

# **GUEST GROUP POLICY & PROCEDURES**

## **CONDUCT**

All guest groups shall honor Biblical standards of conduct. This includes, but is not limited to refraining from the use of illegal drugs, alcohol, firearms, explosives, profanity, secular music and videos, and immodest clothing, and refraining from practicing or condoning sexual activity outside of the relationship of marriage between a man and a woman. Smoking is never permitted in the buildings or where food is being prepared, and is permitted only with special permission from the Camp Administrator.

## **MEALS**

Camp Andrews served meals will be at 8:00 AM, 12:00 Noon, and 5:00 PM, unless otherwise arranged. Shirts and shoes are required. Please do not take food, utensils, plates, etc. out of the dining hall. Groups making their own meals should follow the "Kitchen Policy".

## **VEHICLES**

All vehicles should remain in the designated parking areas except for loading and unloading. The lanes are to be kept open at all times. Please drive slowly and cautiously on camp property. People are not to be transported in vehicles not designed for passengers. Camp Andrews is not able to provide or arrange for transportation of guest groups.

## **QUIET TIME**

All activities after **10:30 PM** will have its noise confined to inside the buildings. The entire facilities will be quiet by **12:00 PM**.

## **CONSERVATION**

Help us be good stewards by turning off lights not in use and keeping doors closed.

## **DAMAGES**

Please report to the Administrator and compensate Camp Andrews for all damages caused by your group. There will be a \$125.00 fee for non-emergency use of a fire extinguisher.

## **FIRES**

Camp staff will start fires in the buildings with stoves or fireplaces. The guest group is responsible to keep the fire going throughout their stay. Please contact camp staff before building a fire outdoors and extinguish it upon leaving the area.

## **SWIMMING POOL**

The swimming pool is open from Memorial Day through Labor Day. No one is permitted inside the pool area when the gate is locked. A trained, certified lifeguard must be present when the pool gate is open. Modest bathing attire is required. No bikinis. Swimwear is appropriate only in the pool area.

## **RECREATION**

Recreation equipment is available upon request (volleyball, basketball, softball, etc.). Return equipment to its storage area in good condition. Using firearms and fireworks is not permitted. For safety reasons, please do not walk on the public road. Ask camp staff for information about nearby parks and sightseeing. The Ropes Course area across the creek and the archery range is off limits to guest groups without a supervising Camp Andrews staff person present.

## **WILDLIFE**

Please help us maintain the beauty of the natural environment by not disturbing or taking captive any plants or animals without permission from camp staff. No pets. Caution and respect should be used with animals in petting zoo.

## **STEEP TERRAIN**

Use extreme caution on the many steep banks and near the rock cliff across the creek bridge. As much as possible stay on the prepared paths and steps.

## **POISON IVY**

Teach campers to identify it - - “leaflets three let them be”. If it is touched, carefully wash all exposed areas as soon as possible. Inform the Operations Manager of any near the buildings or paths.

## **HAZARDOUS MATERIALS**

- Firearms, ammunition, and fireworks of any kind are not permitted on the grounds.
- Flammable and poisonous materials such as paint, varnish, or similar products will be labeled clearly and safely stored in the craft barn or shop. All liquid fuels will be kept in approved containers and stored in the shop. Matches and lighters will only be used with adult supervision.

## **STATEMENT OF FAITH**

Each guest group will respect the following statement of faith:

We Believe In...

1. The Bible as the divinely inspired, entirely trustworthy and authoritative Word of God.
2. One God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. The deity of the Lord Jesus Christ, His substitutionary atonement for sin, His bodily resurrection and ascension, and His personal return in power and glory.
4. Salvation of repentant sinful man through the shed blood of Jesus Christ by faith apart from works.
5. The Holy Spirit indwelling every believer, bringing conviction, regeneration, and sanctification.
6. Equality of all people and unity in the Spirit of all true believers, the church, the Body of Christ.

# **EMERGENCY PROCEDURES**

## **FIRE OR NATURAL DISASTERS**

1. All campers should immediately vacate the building they are in and proceed to the Pine View Lodge (main dining hall) up by parking lot.
2. The campers should assemble by cabin so that a head count can be taken. All campers must be accounted for by their adult leader.
3. The Group Director should immediately dial 911 on the nearest available phone – Camp office or chapel office. Location is Camp Andrews, 1226 Silver Springs Rd., Drumore Township – and state the buildings involved.
4. Contact Marv Stoltzfus at 717-669-7537. He will direct fire personnel/emergency services, and give further directions if necessary.
5. Fire Extinguishers are located in each building.

## **MISSING CAMPERS**

Notify the Operations Manager -- he'll direct the search / rescue efforts. If he is not available and it is an emergency, dial 911 and request the assistance of the state police.

## **ACCIDENTS / INJURIES**

**Guest group leaders are fully responsible to provide medical care and transportation to a facility**

1. Remove other campers from the scene as much as is possible and make sure the scene is safe before giving care.
2. Evaluate the extent of the injury. It is the responsibility of the guest group leaders to determine care, unless the injury is obviously life threatening (respiratory distress, excessive bleeding, loss of consciousness, or cardiac related symptoms) in which 911 should be called immediately. Answer their questions. Your location is 1226 Silver Spring Rd, Holtwood PA. Do not hang up first. Have someone direct the ambulance to the victim. Contact parents or legal guardian as soon as possible. 911 should also be called when someone falls further than their height or an epi pen is used. An AED is available in the main staff office.
3. If it is not an emergency, notify the parents or legal guardians before taking victim to doctor or hospital. Use necessary First Aid to the level of your certified ability to control bleeding, prevent shock, immobilize breaks, etc.
4. Also notify the Camp Andrews Administrator at 717 284-2624.
5. The nearest doctor is at the Aument Health Center in Quarryville (786-7383)
6. The nearest hospital is the Lancaster General Hospital in Lancaster (290-5511)
7. Be prepared with your insurance information for the doctor/hospital.
8. Fill out an Accident Report with information from all witnesses.

## **EMERGENCY PHONE NUMBERS**

Fire / Police / Ambulance 911

Aument Health Center (nearest doctor) 786-7383

# **RESPONSIBILITIES**

## **GUEST GROUP**

### **CAMP POLICIES**

Complete the reservation form, acknowledging that you have read each of the following documents: Rate brochure, Statement of Faith, Facility Policy and Procedures, Emergency Procedures and Kitchen Policy (if cooking). Inform your group and enforce these policies during your time here.

### **HEALTH CARE**

Provide a staff person with current certification in Standard First Aid or equivalent. Camp Andrews is not responsible to provide medical care or transportation to a medical care facility. Bring an adequate supply of First Aid supplies. Arrange for adequate transportation at all times in case of a medical emergency. Keep a health log of any injury or illness that requires treatment.

### **INSURANCE**

Provide adequate medical and accident insurance coverage for all in the group.

### **PROGRAM**

Provide adequate camper supervision and resource people to meet campers needs. Implement a structured schedule that ensures a safe and spiritually meaningful experience for all.

### **LINENS**

Provide all linens including towels, sheets, blankets, pillows, etc

### **CLEANING**

Please leave facilities ready for our Cleaners when you leave. Pick up all trash and return furniture to its proper place. If cooking, you are also responsible to thoroughly clean kitchen according to checklist posted in kitchen.

### **PAYMENT**

Make payment for your stay before leaving, usually at the last meal.

## **Camp Andrews**

### **INSURANCE**

Provide adequate property and liability coverage for the facilities, camp staff, and guest group.

### **FACILITIES**

Provide facilities in clean, workable condition. Provide guidance in the care and use of the equipment and facilities. Garbage disposal.

### **PROGRAM**

Assist in program planning and problem solving as requested by the guest group.

## KITCHEN HEALTH CODES

- The kitchen and dining area should be left as clean as you found it, following these codes and the clean up check list that is posted in the kitchen.
- A solution of one cap Clorox with one gallon hot water should be used to regularly wipe all tables and food preparation tables.
- The food & paper supplies that belong to Camp Andrews is not for rental groups. If needed, Musser's Market is open 7 days a week and only 5 minutes away.
- In case of fire under hood, pull chain by the door to office and use extinguisher by door. Call 911 immediately.
- No animals permitted
- Doors should not be propped open and window screens should remain in place.
- Potentially hazardous foods such as milk and meat products should not be left out of the refrigerator for extended times.
- Home canned foods are not to be used.
- Gas, liquid flammables, and poisonous materials as well as non food items like hand lotion, shampoo, etc. are not to be in the kitchen area.
- Thermometers in the refrigerators shall be monitored periodically. If the temperature rises above 45 degrees, immediately inform the Administrator. If the Administrator is not available, contact Triangle Refrigeration at 1-800-669-2711 to correct the problem within 24 hours.
- Wash all cups, silverware, and food service utensils in the dishwasher and protect from dust and contamination between uses. Silverware and cups should be washed twice. Follow "Dishwasher Operation" instructions, posted above the dishwasher. All dishes and food service utensils must be air dried. Other items washed by hand will use wash and first rinse water of at least 100 degrees and second rinse water with an approved chemical sanitizer, all in the 3 bowl sink.
- Review and adhere to the Department of Agriculture codes posted in the kitchen. All fines incurred through the violation of these codes will be the responsibility of the guest group.
- The kitchen is complete and self-prep, able to serve groups up to 60 in the Millhouse, 180 in the Pine View Lodge and 100 in Oak View. Upon arrival the cooks shall go through a short orientation with the host.
- Footwear shall be worn by everyone in the kitchen or dining room area.