

Wallwood Boy Scout Reservation

CAMP STAFF Guide

2023



BOY SCOUTS OF AMERICA®
SUWANNEE RIVER AREA COUNCIL

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Table of Contents

Contents

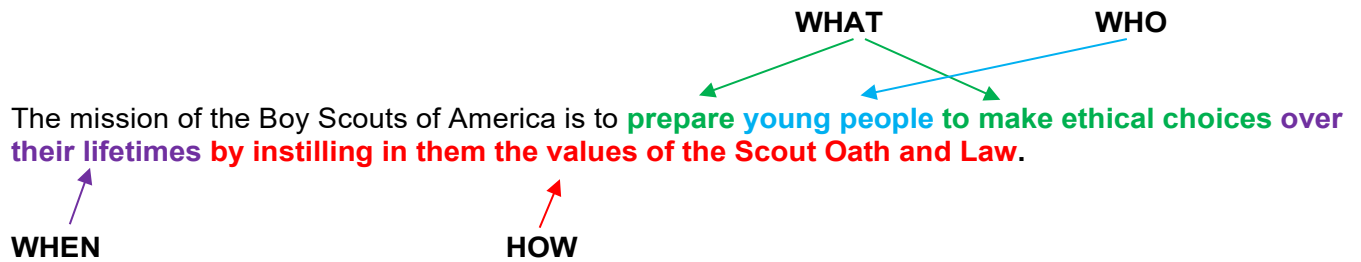
<i>THE PURPOSE OF SUMMER CAMP</i>	5
<i>THE MISSION OF SCOUTING- THE BIG “WHY”</i>	5
<i>WHAT CAMP EXPECTS OF YOU</i>	6
SCOUTING SPIRIT	6
SHARP APPEARANCE	7
GOOD PHYSICAL CONDITION	7
UNIFORM EXCEPTIONS	8
USE OF TOBACCO PRODUCTS.....	8
ALCOHOL AND DRUG ABUSE	9
VIOLATION OF THE "ZERO TOLERANCE" POLICY WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION.	9
TERMINATION OF EMPLOYMENT	9
<i>WHAT YOU CAN EXPECT OF CAMP</i>	10
LIVING QUARTERS	10
FOOD, KITCHEN, AND DINING HALL.....	10
TRAINING AND GUIDANCE.....	10
THE HEALTH LODGE	10
INSURANCE.....	11
VISITORS	11
SCOUT ADVANCEMENT FOR STAFF MEMBERS	11
TELEPHONE/CELL PHONE.....	11
TRADING POST	11
TIME OFF.....	11
OPEN DOOR POLICY	12
LAUNDRY.....	12
PERSONAL PROPERTY & SECURITY	12
PREPARING FOR CAMP.....	13
BSA MEMBERSHIP.....	13
YOUR JOB DESCRIPTION AND OBJECTIVES.....	13
CERTIFICATIONS.....	13
HEALTH AND MEDICAL RECORD	13
1-9 DOCUMENTATION.....	13
W-4 EMPLOYEES WITHHOLDING CERTIFICATE	13
PERSONAL EQUIPMENT.....	14
REQUIRED	14
OPTIONAL.....	14
PETS	15
WILDLIFE	15
BICYCLES AND MOTORCYCLES.....	15
FIREARMS AND WEAPONS	15
MAIL	15
STAFF CHECK IN PROCEDURE	15

PARKING AREA FOR YOUR VEHICLE	15
CHECK OUT PROCEDURES	16
ADDITIONAL POLICIES	16
GOOD PUBLIC RELATIONS.....	16
COLLECTING POLICY	16
MATERIALS	16
 <i>EMERGENCY PROCEDURES.....</i>	 <i>17</i>
I. LOST PERSONS	17
II. STORMS	17
III. HOT WEATHER.....	17
IV. FIRE.....	18
V. FIRE FIGHTING.....	19
VI. SERIOUS ACCIDENTS, ILLNESSES, FATALITIES.....	19
 <i>EMERGENCY ASSEMBLY AND EVACUATION PLAN.....</i>	 <i>21</i>
JOB DESCRIPTIONS	23

THE PURPOSE OF SUMMER CAMP

The highlight of the year for a Scout is a week or more of summer camp. To a Scout, the magic of summer camp is the greatest adventure that Scouting holds. To a Scout leader, summer camp is the greatest opportunity they have to help their Scouts grow, and thus, to achieve Scouting's aims. As a Staff, we have the responsibility to help a Scout find that magic. This cannot be done by one person alone- it truly takes a village. Every job on the summer camp staff plays a meaningful part in creating that 'magic' for our campers. In the coming weeks, your commitment to this purpose will define our collective success as a Staff.

THE MISSION OF SCOUTING- THE BIG "WHY"



THE SCOUT OATH AND LAW

THE SCOUT OATH:

"On my honor, I will do my best
To do my duty to God and my country
And to obey the Scout Law;
To help other people at all times;
To keep myself physically strong,
Mentally awake, and morally straight."

THE SCOUT LAW:

"A Scout is... Trustworthy, Loyal, Helpful, Friendly,
Courteous, Kind, Obedient, Cheerful, Thrifty, Brave,
Clean, and Reverent."

WHAT CAMP EXPECTS OF YOU

In agreeing to work at a camp you are affirming your commitment that while employed by the council you will conduct yourself at all times, both on and away from the area, so that you are a credit to yourself and the Boy Scouts of America.

The camping program is comprised of a community of hundreds of people and represents a forefront of the Boy Scouts of America. The standards are high and as a staff member you are accountable for complying with these conditions of employment. Adherence to them is an important part of your performance as a staff member.

You must:

- 1) Be a registered member of the Boy Scouts of America.
- 2) Subscribe to the Scout Oath or Promise and the Scout Law.
- 3) Fully cooperate with the policies, program, and camp management.
- 4) Participate successfully in the designated staff training and fulfill the job requirements specified by your supervisor.
- 5) Maintain yourself in a clean and well-groomed manner both physically and morally, regardless of job assignment.
- 6) Show evidence of successfully completing a physical evaluation during the past twelve months using the form provided by council.
- 7) Arrive alive, awake, alert, and enthusiastic.

SCOUTING SPIRIT

Staff members are employed to serve campers, advisors, and their families. We need to make sure that the "Camp Experience" exceeds their high expectations. Being a staff member means being ready to assist willingly, whenever, and wherever needed.

The Scout Oath and Scout Law are the standards by which we are measured. The ideals of Scouting come to life in camp's environment. Exemplifying those ideals in your dealings with participants and staff members is one of the best things you can do this year. Your Scouting spirit will rub off on others so keep it at its best it will make the difference.

Camp participants deserve your best. Each staff member should constantly strive for excellence. The best staff members learn by doing and seek to learn how they can do better as the summer progresses. Each participant expects the same top-notch experience, and it is up to the camp staff to see that they get it.

SHARP APPEARANCE

Developing character in youth by providing a safe adventure-filled experience is the council's primary objective and must be kept foremost in each staff member's thoughts. Anything that a staff member does that detracts from this purpose or impedes its achievement is inappropriate.

Personal appearance is essential to achieving camp's objective. Pride in your appearance, uniform, and personal grooming helps you and those around you feel that you are part of a first rate team.

If staff appearance is less than first rate, it implies that staff attitude and performance are less than first rate. Unclean hair and dirt on your face and hands is not the kind of impression that a Staff member should give.

Each staff member shares responsibility for how the entire staff is perceived. Ask yourself: "Am I the weakest link?"

Camp's standards for personal appearance are:

- **Correct uniform that is complete, clean, and properly fitted.**
- **Personal cleanliness and hygiene are essential. Staff must shower frequently and encourage participants to do likewise.**
- **Beards, if worn, and hair must be clean, well-kept, and show evidence of grooming.**

THESE STANDARDS APPLY TO EVERY DEPARTMENT. If you have any questions about these policies, please ask the Camp Director or the Program Director.

GOOD PHYSICAL CONDITION

Good physical condition is a must for the strenuous life of a staff member. Proper diet, health care and getting enough rest will help you avoid becoming fatigued and sick. In consideration of those living around you, you are asked to go quietly about your activities between 10:00PM and 7:00AM.

You are responsible for keeping yourself physically fit and alert. Staff members face a variety of demands and emergency situations throughout the summer, so it is important that every staff member remains in top physical condition.

STAFF UNIFORMING POLICY

The Boy Scouts of America is a uniformed movement and properly wearing the uniform at camp is a job-related responsibility. Staff members are reminded that the proper uniform is required whenever they leave their housing area, except when leaving camp property and on personal time. **Staff members are required to be in a complete, clean, and properly worn uniform.**

Staff members must bring or buy enough parts to be correctly uniformed each day. Participants and guests cannot tell if you are on or off duty, so your appearance reflects on all staff members even when off duty. Repeated infractions of the staff uniform requirement will result in disciplinary action.

The official uniform for camp staff is the current Boy Scout uniform and/or the current camp Staff shirt with appropriate uniform parts.

Appropriate official BSA uniform items are:

- Uniform Shirt, BSA tan or Venturing dark green, short sleeve or long sleeve
- Camp Staff Shirt
- Camp belt and buckle or BSA belt
- Shorts or long pants, official BSA or Venturing gray
- Socks, official BSA, Thorlo, or Venturing
- Shoulder tabs on the uniform shirt must correspond to patches on the uniform and/or the staff member's registered Scouting position.
- Patches must follow the BSA insignia control guide.

Headgear is not necessary, however, if worn in Camp it must consist of an official BSA or Camp cap or hat. A wide brim backpacking hat or bandanna may be worn if it is appropriate to the area/activity the staff is engaged in.

UNIFORM EXCEPTIONS

The only exceptions or alternates to the above requirements are:

- The staff shirt may be worn with official uniform shorts or pants and socks. A single pair of outer socks may be worn in conjunction with official uniform socks.
- Camp does not reimburse staff members for personal costumes. Personal costumes if worn must be appropriate.
- Military personnel on temporary assignment at camp may wear the uniform of their respective services or the Scout uniform prescribed for staff use.
- Hazardous or temporary job conditions may occasionally require special clothing. The supervisor will make the exception in each case.

USE OF TOBACCO PRODUCTS

SMOKING and the use of SMOKELESS TOBACCO is PROHIBITED on camp property for all staff members. While in uniform or any Boy Scout apparel off property, smoking or the use of smokeless tobacco is not permitted.

ALCOHOL AND DRUG ABUSE

The council is committed to providing a safe and wholesome environment for participants and employees. Camp will maintain a "ZERO TOLERANCE" policy for the use of illegal drugs or the abuse of prescribed drugs or alcohol.

The "ZERO TOLERANCE" policy states that each employee will refrain from using or being under the influence of alcoholic beverages, illegal drugs, or abuse of prescription medications on camp property or in uniform anywhere; refrain from drinking and driving; refrain from assisting minor staff (under age 21) obtain alcoholic beverages; if a minor, refrain from seeking or obtaining alcoholic beverages.

VIOLATION OF THE "ZERO TOLERANCE" POLICY WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION.

TERMINATION OF EMPLOYMENT

Trust is important to the members of the Camp administrative team. We are serious about these matters because we care about you and the participants we serve.

Violations of the trust placed in you related to the following items may result in the termination of your employment. The severity of the infraction will determine the action taken.

For less severe infractions, a three-strike system will be in place. The first and second infractions will result in warnings. The third infraction will result in termination of employment. Employees will be asked to leave immediately.

The following are examples of violations of camp policies.

- Theft of camp or another person's property - including food.
- Unauthorized or personal use of camp vehicles.
- Engaging in horseplay when using two-way radios.
- Violation of the Law, including traffic violations.
- Tardiness or absence from work.
- Gross misconduct.
- Fighting.
- Insubordination.
- Failure to wear proper uniform or to maintain acceptable appearance.
- Willful damage to Boy Scouts of America property, including graffiti.
- Soliciting funds, sale of property or use of BSA facilities for personal gain.
- Unauthorized personal use of the Camp telephone.
- Use of fireworks or explosives except where specifically approved by the camp administration.
- Carelessness or deliberate failure to observe safety measures.
- Tampering with fire equipment, smoke detectors, fire alarms, fire extinguishers, fire hoses or search and rescue equipment.
- Harassment.
- Inappropriate conduct, language, profanity, verbal and/or physical confrontation of guests or staff.
- Abuse of a child or anyone else including another staff member.
- Failure to comply with Camp's wildlife policy.

WHAT YOU CAN EXPECT OF CAMP

LIVING QUARTERS

Staff members are responsible for providing their own linen, blankets, sleeping bag, pillows, and towels.

YOU ARE EXPECTED TO LIVE IN ASSIGNED QUARTERS. Please do not move camp "furnishings" into or out of your quarters without permission. ALL STAFF MUST LIVE ON CAMP PROPERTY UNLESS APPROVED BY CAMP MANAGEMENT.

Most staff members live in close proximity to other staff members and participants. Sanitation and safety in your quarters affects those who live around you. In addition to maintaining a clean appearance of your quarters, you are also responsible for eliminating safety hazards such as open flames, overloaded electrical outlets and food or trash that may attract rodents. Each staff member quarters must comply with camp's bear and wildlife policy.

Camp Commissioners will make inspections of staff quarters. Items that will be checked will include beds/bedsheets, contraband and prohibited items, and general cleanliness. These checks are necessary to maintain health, fire, and safety standards for your protection and to identify maintenance needs. Wallwood provides a washer and dryer to be used. Please wash your clothes.

FOOD, KITCHEN, AND DINING HALL

You are provided three well-balanced meals a day. You should discuss special diets for medical or religious reasons with the Camp Director and Kitchen Director prior to arrival at camp.

The kitchen at camp is a program area too. Staff members are expected to respect this area of camp and abide by rules established by the Food Service Director. Staff members will be instructed as to what, if any food, may be consumed as "left over's". Staff who stay in camp over a weekend are responsible for meal preparation and kitchen cleanup.

TRAINING AND GUIDANCE

All staff members must complete a pre-camp training program that provides orientation and instruction for every job. Expert training is provided for some programs and jobs.

Experienced staff leaders will help you during staff training and with on-the-job training and counseling throughout the summer. Your director and fellow staff members are interested in helping you grow and develop.

THE HEALTH LODGE

The Camp Health Lodge offers immediate first aid care. All personal medications are to be submitted to the Camp Health Officer at the beginning of camp and will be made available at the end of summer sessions. Staff members are responsible for taking their prescribed medicines at the appropriate times; the Camp Health Officer cannot track staffers down to remind them.

INSURANCE

The State of Florida provides coverage for injuries received from accidents while on the job through Workmen's Compensation. To qualify for this benefit, you must report any injuries immediately (which is defined as less than 24 hours) to the Camp Director so you can receive proper care and the benefits from this insurance.

If an illness continues for more than three days, employees should go home for recuperation. Those employees who need to see a doctor for an injury or illness need to bring back a work release form to return to work.

VISITORS

Visitors and family members are welcome at camp during campfires and Wednesday's family night, however, there is no housing and visitors must check in at the Camp Administration Building and not interfere with program activities. Visitors must purchase a meal ticket to eat. Meal tickets can be purchased through the Admin Building or the Trading Post, NOT AT THE DINING HALL!

SALARIES and VOLUNTEER HOURS

While working at Camp Wallwood if you chose to be paid, a check will be provided at the closure of camp. Since the council provides room and board, it is required that your paycheck includes an accounting for this compensation. While it is not paid directly to you, it can affect your worker's compensation and must be reported on your check.

SCOUT ADVANCEMENT FOR STAFF MEMBERS

Staff members are permitted to work on their own personal advancement if it does not interfere with their required work responsibilities and is cleared by the Program Director.

TELEPHONE/CELL PHONE

Telephone service is **not available** for personal use.

Cell phones will not be used in front of campers. Cell phone usage is only appropriate in cases of an emergency or on break in staff lodging. Staff found using cell phones inappropriately will have them confiscated and returned to them on weekend break. In addition, all cell phone use is prohibited in and around restrooms or latrines.

TRADING POST

The Trading Post is located in the heart of camp and carries a limited supply of items and carries no uniform items. Uniforms should be purchased before camp begins.

The Trading Post at camp is not a staff lounge. Staff members are free to patronize the Trading Post during any normal operational hours. Only those authorized by the Trading Post manager will be allowed behind the counter or to operate the register.

TIME OFF

Staff will receive at least one 1hr break throughout the day. They may work on personal advancements, nap, spend time in the staff lounge, volunteer, or communicate with families. Staff are not permitted to leave camp property during this time.

OPEN DOOR POLICY

Camp has an open-door policy. After meeting with your area director, if you are not satisfied with the handling of a concern, you are free to take your concern to the next higher supervisor. If still not satisfied your concern may be brought to the Camp Director. If you have a concern with another staff member and cannot reasonably handle the situation, please bring it up to Camp Director or the Program Director. If you take actions into your hands, it may be grounds for termination if it results in inappropriate conduct.

LAUNDRY

Automatic washers and dryers are available for staff to use. If they are destroyed, the camp management is not obligated to replace them. The Staff are responsible for the cleanliness of their own clothing. Please wash your clothes!

PERSONAL PROPERTY & SECURITY

Camp is not responsible for the loss of personal belongings. It is recommended that items of value be left at home and that you provide loss coverage for your personal effects. This may be included on you or your parents' homeowners' policy. If you can bring a footlocker and padlock you will have extra storage and security. All computers and/or video games will be stored in the staff lounge if staff choose to bring these items. The staff lounge will be locked during lights out hours and other hours' subject to the Camp Director's discretion. Do not handle anyone's property without their express permission. If you have a concern with something another staff member brought to camp bring it to the attention of the Camp Director and the Program Director and they will address the issue. If you take actions into your hands, it may be grounds for termination if it results in the theft or destruction of the staff member's property. Equipment that is deemed a danger to the infrastructure of camp may result in confiscation after notifying the owner. If an immediate danger to camp, then the equipment will be confiscated immediately by the Camp Director and the staff member will be notified as soon as possible about the seizure. At the end of camp, the equipment will be returned. If the equipment were used illegally then it could result in termination and legal action.

Do Not Bring

- | | |
|---------------------|------------------------------------|
| - Routers | - Knives exceeding 3.5 inches |
| - Drugs and Alcohol | - Firearms |
| - Bad Attitude | - BB guns (spring, gas, air, etc.) |
| | - Fireworks and fire additives |

YOUR LETTER OF AGREEMENT (CONTRACT)

You are responsible for **READING** and **UNDERSTANDING** the contents of your Letter of Agreement before signing it. **Your signature indicates your approval of all conditions.** If for any reason you cannot or do not expect to accept all terms contained in the letter! **Including the specified beginning and ending dates,** and those terms in this guidebook, please check with us by calling or writing the Wallwood representative whose signature appears on your Letter before your arrival at Wallwood. **YOUR LETTER OF AGREEMENT MUST BE RETURNED IMMEDIATELY**

PREPARING FOR CAMP

The following are **MANDATORY** and required for employment and must be completed and available when you arrive:

- **Medical Record Form**
- **Verification of current BSA membership**
- **Verification of identity and employment eligibility such as original social security card and valid driver's license or US Passport**

Camp management reserves the right to transfer an employee to another assignment at any time if it is felt he or she is better suited to that position or that a change would better service the participants of camp.

BSA MEMBERSHIP

You must be a registered Scout or Scouter. If you are not now registered, please complete an application, and submit it to the SRAC Service Center as soon as possible.

YOUR JOB DESCRIPTION AND OBJECTIVES

Carefully read the job descriptions as defined in this handbook prior to applying to and coming to Camp. Give some thought to how you will accomplish each task or principal responsibility. Camp is a dynamic work environment; in some situations, you may be asked by the Camp Director or the Program Director to work in areas beyond your job description.

CERTIFICATIONS

Are you certified as an instructor in Rifle? First Aid? CPR? EMT? If so, please **BRING YOUR CARD** to verify your qualifications, as well as any other certification you hold. **All staff should try to obtain CPR and Basic First Aid certification before arriving at Camp.**

HEALTH AND MEDICAL RECORD

You are required to submit a current BSA medical form parts A, B, and C, **completed, and signed by a physician.**

1-9 DOCUMENTATION

Part 1 must be completed and submitted with your contract. You must satisfy Part 2 by a photocopy of the required documents (such as drivers' license and social security card or passport.) **This must be submitted by May 15th with all proper documents.**

W-4 EMPLOYEES WITHHOLDING CERTIFICATE

Fill out the enclosed W-4 form and return it to the council so there is no delay in getting you on the payroll. **This must be submitted by May 15th with all proper documents.**

PERSONAL EQUIPMENT

Use the following list as a guide in deciding what to bring. You can plan for hot weather during the day (80's to 100's) with cooler nights {70's). Weather can be unpredictable, be prepared.

Informal dress is appropriate for days off if you plan to leave camp property.

REQUIRED

- At least one complete Scout uniform
- Bedding of your choice, i.e. Blankets, sheets, sleeping bag, pillow etc.
- Lightweight hiking boots. Bring backups!
- Rain gear
- Flashlight
- Laundry bag
- Duffel bag or pack
- Sweater and jacket
- Underwear, sock, pajamas
- Toiletries and sewing kits
- Towels and handkerchiefs
- "T" shirt and shorts
- Long pants
- Notebook, pen, pencil
- Watch
- Battery powered alarm clock
- Theme day costume(s)

OPTIONAL

- Camera, film
- Musical instrument
- Footlocker with lock
- Wide brim hat or cap
- Umbrella
- Songbook
- Sunglasses
- Sunscreen
- Fishing gear
- Scout pocketknife

A footlocker or trunk is best for storage. Be sure yours is equipped with a hasp and padlock or built-in lock to safeguard your gear.

Please limit the amount of personal gear you bring. Living quarters can become very cramped and security can become a problem

PETS

Do not bring a pet to camp or acquire one during the summer. This does not pertain to medically necessary documented service animals.

WILDLIFE

Should a wild animal be observed that is trapped, sick, injured, etc. it should be reported to the Eco-Con Director. Collection of wild animals requires a State Permit and approval of camp Management.

BICYCLES AND MOTORCYCLES

Because of heavy foot traffic there are a limited number of times and places where bikes can be safely ridden. **They are not to be ridden on narrow pathways and heavily trafficked roads.**

Motorcycles, or motorized trail bikes are not permitted beyond locked gates at camp. If you bring a bicycle, you are responsible for it.

**YOU MUST ALWAYS WEAR A HELMET
WHEN RIDING A BICYCLE.**

FIREARMS AND WEAPONS

Firearms, ammunition, and other weapons are used at camp on a closely controlled basis. If you cannot avoid bringing a firearm it must be checked in to the Shooting Sports Director when you arrive and checked out when you depart camp. This includes any propellant based projectile device including but not limited to gas, air, or spring powered. Federal and state law restricts the transportation of most firearms across state lines so be sure you comply.

MAIL

Mail will be picked up and delivered to camp. Outgoing mail goes in the mailbox. Incoming mail will be delivered to the department mailbox.

**Camp Address:
YOUR NAME, Staff
Wallwood Boy Scout Reservation
23 Wallwood BSA Dr.
Quincy, FL 32351**

STAFF CHECK IN PROCEDURE

Check-in will take place in the Mess Hall on Sunday, June 11th by 1:00pm. Early check-in is permitted on Saturday starting at 5:00pm. Staff will receive their name tag, lodging assignments and additional information at this time. Staff will then be excused to unload their belongings to the appropriate staff lodge until further notice.

PARKING AREA FOR YOUR VEHICLE

A staff parking area is provided for personal vehicles at Camp. The designated parking area must be used. After unloading or loading of personal gear all staff must park in the designated parking area.

Downtime Policy

“Shore Leave” will be given from noon Saturday to noon Sunday, given that all campsites are clean and ready for the next week of campers. Staff must check out and in at the admin lodge.

CHECK OUT PROCEDURES

At the completion of your employment, you should secure from the Camp Management a list of items that need to be returned and/or completed prior to receiving your last paycheck. Check out will not be permitted without the completion and approval of these tasks.

EARLY LEAVE

If you must leave earlier than specified in your letter of agreement, you must secure approval in writing *before* your contract begins.

ADDITIONAL POLICIES

The policies that follow are important for you to understand as a member of the seasonal camp staff. During your staff-training period these, and others, will be discussed in varying detail.

GOOD PUBLIC RELATIONS

Your "PR" with fellow staff members and participants is important. Teamwork is a key to success at camp. When all staff talents and efforts are blended, a successful summer is assured.

Good "PR" is important with our customers - the Scouts, Scouters, and families who make camp possible. We should always keep in mind that they make our jobs possible and that this is their camp. Always make our customers feel welcome. For example, a smile and a "welcome" go a long way to a guest.

As a staff member this you will also have opportunities to strengthen friendships with neighboring towns. Every community, large or small, has community pride, and this is true of our neighbors. We can do much to show our consideration for the local communities and to make them proud that camp is a neighbor. When you are friendly and considerate to camp's neighbors you generate the same spirit in them.

Be aware that in a small community, it is obvious who is not a year-round resident and camp staff members are easily identified. When you wear the BSA or camp uniform in town your behavior reflects on the BSA and camp.

Remember we are the walking, breathing symbols of the Boy Scouts of America.

COLLECTING POLICY

Camp is rich in natural, historical, and archaeological resources. These are for the enjoyment and edification of all who visit the area. As such, they should be protected and left undisturbed. Any information regarding unusual discoveries should be reported to the Camp Director but no specimens may be collected or kept. As a camp staff member, you should make campers aware of this policy. By taking only photographs and by leaving only footprints the camp's cultural and historical heritage will be enjoyed by future generations.

MATERIALS

You have some responsibility for material supplies and equipment purchased for use in the camp program. Your diligent care and use of such materials is expected, as well as your honesty in seeing that all materials are used for intended purposes. Pilferage of trail foods or any other materials is cause for disciplinary action.



EMERGENCY PROCEDURES

I. LOST PERSONS

- A. Procedure (in camp)
 - 1. Obtain lost person's name, troop, campsite, and description.
 - 2. Notify Scoutmaster and Camp Director.
 - 3. Use staff to check places where they should be or was last seen.
 - 4. Check troop site and other camp program areas (and their tent).
 - 5. If person cannot be found, Camp Director will:
 - a. Notify County Sheriff and Scout Executive.
 - b. Call an Emergency Assembly.
 - c. Organize staff search parties.
- B. Outpost Lost Persons
 - 1. Use the buddy system at all times – no one is to be out alone.
 - 2. Check with the person's buddy.
 - 3. Check immediate camp area.
 - 4. Determine who, when, and where the person was last seen.
 - 5. If search is unsuccessful, send notice to Camp or Program Director.
 - 6. Lost Swimmers Search
 - 7. As administered by Aquatics Director

II. STORMS

- A. Electrical Storms
 - 1. Close Waterfront at first indications.
 - 2. Close outside program areas, move indoors or under cover.
 - 3. Avoid being in wide-open areas.
 - 4. In event of electrical fire, follow normal fire procedures.
- B. Severe Storms
 - 1. Campers and staff gather in dining hall.
 - 2. Keep campers away from windows.
 - 3. Persons on outpost hikes will be evacuated to camp.
- C. Rain
 - 1. "Staying dry is easier than getting dry."
 - 2. Send Scouts to campsites to secure gear and put on rainwear.
 - 3. Program areas stay open; close or move under cover at Director's discretion.
 - 4. For prolonged rain, Program Director assembles staff and plans are carried out for rainy day program.

III. HOT WEATHER

- A. Program Director will consult with Camp Health Officer when temperature exceeds 110 degrees and will restrict physical activity if deemed necessary.

IV. FIRE

A. Fire Guard Plan

a. Fire Wardens

- i. All aspects of campfire prevention are supervised by our Camp Fire Warden.
- ii. Each troop will appoint a Troop Fire Warden to supervise troop fire prevention.

b. Campsite Fire Prevention Procedures

i. Campfire ring

1. The fire ring will be cleared to bare earth for 10 feet completely around. There will be always a shovel and a fire bucket full of water near the fire ring. NO campfire will be more than two feet high. No fire will be left unattended.

ii. Tents

1. Each tent area will be cleared for 3 feet completely around. There will be a small bucket of water and one of dirt next to each tent. NO FLAMES IN TENTS.

iii. Wood Burning Stoves

1. All wood-burning stoves will be treated the same as the campfire ring. No stove will be placed within 15 feet of a tent.

iv. Liquid or Gas-fueled Stoves and Lanterns

1. All liquid or gas-fueled stoves and lanterns will be used with adult (over 21) supervision. Liquid fuels will not be stored in the campsite but will be kept in the secured fuel storage site of the camp. Lanterns and stoves will never be used in tents. An adult will dispose of empty gas cylinders. No stove or lantern will be left unattended.

v. Smoking

1. The BSA smoke-free policy is in force. It states, "All buildings or property under control of the local council are to be designated as nonsmoking facilities. Smoking outside entrance/exit doors is not permitted at any location. In addition, all Scouting functions, meetings or activities should be conducted on a smoke-free basis with permitted smoking areas located away from all participants."

vi. Fireworks

1. Fireworks are not allowed on Wallwood camp property.

vii. Fire Check Procedure

1. The Troop Fire Warden will check the troop campfire ring and any stoves or lanterns to be sure all fires are out before going to bed.
2. The Camp Fire Warden will check the main fire bowl after each campfire.

B. Emergency Assembly and Evacuation Plan

C. Fire Drills will be once a week on Monday around noon.

D. Uncontrolled Fire Procedure.

1. Sound the camp bell for emergency assembly.
2. Call 911.
3. Give all known information to Camp Director or Program Director.
4. Proceed with Assemble and Evacuation Plan.

E. Uncontrolled Fire Procedure - Outpost

1. DO NOT attempt to put out fire.

2. Evacuate immediately to camp along known routes - do not wait to be picked up.
3. Vehicles will be sent along known routes to pickup outposts, if possible

V. FIRE FIGHTING

A. IN CASE OF FIRE, NOTIFY ANY STAFF MEMBER IMMEDIATELY

If the fire is small, attempt to extinguish it - if not, after notifying staff, gather your troop and report to the camp assembly area.

- B. The entire aspects of fire fighting are under the direction of the Camp Director or his appointee and will direct staff in fire fighting after camp is assembled.

VI. SERIOUS ACCIDENTS, ILLNESSES, FATALITIES

A. RESPONSIBILITIES

1. Any staff member or camper having knowledge of a serious accident, illness, or fatality will report this only to the Camp or Program Director immediately.
2. All staff members involved will remain calm and maintain control of Scouts and leaders.

B. SERIOUS ACCIDENT

1. Treat the Injured as quickly and as best as possible.
2. Notify the Camp Director and Camp Health Officer.
3. The Camp or Program Director will notify the Emergency Medical Service and the Scout Executive, relaying all known facts. The Scout Executive will handle all other notifications to family, etc.
4. Collect all facts, including names of witnesses.
5. Refer ALL inquiries from news media to the Camp Director.

C. SERIOUS ILLNESS

1. Take the person to the Camp Health Officer.
2. Notify the Camp or Program Director immediately.
3. Camp Director or Camp Health Officer will alert local Medical Service and arrange transportation, as necessary.
4. Camp Director will notify Scout Executive.
5. Refer ALL inquiries from news media to the Camp Director.

D. FATALITY

1. Treat for injuries, apply CPR, and/or secure the area.
2. Notify only the Camp or Program Director.
3. The Camp Director will notify the Emergency Medical service and the Scout Executive, relaying all known facts. The Scout Executive will handle all other notifications to family, etc.
4. Collect all facts, including names of witnesses.
5. Refer ALL inquiries from news media to the Camp Director.

VII. I. HAZARDOUS MATERIALS EXPOSURE

- A. Campers and staff should read and follow all instructions on containers of hazardous materials.
- B. Never mix chemicals
- C. If exposed, call 911 or poison control, follow instructions given by them.
- D. When you can, safely remove all others to prevent further exposures.
- E. Have someone contact Camp Director or Camp Ranger.

VIII. DANGEROUS ENCOUNTERS WITH WILDLIFE

- A. Encounters with wildlife is part of being outdoors. We expect that encounters with wildlife will follow “leave no trace” principles. We should back away slowly and let the wildlife continue on their way.
 - a. Remain calm.
 - b. Do Not run.
 - c. Campers and staff should not approach dangerous wildlife.
 - d. Notify camp leadership of location of encounter.
 - e. Camp leadership will evaluate danger to make decision to close area or relocate wildlife.

IX. VIOLENT INTRUDER / ACTIVE SHOOTER

- A. The safety of our Scouts and Leaders is SRAC priority. Due to apparent rise in violent intruder/active shooter attacks in recent years, SRAC has created a clear, well defined plan of action if faced with this type of devastating situation.
- B. A violent intruder or active shooter is any individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, there may be no pattern or method to their selection of victims. They are unpredictable and evolve quickly.
- C. Law Enforcement, generally will have first officer responding to locate and neutralize the threat. After the threat has been neutralized, law enforcement will then go room to room or area to area in search of the injured and evacuate them first. Law enforcement will then systematically search all areas to evacuate the occupants.
- D. Law Enforcement will understandably be focused on eliminating the threat. All Staff and campers, volunteers, and visitors should follow these guidelines:
 - a. Remain calm
 - b. Follow law enforcement instructions
 - c. Put down any items in your hands (i.e., bags, jackets, back packs)
 - d. Raise hands and spread fingers
 - e. Keep hands visible at all times
 - f. Avoid quick movements
 - g. Do not approach officer unless instructed to do so
 - h. Avoid screaming and yelling
 - i. Don't distract officer from doing their job

While waiting for Law Enforcement to arrive, follow these emergency procedures:

- a. **Evacuate** - If an opportunity presents itself, attempt to evacuate the location and take as many staff, campers, volunteers, and visitors as possible. Run as far away from the site of the incident as possible. Remember that a lull in the shooting does not mean the incident is over. Inside buildings utilize every means of escape including windows and back doors. In the program areas utilize woods and trails to put distance between you and the intruder. If you have any question where the intruder is, or if you feel evacuation is not possible, secure yourself and others in a safe location.

When you reach a safe location, notify 911 as to your location. If possible, also notify camp leadership. Be prepared to give as much information as you can give. Such as:

- i. Location of shooter
- ii. Number of shooters if you saw more than one
- iii. Description of the shooter(s)
- iv. Number type of weapons seen
- v. Number of victims

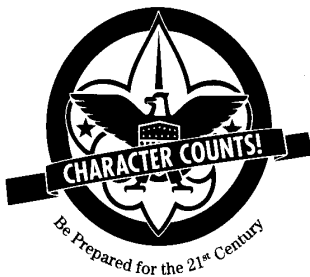
- b. **Secure** - Attempt to secure yourself in a safe area preferably one that provides cover against gun fire. Lock all doors, barricade doors if possible.
Hide in an area out of the sight line of the shooter. If cover is not possible attempt to conceal yourself and others.
- c. **Confront** - As a last resort, be prepared to confront the intruder and disable them. Be prepared to use extreme physical violence to prevent injuries to yourself and others.
Here are some (but not all) ways to disrupt the intruder:
 - i. Be aggressive against the intruder
 - ii. Improvised weapons (use everything you have against them)
 - iii. (fire extinguishers, chairs, tools, pens, any item you can grab...)
 - iv. Attack vital areas such as eyes, groin, throat, head and nose
 - v. **Fight like your life depends on it - because it does!**

X. NATURAL AND MAN-MADE HAZARDS

- A. Any Natural or Man-Made hazards should be reported to camp management immediately.
- B. If hazard has imminent danger, evacuate area and post area to prevent anyone for entering area.
- C. Camp management will make decisions to eliminate danger.
- D. DO NOT attempt to eliminate danger yourself.

XI. EQUIPMENT

- A. As stated in camp vehicles policy no unauthorized vehicles may be operated in camp
- B. without proper training and direction from the camp director.
- C. No equipment may be used by untrained or unauthorized personnel. The camp ranger is the only authorizer of equipment.



EMERGENCY ASSEMBLY AND EVACUATION PLAN

1. The signal for emergency assembly is the sounding of the camp alarm, which will be done by a staff member when an emergency requires that all the camp be assembled (such as during a fire).
2. All campers and leaders in camp will immediately report to the flagpole assembly area. Move quickly but safely (do not run). Extinguish any fires in your area before you leave.
3. Staff in charge will be the Camp Director or Program Director.
4. At assembly, staff members will report to the staff member in charge; troop leaders will assemble their troops, take roll, and report to the staff, and both staff and troop leaders will help to maintain order.
5. All persons will remain at the flagpole assembly area until given further instructions by the staff in charge. The Camp Director or Program Director will determine whether to send out staff team(s) to better assess the situation.
6. No one will evacuate or leave along the camp road without direct instruction from the Camp Director or Program Director. The camp entrance road must be kept clear for rescue vehicles. Evacuation procedures will be determined at the time they are deemed necessary by the Camp Director or Program Director or Forest Service.

7. A fire drill will be held within your first 24 hours in camp to practice this procedure.
8. In event of a fire or other emergency discovered by Scouts or leaders, it is imperative that a staff member be notified as soon as possible so this plan may be put into effect quickly and in time.

JOB DESCRIPTIONS

Camp Director

Responsible to: Scout Executive

Responsibilities:

- Overall seasonal camp operation
- Assists with budget control and financial stewardship. Helps conduct all Camp financial transactions
- Helps with Personnel issues
- Helps interpret policies and standards for camping as established by National Office of BSA and Suwannee River Area Council and requires compliance by staff and campers
- Supervises Program Director, Support Director, Trading Post Manager, Health Officer and Food Service Director
- Conducts pre-camp and post-camp inspections
- Camp promotions
- Other duties as assigned by the Scout Executive

Program Director

Responsible to: Camp Director

Responsibilities:

- Overall operation of Camp Program
- Directly supervises Aquatics Director, Field Sports Director, Ecology/Conservation Director, Chief Ranger, Commissioners, Handicraft Director, Scoutcraft Director, Eagles' End Director, Cope Director and Trail Blazer Director
- Supervises the program areas of the Camp and ensures that the operations reflect positively on the BSA
- Consolidates all merit badge results from program areas and prepares troop advancement packets
- Turns in a report at the end of the camp season with recommendations for the following year
- Supervises use of equipment and facilities
- Other duties as assigned by the Camp Director

Commissioner

Responsible to: Program Director

Responsibilities:

- Conducts campsite health and safety inspections
- Serves as liaison to unit leaders
- Provides program support as requested by the Program Director
- Conducts special program activities (campfires, check-in, Friday games)
- Works to maintain high morale among staff, unit leaders, and campers
- Conducts Scout Vesper service
- Encourages all at camp to develop or strengthen their relationship with God
- Serves as counseling resource to unit leaders and aids when requested
- Provides program support as requested by the Program Director
- Other duties as designated by the Program Director

Administrative Clerk

Responsible to: Camp Director

Responsibilities:

- Customer Service
- Supervising and staffing the Admin Building
- Handling check-in/out of visitors, guests, and campers
- Daily uploads to Black Pug for merit badge completions
- Troop Advancement reports for the daily Scoutmaster meetings
- Other duties as assigned by the Camp Director

Kitchen Director

Responsible to: Camp Director

Responsibilities:

- Prepares menus and orders all food through the Camp Director
- Supervises food storage and inventory
- Maintains kitchen area in a clean, sanitary condition always and insures proper garbage disposal
- Prepares and serves all meals on time Supervises
- Kitchen Aids
- Other duties as assigned by the Camp Director

Councilor in training [C. I. T.]

Responsible to: CIT Director

- Participates in Councilor in Training program
- Serves in assigned area under the leadership of camp director Other duties assigned by the Program Director and Area Directors

Eagle's End Director

Responsible to: Program Director

Responsibilities:

- Supervises Eagle's End Counselors
- Responsible for all Eagles End equipment and its maintenance
- Responsible for the instruction of the Eagles End merit badges
- Conducts an opening/closing inventory of supplies
- Other duties as assigned by the Program Director

Eagle's End Counselors

Responsible to: Eagle's End Director

Responsibilities:

- Responsible for all Eagles End equipment and its maintenance
- Responsible for the instruction of the Eagles End merit badges Conducts an opening/closing inventory of supplies
- Other duties as assigned by the Eagle's End Director

Ecology/Conservation

Director

Responsible to: Program Director

Responsibilities:

- Supervises Ecology/Conservation Counselor
- Establishes and maintains ecology area to include displays
- Arranges and conducts nature field trips as required
- Establishes and maintains the camp nature trails
- Develops and maintains camp conservation plan
- Approves conservation projects conducted at camp
- Conducts an opening/closing inventory of supplies
- Other duties as assigned by the Program Director

Eco/Con Counselor

Responsible to: The Ecology/Conservation Director

Responsibilities:

- Assists in the responsibilities of Ecology/Conservation Director
- Be proficient in instructing nature related merit badges
- Other duties assigned by Ecology/Conservation Director

Handicraft Counselor

Responsible to: Handicraft Director

Responsibilities:

- Assists in the responsibilities of Handicraft Director
- Be proficient in instructing handicraft related merit badges
- Other duties assigned by Handicraft Director

Handicraft Director

Responsible to: The Program Director

- Responsibilities:
- Supervises handicraft counselors.
 - Conducts the handicraft program encouraging campers to participate
 - Responsible for all handicraft equipment and its maintenance
 - Responsible for the instruction of the Handicraft merit badges
 - Conducts an opening/closing inventory of supplies
 - Other duties as assigned by the Program Director

Kitchen Staff

Responsible to: Cook

Responsibilities:

- Assists in the preparation and clean up of all meals
- Maintains dining area in a clean, sanitary condition
- Ensures Dining Hall is prepared to seat campers for all meals on time
- Other duties as assigned by the Cook

Dining Hall Steward

Responsible to: Cook

Responsibilities:

- Oversees dining hall during meal
- Keeps Salad/Cereal Bar and Condiments Stocked
- Keeps Drinks and Cups Stocked
- Takes out trash
- Supervises campers acting as "Waiters" pre and post meal
- Other duties as assigned by the Cook

Assistant Ranger

Responsible to: Ranger

Responsibilities:

- Open and closing of camp facilities
- Responsible for the maintenance of all camp facilities and equipment including buildings, generator, vehicles and land use
- Operates the sanitation and garbage system
- Supervises check-in/checkout of camp equipment from the warehouse
- Responsible for organizing and running of camp improvement projects.
- Other duties as assigned by the Maintenance Director

Health Director

Responsible to: Camp Director

Responsibilities:

- Collects medical records and conduct medical recheck for staff, leaders, and campers
- Operates and maintains the camp infirmary
- Administers first aid and refers to hospital as necessary
- Monitors and assigns medication cabinets to units
- Inspects health and safety of the camp
- Monitors camp water supply daily
- Other duties as assigned by the Camp Director

Scoutcraft Counselor

Responsible to: Scoutcraft Director

Responsibilities:

- Instructs Scoutcraft Merit Badges
- Establishes and maintains Scoutcraft area to include displays, activities, and instructional material
- Other duties as assigned by the Scoutcraft Director

Scoutcraft Director

Responsible to: Program Director

Responsibilities:

- Supervises Scoutcraft Councilor
- Instructs Scoutcraft merit badges
- Establishes and maintains Scoutcraft area to include displays, activities, and instructional material
- Conducts an opening/closing inventory of supplies
- Other duties as assigned by the Program Director

Shooting Sports Counselor

Responsible to: Shooting Sports Director

Responsibilities:

- Instructs merit badge sessions and range safety
- Assists Field Sports Director in maintaining a safe range
- Maintains and properly stores all equipment
- Enforces Range safety requirements for all ranges
- Other duties as assigned by the Field Sports Director

Shooting Sports Director

Responsible to: Program Director

Responsibilities:

- Supervises the Archery, Rifle and Shotgun Range
- Enforces discipline at the ranges
- Instructs shooting sports merit badges
- Secures all weapons and ammunition and is responsible for their safekeeping
- Maintains all weapons in a clean condition
- Maintains range safety
- Supervises Shooting Sports Counselors
- Conducts an opening/closing inventory of supplies
- Other duties as assigned by the Program Director

Business Manager

Responsible to: Camp Director

Responsibilities:

- Supervises Trading Post Clerk and Administrative Clerk
- Operates Trading Post in a business-like manner
- Makes daily cash turn-ins to the Camp Director
- Stocks and maintains merchandise in an attractive manner
- Always maintains area in a neat and clean appearance
- Opens and closes trading post on schedule
- Conducts opening, weekly and closing inventories
- Prepares report at end of camp season with recommended stock levels for next year
- Consolidates all merit badge results from program areas and prepares troop advancement packets
- Other duties as assigned by the Camp Director

Trading Post Clerk

Responsible to: Trading Post Manager Responsibilities:

Assists the Trading Post Manager in operation of camp Trading Post
Stocks and maintains merchandise in an attractive manner
Always maintains area in a neat and clean appearance Other
duties as assigned by the Trading Post Manager

Trailblazer Counselor

Responsible to: Trailblazer Director

Responsibilities: Instructs Trailhead programs.

Other duties as assigned by the Trailhead Director

Trailblazer Director

Responsible to: Program Director

Responsibilities:

Supervises Trailhead Instructors Instructs
and directs Trailhead programs
Conducts an opening/closing inventory of supplies
Schedules and coordinates all out of camp trips Other
duties as assigned by the Program Director

Lifeguards

Responsible to: The Aquatics Director (or Waterfront Supervisor at the Aquatics Director's discretion)

Responsibilities:

Operates pool or waterfront under supervision of the Aquatics Director
Conducts sessions as assigned
Other duties in camp as designated by the Aquatics Director (or Waterfront Dir.)

Waterfront Supervisor

Responsible to: The Aquatics Director

Responsibilities:

Supervises the Waterfront Lifeguards Conducts
the aquatics program for the camp
Responsible for the safety of the waterfront and on the lake Instructs
Aquatics merit badges on the waterfront
Responsible for all equipment and its maintenance in the waterfront area
Responsible to maintain and operate a rescue vessel
Directs all emergency operations connected with waterfront operations Conducts all
swim checks for the camp
Conducts an opening/closing inventory of supplies Other
duties as assigned by the Aquatics Director

Aquatics Director

Responsible to: The Program Director Responsibilities:

- Supervises the Waterfront Supervisor and Counselors

- Conducts the aquatics program for the camp

- Responsible for the safety at the Pool and the waterfront and on the lake

- Instructs Aquatics merit badges, BSA lifeguard, mile swim, snorkeling, safe swim defense, safety afloat, and beginner swimming lessons

- Responsible for all equipment and its maintenance

- Responsible to maintain and operate a rescue vessel

- Directs all emergency operations connected with waterfront operations Conducts all swim checks for the camp

- Conducts an opening/closing inventory of supplies Other duties as assigned by the Program Director