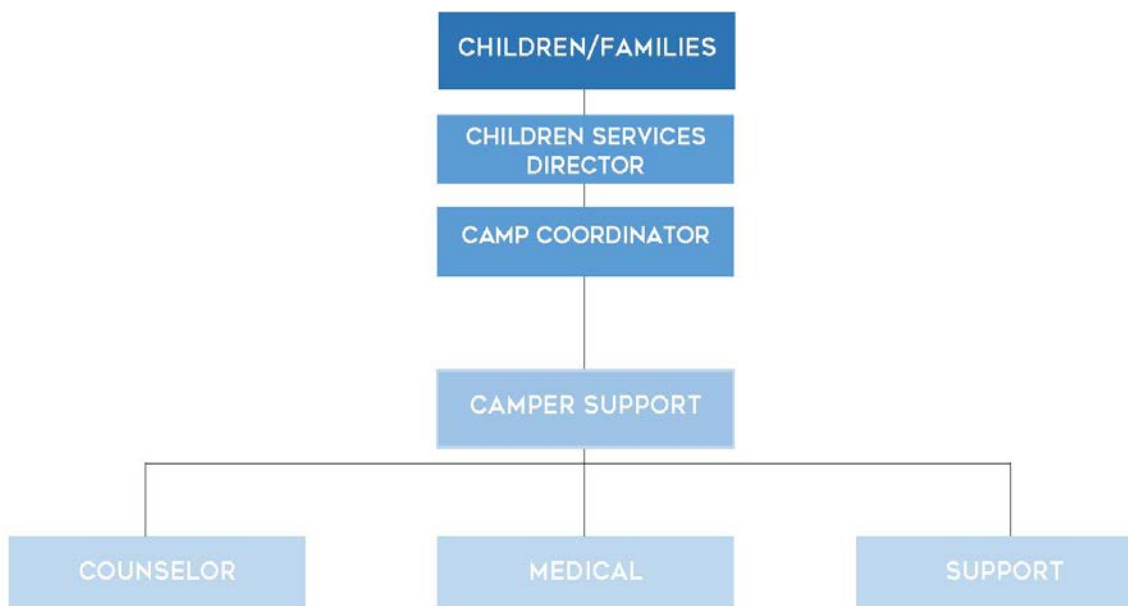
Represents the GFBF in administration of camp programs. During camp, all suggestions, problems, complaints, requests, etc., should be directed to the Camp Coordinator, unless otherwise stated. The Camp Coordinator will have access to all pertinent information and will be available 24 hours per day unless otherwise announced.

### CAMPER SUPPORT

All volunteer staff to support campers either directly or indirectly.

- **COUNSELOR:** Directly responsible for campers at all times, each sharing equal responsibility with respect to their cabin group.
- **MEDICAL:** Responsible for handling the camp's health needs, as well as storing, securing and dispensing all camper and volunteer staff medications.
- **SUPPORT STAFF**
  - AV & Photography – documents the camp experience through photos and videos!
  - Camp Store – provides supplies for camp; if you need it, it's a camp store!
  - Setup – coordinates and assists in "behind the scenes" work at camp, including camper check in, check out, special activities and more!

## CAMP ORGANIZATIONAL CHART





## CAMP LIFE

Here are a few resources to help you prepare for camp!

### DAILY SCHEDULE

This is an outline of the daily schedule during camp; different events may be scheduled, but most days will look something like this:

8AM – Flagpole  
8-9AM – Breakfast and Spirit time  
9AM-12PM – Activities  
12-1PM – Lunch  
1-2PM – Rest Hour  
2-4PM – Activities, Snack and Free Play  
4-6PM – Activities  
6:30PM – Dinner  
7:30-8PM – TeePee Time  
8-10PM – Evening Program  
10:30PM – Lights out!  
11:30PM – Lights out! (Senior cabins)  
12AM – Lights out all volunteer staff

### VISITOR'S DAY

The GFBF hosts a Visitor's Day at summer camp. This is an opportunity to connect with donors, prospective donors, media and community members to "show off" the great work we're doing at camp and to encourage their support. Volunteer staff may be asked to escort visitors and welcome them into camp. Visitors will register prior to attending and children under the age of 18 are not allowed to visit camp. Visitors cannot participate in schedule activities at camp.

### CAMP THEME

We go all out with our camp theme! This year's theme is UNDER THE SEA and we'll have items available to decorate your cabin and wear. If you'd like to bring items to go along with our theme, including outfits for camp-wide events, you are highly encouraged to do so!

### SELF-CARE AT CAMP

Camp can be an intense time for both campers and volunteer staff and we want to offer support to everyone. During camp, you may experience different emotions (happy, excited, frustrated, tired, anxious, sad, overwhelmed, encouraged and more). Find time to rest and pay attention to how you are feeling. There are individuals on staff available if you need someone to talk to during camp.

### ITEMS TO PACK

- Clothing for 7 days/extras (things get dirty at camp, long pants for horseback riding/climbing)
- Tennis shoes - more than one pair, pool shoes and shower shoes
- Toiletries
- Towels (for showers and swimming)
- Sleeping bag or twin size sheets/blanket and a pillow
- Flashlight and batteries
- Water bottle
- Backpack, sling or fanny pack for carrying items
- Swimsuits for water activities. One piece or tankini-style swimsuits that cover mid-drift for females and truck style suits for males.
- Camping/outdoor chair

### WHAT NOT TO PACK

Do not bring anything to camp you cannot replace or that you can't bear to lose. The GFBF and Camp Twin Lakes is not responsible for theft, damage, or other loss of any personal possessions. Do not bring electronic equipment for your personal entertainment.

