

# Camp Berea – Guest Group Safety Guide ACA

## OUR PURPOSE: "CHANGING LIVES FOR JESUS CHRIST"

This document has been prepared to inform Guest Groups of Camp Berea's safety requirements. We want your visit to be enjoyable and safe. Camp Berea follows standards set by the American Camp Association (ACA). Many ACA Standards apply to Guest Groups.

### Abbreviations:

"ACA" is American Camp Association  
"A/C" is Adventure/Challenge  
"Berea" is Camp Berea  
"GG" is Guest Group  
"WC" is the Welcome Center  
"WF" is Waterfront

### OPERATIONAL MANAGEMENT<sup>1</sup>

- Berea shall conduct an orientation meeting when the GG arrives.
- GG shall not bring firearms on site without prior permission.
- Any weapon must be reported to the WC.
- Berea is committed to complying with all ACA Standards, Federal and State Regulations.
- Berea appreciates GG evaluation of their experience at Berea.
- GG shall provide Berea with a certificate of liability insurance for the group.
- All injuries or illnesses shall be reported immediately, in writing, to Berea staff on duty in the WC.
- Berea's Emergency Action Plan shall be executed in a declared emergency.
- Berea shall not be responsible for stolen or lost personal property.
- GG members shall obey Berea Safety Rules:
  - 10 MPH speed limit
  - Polite conduct and behavior
  - Aquatic activities when open
  - No Jet Skis
  - No go-karts or all-terrain vehicles
  - No weapons or firearms
  - Must wear proper footwear
  - Must wear modest clothing
  - No pets or animals
  - Only campfires allowed
  - No smoking, e-cigarettes, or vaping
  - No alcohol or drugs

- No outdoor radios
- Caution walking on steep terrain
- GG responsibilities include;
  - Signed Contract with Berea
  - CPR and First Aid coverage (usually by Berea)
  - Emergency transportation, if not, call 911
  - Supervision and control of GG conduct
  - Supervision at Programs, Activities and Specialized Activities
  - Attendance at orientation meeting
  - Liability insurance coverage
  - Required prior approvals in place.

### HUMAN RESOURCES<sup>2</sup>

- Supervisor to Camper ratio must be 1:6 age 6-8; 1:8 age 9-14; 1:10 age 15-18.
- Supervisors & GG Leaders must be 18 or older.
- Camp advises that GG staff, leaders, chaperones, adults, etc. not be in a one-on-one situation with their campers, students, etc. when out of sight of others.
- A leader must be in each cabin with campers.

### ADMINISTRATION<sup>3</sup>

- Berea shall provide Staff who is CPR and First Aid certified.
- GG may provide CPR and First Aid certified persons.
- Person certified in First Aid must be available if participants are under 18.
- GG shall have health information of its members available.
- Minors must have a parent on site or signed permission to seek emergency treatment.

- Medication must be locked up when not in use.

### TRANSPORTATION<sup>4</sup>

- Medical Emergency Transportation is always available by calling 911.
- GG shall provide transportation to its members, if not a 911 call.
- Inform WC if 911 is called. If WC is closed contact Onyx 1.
- Park cars in designated locations.
- Loading/unloading areas are defined. Other approved locations may be used.
- People shall not be transported in Non-passenger Vehicles.
- Police/Emergency Medical **911**
- Plymouth Pediatrics **603-536-3700**
- MedCheck Urgent **603-481-8787**
- Spere Hospital **603-536-1120**

### SITE AND FOOD SERVICE<sup>5</sup>

- Berea shall provide all food Services. Only Berea staff shall use the kitchen.
- Flammable or hazardous materials shall not be brought into Berea.
- Any release of a flammable or hazardous material shall be reported to the WC. Berea staff shall do clean up.
- Keep Berea free of trash and debris. Leave an area as clean as you found it.
- Accessible facilities for the physically limited are available. Make plans prior to arriving at Berea.

### PROGRAM – AQUATICS<sup>6</sup>

- WF is Swim at your own risk.
- Berea's WF Standard Operating procedures (SOP) shall be implemented and enforced.
- GG shall have prior approval for the use of watercraft.

- Berea shall control access to the WF & to watercraft.
- WF is open from 9am until 30 minutes prior to sundown.
- Lifeguards shall be certified by a nationally recognized certifying body.
- Only Berea trained Staff shall operate motorized WF vehicles.
- Swimmer accountability shall be used.
- Emergency and rescue equipment shall be available during scheduled period of Aquatic Activity.
- Aquatic safety rules and regulations shall be enforced.
  - All WF activities must be authorized by the WF Director.
  - Swimming is recommended only when there is a lifeguard on duty.
  - Non-swimmers must remain in the shallow water of the swimming area.
  - NO horse play on the WF.
  - NO swimming or diving from the boat docks or boats.
  - NO diving from the rocks or shore.
  - NO glass objects allowed on the WF.
  - Users are responsible for the correct handling of their equipment.
  - All persons in watercraft must always wear flotation devices.
  - NO boating allowed in swimming area.
  - Violators may be denied ALL WF privileges.
- GG may bring their own boat and use camp docks, but a camp staff member must be present at an additional cost per hour. Copy of the boat insurance must be with the office prior to arrival.
- Berea recommends that aquatic activities shall not be conducted without lookouts provided by the GG (must be 18 or older). They must be oriented to their responsibilities before being a lookout
- Lookout responsibilities: be present at all times during aquatic activities, assist the trained lifeguards as an additional eye - scanning and watch the activity area to make sure patrons are behaving, and patrons

are safe, make sure rules are being followed and help enforce the rules. Lookouts aid the lifeguards with crowd control and will notify the lifeguard if they see someone needs assistance. Lookouts will also assist the lifeguard if an emergency shall occur by organizing patrons on shore if the water needs to be cleared.

### PROGRAM DESIGN AND ACTIVITIES<sup>7</sup>

- Specialized Activities include target sports, A/C, water activities.
- GG shall make no adverse impact on the environment.
- There shall be no physical, visual or noise damage to the environment.
- Program equipment shall be safe, in good condition and proper size.
- Berea owned equipment shall be available with prior approval.
- All Specialized Activities shall not be conducted without prior approval.
- All Specialized Activities shall have at least one Certified Supervisor.
- Specialized Activities Supervisors shall have documented evidence of skills.
- Specialized Activities Supervisors shall ensure safety regulation compliance.
- Access shall be strictly controlled in Specialized Activities areas.
- Equipment for Specialized Activities shall be available only when a qualified adult leader is available.
- GG shall follow Berea written operating procedures for Specialized Activities.
- Safety orientation shall be conducted prior to the start of a Specialized Activity.
- Supervisors shall strictly monitor participants in Specialized Activities until competency is demonstrated.
- Participants bicycling must wear protective headgear.
- Only with prior permission, WC notified, & kept locked in personal vehicle; may a guest bring:
  - Personal firearm for the Gun Range. Firearms & ammunition must be stored separately under lock and key.
  - Personal recurve bow or crossbow. Recurve bows must

bring their own targets & arrows.

- Personal paintball marker. Must use Berea paint.

### PROGRAM- ADVENTURE/CHALLENGE<sup>8</sup>

- A/C activities shall only be conducted under overall supervision of certified Berea Staff; trained spotters and belayers.
- Berea's written policies and procedures for A/C shall be used.
- An adult certified in First Aid shall be available at A/C activities.
- Supervisors shall monitor participants until competency is demonstrated.
- Participants in A/C activities shall wear protective headgear.
- Only Camp A/C equipment shall be use.
- A/C equipment shall be inspected prior to being used.

### Foot Notes

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- 1: ACA Standards: AD 13.1-2, AD 14.2, AD 15.1-6, AD 14.1, AD 19.1, AD 20.1, AD 21.1-2, AD 20.1, AD 21.1-3, AD 22.1, AD 23.1  
 2: ACA Standards: ST 35.2-3, ST 26.1  
 3: ACA Standards: HW 15.1, HW 16.1  
 4: ACA Standards: AD 2.1, AD 2.2, AD 4.1  
 5:ACA Standards: FA 2.1, FA 8.1, FA 15.1, FA 16.1, AD 13.1-2  
 6: ACA Standards: ST11.1-2, ST12.1-3, ST7.1-2, PA1.1, ST42.1-2, PA3.1-2, HW18.1, PA5.1, PA7.1, PA8.1, PA10.1, ST15.1-3, PA11.1, ST7.1-2, PA12.1, PA14.1  
 7: ACA Standards: PD1.1, AD32.1, CR3.1, ST8.1, ST33.1, ST34.1, ST7.1-2, PD5.1/AD45.1, FA13.1, PD6.1, PD14.1, PD10.1  
 8: ACA Standards: PD2.1,3, PD5.1, PD6.1, PD7.1, PD14.1, ST7.1-2, ST8.1, ST9-1-2, ST33.1