

BEACON BIBLE CAMP

EMERGENCY POLICIES AND PROCEDURES



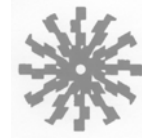
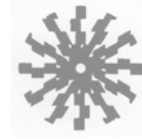
RISK MANAGEMENT

FOR ALL STAFF

**BEACON BIBLE CAMP
235 - 2 Fernwood Drive
Gravenhurst, ON P1P 1P5
(705) 687 - 0341 Office
(705) 762 - 5333 Camp
(705) 687 - 3853 Fax**

***Pointing Eyes to Creation
Calling Hearts to God***

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Section #5

Final Notes:

The Emergency Boxes:

There are two emergency boxes with copies of these procedures in them on the camp property. One of them is located outside the **Camp Office** the other is located outside the **Lighthouse**. (See photos below).

Included in these Emergency Boxes is:

- ◆ a first aid kit,
- ◆ a fire extinguisher,
- ◆ a whistle
- ◆ a copy of the Emergency Procedures
- ◆ a flashlight

- ⇒ The equipment in these boxes is there for Beacon Staff to use when the situation arises.
- ⇒ After using anything in these boxes please return them or have them replaced by notifying the appropriate staff person.
- ⇒ To insure the safety of our campers and staff it is very important that all staff familiarize themselves with these procedures.
- ⇒ Should you find any areas where these instructions are lacking please make this known to your session director.
- ⇒ If you have any questions about any of the policies in this document please address them to your session director or to the camp administrator.



Section #1

OPENING REMARKS:

He who dwells in the shelter of the Most High will rest in the shadow of the Almighty.
Psalm 91:1

From the Administrator

If you are reading this document I think that I can safely assume that you are serving or thinking of serving at Beacon Bible Camp in some way. If that is the case, welcome aboard!

I can promise you that your service at Beacon will be a fruitful one. Fruitful for God, for the campers we serve and for you.

In order to make Beacon a truly safe place many have laboured to put together the policies that are included in this document. Join us in this process, feel free to comment on what you read so that we can all work to make Beacon as safe as we can.

Our prayer is that we never have to use any of these policies, but if we ever do, it is very important that all Beacon Staff know what is expected of them, so read the following pages carefully.

Many thanks for your service!

*Mr. T.
Tom Williams*

IN CASE OF FIRE

- * Leader take charge.**
 - * Get people out.**
 - * Clear area.**
 - * Sound alarm.**
 - * Call fire department.**
 - * Control fire if possible.**
- * Account for every person at camp.**

The Leader taking charge will be the person in the immediate vicinity with the most senior authority, until very clearly relieved by a more senior person.

important for the well being of the child as well as for your own protection. As a child care custodian you are required to report child abuse.

6. **Bring Christ into the situation.** You are God's channel to bring help, comfort and healing into this young person's life. Share helpful scripture with them. Pray with them. Help them to know that God is there for them in any situation of life. And then show that, in a practical way by your love and care for them, both at camp and after camp.

Section #4 CHILD ABUSE POLICY AND PROCEDURES (CONT'D)

child permission to talk about the abuse to you. Listen carefully to everything the child says, and note his behavior. Don't fill in words for them. Don't ask leading questions.

2. **Believe.** Never criticize the child or claim that the child has misunderstood what happened. Support the child for disclosing. It is not your responsibility to determine whether the allegation is true. Children may embellish the actual facts, but seldom lie about abuse.
3. **Protect.** Take the child to a private place. Discuss the situation only with the Camp Director and/or the Camp Administrator and the Family and Children's Services when and if they are involved. Try to avoid repeated interviews about the incident. Do not make the incident the topic of conversation with the entire staff. Never promise everything will be okay. You can promise that you will do what you can.
4. **Affirm.** Children who have been victimized may feel sad, angry, fearful, anxious, and depressed. Accept and understand the child's feelings. Avoid telling the child how he or she "should feel", rather emphasize that the child is not to blame for what happened. Praise him for his courage and honesty and promise that you will get help. Do NOT promise that the abuser will be arrested, only that you will do the best you can to see that he or she receives help so that the abuse stops.
5. **Refer.** Tell only the Camp Director and/or the Camp Administrator. When the call is made to CAS be there to answer any questions that they may have. Do NOT attempt to handle the problem alone. This is

SECTION #2 MISSING PERSON EMERGENCY CHECKLIST

FIRE EMERGENCY CHECKLIST

These things may all happen at the same time. Seconds count.

1. **LEADER TAKE CHARGE.** Make sure it is absolutely clear who is in charge. Take control of the situation or assist the person who has. If you are taking over control, state it clearly.
2. **GET PEOPLE OUT.** Can you do so safely? Seconds count. What about another way of exit?
3. **CLEAR AREA.** Assign some to get people far back. Start getting people in groups to account for everyone. If trucks need to come in, can they do it fast and with lots of room?
4. **SOUND ALARM.** Has someone sounded alarm the yet? It is in back corner of Dining Room. Just flip switch and leave on for 5 minutes.
5. **CALL FIRE DEPT.** Have someone call Fire Dept. (911). Directions to Beacon are on sign by phone. Tell them what kind of fire it is - building, brush, grease, electrical. Get staff posted on road at maintenance building to direct trucks to the fire scene. If cars are in the way, get them moved - **NOW**.
6. **CONTROL FIRE IF POSSIBLE.** Can you extinguish the fire?
Can you stop it from spreading?
Close doors and windows if possible.
Fire extinguishers are in every building. Have people get them to control fire. Do not put anyone in danger.
Can you smother the fire with something?
Find someone to shut off power to building.
7. **ACCOUNT FOR EVERY PERSON AT CAMP.**
Send everybody to the same area - Lighthouse, or gym, in winter: another building.
Assign someone to arrange groups and account for every person.
Cabin groups-Cabin Leaders & support staff.
Cooks & summer staff.
Other camp children.
If anyone is missing start MISSING PERSON EMERGENCY CHECKLIST.

SECTION #3 MISSING PERSON EMERGENCY CHECKLIST

When staff determine, after an initial check, that a camper, visitor or staff member appears to be lost or missing the following procedure must be followed.

If this occurs at waterfront, proceed according to Waterfront Procedures Manual - Missing Person Emergency Procedure.

Otherwise:

1. Contact the following people for an immediate meeting:
Camp Administrator and / or Camp Director
Waterfront Director
Missing person's immediate supervisor
or: persons with the most senior authority available.
2. Gather the following facts about the missing person:
Recent activities, Where last seen, Attitude of Person when last seen, What they were wearing, Did they take a boat out?
3. Make a decision to conduct a Land Search, Water Search, Missing Boat Search, or any combination of them.
 - a) Assemble campers and staff in Lighthouse by sounding emergency siren. Check attendance to see if everyone else is there. Assign staff to supervise campers. Assign search duties to other staff.
 - b) Ring bell 10 times every five minutes to indicate to the missing person the direction they should take toward the camp.
 - c) **Missing Boat Search:** Take emergency motor boat and search all three lakes as determined by amount of time camper(s) and boat have been missing.

Section #4 CHILD ABUSE POLICY AND PROCEDURES (CONT'D)

“Beacon Bible Camp is fully committed to promote the best interest, protection and well being of every camper and guest. The camp policies clearly and explicitly forbid any kind of child abuse, and require all staff personnel to report any suspected incidents of abuse. The individual suspected / accused involved in this incident has been reported to the Muskoka Family and Children’s Services by the camp administration. The camp is cooperating fully with these authorities in their investigation.”

10. Cooperate fully in the investigation by the authorities.

APPROPRIATE TOUCH

Appropriate touch should only involve the hands, arms, upper back or shoulders of another. Minimize front to front hugs. Side hugs with arms around each other are less likely to cause problems. Refrain from physical contact with a camper unless they are in a public place. Take precautions against inadvertently touching the more personal areas of a child while caring for them. Inappropriate force used while “rough housing” or playing games is unacceptable. Do not give massages to campers or staff of the opposite sex. The most innocent incidents have resulted in charges of abuse. Remember; staff must be cautious to avoid any actual or perceived incident of abuse.

HELPING A VICTIM OF CHILD ABUSE

It has been a traumatic event for an abused child to disclose the fact of abuse to someone. The following guidelines will be useful to you in helping them deal with the abuse.

1. **Listen.** Don't panic or over-react. Give the

Section #4 CHILD ABUSE POLICY AND PROCEDURES (CONT'D)

confidential investigation is conducted.

5. Be sure to remove the accused person from any contact with the alleged, abused child.
6. Notify the investigating authorities and file the necessary reports within the appropriate time frame.

Children's Aid Society
Bracebridge 645-4426

The Staff Member that made the report should be present when call is made. If you get an answering machine or answering service, identify it as an emergency and ask to speak to the duty worker.
7. Secure medical attention if necessary, then with the reporting agency official, meet with the child's parents, and with their permission, with the child. Comply with Family and Children's Services requirements.
8. Notify camp's liability insurance company. Camp's insurance policy may require immediate notification if coverage is to apply to any resulting lawsuit. Call R.J. Farnworth of Daly, Farnworth, McGregor Insurance in Guelph, 519 824-8650.
9. Have a statement ready for the press. Relations with the media will be cordial and honest. All inquiries by the media will be handled by the Camp Administrator or the Camp Director. It is important that only one person speak on behalf of the camp regarding any crisis situation - to help eliminate rumors or false information which could be given out and be damaging to the camp or to the family involved. Information will only be provided when we are sure of its validity. It is easy to inflate a situation out of proportion or to provide misinformation. The spokesperson will seek to guard against both situations.

SECTION #3 MISSING PERSON EMERGENCY CHECKLIST (CONT'D)

- d) **Water Search:** Waterfront Director or designate will organize water search according to Beacon Waterfront Procedures Manual - Missing Person Emergency Procedure.
- e) **Land Search:** Thoroughly check the following areas inside, outside, under and around, repeating the persons name, telling them, "Everything is okay." Staff are to search and report back to the person in charge. Check off all areas and if still not found send different people for a second search over the same location.

Poplar				
Pine				
Larch				

Dining Room				
Kitchen				
Store\Infirmery				

Elm				
Ash				
Birch				
Upper Washroom				
Cedar				

Wheelhouse				
Cookhouse				
Town Hall				
Rock Room				
Directors Cabin				

Lighthouse				
Maple				
Pumphouse				
Gym				

Crowsnest				
Bezaleel				
Aholiab				
Mtce. Building				

Lakeview				
Uncle Charlies				
Waterfront				

Bridge				
Playing Field				
Archery				

**SECTION #3 MISSING PERSON
EMERGENCY CHECKLIST (CONT'D)**

4. If person is still missing after first search, send two vehicles up road both directions for 10 minutes.
5. After cars return and second search has been finished, the most senior authority will call:
 - . Camp Administrator (if not on site)
 - . Ontario Provincial Police (911)
 - . Camper's parentsHave staff member posted at the maintenance building to direct police.
6. Begin a third search by different staff again. When they arrive, report to Police all details of missing person and procedures. Follow their directions.
 - Have ready: 1. Missing Person Identification Chart - filled out.
 - 2. Map of camp and area.
7. WHEN MISSING PERSON IS FOUND AND EMERGENCY IS OVER sound emergency siren 4 blasts to let people know. Check person for any medical or emotional needs.
8. If injury or fatality occurs, all staff who are involved in the event must complete an incident report. This must be done immediately and individually. The Camp Administrator must report incident to Beacon's insurance agent.
9. Director shall give staff an opportunity to discuss what happened after incident reports have been filled out.
10. In the event of a serious or fatal incident the camp program shall continue on as best as possible. Sending campers home could prove more detrimental than dealing with the events and bringing God's help and comfort into the situation.

**Section #4 CHILD ABUSE POLICY
AND PROCEDURES (CONT'D)**

4. Camp Administrator is to consult with the camp attorney (Lyle Sullivan 687-2219) as soon as possible for legal advice regarding compliance with reporting laws.
5. Notify the investigating authorities and file the necessary reports within the appropriate time frame. If requested, arrange to meet with the:
Children's Aid representatives.
Children's Aid Society
Bracebridge 645-4426

If you get an answering machine or answering service, identify it as an emergency and ask to speak with the duty worker.
6. The purpose of this meeting is to learn more fully of the allegations. Reassure the child that they have done nothing wrong, and encourage them that it was right to report the incident. Allow the child to speak freely. Don't coach responses, and don't become defensive.
7. Co-operate fully in the investigation by the authorities to best help the child and family.

IF ABUSE HAPPENS AT CAMP
1. If a staff member at Beacon Bible Camp is suspected of child abuse, the Camp Administrator MUST be informed at once.
2. The Camp Administrator and Camp Director inform the staff member of the accusations and discuss them with him/her.
3. The name of the informant will be kept confidential to the extent possible.
4. Relieve the alleged offender from duties while a

Section #4 CHILD ABUSE POLICY AND PROCEDURES (CONT'D)

permanent control over a child, to provide necessary care, food, clothing, medical, or dental care or shelter so as to seriously endanger the physical health of the child.

SEXUAL ABUSE - Offenses fall into two categories - touching and non-touching.

Touching offenses include the following:

- Fondling
- Sexual stimulation
- Non-violent intercourse
- Rape
- Assault

Non-touching offenses include the following:

- Verbal sexual stimulation
- Indecent exposure
- Peeping in doors and windows
- Causing or allowing a child to witness sexual relations.

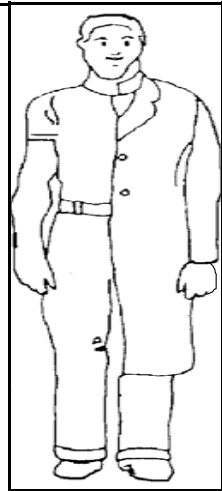
IF ABUSE HAPPENED BEFORE ARRIVAL AT CAMP

If a child is suspected of being abused, either by observation or through confiding in a cabin leader or other staff member that he/she has been abused, the following steps should be taken.

1. The cabin leader or staff member should counsel the child according to the guidelines set forth in Beacon's directive: "Helping a victim of Child Abuse".
2. The staff member should inform ONLY the Camp Director and/or the Camp Administrator.
3. Camp Administrator and Camp Director will hold a meeting to consider and weigh circumstances, decide appropriateness of calling parents and Children's Aid Society and then do so if necessary with the reporting Staff Member present.

SECTION #3 MISSING PERSON EMERGENCY CHECKLIST (CONT'D)

11. Media relations: Relations with the media will be cordial and honest. All inquiries by the media will be handled by the Camp Administrator or the Camp Director. It is important that only one person speak on behalf of the camp regarding any crisis situation - to help eliminate rumors or false information which could be given out and be damaging to the camp or to the family involved. Information will only be provided when we are sure of its validity. It is easy to inflate a situation out of proportion or to provide misinformation. The spokesperson will seek to guard against both situations.

MISSING PERSON IDENTIFICATION CHART			
SEX MALE		AGE	
HEIGHT		WEIGHT	
HAIR BLACK €		RACE	
EYES		HAT	
TYPE OF GLASSES		COAT	
SHIRT		SHOES	
TROUSERS		COMPLEXION	SCARS/MARKS
NAME			
RECENT ACTIVITIES			
WHERE LAST SEEN			
ATTITUDE			
ANY OTHER INFORMATION			

Just as Beacon feels a spiritual obligation to present Christ as Saviour and Lord to a camper, we also have a moral and legal responsibility to promote the best interest, protection and well being of our campers. The Child and Family Services Act of Ontario recognizes that persons working closely with children have a special awareness of those who may be in an abusive situation. If, in working with any young camper, we have reasonable grounds to suspect that they **are** or **may be** suffering or **may have** suffered abuse, either physical, sexual or emotional, we must report the suspicion and the information we base it on to the local Family and Children's Services (Children's Aid Society).

Beacon Bible Camp will not tolerate any type of abuse by a staff member and if investigation shows it has taken place will release the staff member from service at camp.

Staff must be extremely cautious to avoid any actual or perceived incident of abuse. The good reputation of Beacon could be discredited in a moment and irreparable damage done to the reputation of the staff member involved.

REPORTING

Calling the Children's Aid Society or Police is a very serious step. The welfare of our campers must be of greatest importance. We need to remain in calm control of the decision making process and carefully investigate the way the incident has unfolded. Then we need to act with the best judgement we can, taking the next most appropriate step. This means we need to proceed prayerfully, asking God for wisdom. We are only human in our responses but He can be trusted to guide us and bring help to each person involved.

DEFINITIONS

COMMISSION - committing an act to cause injury.

OMISSION - watching an act to cause injury and not stopping it.

PHYSICAL ABUSE - Physical injuries or acts that create a substantial risk of serious injury that are inflicted or allowed to be inflicted. Physical injury caused by a person, or allowing someone to suffer an injury. In a camp setting, physical abuse is most likely to happen when a staff member is disciplining a camper. Anything done while disciplining a camper to inflict pain is considered abuse. Hitting, slapping, spanking, shaking, squeezing or any other such activity can be considered physical abuse.

EMOTIONAL ABUSE - A pattern of blaming, belittling, verbally attacking, or rejecting a child, or demanding that a child assume responsibilities that he is incapable of handling. This includes screaming, derogatory remarks, extended lecturing on bad behaviour or forcing campers to do something that they are emotionally or psychologically incapable of doing. Any other action which is emotionally or psychologically abusive is not permitted.

NEGLECT - Failure, refusal, or inability of a parent, guardian, legal custodian, or another person exercising temporary or