

Camp Hodia

Staff Manual



In Idaho's

Mountains...

This is What We are Trying to Accomplish at Camp Hodia:

Camp Hodia Goals and Objectives

Insure that each child has a basic level of knowledge about diabetes and that this knowledge grows.

You'll know you're meeting this goal if you do these things:

Interview each child and his family before camp with particular attention to his level of knowledge and state of skills regarding diabetes.



Provide each camper with diabetes education and counsel based on observed skills and behavior as the opportunity presents itself during camp session.

Observe and assess each child during the week regarding actual performance of skills and behavior related to diabetes knowledge.

Each camper will attend scheduled education sessions: after meals, evening classes, etc.

Each camper will be encouraged to participate in group discussions during test times and education sessions.

*This is a cognitive developmental goal.

Insure that each camper will learn more about his/her individual case of diabetes over time and will apply this knowledge in self-management.

You'll know you're meeting the goal if you do these things:

Thoroughly consider each camper's diabetes management.

Interview 100% of campers, with parents present if possible, to develop an individual medical plan.

Each camper will participate daily in preparation for diabetes emergencies.



Based on his/her ability to do so, each child will participate in daily planning and implementation of his/her own diabetes care.

Each camper will be encouraged to consider his/her individual experience at camp and adjust his/her diabetes management accordingly.

*This is a cognitive developmental goal. 1

Recognizing that Camp Hodia will be the first time away from home for many children, it is the goal of Camp Hodia to provide a positive away-from-home experience.

You'll know you're meeting this goal if you do these things:

Call each new enrollee to Camp Hodia by phone to discuss the child's first camp experience with the family and the camper.



Pay particular attention to first time campers making a friend, being included in activities, getting to meals on time, finding their way around camp, getting enough to eat, knowing the food and activity options available to them.

Make a plan with the parents for homesickness intervention, such as calls home.

Watch for homesickness and intervene early and often by extra attention and consultation with other staff.

*This is an emotional developmental goal.

Develop self-understanding and self-expression in campers.

You'll know you're meeting this goal if you do these things:

Conduct camp business in an open, friendly, fair way.



Solicit each child's personal goals as a camper and endeavor to incorporate these goals into existing or new programs.

Acknowledge individuality in private and group discussions.

Encourage the expression of individual and unique points of view.

Foster appreciation for the individual life experience.

*This is an emotional developmental goal.

Develop an appreciation for nature in each camper and a desire to help preserve our environment.

You'll know you're meeting this goal if you do these things:

Provide a site of natural beauty that has been maintained in a conscientious manner.



Provide opportunities to talk about outdoor experiences with others.

Teach ways of caring for the natural environment by word and by example.

Encourage individual exploration and experience of the natural world.

*This is an emotional developmental goal.

Provide an opportunity for campers to understand their own diabetes and receive mutual support.

You'll know you're meeting this goal if you do these things:

Help children with diabetes live together at camp.



Encourage shared problem solving.

Encourage campers to talk about living with diabetes and mutual experiences in the family, school, and other walks of life.

Help campers discover their common bonds.

*This is an emotional developmental goal.

Develop teamwork among campers.

You'll know you're meeting this goal if you do these things:

Point out each individual's contribution to the team effort.



Lead group projects with your cabin group such as creating and performing skits, and preparation for excursions.

Make sure all play is fair.

*This is a social developmental goal.

Provide the Camp Hodia experience to any child with diabetes, regardless of the financial situation of the family.

You'll know you're meeting this goal by doing these things:

Avoid situations where a camper might be disadvantaged by a lack of money.



Conduct activities without regard to the pay status of the campers.

*This is a social developmental goal.

Give campers the experience of making choices.

You'll know you're meeting this goal by doing these things:

Provide campers with options when appropriate.



day.

Be sure your group has options several times each

Be sure individuals can choose other experiences when appropriate.

*This is a social developmental goal.

Provide campers with positive role models: adults with diabetes and adults who care about children who have diabetes.

You'll know you're meeting this goal by doing these things:

Treat children in a responsible, affectionate way.



Share your diabetes in a constructive way.

Let the campers see you take care of yourself and your diabetes.

*This is a social developmental goal.

Provide each child the opportunity to find the limits of physical activity of which he or she is capable: to try new things and to play hard.

You'll know you're meeting this goal by doing these things:

Provide a variety of vigorous outdoor activities.

Encourage participation in activities including guidance in adjustment in insulin and nutrition.



Recognize that some children with diabetes have been restricted in their activity level and provide individual encouragement to reach beyond these limits.

*This is a physical developmental goal.

Encourage development of new skills and work toward improved performance.

You'll know you're meeting this goal by doing these things:



Encourage campers to try things they have never done before. For example, try a new craft, play a new game, try rappelling, go for a hike, pass the swim test, etc.

*This is a physical developmental goal.

This letter is sent to all new, young campers and families.

A Note from Director Don About Being Away From Home

Dear Camp Hodia Family,

We are very pleased you have chosen to place your child in our care this summer. We certainly hope it will be a positive experience for both your child and you. Over the years we have come to realize that summer camp is very good at some things and has limitations on others.

Camp Hodia's primary goal is to promote emotional support among the kids and the camp staff, most of whom have diabetes themselves. We recognize that living with diabetes is a daily struggle, and it is our hope that this week at camp will provide some education and fun in addition to the emotional support.

Every effort is made to have good diabetes control at camp, but remember that camp is not the same as home: the food and activity levels are so different from your child's routine that diabetes management may be a challenge.

Food is served family-style; we emphasize carbohydrate counting and serving size, but your child can use any system he/she wishes. We watch to make sure the children are eating reasonably, but we are not overly strict. Each day we have one treat such as cookies or ice cream, in keeping with the philosophy of carbohydrate counting. Most children are very active at camp and need plenty of carbs.

Homesickness is an issue for some campers. Campers can call home or accept calls from home as needed. During the day it is difficult to get through to us because of our busy schedule and the fact that there is only one phone line into the camp, so rest assured that we will help your child call home if he or she wants to talk to you. Every effort is made to keep your child busy and happy all week, but we do know that some kids need to talk to mom or dad.

In some severe situations the child may even go home and try again next year. We take this situation very seriously and do not force anyone to stay at camp. If your child wants or needs to go home you will be involved every step of the way. We will give your child the best individual guidance possible so the camp experience ends on a positive note.

We love what we do and want to do it right. This camp is a service to you and your family. We want to hear from you with any concerns, questions or problems.

-Don Scott and the Camp Hodia Staff

Dear Camp Hodia Parents,

Following is a description of Camp Hodia's overall philosophy and health practices, which is required by the American Camping Association as part of our annual accreditation program. The Association and Hodia staff believes it is important to share this statement with parents.



CAMP HODIA'S DIABETES PHILOSOPHY AND HEALTH PRACTICES

Camp Hodia is a traditional summer camp that serves children and teens with diabetes. It is meant to be a lot of fun and to promote friendship. As adults with diabetes and adults who care about children with diabetes, staff members strive to be great role models. We want to help campers establish diabetes care practices that allow them to lead long, productive lives.

Our camp staff includes a minimum of one physician, several registered nurses, a registered dietician, other medical support staff, counselors, and counselors-in-training. Nearly all of our staff has diabetes or specializes in the care of children with diabetes. In the rare instance when our physician is off site, he/she is available by phone.

Each camper's diabetes management plan is reviewed before camp and at registration. Every effort is made to adhere to this plan and the wishes of the family and their physician. At the request of parents or campers, the camp medical staff will evaluate the diabetes plan and make suggestions for better control. In general, Camp Hodia recommends tight control by frequent testing, carbohydrate counting, multiple insulin injections, and avoidance of low blood sugars.

We support diabetes self-management with careful supervision; each camper will participate in his/her own diabetes decisions. The child does not have to be completely independent to attend camp. Careful consideration of the individual child's

age and development is always necessary.

Food is always an issue for people with diabetes. Our menu is based on the food pyramid guidelines and is served family style. We do not measure the food but we watch to make sure the camper gets enough to eat. On the other hand, we teach carbohydrate counting by demonstrating serving size and encouraging portion control. Most kids are very active at camp and need some extra carbs, so each day we have one or two treats such as cookies or a scoop of ice cream. This is incorporated into the camper's diabetes plan. If blood sugars are high we recommend small extra doses of insulin and retesting.

Low blood sugars are one of our biggest concerns. Staff always carries glucose and testing equipment. Extra snacks are always available. Medical staff is prepared to immediately give glucagon and start IVs. Everyone tests their blood sugar at bedtime; anyone whose blood sugar is under 100 is retested at 2:00 a.m.

Our medical staff can provide treatment for diabetic ketoacidosis and other illness and injuries. For severe illness or injuries we may transport your child to the nearest health care facility. Every effort will be made to contact parents or guardians as quickly as possible.

We will always try to practice and teach the best and most current diabetes techniques in hopes that our campers and staff will live long, healthy, productive lives.

Health Care Policies/Procedures

Staff Roles and Responsibilities for Health Care:

Assuring the health of campers and staff at Camp Hodia is of utmost importance. Camp Hodia provides comprehensive diabetes management except in the most extreme circumstances.

General pediatric care for illness and injuries is also provided except in extreme cases of illness or injury. These services are under the direction of the medical director and are carried out by the camp health care providers. Scope of practice is determined by licensure.

Lay camp staff is trained in daily diabetes management and diabetes emergency care; they will refer illness, injury, and complex diabetes care to licensed personnel. The medical director will access medical and mental health resources on a case-by-case basis. Consideration will be given to the camper's established health care providers.

Local and regional emergency services will be used. When off site, care is rendered within the scope of the personnel available; emergency contacts are listed in the first aid kits.

Camp Hodia will meet the standards for health professionals-to-camper ratios as defined by the American Camping Association. Exceptions will be authorized and signed by the medical director or his physician designee.

Resources:

Wood River Community Hospital
Sun Valley, ID 83333
208-622-3333

Salmon River Emergency Clinic/Ambulance
Stanley, ID 83340
208-774-3565

Saint Alphonsus Regional Medical Center (for mental health issues and air ambulance)
1055 N. Curtis Rd.
Boise, ID 83706
208-39771-2121

Idaho Poison Control
1-800-632-8000



Health Information Review and Screening:

On arrival at camp (or when necessary before camp by phone) each camper and camper's parent is interviewed by the cabin medical leader. The family is invited to share information that will help us give complete, safe, in-depth care to the camper. This includes general health issues, diabetes management, and psychosocial issues; the health information form is verified and updated.

This information is considered confidential. With permission from the parent, this information will be shared with other camp staff only as necessary to care for the camper. Information from previous camps is included but a new interview is conducted each year. A discussion of each camper's history is held with the appropriate staff on admission day or no later than 24 hours after the campers' arrival.

Each camper is observed for illness, injury, or communicable disease and concerns will be immediately directed to an on-site camp physician to determine eligibility for camp. At the time of admission all medications (both prescription and OTC) are collected and stored under lock for administration by camp personnel.



Sanitation in Camp:

Universal precautions will be observed at all times. Medical waste containers are available in all cabins, the infirmary, and the lodge. Portable sharps containers are carried in the medical fanny packs and first aid kits. Sharps containers are carried when the campers go off-site. All medical waste and sharps containers are returned to SLRMC for disposal.

Camp site sanitation is the responsibility of Luther Heights staff. The camp director and staff will be aware of sanitation and cleanliness of the camp and will direct concerns to the Luther Heights staff.

An educational session will be held at the beginning of camp to insure environmentally sound practices. The camp dietician will monitor food service practices (on and off-site) in cooperation with Luther Heights' kitchen staff.

Campers and staff are expected to maintain good personal hygiene and keep living areas clean. Communal camp areas are to be kept clean and safe.

Medication Management:

All medications, except insulin and glucagon, will be locked or under the direct control of the licensed health care provider. Prescription medication will be dispensed as prescribed by the physician. Non-prescription medications will be dispensed at the discretion of licensed personnel.



Health Care Equipment and Supplies:

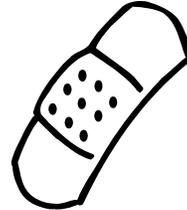
Camp Hodia provides materials necessary for diabetes care at all camp activities. Each medical staff carries a medical fanny pack stocked with emergency diabetes and first aid supplies:

GLUCAGON
D50/IV KIT
METER: TEST STRIPS
 UNISTIX OR LANCET/POKER
 KLEENEX
SHARPS CONTAINER
INSULIN AND SYRINGES
GLUCOSE TABLETS AND GEL
DRESSING PACKET: BAND-AIDS
 GAUZE
 ANTIBIOTIC OINTMENT
 TAPE
 ALCOHOL PADS



Lay camp staff may carry portable first aid kits that contain the following diabetes and first aid supplies:

GLUCOSE TABLETS AND GEL
DRESSING PACKET: BAND-AIDS
 GAUZE
 ANTIBIOTIC OINTMENT
 TAPE
 ALCOHOL PADS
METER: TEST STRIPS
 UNISTIX OR LANCET/POKER
 KLEENEX
SHARPS CONTAINER
GLUCAGON



CAMP HODIA STANDING ORDERS

Consultation:

It is expected that you will consult with medical staff for all complex diabetes problems.



I. Symptomatic Hypoglycemia

- A. oral glucose
- B. Glucagon 1 amp IM if stuporous or comatose
- C. Dextrose 50% 1-2 cc/K IV rapid push for prolonged reaction
- D. Adjust insulin down 5-10% of the dose if circumstances of diet and activity are stable and will remain so.
- E. Do not adjust insulin down if a specific contributing factor can be identified and corrected.
- F. Adjust insulin down 5-15% if expecting a large increase in activity in a child with near normal blood glucose (150 or less). Monitor bg throughout the day.

II. Hyperglycemia

- A. Use the camper's established sliding scale. If no sliding scale is available give Humalog as follows:
 - ½ to 1 unit of H for every 50 points > 150 (up to 5 units)
- B. Retest and repeat as necessary every 2-3 hours
- C. Monitor urine acetone
- D. Push water/fluids

III. Anaphylaxis

Use Epi-Pen Jr. or Epi Pen as per product instruction guide

Notify camp physician as soon as possible

Camp Hodia Hiring Policies and General Staff Requirements

All staff will fill out a standard application including a voluntary disclosure statement for criminal background. Employment verification and character reference will be made in person or by telephone. New volunteers who are not personally known by established staff will have a professional criminal background check. These matters will be handled by the camp director/assistant camp director.



Particular effort is made to hire people with personal connection to diabetes and/or special skills working with children and teens. People from minority groups may be specially recruited so we maintain a diverse staff.

General Staff Characteristics:

- Good moral character and integrity
- Good health and vitality
- Emotional maturity and good judgment
- Enjoyment of outdoor living
- Positive regard for children
- Ability to understand the special needs of children with diabetes
- Place the needs of campers ahead of personal desires
- Interest in achieving the objectives of Camp Hodia
- Ability to work as a member of a group

General Staff Responsibilities:

- Understand, and interpret the philosophy of Camp Hodia
 - Participate actively in staff conferences and meetings
 - Develop criteria for one's own job performance
 - Develop skills and attitudes so as to do the best possible job
 - Keep necessary records (daily logs of diabetes care, inventories, etc.)
 - Maintain all equipment in safe operating condition
- Discuss and enforce safety regulations

Camp Hodia Personnel Policy

1. Salary

Camp Hodia is entirely voluntary although staff is reimbursed for camp expenses.

2. Tips and Gratuities

Staff is discouraged from accepting tips and gratuities except mementos made by the campers.

3. Time Off

Each staff is entitled to 2 hours off each day.

4. Dismissal and Resignation

Dismissals and resignations will be handled by the camp director. Grounds for dismissal are gross misconduct, neglect of responsibilities, and endangerment of campers, staff or camp property.

5. Sick Leave and Emergency Leave

Leave will be handled by the camp director. Special attention to individual needs of the staff will be given.

6. Health

Hodia's medical staff is available to the staff.

7. Insurance

Hodia maintains general liability insurance and health insurance for campers and staff. Policy available for review on request.

8. Use of alcohol and/or controlled substances are grounds for dismissal.

9. Child abuse/sexual abuse/ sexual harassment are grounds for dismissal.

10. Performance Evaluation

Each staff member will have a performance evaluation done verbally at the end of the camping session by the Camp Director/Asst. Camp Director. Items covered will be taking responsibility, cooperation, initiative, and all aspects covered in the staff manual.

11. Non-discrimination

Camp Hodia is an equal opportunity organization.

12. Camper Supervision Ratios

These camper/staff ratios will be maintained:

Camper Supervision Ratios

Camper Age	Number Staff	Number Campers
6-8 years	1	6
9-14 years	1	8
15-18 yr	1	10

Exceptions: During staff meetings there may be 1 staff per cabin for no more than 45 minutes.

GENERAL RULES FOR STAFF AND CAMPERS:



1. Follow all safety rules given to you by your activity leader
2. Treat others with respect
 1. No bad language
 2. No fighting, teasing, bad practical jokes
 3. No stealing or lying
 4. Stay out of other people's things
3. Stay in camp boundaries
4. Have a buddy
5. Walk in camp, stay on the trails
6. No matches, fires, weapons, fireworks
7. Wear shoes
8. No litter
9. Stay with your group
10. Come to the lodge when you hear the bell
11. No water activities without a lifeguard
12. No alcohol, tobacco, or drug use (send-home violations)

CAMP SECURITY

If you see a person you do not know in the camp:

1. Say hello and ask "May I help you?"
2. If the person is looking for someone in camp or is there for business reasons, escort him/her to the dining hall and locate the Camp Director(s).
3. If the person has neither of the above reasons for being there, politely inform him/her that she/he has entered a private camp area and give any information that may help them find a camping area (or other area) available to the public. Make sure that they leave the camp.
4. If there are any problems, stay with the person and send for the Camp Director(s).

RULES FOR CAMPERS IN PUBLIC AREAS

- When in public places, Camp Hodia staff will be in direct contact with campers at all times. Each cabin leader will be responsible for his/her campers either by direct supervision or delegation to another staff member.
- In the event of separation from the group, the children are instructed to seek an adult in the facility we are visiting, give them their name and the group they are with and ask for assistance in relocating our group leaders. Campers approached by a stranger are to ignore the stranger and seek the assistance of an adult camp leader.
- When using public streets, campers will stay together under staff supervision. When using public restrooms, staff will accompany the campers to the restroom to ensure safety. Camp Hodia does not use public transportation.

POLICY REGARDING CAMPER AND STAFF PERSONAL POSSESSIONS

- Each person will be sent a list of required personal gear to be brought to Camp Hodia with a request that additional belongings be very limited.
- We ask that all personal items be labeled and kept in each person's personal possession during camp.
- Camp Hodia is not responsible for damage and loss or theft.
- All persons will be encouraged to be respectful of other's property.
- Alcohol, drugs and weapons are not allowed by anyone at Camp Hodia.
- Smoking and tobacco products are not allowed by anyone at Camp Hodia.
- Camp Hodia will assume responsibility for any items loaned to the camp. Care of these items will be specifically assigned to camp staff and will be limited in use to specific amp programs.
- No dogs, pets or other animals are allowed at Camp Hodia except by specific permission of the director and those animals will be the responsibility and liability of their owners.
- Each individual is responsible and liable for his personal vehicle except as covered by agreement with Camp Hodia.



Employment Contract

Camp Staff Agreement Between Camp Hodia and _____

The signing of this Agreement by the Camp Director and the above named Staff Member binds them to the following terms:



- The Staff Member agrees to serve Camp Hodia to the best of his/her ability in the capacity of _____.
- The date of agreed employment or volunteer service is from _____ to _____.
- The salary to be paid by Camp Hodia to the Staff Member for the above period is _____.
- In addition to the above salary, Camp Hodia agrees to provide room and board, diabetes care supplies, medical supervision and health care limited to that determined by the Medical Director during the Staff Member's term of service.
- The Staff Member agrees to abide by the Personnel Policies and Practices as outlined in the Camp Staff Manual and to cooperate in meeting the goals and objectives of Camp Hodia.

This agreement shall be deemed to have been executed in the State in which Camp Hodia is located.

ACCEPTED according to the above Terms and Conditions:

Signed: _____ Signed: _____
STAFF MEMBER CAMP DIRECTOR/ASST

Date _____ Date _____

New Staff Orientation List



- 1. Transportation assistance and/or directions to camp
- 2. Explanation of any fees required (ie. CITs)
- 3. Introductions to:
 - Cabin Leader (small group leader)
 - Camp Director, Management Team
 - Other Camp Directors & Personnel
 - Camp Hodia Staff (counselors, CITs)
 - Campers
- 4. Explanation of table of organization, chain of command
- 5. Tour of camp:
 - Cabins (& specific cabin assignment)
 - Bathrooms
 - Main lodge/dining hall
 - Craft lodge
 - Volleyball are
 - Archery range
 - Drinking water
- 6. Explanation of:
 - Camp Hodia philosophy/goals, policies/procedures
 - Medical management of diabetes & other emergencies
 - Safety rules & camp rules
 - Fire drill, other emergency plans
 - Daily schedule
 - Meal & snack time procedures/duties
 - Archery procedure/policy
 - Craft procedures
 - Waterfront program
 - Camp staff expectations (behavior, participation, schedules, duties)

Camp Hodia's Traffic and Transportation Rules



Traffic control in camp

1. We are guests at Luther Heights Bible Camp. We follow their traffic rules and cooperate with all requirements given by their director during our week.
2. The speed limit after leaving Lake Alturas Road onto the entry road to Luther Heights is 10 mph (indicated by a sign as you turn onto the entrance road.)
3. The speed limit through the camp is 3mph. Travel through camp is limited to necessary traffic only.
4. Vehicles may park only in the parking lots.
5. Vehicles may not stop on the road passing the lodge. Stopping at the lodge for loading or unloading may only be done in the pull-out area by the kitchen door.
6. There is no long-term parking in the cul-de-sac by the boys' cabins.
7. There will always be at least one vehicle in camp for emergency medical transport. Most often it will be kept in the first parking lot.
8. On arrival and departure days there will be no traffic through camp. The gate will be closed at the first parking lot.

Camp Hodia's Transportation Policy



1. Each vehicle carrying campers will have at least one adult (21 years old) staff member.
2. Any vehicle carrying over 6 campers will have one adult plus one additional staff member at least 18 years of age who has been trained in vehicle safety and group management.
3. Campers with limited mobility will be given special consideration.
4. Health information availability and location is printed on each first aid kit.
5. Permission-to-treat forms are kept in the camper files and will be faxed to facilities as needed.

Traffic Accident Procedures



1. Generally speaking, we caravan from one place to another. The caravan should stay together to be able to help each other in case of an accident.
2. The most qualified available staff should care for the injured person.
3. Other staff should seek help and supervise the uninjured to keep them from harm's way.
4. In an emergency, call for emergency medical care first, then try to reach the camp director or call Luther Heights.
5. Camp staff should identify witnesses and obtain information about the accident and how to contact those involved and witnesses.

Driving Rules, Tips, and Procedures

1. Backing up—Have a clear view of the area behind the car. Use a spotter if you need one. Drive slowly and check the view frequently.
2. Loading and Unloading Passengers—Vehicle at full stop. Doors opened and closed only as directed by the driver. Driver checks for traffic before opening doors. Loading and unloading only in non-traffic areas.
3. Vehicle break-down and passenger illness—Emergency phone numbers are in the first-aid kit. One staff person tends to the campers while another staff person deals with the break down or the ill. Get help from others in the caravan if possible.
4. Bus evacuation procedures—Keep calm and keep order. Those closest to the doors exit first. Assist campers in exiting nearest emergency exit.
5. Camper behavior—Insist on good behavior to maintain vehicle safety. Stop the car for any unsafe behavior. Consider evacuation. Seek help from the caravan.
6. Location of campers during refueling—Consider camper safety during refueling. If a camper needs individual supervision have him/her wait in the vehicle until you can give him/her the attention needed.
7. Checking the vehicle prior to the transportation of persons—Remember your auto safety checks. Campers are not allowed. to change vehicles during a caravan. COUNT NOSES OF CAMPERS BEFORE DEPARTURE.

CAMP HODIA VEHICLE AGREEMENT

The use of personal vehicles for Camp Hodia activities is appreciated by Idaho Diabetes Youth Programs. For safety reasons, the owners of these vehicles agree to the following:

The owner of the vehicle verifies that the vehicle has been maintained to the manufacturer's specification on the following: All lighting systems, exhaust systems, windshield wipers, lubrication system, transmission, tires, steering and suspension system. On each refueling the following are checked: lights, tires, wipers, emergency warning system, horn, oil, and coolant level.

The following items are to be in the vehicle:

- A) Standard First Aid Kit
- B) Emergency accessories:
 - 1) Fire extinguisher having an underwriters laboratory rating of 5 B:C or more.
 - 2) Warning device: 3 bi-directional emergency reflective triangles.
 - 3) Pack containing supplies necessary for treatment of diabetes conditions.

Safety procedures to be practice at all times while transporting campers/staff.

- A) Safety regulations:
 - 1) Operator of vehicle shall hold a valid drivers' license and be at least 21 yrs.
 - 2) Entrance and exit of vehicle shall not be obstructed in any way.
 - 3) Campers are to remain seated and obey the driver's commands.
 - 4) If a stop is necessary along a highway, vehicle will pull to the right as far as possible and passengers will exit vehicle on the right only. Passengers will not stand in front of or behind the vehicle.
- B) Loading/unloading of vehicle will be done in an orderly fashion. Number of passengers as designated by the manufacturer.
- C) Vehicles used in transportation of campers/staff shall provide a seat and seat belt for the operator and each passenger. Seat belts are to be worn at all times.
- D) Vehicles travelling in convoys will use the 'two second rule' to leave adequate space between cars.

DRIVER SKILL VERIFICATION

I have been trained and have practiced driving skills in the vehicles I will be using at camp. If I plan to drive the 15-passenger van, I have had a practice session in that van.

My vehicle may be used in an emergency by Camp Hodia for campers and staff.

I have read and reviewed this document and will do my best to follow Camp Hodia's driving rules and be a sensible driver.

I have a valid USA driver's license.

The model, make and year of my vehicle is _____

My insurance carrier is _____ and my policy is in force.

Vehicle Owner _____ Date _____

Camp Director/Asst. _____ Date _____



EMERGENCY ACTIONS AND COMMUNICATIONS



This statement provides a line of communication for all campers and camp staff in the event of an accident or emergency.

The first responsibility in any accident is to care for the victims and maintain the safety of the other campers and staff. Persons on the scene of the accident should initiate first aid, then seek the help of a camp staff member, counselor, nurse, or doctor.

Notification of Parents and Guardians

After acting at the accident, the staff person will notify the camp director. At this point, communication about the accident will be the responsibility of the camp director.

In consultation with staff, the director will notify appropriate parties of the accident. Generally speaking, parents will be notified by telephone. In the most extreme cases, calls may be attempted as frequently as each hour. Assistance of the telephone company or local police department may be requested. The camper's physician will be notified if medically appropriate.

Media Relations

The IDYP board president, working closely with the camp director, will be responsible for media relations. The camp director will be solely responsible for media activity on the camp premises. The interests of the campers and families will be paramount in relations with the media.

The media will deal only with the camp director or his designee in emergency situations. Protection of campers and staff from disruptions will be considered. Consideration of family wishes will be given. Legal implications will not be discussed. Health status of campers will be discussed only with close communication with the campers' parents or legal guardians.

Facility Relations

We will work closely with the staff of any facility involved in an accident.

DISASTER PLANS AND EMERGENCY PROCEDURES

It is the practice of Camp Hodia, in the interest of camper and staff well being, to provide orientation and education about potential risks and hazards and the management of these situations should they arise. Selected disaster plan tips will be posted in the cabins and lodge.



Staff and camper orientation includes management of:

1. Fires and other natural disasters (earthquakes, electrical storms, wind)
2. Lost camper/staff
3. Lost swimmer/boater

FIRE/WIND/EARTHQUAKE/ELECTRICAL EMERGENCY:

The signal for disaster is continuous ringing of the bell. The LODGE is the CONTROL CENTER. In the event of fire in the Lodge, Horton cabin will become the new Control Center and campers should gather in the meadow. The camp director will go to the Control Center.

The Stanley Fire Department will be notified immediately.

Fire extinguishers are located in each building of the camp and in each car.

Whether during the day or night, move fast and orderly. Buddy up campers and proceed to the designated area.

Make sure campers have proper staff supervision to ensure calm. The health care team is dispatched to aid anyone injured and to manage diabetes. First aid boxes are to be dispatched by the medical staff.

Generally speaking, the staff should stay near the campers.

When all campers are accounted for, cabin leaders should immediately report to the camp director. If there are missing campers, the search will begin immediately.

Plan to keep campers busy once they are in the shelter areas. This will help calm fears and make the process of accounting for all campers and staff easier.

MISSING CAMPER PROCEDURE

If a staff person believes that a camper is missing, he/she should first check the cabin and restrooms nearest cabin. If unable to locate camper in a reasonable amount of time a 'search party' will be organized by the camp director.

The following areas will be searched:

1. Arts & Crafts Building
2. Lodge
3. Waterfront
4. Medical Cabin
5. All other sleeping cabins
6. Archery range
7. Activities field
8. Camp vehicles
9. Shower buildings
10. Maintenance shed



If the missing camper is still not found, the available staff will divide up to search the north, east, west and south wooded areas. At the same time, staff will drive around the roads that surround the camp.

Two staff persons will investigate the roads leading away from camp to the highway and to the Lake Alturas Campground.

If all the above fails, Blaine County sheriff, parents and IDYP board of directors will be notified.

The lodge will serve as the control center.

CAMP HODIA INCIDENT/ACCIDENT REPORT FORM

Name of injured:

Age:

Date accident occurred :

Time of Day:

Location of accident:

Description of accident:

Witnesses:

	Name/Title	Address	Phone
1.			
2.			
3.			

Was notification/referral made to a physician or other responsible party?

____No ____Yes

If notified Physician's Name/Title
Phone

Address

Parents notified? ____No ____Yes Date & Time:

Corrective actions/recommendations:

Person making report

Supervision of Campers

The primary responsibility of Camp Hodia is the safe supervision of its campers.

Keys to Safe Supervision

- Focus your attention primarily on campers' needs and interests rather than on other staff and yourself
- Know where your campers are and stay with them
- Always stay engaged with your campers
- Stay on task, supervising campers is hard work
- Ask for more help from another staff if your attention is divided
- Stop any activity which you cannot safely supervise
- Intervene early in fights, bullying, practical jokes, or other problems
- Inform and/or get help from your cabin leader, activity leader, or senior camp staff for serious or persistent problems; Camp Hodia staff works **together**
- Ask someone to relieve you if you need a break beyond those scheduled
- Take care of your own diabetes
- Watch for diabetes problems in campers and others
- Be on time
- Pay particular attention to the homesick child
- Pay particular attention to campers not actively involved
- Coordinate with your cabin leader; ask your cabin leader for help if needed
- Remember and enforce the safety rules
- Use common sense, the rules won't cover all situations so you have to think and act safely
- Have a good time, camp is fun!



Night time supervision of campers

- Stay in the cabin
- Bedtime is a particular time to watch for homesickness and teasing
- If you are alone during a crisis, send your 2 most responsible campers to the next cabin for help.
- Listen for crying and thrashing in the night; these may be diabetes problems
- Let campers know they can wake you up if they need help in the night

Staff/Camper Interactions: How to talk to your campers

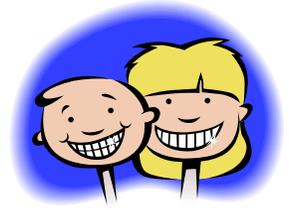
- Call your campers by name or nickname
- Use language that is easily understood
- Speak with campers at eye level
- Explain what you are doing or what is happening next
- No foul language
- Do not intentionally embarrass or ridicule anyone
- Be friendly and polite
- Treat everyone fairly

Behavior Management

You may not hit or touch a camper in anger; if you are angry at a camper, take a deep breath, take a break and **get some help from another staff person**

POSITIVE BEHAVIOR STRATEGIES FOR CAMP HODIA CAMPERS AND STAFF

- ❖ Clearly state the behavior you expect
- ❖ Clearly state the behavior you expect to stop
- ❖ Find alternative ways to meet the need
- ❖ State the consequences for continued behavior
- ❖ Offer lots of praise when a camper does something good
(verbal or nonverbal)
- ❖ Praise the desired behavior in others
- ❖ Model appropriate behavior
- ❖ do the right thing yourself
- ❖ set a good example
- ❖ Ignore attention seeking behaviors
- ❖ Directly address behaviors that put others at risk
- ❖ ask for help **before** you need it
- ❖ Use eye contact and stand close to the camper when discussing serious issues
- ❖ be careful not to humiliate the camper in front of his/her friends
- ❖ Don't lecture---keep it short and direct
- ❖ Give brief, logical consequences
- ❖ Allow natural consequences to occur
- ❖ Get assistance from another staff member
- ❖ Use peer support when appropriate---ask for feedback
- ❖ Treat the campers and staff as you would like to be treated or as you would like to have your child treated
- ❖ Always respect confidentiality
- ❖ keep private things private
- ❖ involve those who need to know



COMMON BEHAVIORS OF CONCERN

- ❖ Bullying, badgering, belittling, teasing, tormenting, and harassing are serious problems and should be addressed immediately.
- ❖ Watch for practical jokes that are out of control.
- ❖ Watch for unwanted romantic advances.
- ❖ A protocol exists to help you with repeated problems or dangerous behavior. Enlist the help of a senior staff member to begin this process.

DEALING WITH PROBLEM BEHAVIOR

Physical punishment is never acceptable

If you feel yourself becoming angry at a camper, STOP, take a time out, and get help from another staff person. This is probably the time to start a behavior contract with your camper.

Step 1

Discuss the behaviors of concern with the camper and use the strategies from the Positive Behavior Strategies list. This should include logical consequences and discussion with a senior staff member.

Step 2

If the behavior continues, develop a behavior contract with the camper. This form available from senior staff and is meant to be developed with their input and support.

Step 3

If this does not resolve the problem, follow the steps on the behavior contract that may include sending the camper home.

CAMP HODIA BEHAVIOR CONTRACT

PURPOSE

The purpose of this contract is to ensure the physical and emotional wellbeing of the Camp Hodia campers and staff. All camp members have a right to personal safety and to be treated with dignity and respect.

CONCERNS

By engaging in the following behaviors you have risked the rights of others:

-
-
-

EXPECTATIONS

We expect you to do the following to remedy this problem:

-
-
-

ASSISTANCE

What help do you need to be successful?

-
-
-

CONSEQUENCES

If this behavior continues, you will have the following consequences:

SIGNATURES

Camper

Cabin Leader

Camp Director

Parent (if applicable)

Parent notified (if contract generated at camp) YES

NO

CAMP HODIA'S CHILD ABUSE POLICY

Child abuse is a serious issue and any concerns about this must be brought to the immediate attention of your cabin leader. Cabin leaders will report to camp licensed personnel (physician, RN, psychologist, social worker). Licensed personnel are required by law to report within 24 hours abuse or suspected abuse to the Idaho Department of Health and Welfare or to law enforcement.

Abuse is defined as injuries inflicted upon a child by another and may include neglect, bruises, cuts, welts, burns, fractures, sexual contact, or other harm. These issues must be brought to the attention of camp licensed personnel and the decision to report will be at their discretion. Confidentiality will be maintained at all times.

Camp policy strictly forbids corporal punishment. Sexual contact of any kind with a camper is strictly forbidden and such behavior would be cause for immediate dismissal from the staff and appropriate authorities will be notified. These policies are thoroughly discussed at camp staff orientation. New staff members are either personally known to one or more members of the camp staff or will have personal references checked and may have a criminal background check done at the camp director's discretion.

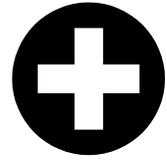
CAMP HODIA AQUATICS RULES AND REGULATIONS



1. Rules apply to all campers and staff.
2. A certified lifeguard will supervise all aquatic activities.
3. Two staff members (one at least 18 yrs) will be present at all aquatic activities.
4. The lifeguard will determine the ratio of swimmers to lifeguards and lookouts, taking into account the ability of the swimmers and the condition of the waterfront. For example at the main beach (Alturas Lake) a minimum ratio will be one lifeguard for 20 swimmers and one lookout for 10 swimmers beyond the first 10.
5. Lookout training in elementary forms of non-swimming rescue and other lookout responsibilities will be taught at camp staff training and reviewed at the site by the lifeguard on duty.
6. Swimmers and non-swimmers will be identified with a swim test. Swimmers must pass a swimming test conducted by the lifeguards (approx. 30 meters in length) to be able to swim in the swimming areas. Non-swimmers will be restricted to a roped off area not to exceed 24" in depth.
7. Horseplay such as shoving or dunking is not permitted.
8. No glass containers or sharp objects will be allowed at the swimming area.
9. Swimmers will be informed of the following whistle signals:
 - 1 short blast to get the attention of a swimmers
 - 2 short blasts to get the attention of another staff member
 - 3 short blasts to signal that there is an emergency and help is needed
 - 1 long whistle to clear the water
10. Campers will be warned and evaluated for the "dangerous toos"
 - too tired
 - too cold
 - too far for safety
 - too much sun
 - too much hard play
11. A buddy system of 2-3 swimmers will be used.
12. First aid kits and reaction kits required at all sites.

WATERFRONT EMERGENCY PROCEDURES

The lifeguard on duty will follow The American Red Cross procedures for an aquatic emergency per lifeguard training program. Non-lifeguard staff will be responsible for all campers and will clear the area. Authorities will be notified as needed:



The camp director and camp medical director will be notified as soon as possible.

LOST SWIMMER PLAN

1. All swimmers out of the water.
2. Make a line using all swimming staff on shore.
3. Wade out in a straight line until it is no longer possible to touch bottom, except where water is precipitously deep.
4. Begin swimming, looking at lake bottom, knowing whereabouts of person on your right at all times.
5. After 4-5 seconds, staff will surface, dive to bottom, and surface forward four feet.
6. The 'line' will swim back towards beach four feet and once again surface dive as in #5.
7. Repeat
8. If lost swimmer is not located, repeat procedure in reverse. Begin in deep end and move toward the beach.
9. Access emergency services.
10. Other staff has responsibility of the campers.

Resources:

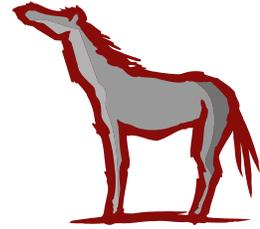
Wood River Community Hospital
Sun Valley, ID 83333
208-622-3333

Salmon River Emergency Clinic/Ambulance
Stanley, ID 83340
208-774-3565

Saint Alphonsus Regional Medical Center (for mental health issues and air ambulance)
1055 N. Curtis Rd.
Boise, ID 83706
208-367-2121

Idaho Poison Control
1-800-632-8000

Camp Hodia Trail Ride Policy



Participation:

A. All camp, subject to change by Mystic Saddle

Staffing & Supervision:

- A. Camp Hodia staff works cooperatively with Mystic Saddle staff
- B. Mystic Saddle Ranch will provide two guides for each trip who are trained in first aid and carry a first aid kit.
- C. Camp Hodia staff will handle diabetes issues.
- D. Camp Hodia will provide one staff member on the trail and one staff member at the base or two staff on the trail.
- E. If Mystic Saddle Guides have responded to injury, runaway horse, etc., Camp Hodia staff will stay with the remaining campers and keep them calm.

Orientation:

- A. All staff and campers must participate in a pre-trip orientation by Mystic Saddle staff which covers the following:
 - 1. How to approach a horse
 - 2. Guides names
 - 3. Keeping the saddle horn in line with the mane
 - 4. How to shift your weight
 - 5. If you have problems let a guide know and they will come to you and help
 - 6. How to get your horse to turn left, right and to stop
 - 7. If you want to take pictures let the guide know, don't stop on your own
 - 8. What to do if you have a problem during the ride
 - 9. Keeping your horse on the trail, and spacing between horses
 - 10. Answer any questions
 - 11. Finding out who has ridden before and who hasn't
 - 12. How to avoid getting your feet stuck in the stirrups
- B. Mystic Saddle Guides will match campers/staff with horses appropriate to their size and riding ability. Nervous riders will be placed near the front, closest to the guide.

Safety Regulations:

- A. All campers and staff must wear certified riding helmets provided by Mystic Saddle
- B. All campers and staff must wear closed-toed shoes, long pants, encouraged to bring rain gear along, suntan lotion, mosquito spray, bandanas.

Rider Apparel:

- A. All campers and staff must wear ASTM-approved riding helmets. Staff will see that they and the campers are wearing appropriately-sized helmets that do not obscure their vision, secured with a chin strap and fit comfortably.

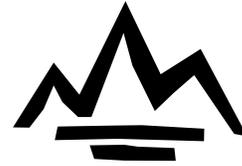
Emergency Procedures:

- A. If you fall off move away from the horse's legs and a guide will help you
- B. If your horse runs away try to stop your horse and stay on if possible; a guide will come
- C. If you are injured by the horse, dismount and move away; a guide will come
- D. For hypoglycemia, notify the guide; Hodia staff will treat the lows.
- E. Mystic Saddle Guides will determine evacuation methods

Rappelling Policy

Eligibility:

Teen campers and staff screened for progression by the rappelling master



Supervision:

Rappelling master

Supervision Ratios:

Rappelling master present at each activity, one spotter per rappeller, one staff per 10 campers waiting to rappel, and one medical staff present at each activity.

Protective Equipment:

Helmets for all rappellers and bottom spotters

Gloves, Shoes, no thongs

Walkie-talkies at top and base

Safety Regulations:

All activities controlled by rappelling master

All ropes fixed and checked by rappelling master

Harnesses double checked by rappelling staff

All rappellers on belay

Shout 'Rocks' for falling debris

No loitering at the bottom

No crowding, No taunting, No horseplay

Novice rappellers begin on small rock and advance at the rappelling master's discretion

Emergency Procedures:

For emergency, camp medical staff starts care and evacuation.

Emergency vehicle at base

Rappelling master closes rappelling until emergency resolved

Available staff supervises campers

Maintenance:

All ropes and equipment inspected by rappelling master before and after each use

Safety Concerns Related to the Area:

Weather conditions monitored by rappelling master

Wet rocks are a factor

The area is especially prone to falling rock

At the big rock the top and the bottom cannot see each other

Waterski Policy



Eligibility:

Teen campers and staff swimmers

Supervision:

One Water Ski leader who has an American Water Ski Association certificate and is at least 21 years old

One lifeguard

Supervision Ratios:

Boat capacity determined by Water Ski leader

One skier at a time

One adult spots the skier and one adult watches the path of the boat

Protective Equipment:

PFDs to be worn by all persons at all times

Safety Regulations: (From American Water Ski Association)

- Thorough equipment inspection before start
- With each skier review safety rules, inspect PFD, review signals and if needed coach in technique
- Daylight skiing only
- Ski away from docks, boats, and other skiers
- Never wrap line around body in any way
- Ski away from shallow water and obstructions
- Never ski to the point of fatigue
- Boat motor 'off' when skier is entering boat from water
- NO HORSEPLAY!

Emergency Procedures:

Follow all waterfront emergency procedures

Skiing closed until emergency completely resolved

Maintenance:

Boat is the responsibility of the owner. Camp Hodia's equipment is the responsibility of the Waterfront director

Safety Concerns Related to the Use Area:

Alturas Lake is noted for its depth and absence of hidden obstructions
There are few docks or beaches

Camp Hodia Bicycle Riding Policy



Eligibility:

Teen campers and staff who have ridden before

Supervision ratios:

Two staff per group up to 15 campers

Additional staff person for each addition 8 riders

If ride exceeds 8 miles round trip, one staff will be medical staff.

Protective Equipment:

Helmets at all times

For high-risk trail riding, elbow and knee pads required

Shoes

Safety Regulations

- Refer to handout available in the staff manual Riding Safely and Responsibly
- Tell a staff member in camp where your group is going and when you are returning
- Rider conduct will be closely supervised for safety by staff at all times
- First aid kit, reaction kit at all times
- Before departure, check bikes for mechanical soundness
- All riders to practice braking before beginning trip

Emergency Procedures

For injury, one staff stays with the injured and gives first aid, second staff member goes for help (generally accompanied by a senior camper)

Maintenance

Currently provided by Luther Heights camp staff

Safety Concerns for the Area

Ride only on established roads

If planning a trail ride, check with Luther Heights staff; they know the trails

BICYCLING: RIDING SAFELY & RESPONSIBLY

Like any sport, bicycling involves risk of injury and damage. By choosing to ride a bicycle, **you** assume the responsibility for that risk. You need to know and to practice the rules of safe and responsible riding:



A. The Basics

1. Always do a mechanical safety check before you get on a bike.
2. Always wear a cycling helmet that meets the latest standard.
3. Always wear shoes that will stay on your feet and will grip the pedals. Never ride barefoot or wearing sandals.
4. Be familiar with the controls of your bicycle.
5. Wear bright, visible clothing that is will not get caught on anything.

B. Rules of the Road

1. Learn the local bicycle laws and regulations. It's your responsibility to know and obey the laws.
2. You are sharing the road or path with others: motorists, pedestrians, and other cyclists. Respect their rights and be tolerant if they infringe on yours.
3. Ride defensively. Assume that the people you are sharing the road with are absorbed with what they are doing that they are oblivious to you.
4. Look ahead and be ready to avoid:
 - Vehicles slowing, turning, or entering the road
 - Parked car doors opening in front of you
 - Pedestrians stepping out in front of you
 - Children playing near the road
 - Pot holes, sewer gratings, railroad tracks, debris and other obstructions that could cause you to lose control and have an accident.
 - The many other hazards and distractions which can occur on a bicycle ride.
5. Ride in designated bike lanes, bike paths or on the right side of the road, in the same direction as car traffic and close to the edge of the road.
6. Stop at stop signs and traffic lights; slow down and look both ways at street intersections. Remember that a bicycle always loses in a collision with a motor vehicle, so be prepared to yield even if you have the right of way.
7. Use hand signals for turning and stopping. Learn the local vehicle code for the correct signals.
8. Never ride with headphones.
9. Never carry a passenger, unless it is a small child wearing a helmet and secured in a child carrier.
10. Never carry anything that obstructs vision or control of the bicycle.
11. Never hitch a ride by holding onto another vehicle.
12. Don't do stunts that can cause injury and damage your bike.
13. Don't weave through traffic or make moves that may surprise motorists.
14. Observe and yield right of way.
15. Never ride while under the influence of alcohol or drugs.
16. If possible, avoid riding in bad weather, in the dark, or when tired.

BICYCLING: RIDING SAFELY & RESPONSIBLY (Cont.)

C. Rules of the Trail

1. Be prepared. The closest help may be miles away.
2. Don't ride alone in remote areas. Leave an itinerary.
3. Off-road riding has more surface hazards. Build your skills on easier terrain.
4. Learn and obey local off-road laws. Don't ride where you're not welcome.
5. Respect the rights of others sharing the trail with you.
6. Yield right of way and be careful not to endanger pedestrians and animals.
7. Stay on designated trails to protect habitat and wildlife.
8. Minimize your impact on the environment. Leave nature as you found it.

D. Wet Weather Riding

WARNING: Wet weather impairs traction, braking and visibility for the bicyclist and other vehicles. The risk of accident is dramatically increased in wet conditions.

Under wet conditions, the stopping power of brakes is dramatically reduced and your tires don't grip nearly as well. This makes it harder to control speed and easier to lose control. To make sure you can slow down and stop safely in wet conditions, ride more slowly and apply your brakes earlier and more gradually than you would under normal, dry conditions.

E. Night Riding

WARNING: Riding at dusk, after dark or at times of poor visibility without a bicycle lighting system and reflectors is dangerous.

Even if you have excellent night vision, many you're sharing the road with don't. A bicyclist is very difficult for motorists and pedestrians to see times of poor of visibility. Take these additional precautions:

Before riding at dusk or at night:

- Make sure your bicycle is equipped with reflectors
- Install head and tail lights
- Wear light colored, reflective clothing and accessories
- Make sure your clothing or anything you may be carrying on the bicycle does not obstruct a reflector or light.

While riding at dusk or at night:

- Ride slowly
- Avoid areas of heavy traffic, dark areas, and speed limits over 35 mph
- Avoid road hazards

If possible, ride on familiar routes

Archery Policy

Eligibility:

Any camper and staff

Supervision:

Archery Master will be at least 18 years old and will have passed the National Archery Association Level One Instructor Course.

Archery assistants will be at least 18 years old.

Assistants will be trained by an Archery Master in course safety and use of equipment.



Supervision Ratios:

One archery assistant or master to 5 campers.

One additional staff for each additional 5 campers.

Protective Equipment:

Determined by Archery Master based on NAA training to suit the activity.

Safety Regulations:

- Archery only with archery staff present.
- Archery in designated area only
- Barrier tape will mark the barrier of the range .
- Archers are instructed in proper stringing of bows, stance, use of finger and arm guards, aligning arrow on bow, and shooting techniques
- All archers shoot from the same line.
- Shooting and retrieving arrows is strictly controlled by voice command of the instructor.
- Arrow tips must be pointed toward the ground when being carried.
- Campers will wait for their turn in an area designated by staff
- Equipment is inspected before and after shooting by archery staff
- Equipment is locked and off limits between sessions
- First aid kit and reaction kit required at archery range
- NO HORSEPLAY!
- For rule infraction, time out; consider closing the range

Emergency Procedures:

For injury, close the range, render first aid and seek medical help

Notify camp physician and camp director

Maintenance:

Camp Hodia and Luther Heights Camp share archery equipment and maintenance

Safety Concerns Related to the Use Areas:

Look and shout before sessions in case hikers are in the area

Ski Hodia Policy

All of Camp Hodia's standards and policies apply to Ski Hodia. The following are special considerations of Ski Hodia.

Eligibility:

Campers at least 10 years old and staff

Supervision:

Camp Hodia director and Ski Hodia director

Supervision Ratios:

One staff per 3 campers

One staff based at the bottom of each run

One medical staff per run

Protective Equipment:

Personal ski equipment is used

Rental equipment is fitted and checked by the Sun Valley ski resort

Safety Regulations:

- Beginning skiers start on the 'bunny hill' and progress to the ski runs with a staff person's approval
- Buddy system, Staff counts noses
- Participants will wear an identification tag at all times.
- This tag will identify them as a part of our group and will have immediate contact information for use if they are separated from the group.
- When using public transportation, they will travel with at least one other participant or staff member at all times.
- Participants less than 12 years old will be with a staff member at all times. When the group is at the ski mountain, participants will check in at a centralized location on arrival, at lunch and at the time of departure.
- At all times, the staff member in charge of the centralized location will have a list of participants on the mountain.
- Sun Valley rules for public skiing enforced by Hodia staff

Emergency Procedures:

On the mountain, Sun Valley Ski Patrol is in charge with Hodia assisting

Off the mountain, Hodia follows its general rules for safety and medical care

Wood River Hospital is available for care

Available staff supervises campers

Maintenance:

Camp Hodia owns no ski equipment

All equipment used is personal or rented from Sun Valley Ski Lodge

Safety Concerns Related to the Area:

Careful monitoring of Hodia interaction with the general public and Sun Valley Resort.



Hiking Policy

Eligibility:

All campers and staff

Supervision:

Hike leader may be any staff for hikes less than 30 minutes around campground

Hike leader may be any staff over 21 yrs for hikes off-site

Supervision Ratios:

At least 2 staff

One medical staff for off-site hikes

2 staff for each 10 campers and 1 additional staff for each additional 5 campers

Protective Equipment:

Decent shoes

Safety Regulations:

- Food and water
- First aid kit, reaction kit
- No campers left unattended
- Leave itinerary and camper list in camp
- Sign in and sign out with staff in camp
- Know your route

Emergency Procedures:

Medical staff tends to the injury

One staff goes for help

Careful attention to remaining campers

Following page: Lost Camper While Hiking

Special Concerns Related to the Area:

Attention to the right hike for the right camper

Nothing too difficult for novices, please



MISSING CAMPER WHILE HIKING

1. The hike leader will be in charge of the search and determine a control center.
2. Normal hike activities will be suspended.
3. One adult staff will stay with campers.
4. Search will be organized depending on the following factors:
 - a) Last place camper was seen
 - b) Geography of the area
 - c) Time of day
 - d) Length of time needed to go for outside help
 - e) Physical and emotional condition of the missing camper and the rest of the group
 - f) Staff and campers available to conduct the search

The goal of the search will be to locate the missing camper as quickly as possible. Search parties will consist of at least two persons. The search party will be well equipped with food, clothing, maps, watches and first-aid supplies. The area each party searches will be specifically delineated and the time limited to assure the safety of the search party.

Early consideration will be given to notification of authorities. Authorities will be notified if a camper is lost as darkness approaches or if he is lost overnight. Authorities may be notified sooner at the hike leader's discretion. Hike group will contact main camp when possible. Parents or guardians will be notified when the authorities are notified.

White Water Rafting Policy



Eligibility:

Teen campers and staff

Supervision:

Professional white water rafting company
Hodia staff assisting

Supervision Ratios:

One professional guide per boat
One Hodia staff at least every other boat

Protective Equipment:

Specified by the rafting company
PFD all participants

Safety Regulations:

- Follow safety rules per rafting company orientation
- Hodia medical staff dispersed through the trip
- First aid kit, reaction kit
- No campers left unattended

Emergency Procedures:

Primary procedures by the rafting company
Secondary support by Hodia staff
Medical staff tends to the injury
One staff stays with each group of campers
Vehicle available for rescue and transport

Maintenance:

Rafting company responsibility

Special Concerns Related to the Area:

Rafting company determines route of the trip depending on water level and camper strength and ability
Hodia assists in this determination

CAMP HODIA JOB DESCRIPTIONS

CAMP DIRECTOR



Qualifications:

- Minimum age – 21 years
- Education or training in the last 3 years related to camping with children who have problems.
- College degree in nursing or related health field.
- At least two years previous experience in working with diabetes in a health care environment
- Direct responsibilities as an adult for continuous leadership of at least one sustained group of any type
- Two years of administrative or supervisory experience in a health care field

Responsible to:

- IDYP Board of Directors

General Responsibilities:

- Recruit, select, train, and assign the entire camp staff
- Direct the supervision of the Asst. Camp Director, Camp Nurses, Camp Dietician, Craft Director, Recreation Director, Camp Physician, Camp Counselors
- Develop and carry out position relationships with campers, staff, and parents
- Plan and carry out the budget and business operation
- Lead in the determination of Camp objectives and policies
- Participate in Camp activities to the extent necessary for proper awareness and supervisory functioning
- Develop procedures, routines, and practices for the Camp operation
- Write Camp reports and evaluations based on observation, discussion by campers and staff, and conferences.
- Maintain ACA standards at the site
- Provide for effective staff and camper organization to carry out the program
- Responsible for medical supplies and health maintenance of campers and staff

ASSISTANT CAMP DIRECTOR



Qualifications:

- Minimum age – 21 years
- College degree in nursing or related healthcare field
- Experience in camping for at least one year
- At least one year supervisory experience
- At least one year of experience in diabetes education
- Ability to take responsibility for the administration of the Camp in the absence of the Director

Responsible to:

- Camp Director

General Responsibilities:

- Areas of administration or program as assigned by Camp Director

Specific Responsibilities:

- Be responsible for Camp in the absence of the Director
- Responsible for directing the CIT program
- Responsible for directing and educating Camp nurses, counselors, staff in diabetes management
- Help Camp Director plan and coordinate program, activities, education of staff and campers
- Responsible for Camp nurse responsibilities if assigned a cabin of campers

CAMP PHYSICIAN

Qualifications:

- M.D./D.O. degree and licensed to practice in the State of Idaho
- Experience in public/community health (an asset but not required)



Responsible to:

- Camp Director

General Responsibilities:

- -Plan and carry out a program of health and safety

Specific Responsibilities

- Supervise set-up of infirmary at Camp site
- During pre-camp training, discuss warning signs of DKA, insulin reaction., health and safety precautions/routines with staff
- Report all admissions to the infirmary to the Camp Director
- Administer all medications and treatment as needed (those not able to be administered by nurses)

Responsible for health maintenance of diabetic and non-diabetic campers and staff

CAMP COUNSELORS



Qualifications:

- Minimum age – high school graduate
- Person has diabetes, is related to person w/diabetes, or demonstrates special interest in children with diabetes.
- Has successfully completed a C.I.T program or has equivalent camping experience.

Responsible to:

- Cabin Leader, Cabin Nurse, Asst. Camp Director, Camp Director

General Responsibilities:

- Leadership and guidance of a cabin or 6-12 campers.
- Participation in general planning and carrying out camp program.

Specific Responsibilities:

- Live with a group of 6-12 campers and help each camper adjust to other campers and camp life.
- Enforce safety and health regulations.
- Guide the individual camper in participation in group, unit, and all camp activities.
- Assist cabin leaders with daily living requirements of the diabetic camper. (insulin injections, meal time, blood sugars, urine checks for ketones, bedtime, etc.)
- Assist with camp programs and activities as assigned.
- Act as a positive role model for the younger children with diabetes.
- Encourage campers to discuss their emotions and feelings.
- Notify cabin nurse of any potential problems (health, emotional, or other) of any camper.

COUNSELORS-IN-TRAINING (CIT's)

Qualifications:

- Minimum age 16 years through high school graduation
- Person with diabetes



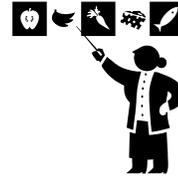
Responsible to:

- Cabin Leader

Specific Responsibilities:

- Same as counselor with assistance and guidance of cabin leaders, counselors and activity leaders.

CAMP DIETICIAN



Qualifications:

- Minimum age – 21 years
- Current member, American Dietetic Association
- Registration status current
- Experience in diabetes education
- Experience in meal planning and food purchase to meet the nutritional needs of diabetic children and staff
- Experience in supervising food service employees
- Willingness and ability to adjust to camp resources, conditions, and programs.

Responsible to:

- Camp Director

General Responsibilities:

- All areas of food service

Specific Responsibilities:

- Plan and approve menus
- Approve special food purchases needed for diabetic camp
- Work with existing camp cooking staff in all areas: menu planning, meal times, snacks, special foods, special events
- Order commodity foods as necessary
- Strictly enforce sanitary standards
- Take diet histories of all campers – minimum caloric levels identified and individual meal plan established
- Special diet problems identified (specific meal plan, allergies, strong likes/dislikes, food intolerance) and worked into schedule
- Daily education of campers and staff at meal time – identifying carbohydrates

CAMP NURSE

Qualifications:

- R.N. or L.P.N. degree and licensed to practice in the State of Idaho
- Experience or background in diabetes education



Responsible to:

-Assistant Camp Director and Camp Director

General Responsibilities:

- Responsible for total care of campers assigned to them

Specific Responsibilities:

- Record blood sugar levels of all diabetic campers taken at 4x/day
- Adjust campers' insulin doses appropriately depending on B.S., activity, Carb intake with consultation from Asst. Camp Director, Camp Director, or Camp Physician
- Check ketones as appropriate (B.S. more than 300, symptoms of DKA)
- Give education to campers on how to inject insulin, draw correct insulin dosage, B.S. levels, action of insulins, etc.
- Responsible for getting campers to activities and meals on time
- Refer campers who are having problems with diabetes control to the Camp Physician
- Administer all medications and treatments according to Physicians' orders (other than daily insulin dosages) and keep record of all treatments
- Responsible for keeping appropriate medical supplies in their cabins
- Responsible for reaction kits for campers

WATERFRONT DIRECTOR

Qualifications:

- Must be a responsible adult at least 21 years old
- Must be able to organize and direct waterfront staff (life guard & spotters)
- Must have good judgement in anticipating and preventing accidents
- Must be able to act calmly and quickly during emergencies
- Able to teach waterfront skills and supervise campers – has previous experience in a similar position and setting of at least 6 weeks duration
- Holds or has held one of the following certifications:
 - WSI from Red Cross
 - Aquatic Instructor BSA
 - YMCA Instructor in Swimming & Lifesaving
 - Equivalent Certification



Responsible to:

- Camp Director

General Responsibilities:

- Responsible for developing and carrying out (with assistance of waterfront staff) waterfront activities based on age/needs of campers

Specific Responsibilities:

- Supervise the waterfront staff in the teaching of all phases of waterfront activities
- Plan and carry out the various activities (swimming, small crafts, water safety) upholding American Red Cross Standards (with assistance of waterfront staff)
- Responsible for the interpretation and maintenance of all necessary health and safety regulations on the waterfront, outlining and enforcing measures for waterfront safety of every person in camp
- Report all accidents to the nurse or camp director promptly
- Responsible for implementing buddy system and buddy checks while at the waterfront
- Participates in general camp program outside his/her specific field

LIFEGUARD

Qualifications:

- Must be at least 17 years old, able to give and/or follow directions in an emergency situation
- Must have current Senior Lifesaving or Water Safety instructor certificate from the American Red Cross
- Must be able to teach waterfront skills
- Must have judgement in anticipating and preventing accidents



Responsible to:

- Waterfront Director and Camp Director

General Responsibilities:

- Develop and carry out waterfront activities
- Enforce water safety measures at the waterfront
- Participate in general camp program as much as possible
- Responsible for safe, healthy, and fun activities, buddy system when swimming or boating
- Responsible for evaluating and classifying campers/staff as to areas, equipment, and activities commensurate with their abilities

CRAFT DIRECTOR

Qualifications:

- Minimum age – 18 years
- Previous camping experience
- Ability to supervise and organize adults and children
- Interest, knowledge, and skills in crafts and the ability to teach and enthuse others



Responsible to:

- Camp Director

General Responsibilities:

- Organize and administer a safe and meaningful craft program

Specific Responsibilities:

- Develop and operate a meaningful craft program geared to the ages, interests, and activities of the campers
- Coordinate craft program with the other camp activities and plans
- Responsible for identifying any equipment needs so Camp Director may purchase these
- Encourage campers to be creative and express themselves through art or projects

PROFESSIONAL COUNSELOR

Qualifications

- Graduate degree in counseling or Bachelor's degree with 3 years experience counseling youth

Responsible to:

- Camp Director

General Responsibilities:

- Organize, conduct and evaluate pow-wows
- Available for individual counseling
- Participate in solving camper behavior problems



RAPPELLING MASTER

Qualifications

- Significant experience conducting rappelling programs. To be reviewed case-by-case by IDYP board.
- At least 25 years of age.

General Responsibilities

- Conduct the rappelling program.
- Supervise rappelling assistants
- Maintain rappelling equipment



ARCHERY MASTER

Qualifications

- At least 18 years of age
- Has completed the Level One training course from the American Archery Association

General Responsibilities

- Conduct the archery program.
- Supervise archery assistants
- Maintain archery equipment



APPRENTICE

Any role at camp may have an apprentice. At the completion of one camp session as apprentice, the person may advance to the full role during the next session. During the apprentice session, a senior staff will mentor the person and review all camp policies and practices. This serves as the one-week training deemed necessary to assume full responsibilities.