

# Youth Week Counselor Information

## General Information

### A. Schedule:

- morning wake ups no earlier than 6:00 am
- Fire Drill Monday night
- Canteen/Pool Hours
- Youth group nights and home locations
- Carnival
- Afternoon help for worship/prayer time and optional activities

### B. Boundaries and Noise:

- See map of the grounds to ensure you keep your students within our grounds so as not to disturb our neighbors.
- Please have respect for our neighbors in regards to noise levels, etc.
- Use the sidewalk along Cedars Avenue to go to the beach
- Quiet Hours begin at 10:00 pm with lights out at 11:30 pm sharp.
- Practical Jokes are to be discouraged, as they often result in damage to property and/or somebody getting hurt physically and/or emotionally.
- No jumping off of the dock and absolutely no pushing/throwing somebody into the bay off the dock. All horseplay is to be discouraged as well.

### C. Housing Issues:

- Room inspectors will come through every morning; please have your group clean up the room. (make beds, sweep, trash, etc.)
- Window screens are not to be removed. Please use the clothes lines for hanging wet towels and clothes - **DO NOT** hang towels or clothes on the sprinkler pipes.
- A/C is for use only from 3pm-8am.
- Students are not allowed in opposite-sex hallways/rooms, on the playground, or roofs.
- The playground is only for use for children under 10.
- Do not move the beds or furniture in the rooms.
- When returning from the beach, please rinse sand off before entering the buildings using the outside showers.
- Please shower before entering the pool.

### D. Bayview Lodge

- No students are allowed in Bayview Lodge. It is a reserved, quiet area.

### E. Nurse/First Aid

- All medications must be turned in to the nurse at check-in upon arrival.
- The nurse is located in a room on the first floor of the main hotel near the front desk. If you need to contact the nurse, please go to the front desk. The nurse will also be available one half hour before and after all meals to distribute medications.

### F. Group Competitions (Team Names)

- Organize your team
- Point system and score sheets

- Talent competition
- volunteers for running sports in morning and afternoon.
- Everyone must attend

#### G. Chapel

- rules for sound/visual equipment and instruments
- help with chairs
- don't adjust the air conditioners
- seating assignments during sessions

#### H. Beach Rules

- Please use the sidewalk provided on our grounds to walk along Cedars Avenue to get to the beach. **(Do not walk in the road on Cedars Avenue)**
- Cross Long Beach Blvd. at the light, using the crosswalk, and wait until the light is green.
- Stay off the dunes and use the path provided to enter the beach.
- Swimming is only allowed while the beaches are open and when a Harvey Cedars' lifeguard is present. HCBC youth should only swim at the ocean from 1 to 4:30 leaving enough time to attend dinner.
- Swim between the yellow flags where there is a lifeguard present. Pay attention to the lifeguards and follow all instructions.  
**When the flags are red, swimmers are only allowed in up to their knees.**
- Use the beach check-in form to verify all students are present every 30 minutes.

## Policies and Procedures

### A. Personnel Policies and Practices

#### ABUSE:

Any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report the same immediately to the Division of Youth and Family Services by telephone or otherwise.

#### Definitions of Child Abuse and Neglect

##### Physical Abuse

*Abused child or abused or neglected child* means a child under age 18 whose parent, guardian, or other person having custody and control:

- Inflicts or allows to be inflicted upon such child physical injury by other than accidental means that causes or creates a substantial risk of death, serious or protracted disfigurement, protracted impairment of physical or emotional health, or protracted loss or impairment of the function of any bodily organ
- Creates or allows to be created a substantial or ongoing risk of physical injury to such child by other than accidental means

Unreasonably inflicts, or allows to be inflicted, harm or substantial risk thereof, including the infliction of excessive corporal punishment or by any other acts of a similarly serious nature requiring the aid of the court

Uses excessive physical restraint upon the child under circumstances that do not indicate that the child's behavior is harmful to himself, others, or property

### **Neglect**

*Abused child* or *abused or neglected child* means a child younger than age 18 whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as the result of the failure of his parent, guardian, or other person having custody and control, to exercise a minimum degree of care:

In supplying the child with adequate food, clothing, shelter, education, medical, or surgical care, although financially able to do so or although offered financial or other reasonable means to do so

In providing the child with proper supervision or guardianship

### **Sexual Abuse/Exploitation**

The terms *abused child* or *abused or neglected child* include a child under age 18 whose parent, guardian, or other person having custody and control commits or allows to be committed an act of sexual abuse against the child.

### **Emotional Abuse**

The terms *abused child* or *abused or neglected child* includes a child under age 18 who is in an institution, and:

Has been placed there inappropriately for a continued period of time with the knowledge that the placement has resulted or may continue to result in harm to the child's mental or physical well-being

Who has been willfully isolated from ordinary social contact under circumstances that indicate emotional or social deprivation

A staff member may not, at any time, physically or verbally abuse any participant at Harvey Cedars Bible Conference. The safety and needs of the guests are paramount.

**ACTIVITIES:** All staff members are expected to be on time for meals, and activities unless they have been excused by the Director or an emergency occurs. Each staff member will see that this holds true for their guests.

**ALCOHOL/DRUGS:** No unprescribed drugs or alcoholic beverages are allowed at Harvey Cedars Bible Conference. Staff members will be held accountable for unacceptable and unlawful behavior. Violation of this policy is cause for immediate dismissal. Prescription drugs must be left at the infirmary and/or taken under the supervision of the Staff Health Supervisor.

**APPEARANCE:** Each counselor will present an appearance that is respectful of and respectable to the guests, visitors, and the community. Staff will keep clean, healthy, and well-groomed. Clothing, hair and fingernails should be kept clean. Long hair must be kept tied back when working around food or open fires. Beards or mustaches are to be well-groomed and trimmed.

**EMERGENCY PROCEDURES:** Each staff member shall become familiar with Conference emergency procedures and his/her roll in them. Each staff member is a member of the Conference Emergency Team.

**FOOD/DIET:** Eating nutritionally is a very important part of Harvey Cedars Bible Conference experience. Personal food is not to be kept in guest rooms. Any staff applicant who has any kind of personal food restriction, for any reason, needs to discuss it with his/her Director **PRIOR** to your stay.

**HEALTH FORM:** A health form must be completed. In the event that a counselor doesn't have insurance, the camp director should be notified prior to their arrival.

**LAWFUL BEHAVIOR:** Each staff member will be held accountable for unacceptable and unlawful behavior in accordance with city, county, state and federal statutes, rules, and regulations. Violation of this policy is cause for immediate dismissal.

**MAIL:** Mail is delivered daily and is distributed to staff. Mail will be sent from the Conference daily. The Conference Address is as follows:

Harvey Cedars Bible Conference  
12 Cedars Avenue  
Harvey Cedars, NJ 08008

**PHONES:** The Conference phones are for business, emergency, and official use only. The numbers are: (609) 494-5689 and FAX: (609) 494-2972. You will not be living or working near these phones to receive incoming calls.

**PHOTOGRAPHS:** During the course of the week, Harvey Cedars may take photographs of counselors and campers participating in the Conference life and programs. Staff members must realize that these photographs are the property of Harvey Cedars and may be used in future Conference promotion and publicity and do hereby authorize Harvey Cedars Bible Conference to use their name and photograph in connection therewith. If you do not wish to have your picture published, please notify the camp director.

**SAFETY:** Counselors will be expected to follow all camp policies regarding safety measures. (eg. swimming, use of equipment, vehicles, etc.) Counselors are expected to intervene and stop/prevent any behavior that would be harmful to a camper or cause damage to the HCBC property.

**SICKNESS/ILLNESS:** Any Counselor who is ill and unable to do his/her job is to report to the Health Supervisor. In the event that the illness is contagious, we reserve the right to send the counselor home for the safety of the campers.

**SMOKING:** No smoking is allowed on the premises at any time.

**STAFF MEETINGS:** Regular staff meetings will be held to plan, evaluate, and continue training.

**WEAPONS:** Weapons are not permitted on the Conference grounds at any time.

**VISITORS:** Visitors must be cleared with the church youth pastor and reported to camp director.

## Sexual and Other Unlawful Harassment

HCBC is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wishes to report an incident of sexual or other unlawful harassment should do so promptly to his or her supervisor. If the supervisor is unavailable or the employee believes it would be uncomfortable to contact that person, the employee should immediately contact the Director or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Director or any other member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## **B. JOB DESCRIPTION**

### **GENERAL CARE OF CHILDREN**

In dealing with guest under 18 years of age, unaccompanied by parents, the **YOUTH CAMP SAFETY ACT** sets down the following guidelines:

A) Policies and practices for discipline of a child shall be clearly stated and furnished in writing to all employees of the camp. A child shall not be deprived of food, isolated or subjected to corporal punishment or abusive physical exercise as a means of punishment either by staff or by another camper.

On record, our Conference policy would endorse such a guideline as minimum standard. The following, however, would be our policy:

Regardless of the age, our policy would be to deal with any discipline problem on a one to one sit down and discuss practice. A mature seeking of the problem, reasons for its cause, understanding and compassion must be involved. We believe that any problem will be solved with understanding attention, and that no other action should be necessary.

In a further guideline, the **YOUTH CAMP SAFETY ACT** states the following:

B) Reasonable grouping according to age and the capabilities of each child shall be observed in all activities, including contact sports.

That statement stands as policy that we endorse and expect to be carried out.

### Responsibilities Include:

1. Supervise Campers during activities and throughout the day.
2. Ensure children eat at mealtimes and stay hydrated at meals and throughout the day.
3. Conduct a health surveillance: Each counselor must survey each camper's physical condition three times a day. Meal times are the most appropriate time.
4. Intervene when conflicts among campers arise
5. Ensure camper safety.

## **C. Disciplinary Policies**

### Camper Discipline Policy:

The chain of command for disciplinary purposes is as follows:

Counselor in room: Will handle discipline first. They will attempt to handle camper in a quick and fair manner. In the event that collaboration is needed, they will notify the next person in command from their church.

Youth Leader: Leader will handle offense if it is of a serious nature, a second offense or if the Counselor does not feel comfortable addressing it alone.

Camp Director: Director will handle the discipline when all other resources have been exhausted or if the offense is a repeat or of serious nature.

Punishment may include: (depending on severity of offense)

- \*Loss of beach privileges
- \*Clean up around Conference grounds
- \*Being sent home

Under no circumstances will punishment include:

- putting the individual in isolation
- depriving the individual of food
- subjection to corporate punishment or abusive physical exercise

## **D. Basic First Aid and Safety**

Accidents happen anywhere and anytime. The first response to an accident is the most important. Often times, first aid given at the scene can improve the victim's chances of survival and a good recovery. The right response is better than an incorrect quick one. Any response, even if it is wrong, is better than none at all. Be sure the scene is safe (for yourself and the victim) before proceeding.

- The first response to an accident is the most important – know what to do.
- Keep a shock victim covered to reduce heat loss.
- Try to stop bleeding by applying pressure to the wound.
- Do not remove a victim with a spinal injury unless further danger is imminent.
- Notify the nurse and camp director

## **Unconscious Victim**

If the victim is unconscious, perform rescue breathing. (Rescue breathing is explained later on in this section.) If the victim's heart has stopped beating, perform cardiopulmonary resuscitation (CPR) if you have been properly trained to do so.

## **Shock**

Shock usually accompanies severe injury or emotional upset. The signs are cold and clammy skin, pale face, chills, confusion, frequent nausea or vomiting and shallow breathing. Until emergency help arrives, have the victim lie down with the legs elevated. Keep the victim covered to prevent chilling or loss of body heat. Give non-alcoholic fluids if the victim is able to swallow and has not sustained an abdominal injury.

## **Bleeding**

Until emergency help arrives, try to control bleeding. If possible, first put on rubber or latex gloves before touching any blood. If these are not available, a clean plastic bag can be used to cover your hands. It is important not to come in contact with blood because of the health risks.

If finger or hand pressure is inadequate to control bleeding, place a thick pad of clean cloth or bandage directly over the wound, and hold in place with a belt, bandage, neckties or cloth strips. Take care not to stop the circulation to the rest of the limb. For injuries where a tie cannot be used, such as to the groin, back, chest, head and neck, place a thick pad of clean cloth or bandage directly over the wound and control the bleeding with finger or hand pressure. If bones are not broken, raise the bleeding part higher than the rest of the body. If the injury is extensive, the victim may go into shock and should be treated for it.

As a last resort, a tourniquet can be applied to stop bleeding. There is a risk of sacrificing a limb to save a life. A tourniquet is a wide band of cloth or other material tightly placed just above the wound to stop all flow of blood. A tourniquet crushes the tissue and can cause permanent damage to nerves and blood vessels. Once in place, a tourniquet must be left there until a physician removes it. The victim must be taken to medical help as soon as possible.

## **Bloodborne pathogens**

**Blood is the single most important source of HIV, HBV, and other bloodborne pathogens in the occupational setting. Infection control efforts for HIV, HBV, and other bloodborne pathogens must focus on preventing exposures to blood as well as on delivery of HBV immunization.**

Protective barriers reduce the risk of exposure of the health-care worker's skin or mucous membranes to potentially infective materials. For universal precautions, protective barriers reduce the risk of exposure to blood, body fluids containing visible blood, and other fluids to which universal precautions apply. Examples of protective barriers include gloves, gowns, masks, and protective eyewear. Gloves should reduce the incidence of contamination of hands, but they cannot prevent penetrating injuries due to needles or other sharp instruments. Masks and protective eyewear or face shields should reduce the incidence of contamination of mucous membranes of the mouth, nose, and eyes.

Universal precautions are intended to supplement rather than replace recommendations for routine infection control, such as hand washing and using gloves to prevent gross microbial contamination of hands (27).

### **Burns and Scalds**

Until medical help arrives, immerse the burned area immediately in tap or cool water or apply clean, cool, moist towels. Do not use ice because it may cause further damage to the burned area. Maintain this treatment until the pain or burning stops. Avoid breaking any blisters that may appear. Do not use ointments, greases or powders.

For more severe burns or chemical burns, keep the victim quiet and treat them for shock. Remove any clothing. If the clothing sticks to the burned area, leave it there. For exposure to chemicals, flush the skin with plenty of water, but only cover the exposed area with a clean bandage if the chemical has caused a burn. If the burn victim is conscious, can swallow and does not have severe mouth burns, give plenty of water or other non-alcoholic liquids to drink. Get the victim to a physician or hospital as soon as possible.

### **Spinal Injuries**

Take special care when helping a spinal injury victim. All damage to the spinal cord is permanent, because nerve tissue cannot heal itself. The result of nerve damage is paralysis or death.

Do not move the limbs or body of a victim with a suspected spinal injury unless the accident scene is such that there is imminent danger of further injury or unless it is necessary to establish breathing. The victim's body should be stabilized to prevent any movement of the head, neck or body. Be aware that any movement of a victim with spinal injury may result in paralysis or death.

If the victim must be moved, keep the neck and torso of the body as straight as possible and pull in a direction that keeps the victim's spine in a straight line. Pull the body from the feet or shoulders (using both feet, both shoulders, or both arms pulled over the shoulders). It is also possible to pull the victim by the clothing. Grab the victim by the collar of the shirt and support the victim's head with your forearms while pulling. The clothing drag is preferred because the victim's head is supported while being moved. Do not pull the body sideways.

When providing patient care, it may be necessary to roll the victim over on his or her back to clear an airway or evaluate breathing. When rolling the victim over, the head, neck and torso should be moved together so that no twisting occurs.

### **Choking**

Choking occurs when food or a foreign object obstructs the throat and interferes with normal breathing. The following steps are advised if the choking victim is unable to speak or cough forcefully.

#### **For adults and children over one year of age:**

1. Ask, "Are you choking?"
2. Shout, "Help!" Call for help if the victim cannot cough, speak or breathe, is coughing weakly or is making high-pitched noises.
3. Phone emergency staff for help. Send someone to call an ambulance.



4. Do abdominal thrusts: Wrap your arms around the victim's waist. Make a fist. Place the thumbside of the fist on the middle of the victim's abdomen just above the navel and well below the lower tip of the breastbone. Grasp the fist with the other hand. Press the fist into abdomen with a quick upward thrust.
5. Repeat abdominal thrusts until the object is coughed up or the victim starts to breathe or cough. If the victim becomes unconscious, lower the victim onto the floor.
6. Do a finger sweep. Grasp the tongue and lower jaw and lift jaw. Slide the finger down inside of the cheek to base of tongue. Sweep the object out.
7. Open the airway. Tilt the head back and lift the chin.
8. Give two full breaths. Keep the head tilted back, pinch the nose shut, and seal your lips tight around the victim's mouth. Give two full breaths for one to one and a half seconds.
9. Give six to 10 abdominal thrusts. If the air will not go in, place the heel of one hand against the middle of the victim's abdomen. Place the other hand on top of the first hand. Press into the abdomen with quick upward thrusts.
10. Repeat step six through nine until the airway is cleared or the ambulance arrives.

## **E. Emergency Procedures**

Emergency Medical Service, Fire & Police: **911**

Poison Control Center: **1-800-962-1253**

Facility Manager: Jon Oldham **609-276-1463**

Weather Bureau: **609-976-1212**

Southern Ocean Medical Center, Rt. 72, Manahawkin: **609-597-6011**

### **MEDICAL**

#### **DURING THE DAY:**

1. Contact the Nurse at main desk who will, in order of urgency....
  - A) Inform Conference Director (Jon Oldham 609-276-1463)
  - B) Contact Emergency Squad (Barnegat Light First Aid, Dial 911)
  - C) Transport to Hospital (SOMC) 597-6011)

#### **DURING THE NIGHT:**

Contact the Night Watchman at the main desk (who will contact the nurse, etc...(in the order listed above). If the night watchman is not at the front desk, use the phone on the counter to contact him/her.

### **FIRE**

1. NO SMOKING, FIREWORKS, CANDLES, ETC. ARE EVER TO BE USED OR TOLERATED IN OUR BUILDINGS.

2. If you observe a fire:

- A) Pull fire alarm (one at all exits)
- B) Use one of the many fire extinguishers in the building
- C) Telephone fire company (Dial 911)
- C) Telephone Conference Director (Jon Oldham 609-276-1463)
- D) Enlist others in orderly evacuation of building. Meet with your campers in a quiet and organized fashion outside at a reasonable distance from the building upwind from the fire. Verify that all campers are out, and meet up by churches. Make sure all members of the church are accounted for.

**DO NOT** re-enter the building until instructed to do so by camp director.

A fire drill will be conducted Monday night.

## **STORM**

### 1. Protection

A) If a storm arises - please close windows and doors in your area and your dorm. After that, seek to assist the rest of the staff in securing all windows. If there is lightening, the pool will close and you should stay away from all sources of water and remain inside until the storm passes.

### 2. Evacuation

A) At the discretion of the Director - or instructions of the police and civil defense chief, an evacuation should be carried out orderly and quickly - according to the procedures specified herewith.

## **WHAT YOU SHOULD DO IN A STORM EMERGENCY:**

**KEEP CALM.** There is an organized plan to evacuate you from Long Beach Island if this is necessary.

**KEEP INFORMED.** Tune your radio to station **WFPG**, Atlantic City (**FM 96.9**) (**AM 1450**), **WBBM**, Toms River (**FM 92.7**) , or **WJRZ**, Manahawkin (**FM 100.1**)

**FOLLOW INSTRUCTIONS FROM YOUR LOCAL POLICE.** They will be broadcasting from patrol cars.

**DO NOT TIE UP TELEPHONE LINES.** Except in an emergency.

**IF YOU HAVE AN EXTREME HEALTH OR OTHER EMERGENCY** call telephone operator or local police and the camp director and camp nurse. Take medication with you if you leave the island.

**KEEP YOUR GAS TANK FULL.** It's always a good idea anytime you are on the island.

**IF YOU ARE ADVISED TO LEAVE THE ISLAND** obey instructions from local police who will be regulating traffic. **Watch for blue and white directional signs.**

**LEAVE EARLY.** Do not gamble with the weather if the advice is to evacuate.

**IN AN EXTREME EMERGENCY YOU SHOULD SEEK SHELTER** at the following locations:

Southern Regional High School  
Route 9, Manahawkin

Southern Regional Middle School  
Route 9, Manahawkin

Stafford Township Intermediate School  
Stafford Township

## **INTRUDER**

1. Please be alert and notify the office, Conference Director, or Night Watchman of any intruder

## **F. Daily Health Surveillance Procedures**

Procedures:

1. At each meal (three times a day) take inventory of each camper.
2. At each meeting (morning and evening) observe their condition.
3. If any of the conditions below exist, consult the nurse.

Conditions to Observe:

1. Overheated
2. Eating habits
3. Paleness
4. Bruises
5. Cuts and scrapes
6. Allergic reactions
7. Swelling
8. General condition of the camper

## **G. Lost Camper Policy**

### **LOST CAMPER PLAN**

The success of this plan will depend upon your counselors being involved with the young people from your church at all times.

1. There are 10 main check points per day. If a member of your group is missing:
  - A) at any meal (3)
  - B) at any morning or evening service (2)
  - C) at any athletic activity (2)
  - D) at quiet time (1)
  - E) at evening devotions (1)
  - F) at quiet time -- 11:00 p.m. (1)

Check their whereabouts with the rest of the group. If you cannot identify where they are:

- a) Notify your youth pastor
- b) Notify the Conference Director
- c) Notify the office desk

All counselors and youth leaders shall immediately conduct a search of rooms, grounds and the beach.

If unsuccessful, Police and Beach Patrol shall be notified (Dial 911)

## **H. Lost Swimmer Policy**

### **LOST SWIMMER PLAN**

**THE SUCCESS OF THIS PLAN WILL DEPEND UPON YOUR COUNSELEES AND CHURCH GROUP STAYING TOGETHER AT ALL TIMES AT THE BEACH.**

1. Each counselor shall take their swimmers list to the beach each day.
2. All counselees who are going to the beach should go with their counselor at the beginning of the swimming time.
3. Each counselor should have a buddy system with his/her group.
4. When leaving the beach, all counselees must report to their counselor and be checked off the form.
5. All counselors should check out the Swimmers Form at the end of each swimming period.
6. Whenever the counselees or counselor is conscious that someone is missing from their group:
  - a) an immediate check of the beach should be made
  - b) the lifeguards should be informed
  - c) someone should be sent back to the Conference to check
  - d) notify camp director
  - e) notify conference director
  - f) notify police