



POLICIES AND PROCEDURES

These policies and procedures are designed to foster clear communication and understanding between a representative of Howard Payne University and the Camp's Sponsor's organization to minimize misunderstanding and facilitate an enjoyable camp experience for all campers.

Prior to the Camp, the Camp Sponsor or Assistant Camp Sponsor must meet with the Director or another authorized HPU representative, to discuss available facilities, and review these University policies and procedures. Designation of facilities and rooms available for the Camp is the responsibility of the Director. HPU will attempt to accommodate the Sponsor's request for facilities after the University's facility needs are met.

To be supportive of university employees and students involved in local churches, no meetings, events or activities of any type may be scheduled on Sunday from 8 a.m. – 12:30 p.m. and 5:00 p.m. – 7:30 p.m., unless otherwise permitted.

ADULT AND STUDENT EXPECTATIONS

- **Adult Supervision** – Camps must provide one (1) adult staff member/counselor (age 21 or older) for every fifteen (15) campers. These staff members/counselors are required to live on campus during the camp and provide supervision twenty-four (24) hours per day for their student campers. **The Camp Sponsor is required by the University to provide staff to supervise all free time activities in all facilities and outdoor spaces; this includes Outdoor Recreation Center, Wellness Center, Sand Volleyball Courts and Fambrough's.**
 - Camp staff who bring their children to camp must supervise them at all times.
 - Children must be housed in the same room with their parent(s)
 - Children are not permitted in any facility unsupervised
 - Camp Director will supply HPU with a list of Camp Staff children's names so their meals can be billed on the final invoice



- **Final Number Deadline** – HPU requires a final attendance count 10 days prior to the start of camp.
- **Medications** – All participant medications must be turned in to the Camp nurse/medical professional.
- **CPT & Background Checks** – Each person over the age of 18 years old must have a current background check, as well as a certificate with a passing score on the Child Protective Training. Copies of these documents must be turned in to the HPU Director.
- Howard Payne University reserves the right to expel any camper who violates University policy or whose behavior results in harm to others or to university property. In such cases, the camper will be sent home immediately at his/her own expense or at the expense of the Sponsoring Organization.

FACILITY AND DORM USAGE

- **Room Keys** – Dorm floor plans, with available rooms, will be provided to the Camp staff so room assignments can be made in advance. The room assignment spreadsheet must contain camper name, sex, and room assignment and should be sent 1 week prior to arrival, for express check-in and key disbursement. Late assignments should be updated on the spreadsheet and sent to the HPU Director.
- **Facility Keys** – A select group of adult staff are issued facility keys that are to be used only in the designated camp venues. At no time may they be used to open offices, custodial closets or other rooms not designated for camp purposes.
- **Check In Procedure** – In order to simplify and assist in the efficiency of the Camp's check in process, each participant will check in with a member of the HPU staff to receive the key to their dorm.
- **Check Out Procedure** – Room/bathroom checks will be performed by HPU staff during check out. Once the room has been approved the participant will receive an approval card that must be turned in with their key.



- **Responsibility for Damages** – When a group checks into their dorm, the Camp Sponsor is responsible for reporting any previous damage that may have been overlooked to the University camp staff no later than the second day. At the conclusion of the camp, if damages are reported, the University will hold the Camp responsible for paying for those damages. Any damages to furniture, equipment or the facilities will be charged directly to the sponsoring group at cost plus twenty-five (25%) percent. A group may be denied the use of university spaces, facilities and equipment as a result of damages incurred in addition to bearing the cost of repairs/replacements.
- **Respect for University Facilities** – Sponsors and Campers are expected to respect University facilities. No wet or muddy individuals will be allowed inside any building. Howard Payne University reserves the right to expel any camper who violates University policy or whose behavior results in harm to others or to university property. In such cases, the camper will be sent home immediately at his/her own expense.
- **Maintenance Issues** – All maintenance issues should be reported to the HPU Representative. Maintenance request forms will also be available in each dorm and will be collected daily.
- **Facility Restrictions** - No tape, signage or equipment is to be attached to any part of the building. Users shall not injure, mar, paint, or in any manner deface facility premises; nor drive nails, hooks, tacks, pins or screws or similar material in any part of said building; nor make any alterations of any kind therein; nor move or change any fixture nor cause nor permit said things to be done without the university's written consent.



GOLF CART & VEHICLE USAGE

- **Golf Cart Safety Procedures** – The following are basic rules of operating and maintaining golf carts used for camps on the Howard Payne campus.
 - **Authorized Drivers** – Each Sponsor is responsible for maintaining a list of persons authorized to operate your golf carts. This list must be turned into the HPU Director during registration and a copy forwarded to the University's Department of Public Safety.
 - **Valid Driver's License** – All operators of your golf cart-type vehicles are required to have a valid driver's license filed with the Texas Department of Public Safety (DPS).
 - **No Horseplay** – Golf carts, on the University campus, are to be used solely for transporting equipment or personnel and not for horseplay.
 - **Speed** – The maximum speed of a golf cart depends upon the terrain over which it is being driven, the weather conditions, and the total weight of the golf cart and passengers and any equipment being carried. A golf cart should be operated on campus at a speed equivalent to a well-paced walk but no faster than fifteen miles per hour. Golf cart operators will observe all Texas vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc.
 - **Sidewalks** – Golf carts are to be operated on sidewalks as much as possible. Campus streets should be used only where sidewalks are not available.
 - **Two Occupants** – Most golf carts used on this campus are designed to carry a driver and one passenger. A golf cart will not be operated with more passengers than it is designed to carry. All occupants in the golf cart shall keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.
 - **Pedestrian Right-of-Way** – The pedestrian always has the right-of-way. Operators of golf carts will permit this right-of-way. If the golf cart is being operated on a sidewalk, the operator will pull off the sidewalk or stop the unit when approaching pedestrians.



- **Secured Location** – When the golf cart is not in use, such as overnight, the unit will be secured with a cable and lock or other equivalent locking mechanism. Golf carts may not be stored inside any facility without the permission of HPU. Please contact the HPU Director for approved locations.
- **Violation of Rules** – Anyone found violating these rules will lose the privilege of operating a golf cart on campus.

GENERAL INFORMATION

- **Prohibition of Tobacco, Drugs and Alcohol** – Because of the desire to protect the health and lives of everyone in the Howard Payne University community, tobacco use is banned in all University facilities. Howard Payne University prohibits the use of illegal drugs or alcohol on campus because they are detrimental to the physical, psychological, social and spiritual well-being of the individual. The University intends to cooperate fully with the U.S. Federal Government, the State of Texas and local authorities in preventing drug and alcohol abuse.
- **Prohibited Items** – The following items are prohibited on the University campus explosives, fireworks, guns, firearms, illegal knives, paint guns, ammunition of any kind, hot plates, grills, cooking equipment, candles, incense, matches, lighters, open flames.
- **Use of the University-Owned Equipment** – All University-owned equipment will be operated only by university staff and will not be available to sponsoring organizations or staff because of insurance prohibitions.
- **Appropriate Dress** – The Camp Sponsor shall require campers to dress appropriately. Campers should not wear spaghetti strap tops, small tank tops, “short” shorts, or clothing with profane sayings and slogans, etc.
- **Food and Drinks** – No food or drinks are allowed in any rooms other than the cafeteria and dorm rooms.
- **Skateboards, Roller Blades or Roller Skates** – No skateboards, roller blades, bikes, roller-skates are allowed on campus.
- **Adherence to laws and ordinances** – All parties and individuals affiliated with the camp are required to strictly observe and adhere to all local, federal and state laws and ordinances



GENERAL INFORMATION

- **Prohibition of Tobacco, Drugs and Alcohol** – Because of the desire to protect the health and lives of everyone in the Howard Payne University community, tobacco use is banned in all University facilities. Howard Payne University prohibits the use of illegal drugs or alcohol on campus because they are detrimental to the physical, psychological, social and spiritual well-being of the individual. The University intends to cooperate fully with the U.S. Federal Government, the State of Texas and local authorities in preventing drug and alcohol abuse.
- **Prohibited Items** – The following items are prohibited on the University campus explosives, fireworks, guns, firearms, illegal knives, paint guns, ammunition of any kind, hot plates, grills, cooking equipment, candles, incense, matches, lighters, open flames.
- **Use of the University-Owned Equipment** – All University-owned equipment will be operated only by university staff and will not be available to sponsoring organizations or staff because of insurance prohibitions.
- **Appropriate Dress** – The Camp Sponsor shall require campers to dress appropriately. Campers should not wear spaghetti strap tops, small tank tops, “short” shorts, or clothing with profane sayings and slogans, etc.
- **Food and Drinks** – No food or drinks are allowed in any rooms other than the cafeteria and dorm rooms.
- **Skateboards, Roller Blades or Roller Skates** – No skateboards, roller blades, bikes, roller-skates are allowed on campus.
- **Adherence to laws and ordinances** – All parties and individuals affiliated with the camp are required to strictly observe and adhere to all local, federal and state laws and ordinances.



EMERGENCY PROCEDURES

Injury or Illness – In the case of any accident, injury or illness, the immediate concern is to aid the injured or sick person. The following should be used as general guidelines only.

- Notify the Director of any accident, injury or illness.
- If the accident, injury or illness appears to be life threatening, call 911, then the University's Department of Public Safety at 325-649-8609.
- In the case of serious injury, do not attempt to move the person.

Tornado Watch – A tornado watch is issued when conditions are favorable for the formation of tornadoes.

- In the event of a tornado watch, listen to local radio and television reports in order to monitor the situation.
- Continue with normal activities but be alert to changes in the weather.

Tornado Warning –A tornado warning is issued when a tornado has been sighted nearby and is approaching. There is significant danger during a tornado warning.

- The Brownwood Emergency Preparedness system will issue an alert through the 911 telephone system.
- Go immediately to the center of the lowest floor of the building where you are; avoid windows and glass doors.
- If you are outside, seek shelter! If no shelter is available and the threat of danger is imminent, get in the closest ditch, lie flat, and cover your head.
- If the warning comes in the early morning hours, the Sponsor should make certain that all residents are alerted and moved to safety.

Fire – A fire alarm will sound when a manual pull station and/or smoke detector has been activated. Any time an alarm goes off, it should be treated as real and the building should be evacuated. If you do not know the escape route for the building you are in, look on the walls nearest stairwells for a map.

- If fire alarms have not been activated and fire is seen, pull the nearest manual alarm. Call 911 and then the University's Department of Public Safety at 325-649-8609 at the earliest possible moment.
- If alarms are sounding, evacuate the building as quickly and calmly as possible. Use stairs and not elevators; before opening a door, feel the door for heat – if it is hot, find an alternative route. When outside the building, move at least 300 feet away.
- If fire is in the residence hall, the Sponsor should make certain that all rooms have been evacuated, close all doors, and turn on lights in each room to signal that the room is empty.
- When outside, keep access roads clear for emergency vehicles.
- Do not return to the building until it has been declared safe by fire department officials.



Bomb Threats – If you see anything suspicious or out of the ordinary call the University's Department of Public Safety at 325-649-8609.

If someone contacts you with a bomb threat, do not panic and listen carefully for details. Obtain as many details from the caller as possible and try to remember the caller's exact words. Ask questions like:

- Where is the bomb?
- What time is it set to detonate?
- Who called (man or woman, young person or adult)?
- Was anything unusual about the call (i. e. background noise)?
- Why was it placed?

What to do:

- If you receive a bomb threat, call 911 immediately and then the University's Department of Public Safety at 325-649-8609. If threat is made for the immediate detonation of the bomb, evacuate the building immediately. Do not touch anything.

Suicide – People considering suicide exhibit signals and behaviors that can be identified. Some of these include extreme depression, withdrawal from family and friends, discussions about death (including their own), self-destructive behavior (including previous suicide attempts), drug or alcohol use, giving away personal property, feelings of rejection – breakup of a relationship.

Steps for one who believes that a person may be contemplating suicide:

- Encourage this person to seek professional help.
- Go personally to a counselor and discuss your concerns. You will not betray this person, but you might save his/her life.
- Continue to support this person and be available to listen.
- Watch and report back to counselors/camp staff with any changes in this person's behavior.

Crisis point reached (you believe a suicide attempt is imminent):

- If the person is in immediate danger, contact police 911, then call the University's Department of Public Safety at 325-649-8609.
- Local MHMR may also be contacted any time at 325-646-6467.
- If you are with the person, do not leave him/her alone.
- If the person is in immediate danger, contact police 911.
- After an administrator or the police have taken control of the situation, and you are no longer directly involved in the situation, complete an incident report with the University campus security.
- Do not discuss the situation with anyone except the administrators involved.



Rape Crisis

- Provide a safe environment for the victim.
- If the victim is in need of medical attention due to any injuries sustained during the attack, encourage them to seek assistance. NEVER demand that a victim do anything that they do not wish to do – let them have control.
- Attempt to determine the victim's wishes: do they want to notify police, do they want to go to a hospital, etc. If the victim indicates that they might want to notify police at some point, encourage them to go immediately to a hospital for an exam; the victim should not change clothes or shower before going for an exam as physical evidence might be destroyed.
- If the victim wishes to notify University personnel, the appropriate person would be the University's Department of Public Safety at 325-649-8609. Any referral to University authorities would be made in confidence and the wishes of the victim would be honored if possible.
- Even if the victim does not wish to notify authorities formally about the rape, the victim should still be encouraged to see a counselor.

Other Potential Threatening Situations Statement – If other threatening situations arise on campus, please call the University's Department of Public Safety at 325-649-8609. In the event that the threat is life-threatening do not hesitate to call 911.



EMERGENCY CONTACT LIST

The following list of contact names/numbers are provided for emergency purposes only. Please do not share personal cell phone numbers for non-emergencies or with those who do not have a legitimate need to reach a person via cell phone.

All communication with media must be coordinated through the Office of Marketing & Communication.

Off-Campus Resources

Fire/Police/Ambulance

Poison Control

MHMR Crisis Hotline

National Youth Crisis Hotline

Brownwood PD Non-Emergency

911

1-800-764-7661

1-800-458-7788

1-800-448-4663

325-646-2525

HPU DPS

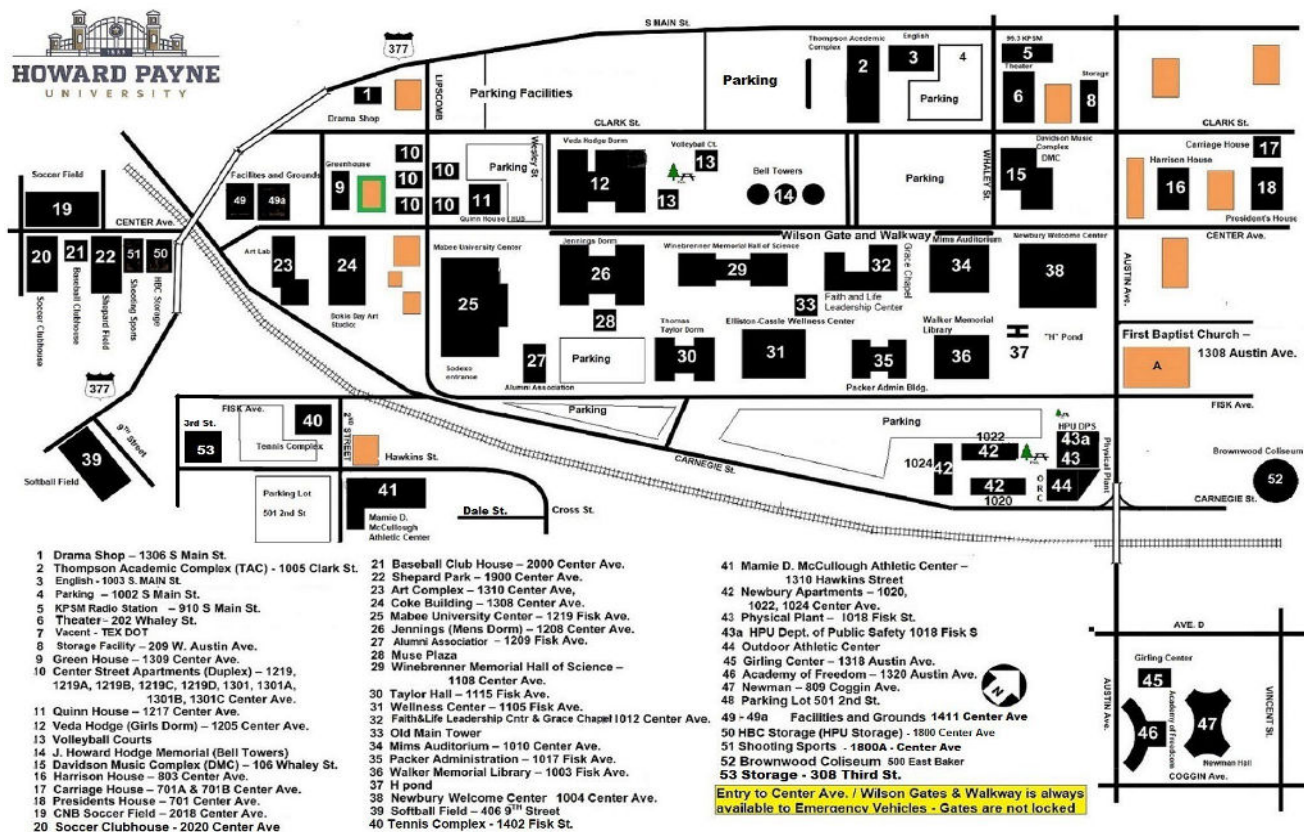
HPU Department of Public Safety

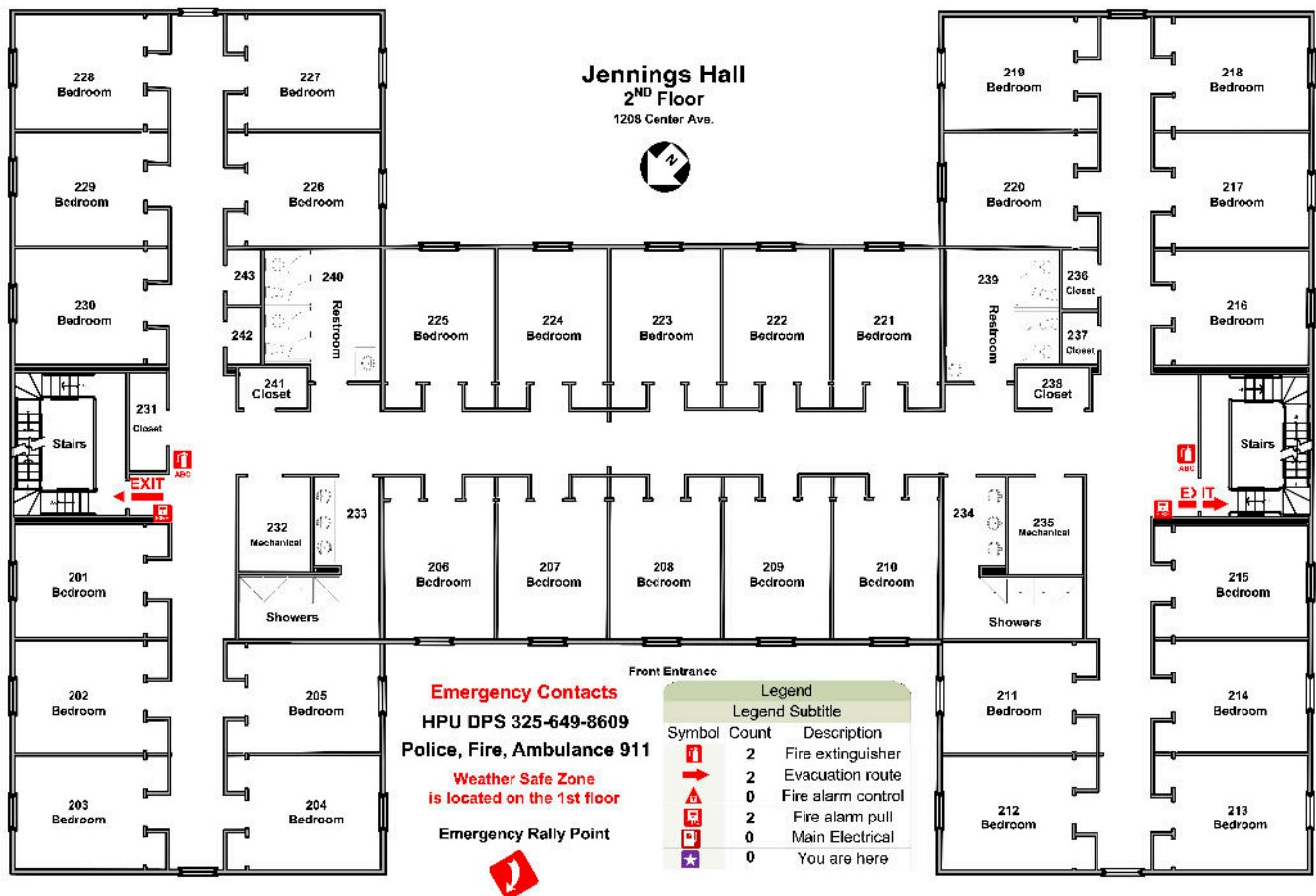
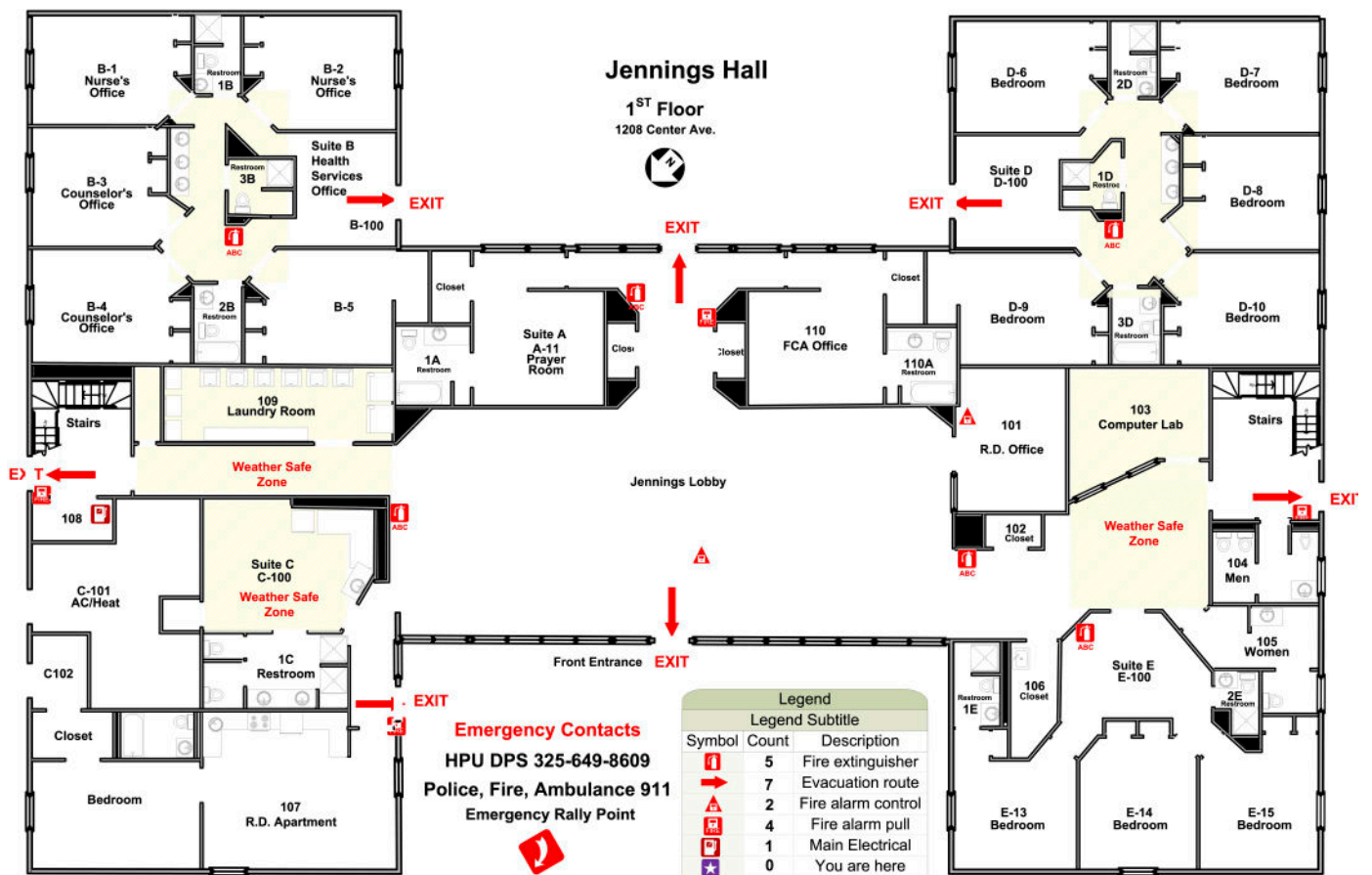
Calls placed to x8609 roll to one

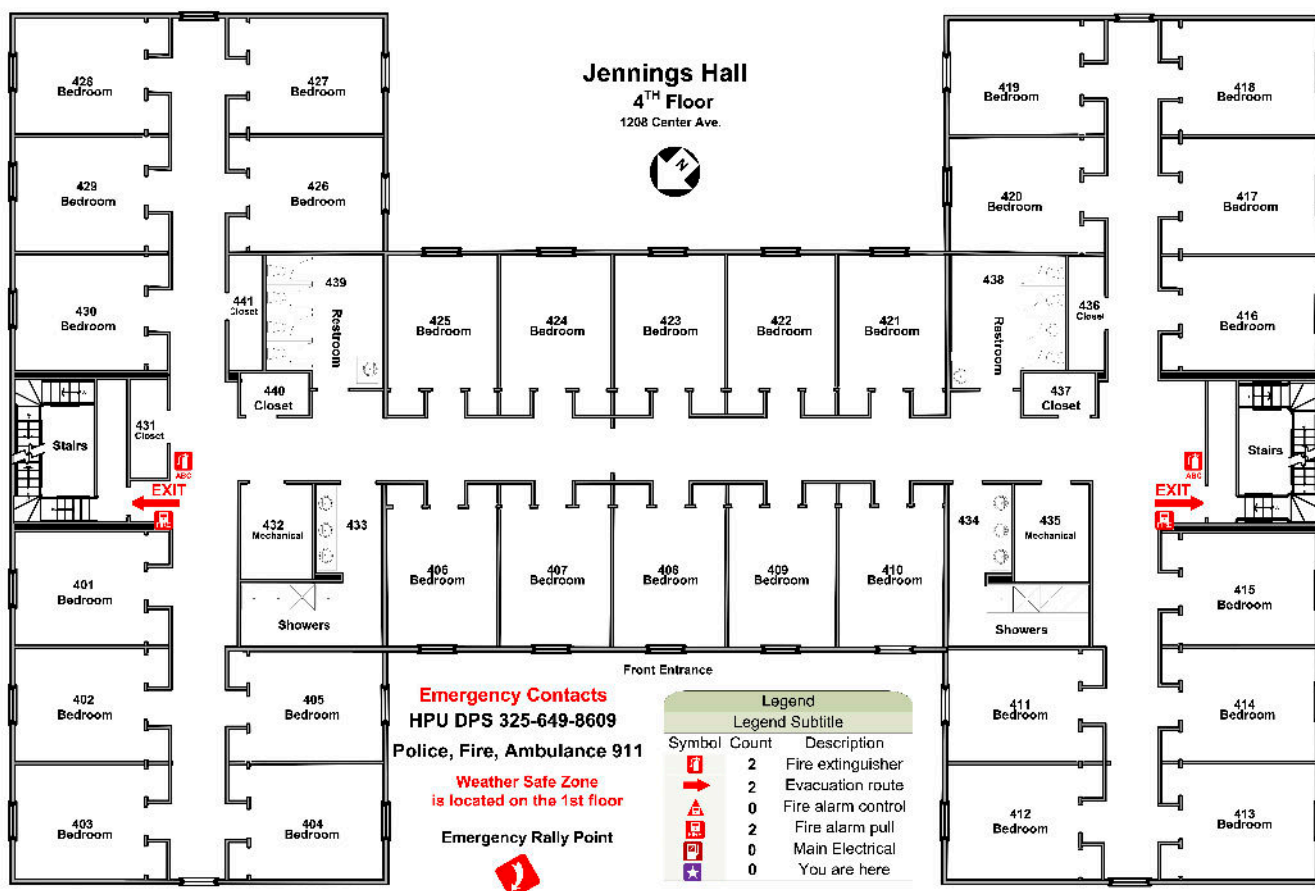
of these

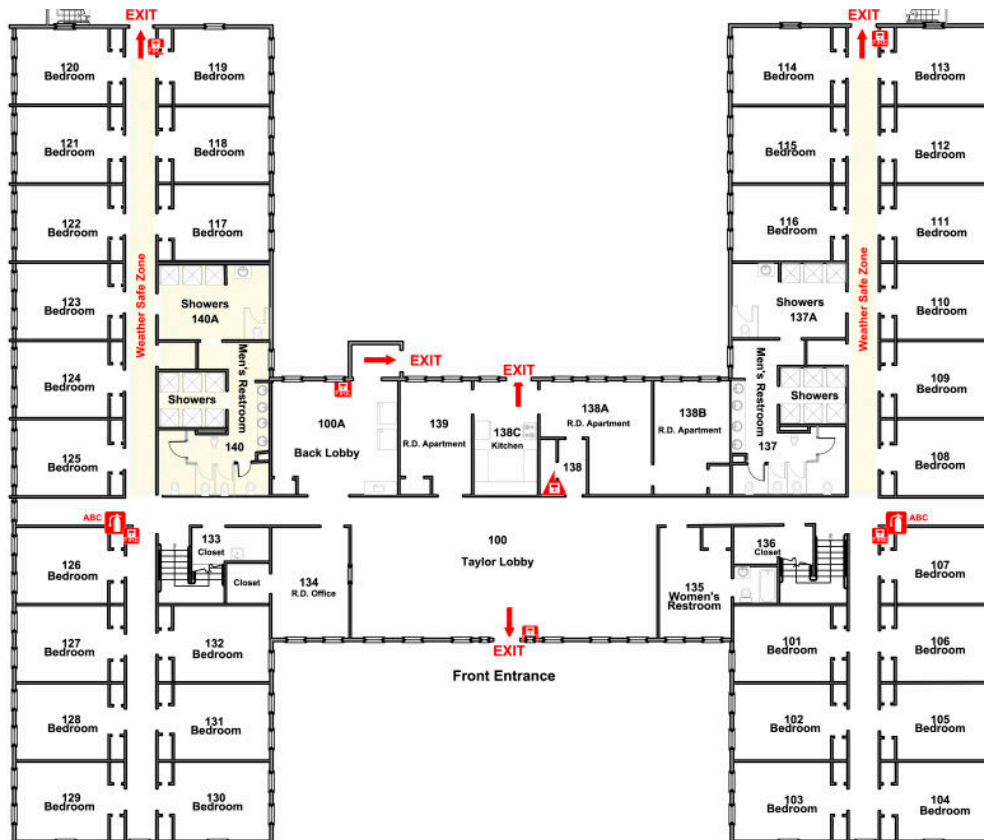
325-649-8609 (rolls to cell)

325-647-0940 or 325-647-3174 (on-duty cell numbers)









Taylor Hall

First Floor
1115 Fisk



Emergency Contacts

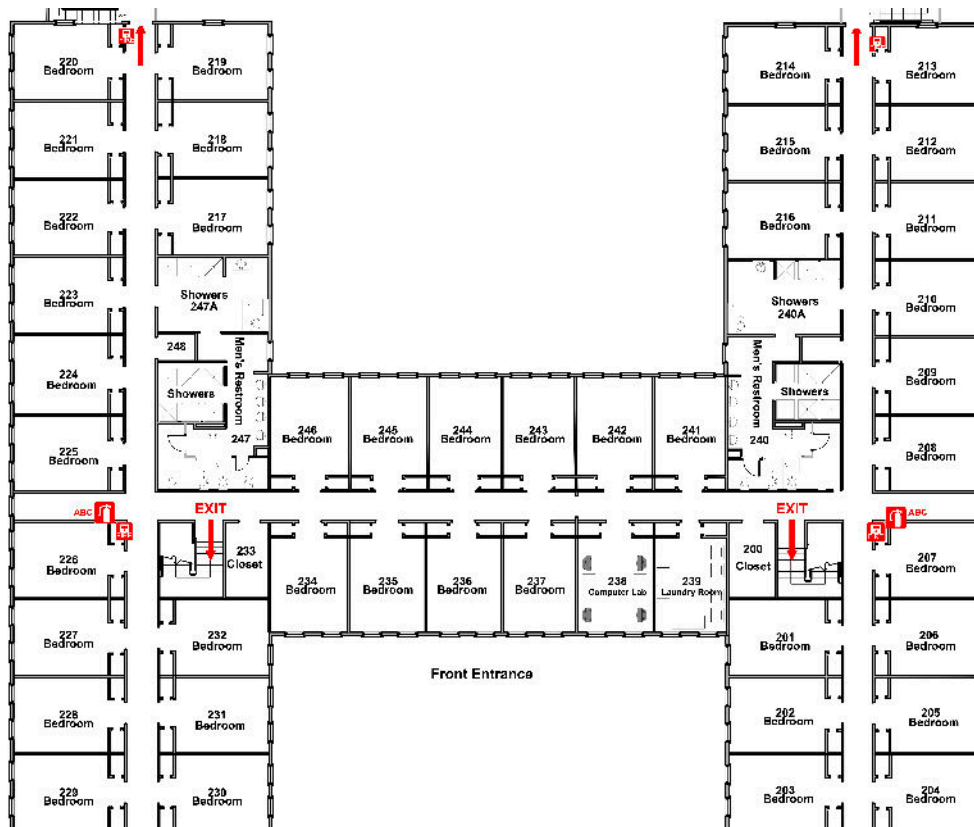
Police, Fire, Ambulance
911

HPU DPS 325-649-8609

Emergency Rally Point



Legend		
Legend Subtitle		
Symbol	Count	Description
	1	Fire alarm control
	2	Fire extinguisher
	6	Fire alarm pull
	0	You are here
	0	Main Electrical
	5	Evacuation route



Taylor Hall

Second Floor
1115 Fisk



Emergency Contacts

Police, Fire, Ambulance 911

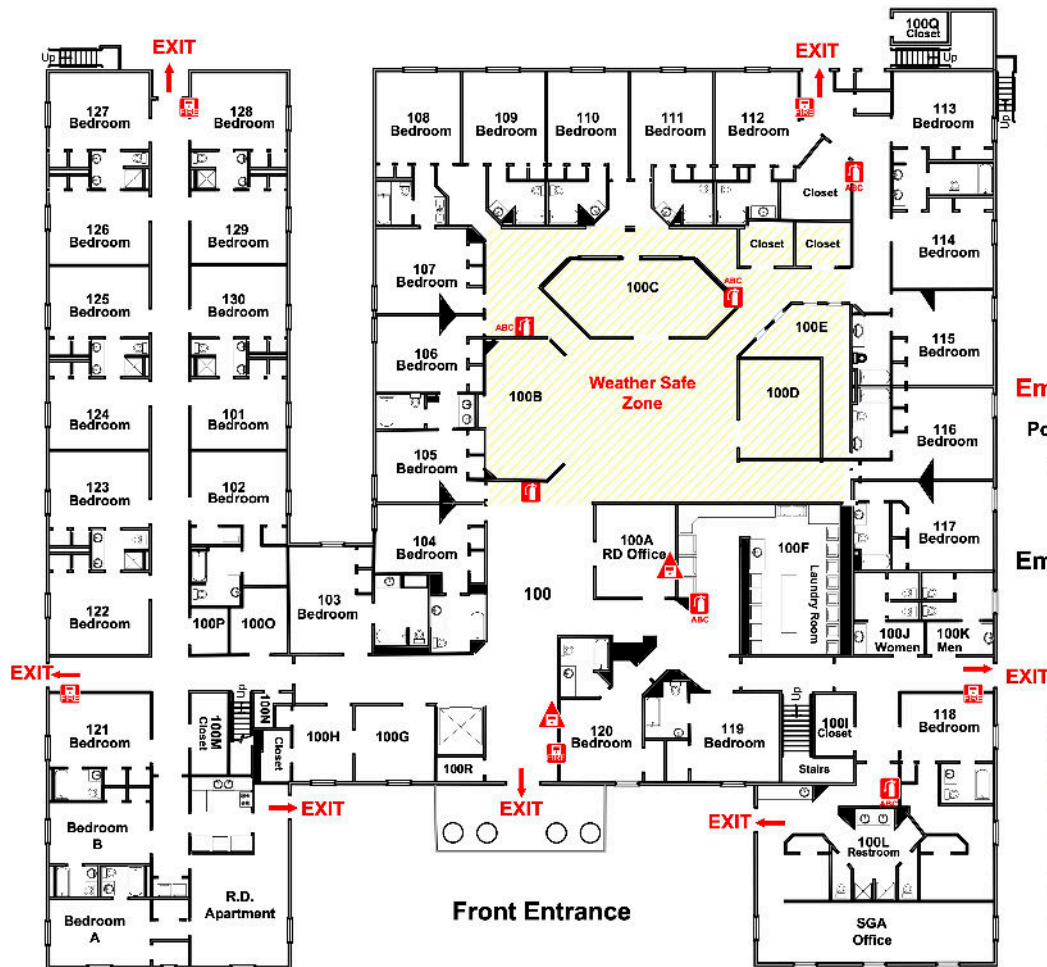
HPU DPS 325-649-8609

Weather Safe Zone
is located on the 1st floor

Emergency Rally Point



Legend		
Legend Subtitle		
Symbol	Count	Description
	0	Fire alarm control
	2	Fire extinguisher
	4	Fire alarm pull
	0	You are here
	0	Main Electrical
	4	Evacuation route



Veda Hodge Hall

1ST Floor
1205 Center



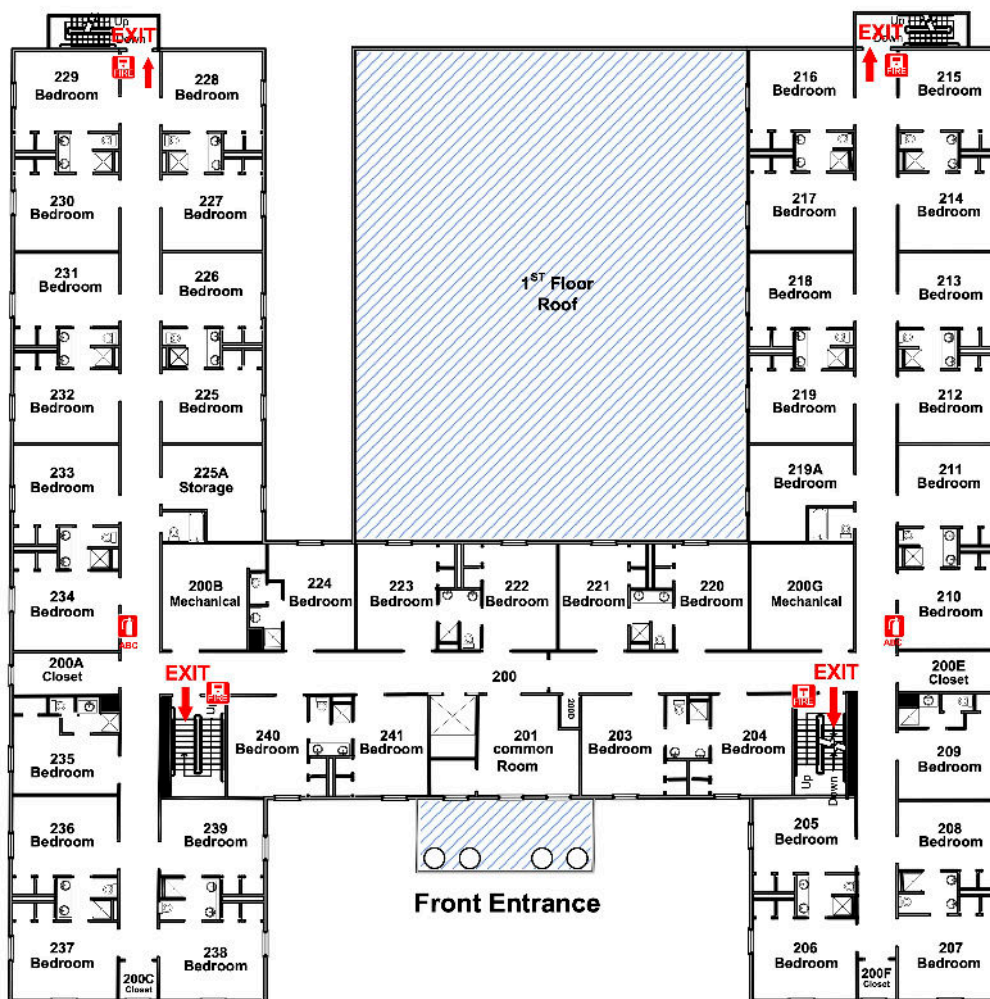
Emergency Contacts

Police, Fire, Ambulance 911
HPU DPS 325-649-8609

Emergency Rally Point



Legend		
Legend Subtitle		
Symbol	Count	Description
	6	Fire extinguisher
	7	Evacuation route
	1	Main Electrical
	0	You are here
	5	Fire alarm pull
	2	Fire alarm control



Veda Hodge Hall

2ND Floor
1205 Center



Emergency Contacts

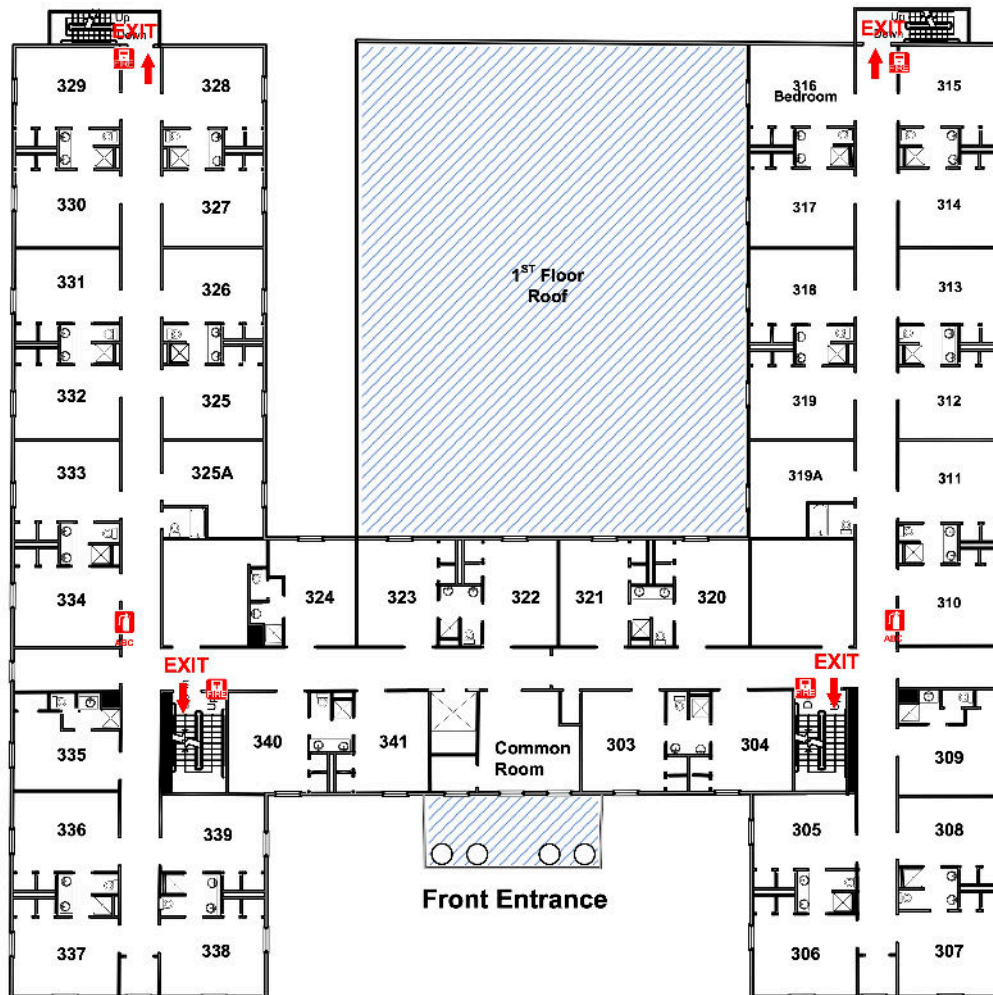
Police, Fire, Ambulance 911
HPU DPS 325-649-8609

Emergency Rally Point



Weather Safe Zone
is located on the 1st floor

Legend		
Legend Subtitle		
Symbol	Count	Description
	2	Fire extinguisher
	4	Evacuation route
	0	Main Electrical
	0	You are here
	4	Fire alarm pull
	0	Fire alarm control



Veda Hodge Hall

3RD Floor
1205 Center



Emergency Contacts

Police, Fire, Ambulance 911

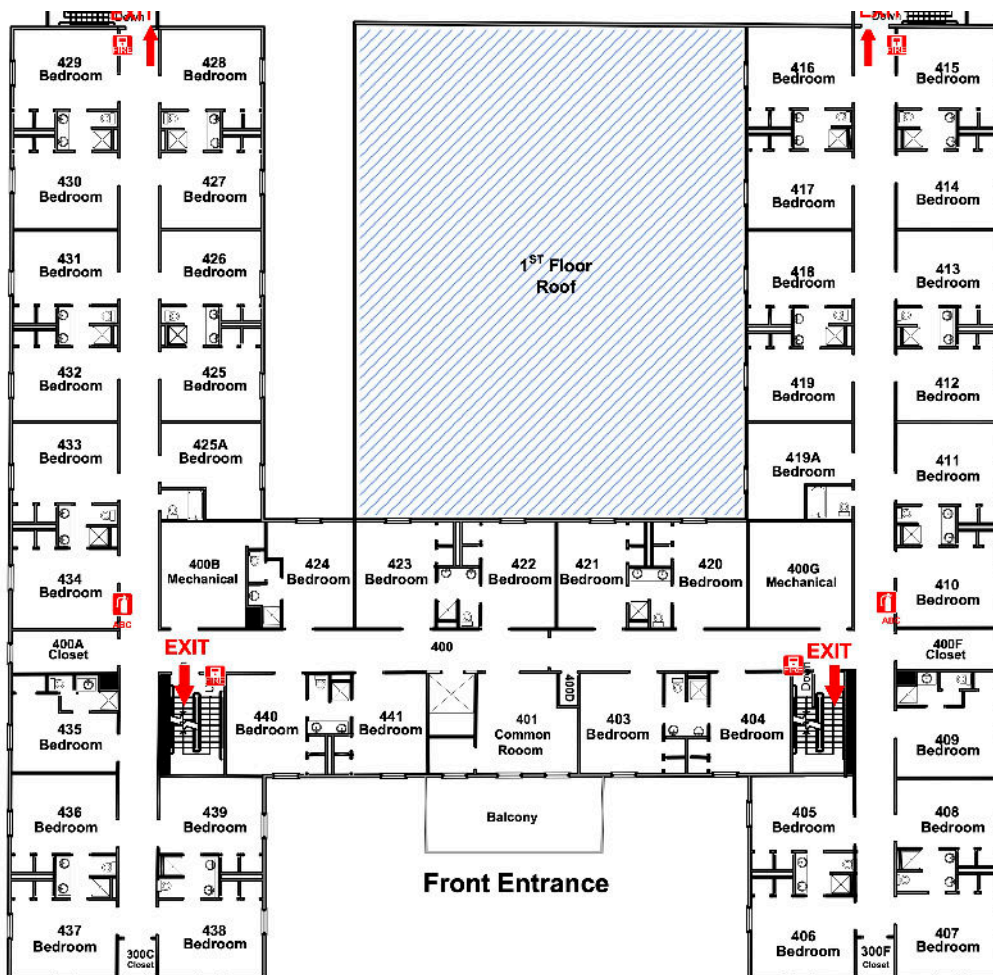
HPU DPS 325-649-8609

Emergency Rally Point



Weather Safe Zone
is located on the 1st floor

Legend		
Symbol	Count	Description
	2	Fire extinguisher
	4	Evacuation route
	0	Main Electrical
	0	You are here
	4	Fire alarm pull
	0	Fire alarm control



Veda Hodge Hall

4TH Floor
1205 Center



Emergency Contacts

Police, Fire, Ambulance 911

HPU DPS 325-649-8609

Emergency Rally Point



Weather Safe Zone
is located on the 1st floor

Legend		
Symbol	Count	Description
	2	Fire extinguisher
	4	Evacuation route
	0	Main Electrical
	0	You are here
	4	Fire alarm pull
	0	Fire alarm control