



Summer of 2024

Welcome to Camp!

On behalf of the Sheridan County YMCA, I would like to thank you for choosing to spend your summer in an... unconventional way. By choosing to work camp, you are saying "No" to that summer internship, your free time, and (more than likely) your personal space.

At the same time, you are saying "Yes!" to trailside PB&J's, donning a fanny pack overflowing with Band-Aids, the sweet smell of too much sunscreen, the unpredictable weather of the Bighorns, breaking up fights in the gaga ball pit, and the amazing chance to walk alongside a camper when he/she just needs a friend.

Your role as a counselor is priceless and you will make an impact in the lives of youth. It will be up to you to decide what type of impact that is, whether positive or negative.

This booklet is designed to answer some questions you might have about your employment here at the Y. It includes personnel policies for all Y employees, along with expectations and useful tools specifically designed for Y Camp employees. Please keep it available and refer to it often. Again, THANK YOU for your commitment!

Sincerely,

Kylie Modaff
Camp and Afterschool Director

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Our Culture

Mission:

To emphasize that “Character Counts” through the principles of caring, honesty, respect, and responsibility.

Philosophy:

YMCA of the Big Horns is not only about fun activities, but by offering safe, fun and supportive environments we also provide the chance for youth to develop and learn new skills, enjoy nature, handle new responsibilities, experience independence, make new friends, and build memories that last a lifetime.

Values:

- **Time spent outdoors**
 - Camp Roberts offers a broad base of recreational and environmental programs that imply significant time spent outdoors. We desire every camper to leave camp with a greater awareness and appreciation for the outdoors
- **Belonging**
 - A camper's experience is formed by a thick culture of belonging at Camp Roberts. We welcome campers from all walks of life and are committed to modeling compassion for each individual while they are under our care.
- **Safe Leadership**
 - Safety begins with leaders who display serious compassion for those under their care. We value the safety of all campers because we value all campers. We are diligent to challenge our campers but to never put them in harm's way.
- **Partnership with Parents**
 - We want the community to be aware of the benefits of camp for its youth. When parents are aware of our programming and on board for our mission, youth receive more opportunities to experience camp and grow.

Camp Priorities:

- Fun!
- Educational
- Safe
- Stewardship

Staff policies

Professional Role Model:

While at Y Camps, you are a professional role model representing the Y, the other staff and yourself. All staff are expected to exhibit the core values of caring, honesty, respect and responsibility at all times. As Y Camp staff, you are professional role models to the campers you encounter.

Hours:

- Program Hours of Operation
 - Camp runs Monday through Friday most weeks. There are a few exceptions each year based on holiday's and Rodeo Week.
 - Camper Arrival: Between 9:00 and 9:30 am. Staff will report to camp at 8:30 on Monday mornings.
 - Camper Departure: Campers will depart from camp on the bus on Friday at 3:30 pm
 - Counselors will be dismissed for the weekend after camp has been cleaned up and the weekly debrief has concluded.

Dress Code:

All staff will be expected to wear Y staff shirts on the first and last day of each camp session and when we leave camp for an outing.

Do not wear:

- Low-cut shirts, spaghetti straps, belly shirts, tube tops and cut off sleeves are not allowed. You must always look professional and neat.

Do wear:

- **On the first and last days of each camp session:** Denim, khaki or professional shorts or pants without holes, tears, or stains. Inseams on shorts must fall longer than the tips of your fingers when your arms are at your side.
- **Appropriate athletic attire**
- **Closed-toe shoes**
- **First Aid packs**
 - All staff will carry first aid packs with them at all times. **THIS IS PART OF YOUR UNIFORM.**
- **Bathing suits**
 - Staff are expected to participate in swim and water activities. Women shall wear a one-piece swimming suit. Two pieces are allowed only if they are tankinis. No more than a belly button will show. Men should wear trunks and not speedo-type shorts.

Drugs and alcohol:

Drugs and alcohol are not to be used at any time while working at camp. Doing so will cause termination. Staff who smoke will not be allowed to do so while working on camp property.

Offensive Language:

Understanding that camp Counselors are role models to children and employed to set a positive example, offensive and abusive language will not be tolerated. This includes swearing, crude jokes, inappropriate comments and put-downs.

Telephone calls/cell phone usage:

Because camp staff is employed to attend to children, no cell phones or telephone calls will be allowed in camp. You will be allowed to have your phone at session sites in case of emergency use only.

Time Off:

As a Y employee, you represent the greater Y even when you are not “on the clock.” Your conduct away from camp is just as important as when you are working side-by-side with your director and co-counselors to serve campers. Even when nobody's looking, the camp mission still applies.

- **Sick Policy:** If you are sick and cannot work a day of camp, you must communicate with the camp director prior to the morning flag ceremony.
- **Vacation:** All vacation plans should be communicated to the camp director and approved prior to the start of the camp season. Once you sign your camp contract, you are expected to work the dates you have agreed to.
- **Breaks:** Staff will be given breaks by the camp director when appropriate. While on break, staff are expected to act in accordance with camp policies.

Participant Supervision:

Staff are NEVER to leave a group unattended. You, as camp staff, are liable (***responsible by law***) for the wellbeing of your campers.

Child Equality:

All campers must be treated equally with no regard to race, religion, socio-economic standing, or any other factor. It is our job to teach kids they are worth loving because of who they are.

Communication Policy

Throughout the summer,

Issues will arise among campers and staff, which may need to be discussed with appropriate personnel. Please remember that Y Camps respect the confidentiality of all issues discussed. Should a child tell you something you must report, please report it to appropriate personnel only.

As a member of Y staff, you are always welcome to discuss any issues or concerns with your direct or indirect supervisor.

Camp laws of communication:

1. Never be afraid to ask anything when it is not clearly understood.
2. Any complaints or concerns about the program should be taken first to the individual and then with the Camp Coordinator/Director and/or discussed at staff meetings.
3. If you are angry, don't attempt a conversation until you have cooled off.

Personal Behavior and Attitude of Staff

Each member of Y Camp Staff has been selected because of their outstanding personality and character. **That character is expected to be shown every day when dealing with other staff and Y campers.** The time you spend together as summer staff will expose you to each other's strengths and weaknesses. Please remember to emphasize the positive.

Counselor Responsibilities

As the Director, I expect you:

- Be on time to work and training
- Be energetic and willing to work
- Attend all meetings and training events
- Be cooperative and enthusiastic
- Observe all camp policies
- Maintain a good spirit and positive attitude
- Make a few requests for special favors
- Prepare well for your part of camp
- Model Y core values

As a counselor, I expect you to:

- Always give as much as you can to help out
- Never expect too much help from other counselors
- Be friendly and respectful to everyone

- Encourage each of our talents
- Accept each of our faults
- Prepare well for your part of camp
- Be ready to think fast and help with activities

As a camper, I expect you to:

- Be friendly and fair to all campers
- Be firm and consistently enforce the rules
- Be prepared for each activity and explain it clearly
- Enjoy being at camp and the camp activities with me
- Respect each camper's individuality
- Ask only reasonable requests
- Never threaten anything you can't carry out
- Be aware of each campers safety and well being
- Do headcounts often
- Make each camper feel special
- Model character values and expect the campers to do the same
- Follow all camp rules and expect the campers to do the same

As a parent, I expect you to:

- Understand your job
- Not neglect the quiet camper
- Take care of the child who wants to belong, but doesn't know how
- Love the campers and want to be with them
- Give the campers a happy time
- Teach them to get along with others
- Help the campers develop leadership skills
- Teach character to my child
- Teach my child new skills
- Be alert about safety issues
- Be even tempered, firm and keep your word
- Gain my child's respect
- Teach and practice self-control
- Return my child to me in the same condition I lent him to you.

What makes Y Camp Special?

When the counselors are:

- Accepting environment
- Encouraging
- Respectful of individuals right to pass (not participate)
- Encouraging children to be honest

- Respectful of the child's response
- Modeling good listening
- Asks clarifying questions
- Is in tune to teachable moments
- Able to avoid yes/no or either/or questions
- Able to avoid "why" and rather use "do you have a reason?"

Camp Covenant

A covenant is a promise which is made, followed and upheld by the whole group. This is a serious vow which says that during the time limit described we as a group will decide to follow the stipulations of the agreement. This is the group's covenant alone- they come up with it and they enforce it.

Things are included on the covenant if, and only if each group member decides that he/she can and will abide by that stipulation for the duration of the contract. If a single group member will not abide, then that stipulation must either be changed slightly until the person will abide, or it is left out of the covenant.

In other words, each member has the ability to say no to any stipulation which is included in the covenant. Each person need not love each stipulation, they simply need to agree to abide by and live with them for the duration of the contract. All group members sign on the paper that they agree.

Why make a covenant?

1. Establishes the intentions of the group.
2. Defines expectations of group behavior in all areas (physical, spiritual, social, mental).
3. Provides accountability for all of these expectations.
4. Enhances commitment.
5. Provides a basis for vulnerability.
6. Serves as a reference for evaluating.
7. Puts love into actions. "Let us consider how we can spur one another on toward love and good deeds." (Hebrews 10:24)
8. Makes everybody a team, everybody works together (there's no "them against us").

Our Covenant

- 1. Always show you CARE:**
 - a. For yourself
 - b. For others
 - c. For your things
 - d. For other's things
- 2. Always be HONEST:**
 - a. Report but don't tattle
 - b. Tell the whole truth and nothing but the truth
 - c. Do the right thing; even when nobody's watching
- 3. Always show RESPECT:**
 - a. For yourself
 - b. For others
 - c. For your things
 - d. For others things
- 4. Always be RESPONSIBLE:**
 - a. For yourself
 - b. For your things
 - c. For your actions

Behavior Management

One of the most challenging and least-liked tasks of a camp counselor is the role of behavior management, sometimes known as discipline, or enforcing rules. **This role is probably one of the most uncomfortable and difficult because very few people really like to correct or discipline someone.** Because of this, we sometimes choose to ignore or overlook unacceptable behavior. **This avoidance approach will usually lead to having to deal with a bigger, more serious problem later.**

Injury Resulting from Misbehavior

Misbehavior at camp can cause **physical and psychological injury**. Throwing stones, swinging sticks, hitting people, running on dangerous surfaces and horse play are examples of **physical injury**. Behavior that causes **psychological injury** to the mental health and self-esteem of people includes name calling, being laughed at, being rejected from the group and being made fun of.

By far the largest single cause for both physical and psychological injury in camping programs is supervision, or rather the lack of supervision by camp leaders. **Three basic reasons for this lack of supervision are:**

1. **The leader was inattentive;**
 - a. He/she was not paying close enough attention to what campers were doing.
2. **The leader was absent;** he/she was not present where he/she should have been.
3. **The leader was untrained;** the leader did not have proper training or experience and did not anticipate what occurred.

When Rules Are Needed

- Rules are laws or expectations for behavior made as a result of someone else learning the hard way that some activity is dangerous to his/her health or safety.
- Rules are made to help one avoid danger and get along with others more effectively.

In order for rules to work they must:

- **Be communicated to all people involved** – If participants don't know the rules, they can't follow them.
- **Be enforceable to all participants** – Don't pick favorites. Follow through and enforce rules when they are broken. If one person can run stop signs, everyone is in danger and the rule won't work for anyone.
- **Be followed and supported by both youth and adults** – If you are not willing to live by the rules, then do not participate in the activity/program.
- **Be as few in number as possible** – Use only important rules that really matter.

Sample Rules:

1. Demonstrate respect for people and things
2. Follow directions quickly
3. Stay in bounds
4. Be part of the team

To be most effective, consequences for inappropriate behavior should:

- **Be immediate.**
- **Relate to the violation.**
 - If someone breaks a serious rule at the archery range, he/she should not be able to participate in archery for a period of time.
- **Be appropriate to the severity of the violation.**
 - A camper should not be sent home for a minor violation.
- **Apply equally to all.**
 - Everyone who violates a particular rule should have to suffer the same consequences.

Only threaten with consequences if you fully intend to invoke that consequence and you have the ability and authority to do so.

Child Abuse Prevention

Appropriate and Inappropriate Physical Contact:

The Sheridan County YMCA's physical contact policy promotes a positive, nurturing environment while protecting youth, employees and volunteers. Our organization encourages appropriate physical contact with youth and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by employees or volunteers towards youth in the organization's programs will result in disciplinary action, up to and including termination of employment.

The organization's policies for appropriate and inappropriate physical interactions include but are not limited to:

Appropriate

Side hugs, Shoulder-to-shoulder or "temple" hugs, Pats on the shoulder or back, Handshakes, High-fives and hand slapping, Verbal praise, Pats on the head when culturally appropriate, Touching hands, shoulders, and arms, Arms around shoulders

Not Appropriate

Full-frontal hugs, Kisses, Showing affection in isolated areas, Lap sitting, Wrestling, Piggyback rides, Tickling, Exposing oneself, Any type of massage given by or to a youth, Any form of affection that is unwanted by the youth or the employee or volunteer, Compliments relating to physique or body development, Touching bottom, chest, or genital areas, Hitting, Spanking, Shaking, Slapping, Unnecessary restraints, Viewing or showing others pornographic materials.

Staff to Camper Ratios

For your protection and the protection of our campers, it is best practice to always have another staff member present when you are with the campers. Staff are to avoid putting themselves in situations where they are alone with a camper and out of sight from anyone else.

Best Practices by Area

In the Cabins

- Counselors will not be alone in the cabins with campers.
- If using the cabins to change clothes, campers and staff are to keep to their own space and avoid inappropriate touch.
 - Changing clothes in the cabin should be done quickly and efficiently.
 - If a camper needs help tying a bathing suit or a similar function, the counselor should provide the help in a way that is visible to others, thus mitigating any suspicion of inappropriate touch.
- If a camper needs to use the bathroom in the middle of the night

In the Bathhouse

- **Bathrooms**
 - It may not always be possible for multiple staff members to be present when campers need to use the bathroom. If during activities a camper needs to use the bathroom, they can be sent individually as long as staff can physically see the bathhouse.
 - If the bathhouse is not visible and campers cannot be safely supervised, they will be escorted to the bathroom by staff with at least 2 other campers.
 - If a camper needs to use the bathroom in the middle of the night, they should let counselors know and go in a group of 3.
- **Shower Time**
 - Staff and campers will shower during the appointed times in the schedule.
 - There must be at least two staff of each gender supervising the bathhouse during showers.
 - Campers will remain supervised on the porch of the bathhouse until all campers have finished showering. Campers can be dismissed back to the cabins once there is enough staff available to supervise the cabin areas.

Activity Spaces

- At a minimum, two staff members will supervise campers in any given activity space.
- If a counselor needs to step away, they will carry a radio in order to communicate with the remaining counselor.
- Campers will be instructed of the boundaries before an activity begins. Staff will supervise in zones to ensure campers remain in sight within the designated boundaries.
- Head counts will be conducted of campers before, during and after each activity.

Buildings

- Campers should never be in a building alone. If a camper needs to run into a building to fill a water bottle, grab an extra layer, etc. they will be sent with at least two other campers. If the building is not physically visible to the counselor, they must accompany the campers.

On the Bus

- Parental/Guardian consent is required prior to their child riding the bus.
- A YMCA staff member will be present to monitor the bus during transportation. The bus monitor will make frequent rounds on the bus to enforce safety policies with passengers. The bus driver will not be considered a bus monitor.
- A roster of passengers will be accessible on the bus. A YMCA staff member will take roll before the bus departs.
- As much as possible, employees will not be permitted to share seats with minors.
- Passengers will be discouraged from sitting together if they are in mixed age groups or differing developmental levels.

- The bus driver will not make unauthorized stops except for in the event of an emergency.
- An Incident Report Form will be filled out in the event of any unusual occurrence.

Off-Site Activities

- Staff and volunteers will be easily identifiable by wearing a name tag or YMCA shirt.
- Rules and boundaries will be thoroughly explained to campers prior to the activity.
- Staff and volunteers will actively supervise campers by the following techniques:
 - Positioning to effectively see and hear all campers.
 - Anticipate what campers will do and how to redirect when necessary
 - Listen and notice changes in sound or absence of sound.
 - Remain engaged with campers rather than socializing with other staff or volunteers.
 - Conducting frequent head counts before, during and after an activity.
- The “Rule of 3” will be followed for campers needing to use the bathroom to ensure proper supervision and ratios are followed.
- Radios/Walkie Talkies will be used for staff to communicate with each other while supervising activities.
- An off-site emergency action plan, along with emergency contacts, will be reviewed and distributed to all staff and volunteers prior to an activity.

Anonymous Reporting Mechanism for Employees and Volunteers

While we hope that our employees and volunteers feel that they can openly communicate any concerns, complaints, or grievances directly to someone in the organization, we understand that doing so can often be difficult. Because it is important to us that everyone be able to share their concerns, we provide the following mechanisms through which you can make an anonymous report:

The following is a list of anonymous reporting methods.

1. The Feedback Card box, located in the lobby of the Sheridan YMCA, which will be checked every other day by Desiree Pearce.
2. A reporting line you can reach by calling Executive Director Liz Cassiday 674-7488 (ecassiday@sheridanymca.org) or Alicia Knight (aknight@sheridanymca.org)

Please keep in mind that our ability to respond quickly and adequately may be affected if the information provided is limited. However, we are committed to responding to all anonymous concerns to the extent possible

Camp Roberts Emergency Action Plans

When is an Incident Report Form Necessary?

A report must be completed for any event or behavior that is out of the ordinary: causes injury, damage, interruption of camp operations, or threatens the safety of campers/staff.

Examples Include:

- Injury/illness reported or observed
- Inappropriate activities or behavior
 - Camper to camper
 - Staff to camper
 - Staff to staff
- Event requiring action per the Emergency Action Plan
- Theft
- Interference of operations: wild animal, suspicious/unauthorized person, power outages, etc.

Fire and Smoke

Prevention Practices

- In order to protect against fire hazards, fire building for campfires and outdoor survival curriculum will only be conducted when fire bans/restrictions are not in effect.
 - All fire-building will be conducted in designated fire pits or in a manner consistent with Leave No Trace principles.
 - When campers are building fires as part of outdoor survival curriculum, a 5 gallon bucket of water will be on-site and accessible for each fire being built. This activity will be closely supervised by qualified staff.
- Staff will be familiar with the locations and proper use of all emergency equipment (i.e. fire extinguishers) in camp.
- Preventative maintenance will be performed in accordance with permission from the U.S. Forest Service to keep flammable debris off the ground and away from potentially flammable materials including buildings. Trees in close proximity to buildings will also be trimmed as allowed by the U.S. Forest Service to prevent ladder fuel situations.

Recognize

- **Be Attentive to:**
 - Smoke
 - Burning smell
 - Alarms
 - Extremely hot metal, walls, other flammable surfaces/materials

Respond

- **Individual Roles**
 - **First Responder** - The first individual to spot a fire is responsible for announcing:

- **Location of the fire and direction of movement.**
 - **Approximate size of the fire.**
 - **Whether or not it can be contained with available resources.**
 - **Request to call 911 if necessary.**
 - **Runner (Second Responder)** - The runner is responsible for calling the fire department and forest service in the event of a fire that cannot safely be contained with available resources.
 - **Crowd Control** - At least two counselors will serve as crowd control, gathering campers in a safe and controlled environment, away from the danger of the fire.
 - **Sweepers** - All remaining staff will coordinate with the director for a sweep of all camp activity areas, buildings and cabins. A quick and accurate head count will be conducted after the camp sweep.
- **Communication**
 - In the event that a fire is spotted, camp staff will report:
 - Location
 - Size
 - Ability to be contained safely
 - Direction of travel
 - Need for 911
- **A fire that can be safely contained and extinguished with available resources:**
 - Evacuate the area
 - Close all doors and windows
 - Extinguish the fire - No burning embers should remain.
- **A fire that CANNOT be safely contained and extinguished:**
 - Call 911 immediately
 - Evacuate the area.
 - Conduct a camp sweep
 - Depending on the situation:
 - Shelter in place
 - Evacuate camp
- **Evacuation Plan**
 - In the event of a fire requiring evacuation, camp staff will communicate over the radio to gather campers and meet at the parking circle outside of the main lodge.
 - A camp sweep will be conducted by staff on the way to the parking circle. To ensure no campers are missing, staff will check all buildings, bathrooms and activity spaces. Radio communication will be utilized to ensure all areas have been swept.
 - Once gathered at the parking circle, all campers and staff will board the bus. A head count will be conducted on the bus. If any campers or staff are still missing, a second camp sweep will be conducted.
 - Once all campers and staff are accounted for, the bus will depart on the evacuation route.
- **Evacuation Route**
 - **Route A:**

- The evacuation bus will head east on U.S. Highway 16 toward Buffalo. Once in Buffalo, the bus will return to Sheridan on I-90.
 - **Route B:**
 - In the event that Route A is blocked and impassable, the evacuation bus will head west on U.S. Highway 16 to Worland.
 - At Worland, the bus will head south on U.S. Highway 20 toward Shoshoni.
 - At Shoshoni, the bus will head east on U.S. 26 toward Casper.
 - At Casper, the bus will head back to Sheridan via I-25 and I-90.
- **Shelter in Place**
 - If it has been determined that **a fire can be safely contained**, staff and campers will shelter in place on the opposite side of camp to the location of the fire. Once the threat of the fire has been completely extinguished (no burning embers or smoldering debris and 100% doused by water), campers and staff may resume activities.

Recover

- Contact the Executive Director of the Sheridan Y.
- Treat for all injuries according to the Medical Emergency Procedure.
- Fill out and submit an Incident Report Form accounting for all details of the emergency within 24 hours.

Reminders for dealing with fire:

- Only trained staff should use fire extinguishers and only if the fire is small.
- Always use fire extinguishers in pairs.
- Look for the clearest route away from the fire.
- If smoke is present, stay low to the ground.
- Conduct frequent and accurate headcounts of all campers.
- Do not return to an evacuated building unless authorized by fire or emergency officials.
- Complete and submit an Incident Report Form accounting for all details of the emergency within 24 hours.

Medical Emergency

Recognize

- A medical emergency occurs when anyone becomes severely ill, unconscious or injured on YMCA property or in a YMCA program.
- Receive notification by staff, member, parent or other outside sources.
- Observe member, staff, or participant exhibiting signs and symptoms of a medical emergency.

Respond

- Size up the scene:
 - Is the scene safe to approach? Check for any hazards.
 - Form a general assessment of what happened. What was the Mechanism of Injury?

- Put on appropriate Personal Protective Equipment (PPE) all can be found in staff first aid kit fanny pack that is a mandatory part of uniform
 - Gloves, eye protection, splash gown, etc.
- Designate someone to call 911.
 - Provide dispatcher with:
 - Nature of the emergency
 - As many details about what happened as possible
 - Physical address and location with camp
 - Phone number from which you are calling
- Provide necessary care to patients within the scope of your training.
- Do not leave the patient until more advanced help has arrived.
 - Provide EMS with all pertinent information regarding the patient and the care you have provided.

Recover

- Contact the Executive Director of the Sheridan County YMCA in the event someone is severely ill or injured.
- As a team, debrief the incident. Discuss opportunities to improve the response in the event of a future incident.
- Complete and submit an incident report accounting for all details of the emergency within 24 hours.

Missing Camper

Recognize

- Inconsistency in head count
 - Receive notification by staff, camper, volunteer, etc.

Respond

- Inform the director.
- Begin preliminary search process
 - Inform staff through walkie talkies.
 - Assemble campers in an orderly fashion in the immediate area.
 - Calmly collect information on when the missing camper was last seen.
 - Check the immediate area and last known location of the missing camper.
- If camper is still not found:
 - Inform staff through walkie talkies.
 - Assemble all campers in the Main Lodge in an orderly fashion.
 - Perform a quick and accurate roll call using the master roster.
 - Counselors who are not actively supervising campers in Main Lodge will conduct a camp sweep to include all activity areas, cabins, and buildings.
 - If found, staff should communicate by stating they have found the missing camper over the walkie talkie.
- If the camper has not been found after 20 minutes of searching:
 - Contact the parents and the police. The search should be continued and broadened.

Recover

- Contact the Executive Director of the Sheridan Y.
- Do not communicate with the media.
 - If media representatives ask for a statement, refer them to the Executive Director.
- Complete and submit an incident report accounting for all details of the emergency within 24 hours.

Severe Weather

Recognize

- NOAA (National Oceanic and Atmospheric Administration) will be checked daily and prior to groups being sent off site for storm warning updates and notifications.
- All staff are responsible for paying attention to the weather while conducting activities outdoors.
 - Pay attention to storm clouds gathering and the sound of thunder.
 - Attempt to recognize a hazardous weather situation **BEFORE** lightning strikes.

Respond

- **Lightning Storm**
 - Cease all outdoor activities.
 - “When thunder roars, go indoors.”
 - Seek indoor shelter immediately at the sound of thunder.
 - Stay away from open doors and windows.
 - Avoid taking showers while the storm is ongoing.
- **Offsite Lightning Storm**
 - Seek lower elevation at the sound of thunder.
 - Avoid open meadows, lakes, ponds, and tall trees or other tall structures that could be conductive to electricity.
 - Disperse the group over a large area to avoid multiple injuries in event of a lightning strike.
 - Assume the lightning position until the storm has completely passed.
- **Hail Storm**
 - Cease all outdoor activities.
 - Instruct campers to protect themselves by covering their heads with their arms.
 - Seek indoor shelter immediately when hail begins to fall.
 - Stay away from open doors and windows.
- **Offsite Hail Storm**
 - Cease all activities.
 - Instruct campers to protect themselves by covering their heads with their arms.
 - Identify the nearest area that provides shelter (i.e. tree coverage, small cave, etc.) and huddle with arms covering face and head.

Recover

- Assess injuries and damage to buildings and report to supervisor

- If injuries occur, proceed with the necessary according to the Medical Emergency Protocols.
- Contact the Executive Director of the Sheridan Y if necessary.
- Complete and submit an incident report in case of injuries or damage within 24 hours of the incident.

Suspicious/Unauthorized Person

Camp Roberts is located on forest service land with trails going through. While there are public trails throughout the area while campers are on the premises, the camp is private property.

Recognize

- An unauthorized person is anyone who does not have permission to be in the program or facility.
- A suspicious person is anyone that is making staff or other participants uncomfortable.

Respond

- Assess the situation for the intent of the suspicious/unauthorized person.
- Approach only if the situation appears to be safe.
 - Never approach a stranger if the situation feels unsafe.
 - Do not put yourself at risk for injury.
- Be polite but cautious.
 - Greet the individual and introduce yourself.
 - Ask how you can help the individual and what the purpose of their visit is.
 - Let the individual know a program/activity is in progress.
 - Radio the camp director for assistance
- When possible, don't approach the person alone. Try to ensure another staff member is at least within sight and kids are out of sight .

If the situation escalates:

- If the situation does not appear safe, call 911.
- Keep campers together in a room or other locations away from the individual.
- Close and lock all doors.
- Never try to apprehend any suspicious or unauthorized person.

Recover

- If you have not already done so, notify the camp director.
- Notify the executive director of the Sheridan County YMCA & provide them with the pertinent details of the suspicious/unauthorized person.
- Complete and submit an incident report within 24 hours of the incident.

Camp Chain of Command

Senior Director of Youth

Alicia Knight

Camp and Afterschool Director

Kylie Modaff

Camp Coordinator:

Ryan Benton

Lead Counselor:

Gabe and Brittany

Memories for a lifetime

As a resident camp counselor you have the opportunity to affect the lives of children. Because of your special talents and abilities you have been trusted with the well-being and safety of the campers. The quality of their experience relates directly to your attitude, leadership and interactions. You may have to serve as a role model, confidant Counselor, nurse, mediator and disciplinarian all in one day.

Understanding their expectations and your responsibilities as a counselor will ensure that this experience is a positive one for the camper and you. Working together with other counselors and staff will make you week satisfying memorable experiences to say the least! ENJOY!

At the end of camp you can say:

I have survived the summer, made a difference in children's lives and loved every minute of it!