



**CROSSING**  
EST. CAMP 2018

**PROCEDURES  
HANDBOOK**

Crossing Camp's mission is to help people, children and adults alike, find an intimate, personal relationship with Jesus Christ. This camp setting has a way of creating an environment for powerful faith experiences to happen, and we are always looking for ways to improve our impact. We want children and parents to know camp is a safe place to have fun while learning about Christ's love and God's plan for them, thank you for being a part of that experience! We look forward to serving alongside you.



These procedures were created to inform leaders about procedures and rules of the camp. The information that follows will explain some of the basic procedures that we have in case one of these emergencies happen, as well as rules that are meant to help prevent them. There are also forms included that are required when incidents and injuries occur. It is always hard to draw the line between fun and rules, and by no means can we cover every possible scenario. We are asking you to help us make this camp experience a memorable one.

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## RULES

These rules are meant for campers to enjoy camp while maintaining both their safety and camp facilities. Some rules or requirements are mandated by the State of Illinois to stay in compliance with our camp license. Your help is very much needed, so if you see something that is prohibited, please take the initiative to stop the situation. If needed, talk to the program leader, team leader, or camp director about what occurred. They will know if anything further needs to be done.

### DORMS

- Do not move bunks. Bunks are required to be at least 30 inches apart.
- Do not use blankets to enclose bunks.
- Do not place mattresses on the floor or use them as barriers.
- Aisle ways need to remain open and clear. This will allow safe exit routes in case of an emergency. Place bags under the bunks for storage.
- Adult leaders required - one adult per 12 campers, per dorm side, with a maximum of four.
- Please have campers use the front door to the lodge. By using the doors in the sleeping area, bugs and heat are allowed in.
- Do a walk through before leaving camp to remove trash and personal belongings.

### LAKE

The lake is always an attractive part of camp. Lifeguards are present, but their focus is on the water. Please have someone designated to watch over and help with lifejackets. Here are a few rules to help kids enjoy it safely:

- Lifejackets are always required while on the lake
- Lifeguards are required to be on the lake.
- No boats are allowed past the inflatables area.
- No swimming on beach while boats are being used.

### POOL

- No one in the pool without a lifeguard present.
- No one allowed in the pool shed.
- No one in the pool area before or after designated swim times. Violators will be sent home.

## **RULES (cont.)**

### **FACILITY GROUNDS**

- No campers are allowed to drive or ride on golf carts.
- Adult leaders must be present in areas being used by campers.
- No campers are to be in the retreat center.
- Only camp staff are allowed in the maintenance shed.
- Camp curfew is midnight unless specified earlier by the camp dean. Anyone found after curfew will be sent home.
- Crafts are to be done in the designated area only.
- Conceal carry is not allowed.
- Lost and found will be cleared out at the end of the camp. Please do a walk through before leaving camp.
- We ask that campers refrain from using the auditorium as a hang out or a pass through to the snack area (Station). New glass doors have been installed to allow campers to get to the Station. This will provide time for the worship and tech teams to set up and practice without interruptions.

# EMERGENCIES

The following information outlines procedures to follow when an emergency occurs. The campers will look for, and need, a leader to guide them. Please familiarize yourself with these procedures so you will be prepared. Remember to **STAY CALM**. The outlines are included here as a PDF so they can be accessed easily (or printed copies are available in the copier room across from the camp manager's office in the auditorium).

Injury reports will be filled out by the person who is responsible for providing first aid for the camp week. If that person is not available, the person providing first aid will fill them out. These reports will make it easier if any follow up is needed to report to the state. Injury reports will be kept by the nurse. All injuries should also be reported to the camp dean or camp director.

We recommend the camp dean have assigned teams, prior to camp week starting, to escort any camper if any injury or sickness requires being transported to the hospital.

Incident reports are to be used when something unusual happens, other than an injury. However, if necessary, they can also be used to explain how an injury occurred. These reports should be written if you see a severe violation of camp rules or conduct that conflicts with the camp setting. All reports should be given to the camp dean or camp director.

Reporting chain: difference maker/team leader/small group leader, camp dean, camp director, executive staff. The executive staff will handle all news media inquiries.

## EMERGENCY AGENCIES NUMBERS:

Rushville City Police  
220 W Washington  
Rushville, IL 62681  
217-322-6633

Schuylar County Sheriff  
216 W Lafayette  
Rushville, IL 62681  
217-322-4366

Culbertson Memorial Hospital  
238 S Congress  
Rushville, IL 62681  
217-322-4321

Rushville Fire Department  
501 W Adams  
Rushville, IL 62681  
217-322-3344

# EMERGENCIES (cont.)

## TORNADO PLAN

- Alert everyone in your vicinity
- If time allows, proceed to the barn basement (safety zone)
- Shelter in place
  - Go to an interior room or hallway with no windows on the lowest floor.
  - Crouch down against the floor and cover the back of the head and neck with your hands.
  - Avoid areas with wide roof spans (i.e. gym, auditorium)
  - If no suitable structure is nearby, lie flat in a ditch or depression and cover your head with your hands.
- Notify camp manager or camp leader to do the following:
  - Dial 911, if medical attention is needed
  - Notify off-grounds church executive staff (will handle all new media inquiries)
  - Will complete detailed incident report (i.e., location, damage, injuries, notifications)
  - Stay in the safety area (if weather permits) until all clear and accountability is completed

## FIRE PLAN

- Alert everyone in your vicinity
- Use fire exits to exit impacted area
- Go to designated safety area
- Notify camp manager or camp leader, who will do the following:
  - Dial 911
  - Notify off-grounds church executive staff (will handle all media inquiries)
  - Assign staff to escort campers to the hospital if needed
  - Complete detailed incident report (i.e., location, damage, injuries, notifications)
- Stay in safety area (if weather permits) until all clear and accountability is completed

## Evacuation Areas

Barn: Grass area in front of barn  
Auditorium: Camp sign in front yard  
Lodge: Soccer field  
Retreat Center: Soccer field

Winter: Auditorium  
Winter: Barn  
Winter: Barn  
Winter: Barn

# EMERGENCIES (cont.)

## ACTIVE SHOOTER PROCEDURE

- Alert everyone in your vicinity
- Remain calm
- Evacuate active area
- Shelter in place if not able to escape
  - In locked office/room
    - Barricade the door using furniture
    - Hide behind heavy furniture
    - Silence all devices
    - Remain quiet
  - Dial 911 if possible (if you can't talk, leave the line open for the operator)
- Last resort, take action against shooter
  - Disrupt the shooter
  - Act aggressively
  - Throw items, use improvised weapons
  - Yell
  - Commit to your actions
- Notify the camp manager or camp leader who will:
  - Dial 911 (information needed: location, number of shooters, description, number and type of weapons, number of potential victims at the location)
    - Notify off-grounds church executive staff (will handle all inquiries)
  - Complete detailed incident report (i.e., location, damage, injuries, notifications)
- Follow law enforcement's instructions
  - Put down any items in your hands
  - Make hands visible
  - Avoid pointing, screaming and yelling
  - Remain calm

# FORMS

## LOST CAMPER

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

AGE: \_\_\_\_\_ CHURCH/GROUP: \_\_\_\_\_

CLOTHING: \_\_\_\_\_

OTHER INFO: \_\_\_\_\_

TIME REPORTED MISSING: \_\_\_\_\_ CAMPER SIGNED OUT: Y / N

HEAD COUNT TAKEN IN AUDITORIUM: \_\_\_\_\_ TIME: \_\_\_\_\_

EXECUTIVE STAFF NOTIFIED: \_\_\_\_\_ TIME: \_\_\_\_\_

### CONDUCT SEARCH:

#### LODGE

Time Cleared \_\_\_\_\_

Lead: \_\_\_\_\_

Team: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### BARN

Time Cleared \_\_\_\_\_

Lead: \_\_\_\_\_

Team: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### RETREAT

Time Cleared \_\_\_\_\_

Lead: \_\_\_\_\_

Team: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### MAINTENANCE

Time Cleared \_\_\_\_\_

Lead: \_\_\_\_\_

Team: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### GROUND

Time Cleared \_\_\_\_\_

Lead: \_\_\_\_\_

Team: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### AUDITORIUM

Time Cleared \_\_\_\_\_

Lead: \_\_\_\_\_

Team: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TIME 911 NOTIFIED: \_\_\_\_\_

# FORMS (cont.)

## INJURY REPORT

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

AGE: \_\_\_\_\_ CHURCH/GROUP \_\_\_\_\_

TYPE OF INJURY: \_\_\_\_\_

TIME OF INJURY: \_\_\_\_\_ AM / PM HOSPITAL: Y / N

HOSPITAL NAME: \_\_\_\_\_ NUMBER: \_\_\_\_\_

PARENTS NOTIFIED: Y / N BY: \_\_\_\_\_ TIME: \_\_\_\_\_ AM / PM

ASSIGNED ESCORTS: 1. \_\_\_\_\_ 2. \_\_\_\_\_

EXECUTIVE STAFF NOTIFIED: \_\_\_\_\_ TIME: \_\_\_\_\_ AM / PM

FOLLOW UP:

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# FORMS (cont.)

## INCIDENT REPORT

Date of Incident:

Time of Incident:

Contact Information and age of person involved:

Individual (Parent/Guardian): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Nature of Injury/Incident: \_\_\_\_\_

\_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Was 911 Contacted?) Y/N

Witnesses of the Incident:

Name(s): \_\_\_\_\_

Telephone(s): \_\_\_\_\_ Email(s): \_\_\_\_\_

Printed name of person completing report: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_