



Lakewood
Recreation

camp PAHA

L a k e w o o d R e c r e a t i o n



2023 Staff Manual



The Camp Paha Story

THE PAHA STORY

In 1970, Jefferson County Public Schools initiated a summer day-camp for participants with disabilities. The program consisted of a variety of recreation activities and arts & crafts projects taught by teachers, school counselors, college students and high school aides. The program, held at Fletcher Miller School, was funded by the county school system. In 1974, the school district decided to seek outside funding and approached the county parks and recreation departments to help support the project. Because of the tightening economic picture in 1980, the school district was forced to curtail their extensive funding of the recreation program.

At this point, the parks and recreation organizations of Jefferson County were contacted to investigate the feasibility of financially sponsoring the program. The decision was made to continue the day program for participants with disabilities through the sponsorship of interested parks and recreation departments.

The City of Lakewood Department of Parks and Recreation made the largest financial commitment. Meetings were scheduled with representatives of other county recreation departments in March and April to decide on location, budget, dates, and times of the program. Hedy Margolis of Lakewood was in charge of the reorganization, securing personnel, transportation and other coordination aspects. The program met at the North Lakewood Community Center, 8715 W. 16th Avenue, Lakewood Colorado, during the summers of 1980, 1981, and 1982.

Today, the Camp is part of the Community Resources Department and is run by the Recreation Division's Recreation and Inclusion Services for Everyone (R.I.S.E.) program. The camp runs for seven weeks at a Jefferson County public school located in Lakewood from approximately 9:00am to 4:00pm. The program offers a multitude of activities and outings for participants ranging in age from 6 to 17. The camp has grown over the years, meeting the needs of many different participants and families. The current supporters and partners are Friends of Paha, Jefferson County Public schools and the City of Lakewood.

In 2012, the Camp was divided by age and a new program was created. This new program, called Paha Adults in Transition (PAT), was designed to serve as a 'transition-type' program for young adults ages 18-25. Although keeping with the activities and field trips as Camp Paha, the PAT program focuses more on development of skills in independence, safety and self-efficacy.



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Welcome and Introductions!

We are so excited for you to be a part of the Paha Team this summer. We hope to provide you and our participants a fun, safe, and unforgettable summer! Please read through this manual to better prepare you for your summer ahead and feel free to reach out to any of us if you have further questions. We are here to support you in any way we can.

Meet the Directors

Missy Sprague



Hi, I'm Missy! I started with Camp Paha in the summer of 2018 and my favorite part about camp is when the aliens invade. I have a two year old son named Asher. I love to play in my vegetable garden and get to the mountains on the weekend with Dan, Asher, and our dogs Ullr and Riley.

Kayla White



Hello! I've been living in Colorado for over 11 years now but am originally from Wisconsin, Go Packers! I enjoy the many outdoor adventures Colorado has to offer with my husband, Connor, and dog, Vida! I started with Paha in the middle of camp last summer 2022 and am excited for my first full summer with PAHA!



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Mission and Goals

Lakewood Camps Philosophy

We value the parents, the participants and young adults in our care, our employees, and the community. We encourage fun and safe programming through age appropriate activities that aid in the development of social, emotional, intellectual, and physical skills. We believe in providing a safe, and healthy environment focused on the participants in our care. We establish positive methods of individual and group guidance that encourage independence and a sense of responsibility.

Camp Paha Mission Statement

To provide recreational, educational and therapeutic opportunities in a safe, quality, and fun outdoor and indoor day camp environment.

Camp Goals

- To provide access and supported exposure to recreation opportunities and new experiences within camp and the local community.
- To provide an inclusive experience where campers can be members of a group in a day camp setting.
- To provide an opportunity to develop awareness about self, others and the environment.
- To encourage independence.
- To provide opportunities for fellowship and fun for our campers.





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STAFF EXPECTATIONS





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Staff Expectations

Top Priorities of a Camp Staff Member

- Provide an environment where participants feel Safe
- Provide an environment where participants can experience success
- Provide a range of activities participants can succeed at
- Show participants acceptance and approval
- Show wild enthusiasm and excitement



Remember, when you represent the City of Lakewood there are high expectations and in order to fulfil expectations please be at your best 100% of the time!



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Staff Expectations

Qualities of a Lakewood Camp Team Member

1. **PERCEPTIVENESS** Knows when it is time to change an activity – knows when a situation is potentially dangerous before anything happens – knows when to help before being asked.
2. **SPONTANEITY** Quick with ideas and solutions – good problem solver – adapts to new situations quickly – is not rigid.
3. **ROLE MODEL** A good example to other staff and participants (attitude, dress, flexibility, interest.)
4. **COMMUNICATOR** Good voice quality – eye contact (watches for reaction) – able to describe in understandable steps and terms – animated, a good listener as well.
5. **CREATIVE** Tries new ideas – always looking for new ideas – inventive, can make something out of little or nothing – always building on one's own skills and reserves.
6. **ORGANIZED** Knows what facilities, supplies, activities, staff and time are required to accomplish a particular project – has arranged for all of the above and advised other staff members.
7. **SHARING** Shares experience with staff – encourages staff participation – allows staff and participants room to grow through trial and error – shares responsibilities.
8. **DEPENDABLE** Follows through – on time – responsible for what happens in program – can be trusted.
9. **HONEST** Has convictions – will admit to own beliefs – deals with staff and participants fairly and openly – not afraid to ask for help.
10. **INITIATIVE** Self-motivated – does not need to be told what to do.
11. **EGO-SELF AWARENESS** Realizes the effect you have on other people – realizes what it is you need from other people to make you feel good or successful.
12. **EVALUATIVE** Always striving to improve self and program.



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How staff can support participants to achieve their goals

- Provide a safe and accessible place for any camper regardless of their abilities to participate in camp activities.
- Give participants an opportunity to be independent.
- Allow participants to lead games or activities when appropriate and encourage teamwork and leadership.
- Encourage participants to work as a team in activities and during transitions.



Typical Day to Day Duties

A typical day is going to include duties that are not necessarily written in your job descriptions. It is important that all staff understand that they will have numerous, unwritten roles that will improve the quality of the programs for everyone. Staff creates the program environment and being able to recognize your contribution will enable the program to run smoothly.

This is a practical list of duties that you will be doing throughout the summer:

- Helping other coworkers when they need your assistance!
- Change/Toilet participants
- Feed participants
- Sign in & out on your timecard **DAILY**
- Read the staff message board
- **TAKE A 15 MINUTE BREAK!**
- Engage, assist, and include all participants in any and all activities
- **PLAY HARD!**
- Count participants in your group numerous times throughout day
- Keep your group together as much as possible
- Respect all staff and participants
- Communicate your needs with your assigned group
- Communicate in a positive manner with parents
- Follow your in-house schedule – Go to the activities!
- Put sunscreen on your participants and yourself **EVERYDAY!**
- **GET DIRTY!**
- **HYDRATE, HYDRATE, HYDRATE: you and your participants!**
- Bring any thoughts, concerns, issues promptly to the administrative staff
- **BE SAFE!**
- Bring swimsuit and get in the pool with the participants
- Pick up trash when you see it
- Clean up your area after lunch, sweep floor and wipe tables, have participants help out! If outside make sure to pick up trash off ground!
- **BE FLEXIBLE!**
- **BE POSITIVE!**
- Follow appropriate dress codes and professional guidelines.
- Be a role model!
- **If you see a need, fill the need!**



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Staff Expectations

Job Expectations and Duties – Head Counselor

Head Counselor is the leadership role for each Camp Paha group. The Head Counselor will be responsible for leading one group of 8-12 campers and 4-5 staff, in the daily operation of camp. In addition to the essential functions of the Assistant Head Counselor, the Head Counselor will be required to complete the essential job functions below.

Essential Job Functions (This job description does not intend to list every function of the position):

- Communicate with parents regarding camper behaviors, schedule changes and other pertinent information.
- Communicate with Camp Nurse regarding daily needs of campers.
- Communicate with Transportation Coordinator and Activity Specialists regarding specific needs of campers.
- Complete written weekly progress notes including camper goals, activities, and behaviors.
- Other related duties as assigned.





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Staff Expectations

Job Expectations and Duties –Assistant Head Counselor

The Assistant Head Counselor is the secondary leadership role within each Camp Paha group. The Assistant Head counselor provides supervision to the group counselors and provides support to the Head Counselor. In addition to the essential functions of the Counselor, the Assistant Head Counselor will be required to complete the essential job functions below.

Essential Job Functions (This job description does not intend to list every function of the position):

- Provide direct and meaningful supervision and feedback for your respective staff.
- Plan and lead small and large group activities for campers during scheduled group times, transitions, or other down times.
- Adhere to program schedules.
- Be knowledgeable of any special camper needs, including medical and behavioral.
- Communicate with parents regarding camper behaviors, schedule changes and other pertinent information.
- Administer medications to campers on schedule, as needed.
- Delegate duties associated with the group evenly to group staff.
- Other related duties as assigned.





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Staff Expectations

Job Expectations and Duties – Counselor

Paha Counselors assist with the day to day needs of the campers in their groups. This includes engaging with campers during planned activities, ensuring a safe and fun environment, and assisting with activities of daily living such as feeding, changing, and bathroom care.

Essential Job Functions (This job description does not intend to list every function of the position):

- Maintain an enthusiastic attitude and serve as a role model for positive and appropriate behavior through speech and action on a daily basis.
- Participate and engage in all camp activities with campers.
- Ensure the health, well-being and safety of all campers, participants and staff.
- Be familiar with and adhere to Camp Paha policies and procedures.
- Assist with the physical, social and emotional needs of the campers. This may include transferring, changing, feeding, and behavior management.
- Be constantly aware of risk and how to manage those risks; make safety a top priority in all aspects of the camp program.
- Maintain the cleanliness of all areas and facilities used by campers and staff.
- Communicate with parents regarding camper behaviors, schedule changes and other pertinent information.
- Assist the leadership team by keeping your group on time and on schedule.
- Perform other duties as assigned.





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Staff Expectations

Program Leaders vs. Program Aides

Program Leaders, as defined by Licensure, include Assistant Directors, Head Counselors, Activities staff, and Nursing staff. These staff are 18 or older and have the necessary 460 hours experience supervising participants.

Program Aides, as defined by Licensure, include Counselors. These staff are at least 16 years old and work directly under the supervision of the Program Director or Program Leaders. Although Program Aides do count for Ratio, they may never be solely supervising participants.



This will be a challenge for changes, camper issues and field trips. Admin staff can also be utilized for this purpose. The Program Leaders and Group Staff are all responsible for ensuring that a Program Leader (HC or AHC) is present when participants are present. Counselors(aka Program Aides) may never solely supervise participants for any reason.



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Staff Expectations

Job Expectations and Duties – Activity Staff

The Activity Staff is responsible for the daily onsite programming of Paha. Activity Staff creates lesson plans and work with Paha Leadership Staff to provide meaningful and beneficial activities for campers and participants. Activity areas may include Sports and Games, Nature and Science, Arts and Crafts, Outdoor Play, Sensory Play, Life Skills, and Music and Drama.

Essential Job Functions (This job description does not intend to list every function of the position):

- Maintain an enthusiastic attitude and serve as a role model for positive and appropriate behavior through speech and action on a daily basis.
- Support campers, participants and staff at all times in program participation.
- Ensure the health, well-being and safety of all campers, participants and staff.
- Be familiar with and adhere to Camp Paha policies and procedures.
- Assist staff with the physical, social and emotional needs of the campers. This may include transferring, changing, feeding, and behavior management.
- Plan, implement, and continually evaluate age-appropriate activities for campers and identify potential adaptations for campers to ensure that campers of all ability levels may participate.
- Support skill development of campers through planned activities.
- Manage the care and use of program equipment and supplies.
- Prepare activity lesson plans in a timely manner and monitor activity supplies to ensure the materials necessary for the activities planned are in stock or ordered.
- Direct staff assisting the setup of your program area every morning.
- Implement planned activities and modify them as needed to suit group needs.
- Work together with group staff keeping open communication in order to best support campers and participants be successful during activities.
- Report weekly to Paha Admin Staff, evaluating strengths and weaknesses of program area in terms of objectives, interest, attitudes and participation.



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Staff Expectations

Job Expectations and Duties – Nurse Assistant

The Paha Assistant Nurse assists the Paha Nurse with all medical needs of campers during the duration of Paha. The Paha Assistant Nurse will also be a leader trained staff and may fill in as needed in a leadership position.

Essential Job Functions (This job description does not intend to list every function of the position):

- Ensure the health, well-being and safety of all campers, participants and staff.
- Be familiar with and adhere to Camp Paha policies and procedures.
- Assist staff with the physical, social and emotional needs of the campers. This may include transferring, changing, feeding, and behavior management.
- Discuss important health information regarding specific campers with their individual camp leadership and group staff as needed.
- Communicate with parents and caregivers regarding any medical concerns as needed.
- Assist with administering all medications and treatments brought by Paha campers according to prescribed physician's orders and sound nursing knowledge and assessment.
- Provide campers/staff/volunteers with first aid, as needed.
- Support the retention of accurate records of all medications, treatments, injuries, etc., of all campers/staff/volunteers
- Prepare, maintain, and instruct staff in the use of first aid kits for emergency use on off-site trips.





Staff Expectations

Pre Camp Training

All staff must attend pre-camp training prior to working with our camp participants (June 5-June 9 8:30-4:30 except Thursday, June 4 will be 10am-6:00pm due to the camp open house for campers and families). The training week will be held at Fletcher Miller School (200 Kipling St, Lakewood, CO 80226). Staff will need to schedule time with a leadership team member to make up any missed training.

Schedules

The expectation is that staff are working Monday – Friday 8:30 – 4:30 for the duration of camp. If you have an expected or unexpected absence, please communicate that with the Camp directions at the earliest notice possible. Please note that the Recreation Coordinator reserves any and all rights to make changes to the schedule.

Attendance Expectations

All staff are expected to be in their assigned places and ready for work at the designated starting time. If a situation should occur and you are going to be late, call and inform the Camp Director. No changes are to be made in the work schedule, or extra hours worked UNLESS specifically assigned to do so by the Director or Recreation Supervisor. All employees are expected to work until the assigned ending time, unless sent home earlier by the Director. When an employee is absent from work, the employee shall notify the Opening Camp Director as soon as possible. All staff members are responsible for covering their own shift. If a staff member does not show up for work or does not call in, the staff member will be subject to discipline that may result in dismissal from the program. All staff members are required to attend Annual Training prior to the beginning of Summer Camp. All staff members are required to attend scheduled staff meetings.

Staff Vehicles

Cars must be parked in designated areas only. Staff should never transport campers in their personal vehicles.



Staff Expectations

Overtime

Overtime must be pre-approved by your supervisor. Overtime will only be granted in extreme circumstances. Employees who are approved to work overtime will be paid an overtime rate at one and one-half times the rate at which they worked when they exceed 40 hours. Contact your direct supervisor to discuss what constitutes overtime in your department.

Staff Meetings and In-Services

Employees are expected to attend staff meetings and in-services. If you are not able to attend, pre-approve the absence with your supervisor prior to the in-service or meeting. To cover the material discussed staff members will be expected to review minutes.

Payroll

Salaries will be paid every two weeks through the camp season, with the final payment being made after the camp season has been completed. Direct deposit is **required**. To receive your salary as well as attend staff training, all hiring paperwork must be received in a timely manner.



Staff Expectations

Illness Expectations

Illnesses that result in an absence of 3 or more days will require a physician's note. If you miss work due to illness, it is your responsibility to call and speak with an opening supervisor as early as possible in the morning or the night before. If you are sick, please do not come to camp for the health and safety of other staff and campers.

Illness Policies

If you become ill, please notify a Camp Director or Camp Nurse, so that we can document your illness. If you have an infectious disease, we will be required to contact the Health Department to determine the appropriate steps for your return to camp.

If you are experiencing a fever over 100.4 please do not come to camp.

If you are experiencing any GI upset, diarrhea and/or vomiting you must not return to camp until **48 hours** after your symptoms have resolved. During an outbreak, exclusion may be extended to 72 hours after symptoms have resolved.

Anyone who handles food must not prepare food for others until they have been symptom free for at least 48 hours.

How Sick is Too Sick

See this document in ePACT. All staff must read through this document.

Pandemic

In the case of a pandemic, Camp Paha will follow all State and Local Health Guidelines



Staff Expectations

Camp Paha Dress Code

While working at Camp Paha staff need to be able to complete all functions of their job while keeping a “Camp Professional” appearance. Please be mindful of the message your attire sends to our campers and community.

Shirts – Camp T-shirts or Lakewood Recreation T-Shirts preferred. If you are not wearing a Camp Paha or other Lakewood Recreation T-Shirt, please use your best judgement about which shirt you wear and the image it portrays to our campers and community.

- **Please note:** We have no control over the temperature in the building. Bringing a sweatshirt is advised. It can be cold in the building, in particular after swimming.

Shorts – Mid-thigh length or longer shorts or pants are required. You will be very active during your camp days, shorts are recommended. Please be mindful of the length of your shorts and the duties that you will need to complete during the camp day. While running shorts are light weight and flexible, unless they are mid-thigh length, these are not a great option at camp.

Swimsuit - Please be mindful that you may be lifting or transferring campers in and out of the pool. You may be holding campers in the pool. They may pull on your swimsuit. Some staff opt to wear a T-shirts and/or shorts over their swimsuit.

- **Men-** Please wear swim trunks that are secured. Please no speedos.
- **Women** – Please wear a one piece athletic style swim suit. Some staff opt to wear a sports bra underneath their swimsuit for extra modesty. No swimsuits that have tie closures.

Towel – Please bring a towel with you to camp.

Footwear – Functional footwear is required. You may be required to run or be active in many ways during the camp day. Again use your best judgement to determine what works best for you. Tennis shoes are highly suggested. Sandals with heel straps are another acceptable alternative. Many staff prefer to wear closed toed shoes to protect their toes from bodily fluids and wheelchair wheels.

Sun Protection – It is suggested that you bring a hat and/or sunglasses with you to camp. You will spend some time outside everyday. Sunscreen is also advised, staff are able to use the camp sunscreen if you do not bring your own.

Fragrance- Please do not wear any fragrance (perfume, body spray, etc) to camp. Many campers and staff have allergies.



Staff Expectations

Staff Conduct

The conduct of the staff is of primary consideration for evaluation, promotion, and continuance of service. The programs expect all staff to maintain a high standard of personal appearance and conduct, and to be attentive to the physical, social and emotional needs of all the campers in their care. Staff members must place the camper needs before their own while still satisfying their own needs. Therefore, staff conduct must be maintained at all times. Ridicule of campers, situations, or other staff members, on the basis of race, religion, creed, color, disability, or sexual orientation will not be tolerated. Continued use of such ridicule or abuse will result in the dismissal of the staff member.

Punctuality

Punctuality is expected and required at all times in reporting for work and staff meetings. The work day is structured to allow staff time to arrive, meet with supervisors if needed and prepare for the day before assuming supervision of campers/participants. Staff are expected to arrive on time and ready to work at the start of their shift.

Language

Loud or profane language will not be allowed by staff or participants. Inappropriate topics of discussion will not be tolerated. Remember these participants want to be just like you so set a positive example and be mindful of what you are saying!

Drugs, Alcohol, and Tobacco

Alcohol, drugs, and tobacco are prohibited on City or School property. The drinking or taking of drugs on or before the job is strictly forbidden (this includes over intoxication from the previous evening). The use of or being found under the influence (including the effects of a hangover) of any alcohol, or an illegal substance on duty may cause for disciplinary action that could result in immediate dismissal. Smoking and tobacco product use is prohibited at all times while transporting participants on field trips and excursions. Smoking and tobacco product use is not prohibited in Family Child Care Homes during non-business hours.



Staff Expectations

On the Job Drug/Alcohol Testing Policy and Procedure

If there is reasonable suspicion that an employee is under the influence of drugs or alcohol as an employer we are able to perform reasonable suspicion testing on all employees. Please adhere to the following policy: Staff member who has the concern should contact a supervisor immediately. Ideally there should be two supervisors who observe and confirm the behavior/symptoms that have led to the suspicion of the staff member being under the influence of something (smell, eyes, speech, loss of coordination, etc.). If during regular business hours contact HR for further instruction as needed.

- If two employees/supervisors have confirmed the suspicion, the employee that is thought to be under the influence has to be transported by the supervisor to be tested. Testing locations will be able to do the test and tell you the results right then, with a copy sent to ER.
- If the employee is a minor, all processes remain the same, EXCEPT we should attempt to contact a parent to let them know that we are transporting the employee for drug and/ or alcohol testing and where we are taking them.
- If the test is negative the employee should be returned to work.
- If the test is positive, either you can take the employee home, or return them to the recreation center until someone can come get them. They will not be able to work for a certain amount of time (usually 24 hours). Please do not let them drive themselves to the test or home if the test is positive.
- The supervisor should contact HR on the first business day possible to discuss the appropriate procedures moving forward.
- If it is a drug that they are being prescribed and it is impairing their ability to do their job they should be driven home or picked up and taken home and an assessment with HR's assistance can be conducted on the first business day after the incident. If the staff member refuses the testing, this is considered to be a positive test and the same processes and procedures should be followed as if it was a positive test.



Staff Expectations

Facility/School Property

If you encounter any problems contact the Paha Director to resolve any issues that may arise. Respect the property as if it was your home and instill this level of respect in the participants. If something needs to be repaired, please communicate with the Paha Director immediately so we can communicate that to the school.

Outside Contact with Participants

Because we cannot manage staff behaviors/performance outside of the walls of Paha, we strongly discourage outside contact. Parents will be informed of this policy and expected to comply with it. Parents are discouraged from allowing outside contact between their child and a Paha staff member. Camp Paha makes no statement or endorsement of staff for roles outside of Camp Paha or Paha Adults in Transition.

Tips and Gratuities

No tips or gratuities will be accepted by any staff member, from the parent/guardian of a camper, or from the camper them self for services rendered to said camper during the course of the regular work day; or for any service rendered to said camper deemed a required responsibility of the position. This does govern any arrangement for services rendered at the location of the programs, or any service provided while under the employee's regular working day.



Staff Expectations

Personal Visitors To The Programs

We welcome visitors who are friends and family of participants, participants, and staff alike. Staff must get visitors pre-approved through the Paha Director **at least 48 hours prior to their arrival and will be subject to a background check.** Visitors brought without advanced notice may be asked to leave and the staff member involved may be subject to disciplinary actions. All must sign in at the administration office and must wear a name tag!

Cell Phone Usage

During program hours, use of cell phones for personal use is prohibited. In the event of an emergency, parents/relatives should contact your group's camp phone. Cell phone use during program hours creates a distraction from the safety and accountability of the youth in our programs and will result in progressive disciplinary actions.

Electronic Communication / Social Media

Social Media, such as Facebook, Twitter, Instagram, Snapchat etc. are a part of the culture of today's youth. As a camp staff member you are considered a representative of the City of Lakewood. Discussing illegal activities, posting threats or discriminating material, pictures of illegal activities or excoriating remarks regarding the Camp program or any element of the City of Lakewood is prohibited. Disciplinary action may be pursued regarding these issues. Staff do not have permission to post participant photos/videos to any social media. Pictures may never be sent to non-Camp staff (including family, friends, etc.). Pictures may not be used for personal promotional materials (such as a resume, etc.). Staff has the responsibility to protect participants' privacy at all times



Staff Expectations

Reporting of Suspected Child Abuse

Any staff member who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social service or local law enforcement agency. The telephone number to report child abuse is:

1-844-CO-4-KIDS

Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect. Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well planned and run program. Remember to observe the program regularly, especially with regard to participants' health and safety, equipment, play materials and staff. For additional information, please consult the Colorado Office of Division of Human Services at (303)866-5958. health and safety, equipment, play materials and staff. For additional information, please consult the Colorado Office of Division of Human Services at (303)866-5958.

No Isolated Moments

This policy states that no staff should ever be alone with one or more participants for any reason. This policy is being implemented to protect both the participants and staff. This policy is not flexible; immediate actions will be taken for violation of this policy. The following items are violations of the policy and are prohibited.

- Physical Interaction with participants, unless it is to aide in the learning of skills. Encouragement should be done with a high five or knuckles (no hugs, no patting, no massaging, etc...)
- Interaction with participants outside of City programs without participant's parents present.
- Being one on one with a participant, out of sight of staff.
- Transportation of participants in private vehicles.
- Calling, texting, emailing, etc., with participants about anything other than issues directly related to the program. Contacting participants through Facebook or other social media sites.
- Working one on one with participants outside of scheduled classes/camps/practices and out of eye sight of other coaches, parents or participants.
- You agree as a City of Lakewood employee that you will immediately report any violations of professional boundaries, suspicious behavior, inappropriate behavior, or abusive behavior.



Staff Expectations

Counselors In Training

Counselors in Training (CIT) will be utilized for the Camp Paha program only. CITs do not count towards ratio at any time. As well, they should never be left alone with participants for any reason. CITs may assist with other counselor's tasks including feeding, pushing participants or participants in wheelchairs, and applying sunscreen. CITs may assist with changes when appropriate, as a third person.

Nursing Students

Nursing students from the Denver College of Nursing will be coming to Camp Paha/PAT as a Community Health and Pediatric practicum site. The Nursing students when on site are considered part of the Paha/PAT staff team. Nursing students are able to help with any hands on tasks deemed appropriate by the Paha Nursing Director, but should always be with a staff member.

Employment

Beginning employment as a staff member is based on the judgment of the Camp Leadership Team. The Colorado Department of Human Services, and other agencies concerned with organized camping have defined guides for such judgments. Prospective staff personnel must submit an application for employment through the City's Employment website. Returning staff are also able to apply in the same manner for another season of employment, unless otherwise directed.

Workers Compensation / On the Job Injuries

Health and medical care is provided for the staff in the event of on-the-job injury only through Workman's Compensation. Any injury to a staff member must be reported immediately to an immediate supervisor, on the day of the injury. Failure to do so by the injured employee will negate any liability for the injury, by the City of Lakewood, or any agent thereof.



Staff Expectations

Sexual Harassment Policy

In accordance with the City of Lakewood's policies on providing equal employment opportunities and pursuant to federal laws and regulations, the City promulgates the following policy: Sexual harassment is not condoned and will not be tolerated under any circumstances within any City of Lakewood work place. The City supports the proposition that sexual harassment generates a harmful atmosphere, so it is our position to affirmatively promote an atmosphere free of sexual harassment and intimidation. Sexual harassment is a violation of State and Federal Law. It is a form of employee misconduct, which undermines the integrity of the employment relationship and negatively impacts the morale and productivity of our employees.

As defined by the Equal Employment Opportunity Commission (EEOC), sexual harassment is any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment can be expressed in various ways, such as sexual remarks, subtle or overt sexual demands and physical assault. The EEOC has defined situations where unacceptable conduct constitutes sexual harassment as the following:

- Submission as an explicit or implicit condition of employment.
- Submission to or rejection of advances are the basis for an employment decision affecting such individual.
- The conduct has the purpose or effect of substantially interfering with a worker's performance, creating an intimidating, hostile, or offensive working environment.

In short, sexual harassment can be any of those things a person finds sexually offensive on the job.

The City of Lakewood will act positively to investigate alleged harassment and to affect immediate remedy when an allegation is determined to be valid. An individual who is found to have engaged in sexual harassment will be subject to discipline in accordance with the provisions of Section 2.28.425 of the City Personnel Policies.

Any employee who believes he or she has been the subject of sexual harassment should report the alleged act immediately to his/her immediate supervisor or department head; or Ken Milano, Director of Employee Relations; or Coleen Hampf, Personnel Manager; or you may file a grievance in accordance with the provisions of Section 2.28.450 of the City Personnel Policies. An employee may also contact the Equal Employment Opportunity Commission at 303-866-1300 or Colorado Civil Rights Division at 303-866-2621., Personnel Manager; or you may file a grievance in accordance with the provisions of Section 2.28.450 of the City Personnel Policies. An employee may also contact the Equal Employment Opportunity Commission at 303-866-1300 or Colorado Civil Rights Division at 303-866-2621.



Staff Expectations

Staff Disciplinary Action

It is the responsibility of all employees to observe and follow the policies, procedures, and regulations necessary for the proper operation of all activities and programs. When disciplinary action needs to be taken, employees will first be given a verbal warning. Continued disciplinary action will result in a written reprimand and meeting. Written reprimands will be placed in your personnel file and may include probation, suspension, or termination. The following is a partial list of infractions which will result in corrective action:

- Tardiness
- Failure to come to work for a scheduled work shift or find a sub
- Inadequate job performance
- Insubordination
- Theft from or destruction of City and County property
- Taking or being under the influence of alcohol or drugs while on duty
- Leaving assigned work area without permission

Resignation

Any employee wishing to resign from their assigned position during the season will provide the Camp Leadership with a two (2) week written notice, of such intent. A written notice of resignation, stating the last day you will work and the reasons for your resignation is requested. "Failure to give 14 calendar days written notice prior to the last day actually worked may be cause for denying reemployment, and the employee may be deemed to have resigned not in good standing." When you leave the City, keep the Employee Relations Department informed of your forwarding address so your W2 form can be sent to you in January of the next year. Unauthorized absences from work for a period of three or more days may be considered a voluntary resignation and may be cause for denying reemployment due to a negative standing.



Lakewood
Recreation

PROGRAM INFORMATION





Program Information

Pick Up/Drop Off Procedures; Release of Campers

Camper drop off will begin at 9:00 AM. Campers must be picked up by 4:00 PM. If a pick up or drop off occurs outside of that time, a designated staff will communicate when their camper arrives or is ready to be picked up to that camper's group and that group will send a staff to either escort the camper to the front doors or bring the camper to where the group is currently located. All campers must be signed in and out every day. Once the participants are signed in by their parent or guardian, staff are responsible for their whereabouts and safety. Participants are released from the program only to individuals authorized by the camper's guardian. The Paha Director will be notified by guardians if there is a change in the individuals who may pick up campers. All parents will notify staff of any planned absences. Staff may ask parents or guardians for a photo ID. If there is an unauthorized individual who is trying to pick up a camper, notify the Paha Director immediately.

Pickup after 4pm

After 4:00pm, a late charge is assessed at the rate of \$15.00 per child, per 15 minutes or any part thereof. Any camper not picked up by 5:00pm. will be turned over to the Child Protective Agents of the City of Lakewood Police Department.

Etiquette When Dealing with Parents

- Please communicate concerns/problems and/or suggestions in a positive manner.
- Avoid using judgmental phrases (i.e. he is good, he is bad, etc.).
- Know all facts/details before speaking with parents.
- Refer parents to Camp Director and/or Recreation Supervisor if the problem escalates.
- NEVER give out your personal phone number to parents/campers or connect via social media.



Program Information

Supervision of Participants Onsite

Staff will maintain a MINIMUM of a 1:4 staff camper ratio at all times while following the No Isolated Moments policy. Campers must be in line of site supervision of staff at all times. Staff should constantly count participants and know the whereabouts of all participants/participants at all times (also known as Active Supervision). CIT's and Volunteers are not allowed to be left alone with participants.

Supervision of Participants Offsite

Staff will maintain a MINIMUM of a 1:4 staff camper ratio at all times. This ratio will vary depending on the needs of the participants. Participants must be in line of site supervision at all times. CIT's and Volunteers are not allowed to be alone with the participants. Inform all participants that they are not to talk to strangers or interact with anyone they do not know. Staff should be actively supervising their campers especially in big groups and must never assume another staff is watching their group unless there has been verbal confirmation. Staff should constantly count participants and know the whereabouts of all participants at all times (also known as Active Supervision).





Program Information

Purchases / Supply Requests

Do not purchase equipment or supplies for Camp without prior approval. If additional supplies are needed, please let one of the Directors know in advance. If you buy any item, for any reason without prior authorization, you will not be reimbursed.

Purchasing can be done weekly, by requesting supplies through the Camp Director.

Use Of Camp Technology / Equipment

Employment with Camp Paha may mean that you will have access to Camp Paha Equipment and Technology such as camp tablets, laptop, cell phones, and two-way radios. Please realize the business purpose of these tools and do not abuse the ability to use this technology while on the job. Abuse of technology or equipment may result in disciplinary action that could lead to termination.

- Employees should make every effort to safeguard equipment from damage or loss.
- Employees may be held liable for equipment lost or stolen in their possession.
- Departmental equipment should not be used by staff for non-program use.
- Employees are responsible for properly setting up and storing all equipment.
- Report any equipment damage immediately to a Camp Director.
- Incident Report may need to be filed.
- Camp Supervisors are responsible for the cell phone and tablet checked out to them.
- **Campers are not to use camp technology unless authorized by a Director.**

Personal Belongings

Items of value are highly discouraged at camp to avoid theft or misplacement. If items are brought to camp, staff will hold no responsibility for items, and will encourage campers to store belongings in their backpack. Items include electronics, cell phones, iPods, anything of personal value, etc. If a personal belonging is interfering with camp happenings staff may collect the item and return the item at the end of the day.



Program Information

Medication

Medication is to be taken seriously, whether it is prescribed by a doctor or over the counter. Do not take medication in front of the children if possible (except for inhalers, etc.) Only staff that have proper training are allowed to administer medication. Medication administration must be kept private if possible, and should never be talked about in front of other campers or parents for the privacy of the individual as mandated by HIPAA Law (Kids listen to everything that leaders say! Be careful what comes out of your mouth). All medications must be kept in their original prescription container. Participant must have written consent by physician and parent/guardian (per state licensing guidelines). All medication administered must be documented appropriately on an approved Medication Administration form.

- Medications are in Group Leader fanny packs.
- Group leaders must wear fanny packs at all-time except at the pool at which time they can be handed off to the Bus Drivers for safe keeping until it is time to return to Paha.
- Group Leaders will receive the fanny packs each morning from Nursing Staff contain all medications needed for that day for each Camper unless otherwise noted by nursing staff.
- It is the Group Leaders responsibility to make sure that Camper receive their medications, ensuring it is the correct person, dosage, time, and route.
- If a Group Leader misses giving Camper/Participants his or her medication they must notify nursing staff immediately and call Parent or guardian if necessary to let them know of the medication error.
- If there are any errors made, either in packaging or giving medications, the nurse is to be notified immediately.
- On trips away from the facility Group Leaders are responsible for distributing the medications as prepared and instructed by the nurse.





Program Information

Healthcare & Wellness at Camp

The Nurse and Nurse's Assistant are ultimately responsible for all health care and medical issues at the programs. Staff plays a very important role in the health and wellness of our participants at the program. You need to be aware of what is typical for your participants and what is out of the ordinary. Communication with the Nurse and Nurse's assistant is imperative throughout the summer to keep our participants healthy and having FUN! It is important for the staff to note any cuts, bruises, pressure skin sores, or injuries the campers come in with and report them to the nurse for treatment and documentation.

General Hygiene

- Personal care of participants comes first.
- Make sure that hand washing is supervised and assist if necessary.
- Wash faces as needed.
- Assist with toileting, cleaning camper and changing disposable undergarments (DUGS) regularly.
- Assist in keeping private areas clean and free from feces and urine.
- Keep your campers reasonably clean and free of food, dirt, or other items related to activity.
- Change soiled clothes and put on fresh ones.

Pandemic

In the case of a Pandemic, Camp Paha will follow all State and Local guidelines

Lunch and Snacks

Lunches will NOT be provided by the City. All staff are required to bring a lunch each day unless advised otherwise. Staff may have access to the fridge, but we will not be eating at the school every day. Plan accordingly! Staff eat lunch when kids eat lunch. Staff must eat with the children and each staff member should be with their group of children. At the conclusion of lunch staff members will check their group of participants lunch box's. Each child should have eaten at least 1/3 of their daily nutrition. Staff should refrain from bringing peanut butter or peanut products in their lunch due to high peanut allergies in some campers. Set a positive example for the campers, please do not bring junk food or soda to camp. Parents provide a morning snack and afternoon.



Program Information

Cleanliness

The cleanliness and organization of Camp Paha is our first impression. If parents come in to pick up their children and find the area in total disarray, they may feel we treated their child the same. As a team (staff and campers) we need to keep the room clean and orderly. In order to prevent the spread of infection all areas will be disinfected by a staff member DAILY.

Lost and Found

All lost and found items must be turned into the Lost and Found box. Items left for prolonged periods will be donated. Valuable items such as watches and rings shall be stored in the onsite lockbox. Under no circumstances should any items be taken home or given away by staff.

Children with Special Accommodations

All City employees shall, to the best of their ability, make the reasonable accommodations necessary to ensure that the program is accessible and available to persons with disabilities. City employees should be sensitive to the needs and requirements of people with disabilities and ask if assistance is needed. Some examples of accommodation are: writing down instructions for someone with a hearing impairment, properly directing someone that has a visual impairment, and providing an accessible location for the program.



Program Information

Field Trips

You **MUST** stay with your group at all times while on a field trip. In the event of an emergency we will have our camp cell phones where we can contact appropriate parties. If we need to seek medical attention we have the emergency information on camp tablet or cell phone with an Assistant Director at all times and we will contact authorized persons first. In life threatening situations we will contact 911 first and then the parents. As a staff member, you are encouraged to enjoy and have fun on the field trips but do not forget that you are responsible for making sure every child is safe and accounted for. Stay with your group and be sure to conduct your Face Counts continuously. Remember, you and your group are representing the City of Lakewood and Camp Paha. We want to make every effort to leave a positive impression so that they invite us back. It is your responsibility to ensure that the participants are following the rules. Go over the rules **PRIOR** to participating in activities and go over the consequences for breaking rules.

Transportation Policy

Transportation will be provided by Lakewood Camps Bus Drivers on Jeffco School District buses, or City of Lakewood Vehicle. Please be advised at this time the buses are not equipped with seat belts. All applicable safety rules are given to children every time they board a bus.



Lakewood
Recreation

Accountability





Accountability

Group Accountability

You will be responsible for your own group. Camp Paha is home to 40 campers each day. In order to ensure that each and every camper is safe at all times there will be 4-5 staff assigned to one group of 8-12 campers at all times. **It is your duty to be sure that all campers in YOUR group are safe and cared for at all times.**

It is your responsibility to make sure children in your group are accounted for at all times. Face Counts should be done no less than every 20 minutes. Face Counts will be conducted more frequently when on field trips such as whenever moving from one location to another. You must always know how many kids are with you - whether on trips or at our Home Base - FACE COUNT often.

You must know which group you have been assigned to & the names of the kids in your group. You and the other staff in your group are responsible for taking your group on trips and bringing them back on time to the busses, lunch, or the designated leaving time. As a team, you will lead the group activities, and get everyone involved.

Absences

Prior arranged absences will be noted **in ePACT**. If a camper does not show please contact the primary guardian on the emergency card within a half hour after programming begins. If you are unable to reach someone leave a voicemail explaining how we were expecting the child and they have yet to show up to the program. Inform Admin staff of any unexpected absences.



Lakewood
Recreation

Behavior Management





Behavior Management

Camp Paha Behavior Support

Corporal punishment or verbal abuse is not allowed at Camp Paha. Discipline will be conducted so as to educate and redirect, rather than punish. The techniques used will include: talks, mild reprimands, time away from the activity, positive behavior reinforcement, etc. Time away from the activity will be conducted by a staff member and will occur away from the activity, in the hallway or in the Administration Office. Camper will be supervised during this away time. In lieu of calling it a 'Time Out,' we strive to emphasize this time as a time for the camper to 'take a break, calm themselves down, have quiet time or think about their actions and what they'll do differently next time.' Discipline will not be related to food, toileting, physical or emotional abuse.

In the cases of extreme behavior concerns in which participants are not responding to the above listed techniques, a member of the Administration team will be utilized. If a camper shows consistent behaviors that require intervention, a meeting to discuss a behavior contract will occur between relevant staff, the Paha Director, the camper and the camper's parent/caregiver. Camper and parents will also sign the behavior contract. The camper will be required to follow the behavior contract, supported by the camp staff, Paha Director and the parents. If the camper is still unable to successfully participate within the camp setting under the guidelines of this contract, disciplinary actions will be pursued based on the Camp Paha Consequences Policy.



You may have to deal
with goat behaviors
instead of camper
behaviors some days.



Behavior Management

Behavior Expectations:

Lakewood Recreation asks that all participant abide by the set forth Behavior Management Procedures to protect campers and staff and to ensure a positive and quality camp experience. The Behavior Management Procedures are intended to redirect negative behavior and promote positive behaviors.

Be respectful of yourself and others with your language and actions

Keep your hands to yourself and your belongings

Listen to and abide by staff requests

Behavior Management Procedures

***If any of the following occur, it MUST be documented on the daily and weekly behavior sheet.**

Warning: If a camper's behavior is degrading towards the need for intervention, a warning may be issued by the Camp Staff.

Intervention: If a camper's behavior does not improve after receiving a warning staff will provide an intervention, which should include a physical action. Examples include, moving the child, rearranging the room, putting yourself next to the child, regrouping participants.

Exclusion: If a camper's behavior is persistent, unwavering, and not responsive to camp staff's intervention the participant will be excluded from camp activities. Exclusion may vary and can include removal from activity, removal from the day.

When appropriate the camper's parents will be notified and may need to come to meet with the Administrative Team. We consider each incident on an individual basis and look to parents and caregivers for behavior support techniques that are successful with your camper.

Participants may also be excluded without warning or intervention in extreme cases. Camp Director will be involved for these situations.



Behavior Management

Tips on Behavior Management

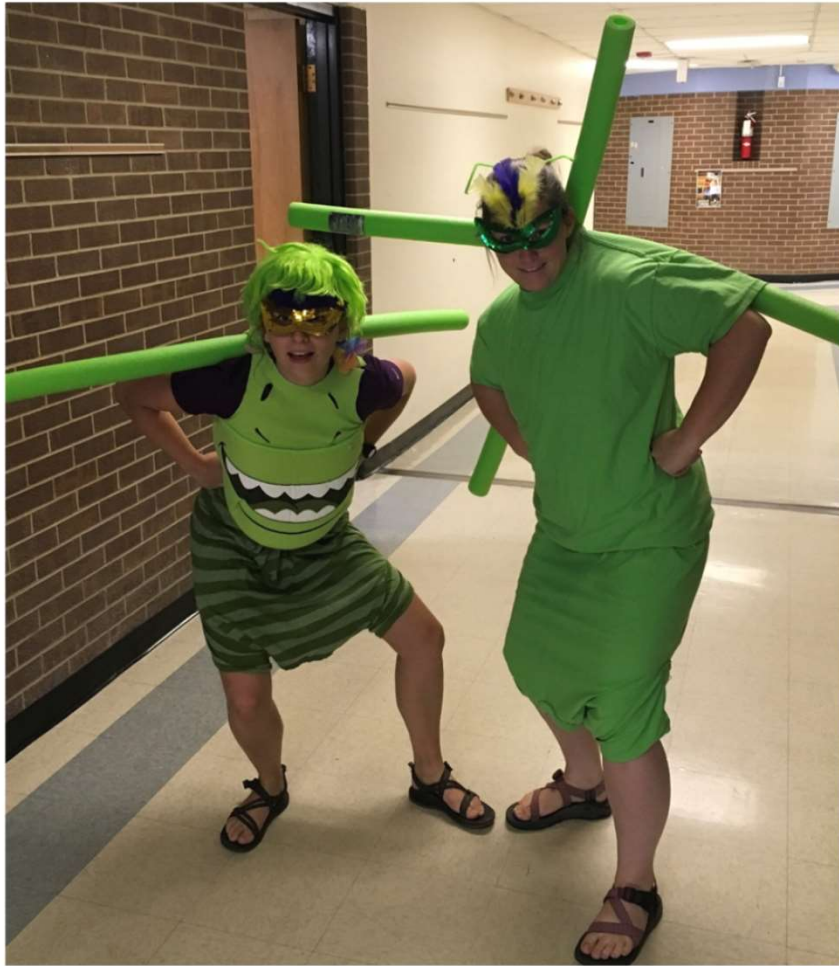
- Know the rules and the consequences.
- Ensure the campers know what the rules are.
- From the first day, enforce the rules consistently.
- Anticipate potential behavior problems and take steps to avoid them before they become problems.
- Develop trusting relationships with the campers
- Don't threaten to enforce rules-DO IT & mean what you say.
- Do not use physical force except in self-defense.
- Be sure to find out all the facts concerning the situation before taking action.
- Realize each camper is important. Look for his/her special qualities. Listen to them & respect them as individuals.
- Set reasonable and fair consequences for the children who break rules.
- Communicate with other staff to remain consistent.
- Remain calm; if you are frustrated find another staff member to help you.
- Discuss any ideas or problems with your Director or Assistant Director
- Conduct yourself as a professional -Professionalism is a combination of attitude, enthusiasm, respect, considerations or others, acceptance of responsibility, and self-confidence.

When a Problem Arises

- Approach the individual privately
- Ask the individual "What happened?" or "What did you do?"
- Make sure the individual understands why the behavior was unacceptable.
- Help redirect into a positive behavior.
- Let the individual experience a fair consequence.



Safety/Emergencies



General Guidelines For Emergency Situations

- Keep Calm.
- Do simple activities with the participants to prevent panic.
- Keep the phone lines open.
- Delegate emergency responsibility



***“An ounce of prevention is worth a
pound of cure.” ~ Ben Franklin***

Safety/Emergencies

Safety and Emergency Basics

Our policy of "safety first" is to be upheld in all situations. We care about our staff and participants' future and that they are safe and well cared for.

- Always be aware of where your group members are at all times.
- Always be on alert
- Familiarize yourself with the location of all first aid supplies.
- Inspect all equipment daily and look for possible problems.
- Pick-up any hazardous material - broken glass, etc.
- Don't promote activities that could cause physical harm.
- Encourage participants to watch out for each other.

If a child becomes ill or injured while attending our program, staff will attempt to notify the responsible persons by calling the numbers of the emergency contacts listed by the parent or guardian on the emergency contact form. Depending on the severity of the illness or injury, we may seek medical care or transportation to a medical facility or we may request that the parent or guardian pick the child up from our program.

Always defer to individuals with more experience. In the event we are visiting a venue where a child has sustained an injury, if someone identifies themselves as an individual who has been trained to respond to injuries (doctor, paramedic, lifeguard) let them take the lead in the situation.

ALWAYS CALL HOME immediately after an accident. It is our job to inform families of the happenings at camp, and let them make decisions as to if they want to pick up and seek further care. DO NOT put something off because you thought it was not serious - That is the parents decision to make and our job to present the facts for them to make the best decision in a timely manner.

You must complete an incident/accident report for every occurrence (other than minor scrapes and bruises). Accident/incident should be completed and notification given to your Assistant Director or Director immediately.



Safety/Emergencies

Incident Reports

For insurance, safety and tracking purposes, an Incident Report is completed whenever an individual injures themselves or others or destroys City/Program/public property while at camp or on a camp outing. The person who witnessed the event should bring the injured person to the nurse for treatment. At this time, the witness is to fill out the report and sign it (in ink). The nurse will add a medical assessment and treatment completed. Incident Reports are also to be filled out whenever there is damage to property, theft and/or police have been called in to assist with any such claims

Standard Precautions

Staff must take all precautions to protect themselves and others from blood borne pathogens. When there is an incident involving blood or other body fluids, take the following steps:

- Put on your disposable gloves.
- Contain the spill area and block it off from others.
- Using the methods taught in Standard Precautions, clean the spill and dispose of the contaminated materials in a Biohazard Bag.
- Disinfect the area using a bleach solution on hard non-porous surfaces and rubbing alcohol on carpets.
- If a child's clothing is soiled, have them change into clean clothing (if possible). Double bag the soiled clothing and send the bag home with the parents.



Safety/Emergencies

Minor Injuries

Most injuries are easily handled with the First Aid Kit provided. For minor injuries apply first aid to the best of your ability. No matter how minor the injury, it is important for you to report it to the parent. Be sure to replenish the first aid kit if you use something while on a trip. All injuries require documentation.

Life Threatening Injuries

- Secure the safety of the program participants and staff members.
- Call 911.
- Notify the Director and determine the next step.
- Notify the parents. (If parents cannot be reached, notify emergency contact person).

Possibility of Concussion/Head Injury

- If a camper hits their head or is hit in the head by an object or another camper, nurse is notified and examines the camper.
- Parent is then notified by phone (or text) of the incident, and informed that they will be contacted if there is any change in the camper's health status.
- If additional symptoms manifest, parent is contacted immediately and required to pick up camper.
- Based on symptoms, nurse will make recommendation to parent (i.e. take to emergency room, see their provider).



Safety/Emergencies

Inclement and Extreme Weather

Under most circumstances the Camp programs will operate regardless of weather. If the weather is severe and a cancellation is needed, the Program Supervisor will inform you in a timely manner. Please use the News and Radio Stations as an information source. Participants will not be taken outside in excessively hot or cold weather. Please use your discretion. Should the temperature rise to excessive highs while participants are already outside, we will bring the participants inside periodically and provide water to prevent heat exhaustion or heat stroke.

Lightning

As a rule of thumb if you hear thunder nearby find shelter. In the event of lightning at the day camp site, the participants will be brought in until the storm has passed. Once inside, attendance will be taken and every child accounted for. In the event of lightning while on a field trip, camp staff will maintain control of their group and follow the instructions of the organizations designated staff. Attendance will be taken and every child accounted for.

Fire

In evacuating, use the door that is most accessible for that area of the building. The evacuation plan is setup to use the most appropriate exit, however, during a real fire these exits may be blocked by fire or heavy smoke. In this case, evacuate through the front door. Participants will be led by the Camp staff to the primary meeting place and kept at least 100 feet from the building. Staff should take the roster out with them and take attendance while waiting outside for an account of all the kids. Wait for the fire department clearance before re-entering the building. In the event of a fire while on a field trip, camp staff will maintain control of their group and follow instructions of the organizations designated staff.

Tornado

In the event of a tornado at the camp staff will follow the procedures for that specific site. Once in the designated area, attendance shall be taken and every child accounted for. In the event of a tornado while on a field trip, camp staff will maintain control of their group and follow instructions of the organizations designated staff. Attendance will be taken and every child accounted for.



Safety/Emergencies

Loose Animals / Animal bites

- Secure the safety of the program participants and staff members.
- Keep participants calm and controlled.
- Call Animal Control-give description of animal and where it is located.
- Call 911 and provide first aid, if needed, for an animal bite.
- Notify the Recreation Supervisor of the incident
- Do not put yourself or anyone else into danger. Leave the area if needed.
- Complete an Incident Report.

Threatening and Suspicious Behavior

- Get help, inform other staff members and the Recreation Supervisor of the potential situation. Ask them to watch the participants and offer immediate phone call assistance if needed.
- If possible move the participants from the situation and any immediate danger.
- Approach the individual or individuals in question with the a supervisor or another staff member, identify yourself and ask the person to leave the facility.
- Keep all confrontations in the public eye. Do not try to handle any confrontation in private.
- If at any point, the staff, public, or participants feel threatened CALL 911.

Shelter in Place/Evacuation Procedures when on Field Trips

Potential hazard outside the building, without any immediate threat of the hazard entering the building. All exterior doors will be locked and the day will carry on as usual.



Safety/Emergencies

Random Acts of Violence (Immediate threat Inside the building).

An active shooter or other threat actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms. Should a situation arise where a threat is inside building, communication will be directed over the radio to all program staff, as well as via cell phone if possible. Communication to remember is:

“ACTIVE SHOOTER (or other descriptor of situation) TAKE ACTION NOW!”

There are no one-size-fits-all answers for these situations, and no one can tell us how we should or will act under these circumstances. Additionally should a Random Act of Violence situation arise while away from home base or on a field trip the general concept of RUN, HIDE, FIGHT is recommended for all situations.

RUN - If possible immediately evacuate the building. If you are already outside the facility do not return for anything. Take cover at the nearest location (house, business). **This is only an option if everyone you are with can run.**

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

HIDE - (Lockdown) In situations where it is not possible to escape find hiding in your current location. **This is typically the best option if not everyone in your group can run.**

- **LOCKS** - Block entry to your hiding place and lock the doors
- **LIGHTS** - Turn off all lights
- **OUT-OF-SIGHT** - Hide in an area out of the shooter's view, remember to silence your cell phone and/or radio (Remember if you can see them, they can see you)
- **CALL 911 WHEN IT IS SAFE TO DO SO** - Keep the Line open

FIGHT As a last resort and only when your life is in imminent danger

- Attempt to incapacitate the attacker
- Act with physical aggression and throw items at the attacker



Safety/Emergencies

Missing / Lost Camper

- Prior to leaving any location, staff members are to take roll call and take a face count of the group.
- In the event that a child is missing, the entire group shall remain where they are until the child has been found.
- A second roll call and face count is done at this time and the missing child identified.
- On field trips, the organization will immediately be notified.
- Once the child is identified his/her picture is to be pulled from the records and the following checks are to be made by the staff:
 - Ask all staff if they know where the child is or was last seen.
 - Ask all children if they know where the child is or was last seen.
 - Search all areas of location, including indoor areas, restrooms outdoor areas, parking lots and vans.
 - Ask other customers or staff at site location. Page child if possible to report to the front entry where the group originally entered the location.
 - If after 15 minutes the lost child has not been located, begin Department Emergency phone calling. Call 911. Call Admin Phone: **(720) 422-6892**.





Safety/Emergencies

Missing / Lost Camper

Level 1 Search – Pressing

Identify what areas to check (short range) and assign those areas to one or more staff. Ratio and Supervision must be maintained while searching for a camper/participant.

2. If the individual has a cell phone, the camp staff should attempt to contact them through that means.
3. If the Lost individual is not found in probable areas (such as the last program area, nearest bathroom, hiding around the corner, group room, cafeteria, etc.) and/or in a reasonable amount of time (within 2-5 minutes), notify Camp Director / Assistant Director.

Level 2 Search – Urgent

When reporting the Lost Person to the Camp Director, staff should describe the individual's name, age, physical appearance and clothing description.

5. Camp Director will be in charge of the Level 2 Search. Any staff available and identified by the Camp Director will be used to search more areas. The Camp Director will assign which areas will be searched by which staff.
6. When a Level 2 Search has commenced, the Camp Director will notify all staff (through direct contact or overhead announcement) that the "Lost Person" has a phone call and should report to the Camp Director immediately." All activities should continue without interruption. Staff members should not panic and should continue activities as normal. Staff members with information on the whereabouts of the Lost Person should contact the Camp Director immediately.
7. The Camp Director may also use text messaging and phone calls to cell phones to communicate with searching staff the status of the Lost Person.
8. When staff disperse to search assigned areas, staff are to take with them:
 - A first aid kit or emergency supplies.
 - A cell phone or radio with contact information for the Paha Director.
 - Staff may also communicate using their personal cell phone if available.

While searching, staff should be sure to stop, look and listen. Take the time to look thoroughly. Look in every area diligently. Don't just assume the Lost Person is 'not there.' Be sure to think from the perspective of someone who perhaps does not want to be found or has fallen/climbed somewhere on accident.

10. Search areas will include: all bathrooms, group rooms, activity areas, playgrounds, cafeteria, kitchen (including refrigerator and freezers), off-limits building areas, parking lots, sports fields, adjacent parks/streets/structures, etc.

The Camp Director and/or any other staff identified will remain close to a phone.

Level 3 Search – Extremely Urgent

12. If the missing individual has not been found within a reasonable amount of time (approximately 10-20 minutes), a call will be placed by the Camp Director to the program supervisor (Recreation Specialist,/Programmer or Coordinator) and Lakewood Police Department (Or nearest law enforcement agency. Recreation Specialist,/Programmer or Coordinator) and Lakewood Police Department (Or nearest law enforcement agency).
The Camp Director or Program Supervisor will make a call to the parent/caregiver/emergency contact to notify them of the event.
14. Emergency Personnel will assist with the search and will work directly with the Camp Leadership.

When the Lost Person is Found:

Immediately check physical condition.

Administer emergency first aid if needed. If needed, call 911.

Staff finding Lost Person will call the Camp Director immediately.

Check for shock – does the individual seemed oriented, confused, cranky, or out of it? If so, calm them by describing who you are and the situation. Note that you are there to assist them.

Take the Lost Person, if possible, to the Camp Director.

Camp Leadership will notify the police that the person has been found.

Parents/caregivers (when appropriate) will be notified.

File an Incident Report as a Lost Person account.



Safety/Emergencies

Emergency Procedure Drills

The expectation is that Fire and Tornado drills are held at least once a month during the summer to familiarize staff and campers with the procedures to follow in the event of an emergency. Random Acts of Violence Emergency Procedures (Lockdown or Lockout) are practiced once a month as well. All Fire/Tornado drills will be recorded and include the amount of staff and children present, the date, time, and the duration of the drill. Copies of Fire/Tornado Drill records are kept on file for each age group.

Evacuation Procedures when away from Home Base or on Field Trips

For all procedures outlined above follow guidelines when possible. Additionally, if the group is at a destination where policies and procedures are already established, defer to organization's staff for specific policies. Remember the safety of our campers is first priority, so be sure to keep campers together and accounted for.





Lakewood
Recreation

Get ready for the best summer of your life!

