

# Girl Scouts of Western Ohio

## *HANDBOOK FOR SITE USERS*

---

### *General Information Booklet*



**Girl Scouts®**

Appleseed Ridge Region  
1870 W. Robb Ave  
Lima, OH 45805  
419-225-4085 or  
800-962-7753

Buckeye Trails Region  
450 Shoup Mill Rd.  
Dayton, OH 45415  
937-275-7601 or  
800-233-4845

Great Rivers Region  
4930 Cornell Rd  
Cincinnati, OH 45242  
513-489-1025 or  
800-537-6241

Maumee Valley Region  
2244 Collingwood Blvd.  
Toledo, OH 43620  
419-243-8216 or  
800-860-4516

[www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org)



**Appleseed Ridge Region**  
419-225-4085 or 1-800-962-7753 and then follow prompt

**Woodhaven Program Ctr.**  
Lima, OH  
Josh Luma, Ranger  
419-227-5166

**Service Center**  
David Baker, Property Mgr.  
419-225-4085

**Camp Myeerah**  
Bellefontaine, OH  
Jeremy Titus, Ranger  
937-593-7192

**Buckeye Trails Region**  
937-330-7017 (Emergency Pager)

**Camp Rolling Hills**  
Pleasant Hills, OH  
Ricardo Maldonado, Ranger  
937-676-8211

**Urban Campus**  
937-275-7601

**Camp Whip-Poor-Will**  
Morrow, OH  
Blake Wayman, Ranger  
513-899-2751

**Little House**  
Greenville, OH  
(call Buckeye Trails Office)

**Great Rivers Region**  
513-595-7337 (Emergency Pager)

**Camp Butterworth**  
Mainesville, OH  
Guy Benoit, Ranger  
513-683-1366

**Service Center**  
Mike Molen, Property Mgr.  
513-489-1025

**Camp Stonybrook**  
Waynesville, OH  
John Madden, Ranger  
513-897-4701

**Maumee Valley Region**  
419-221-4541 (Emergency Pager)

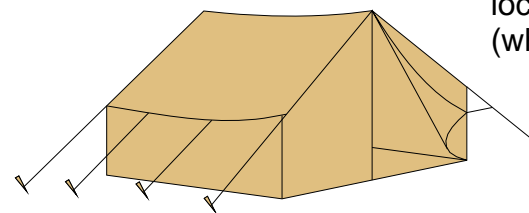
**Camp Libbey**  
Defiance, OH  
Jeff Baldwin, Property Mgr.  
419-782-6841

**Service Center**  
Kellee Chancellor, Regional Director  
419-243-8216

**Little House**  
Toledo, OH  
(call Maumee Valley Office)

**DO'S AND DON'TS OF TENT CARE**

- | <b>DON'T</b>   | <b>DO</b>  |
|--|--|
| Put nails in pole or hang things on ropes in or outside of tents or pin anything to tent canvas. | ▶ Tie ropes between two trees or lash a pole to hang things on.                                    |
| Leave flaps rolled for days and days.  | ▶ Shake out and re-roll tent flaps daily.  |
| Roll flaps when they are WET!  | ▶ Let tent flaps/walls dry before you roll them.   |
| Leave the campsite without ALL tents tied and secure.  | ▶ Make sure: Guy ropes are taut (not tight).   |
| Write on tents - it spreads the fibers, makes leaks and looks awful.                             | ▶ Name your tent by making a sign and put it outside.  |
| Spray insect repellent or other aerosols inside tents.   | ▶ Leave aerosol sprays at home.  |
| Keep or store food/garbage inside your tent.   | ▶ Keep food in closed containers or refrigerator inside closet in shelter house (where available). |
| Leave garbage out overnight.   | ▶ Close garbage bags and pull garbage cans into locked closet overnight (where available).         |



## GENERAL TENT UNIT INFORMATION

- Most tent units are equipped with a cooking fireplace, refrigerator and outdoor fire circle.
- Do NOT throw water on cooking fireplace fire - it can crack the brick. Put hot ashes in the designated ash cans.
- DO NOT burn anything in fireplace other than firewood.
- Only toilet paper is to be discarded in toilets. **All sanitary napkins and tampons are to be discarded in trash receptacles.**
- NO more than four persons should sleep in a tent.
- Keep snacks and groceries in a can, or tightly covered container, and store in the closet. DO NOT leave coolers in shelter house overnight-raccoons can get into them.
- DO NOT keep or store any food inside of your tents!
- When leaving, sweep all tents and securely tie them shut (use bow ties-not knots) and lace up corners.

## Table of Contents

<b>General Information</b>	
Role of Camp Ranger.....	1
Visiting Site Prior to Camping Date.....	1
Role of Girl Scout Troop.....	2
Before Arrival.....	3
<b>Site Rules &amp; Policies</b>	
Council Policies.....	4
Vehicles/Parking.....	5
Health and Safety.....	6
Poison Ivy.....	7
Medication Dispensing.....	7
Sleeping Arrangements at Camp.....	7
Men in Camp.....	7
Fires (Outdoor/Indoor).....	8
Environmental Practices.....	9
Camp Etiquette.....	10
Cleaning Responsibilities.....	11
<b>Registration Guidelines</b>	
Site Reservation Request Procedures.....	12
Holiday Usage.....	12
<b>Emergency Procedures</b>	
Troop/Groups Must Have on Site.....	13
Emergency Preparation.....	13
Counting Campers.....	14
Campsite Emergency Preparedness.....	15
Emergency Phone System .....	16
Protection from Sexual Offenders.....	16
Intruders in Camp.....	17
Missing or Lost Person; Runaways.....	17
Illness.....	18
Serious Accident, Injury, Illness or Death.....	19
Emergency Pagers.....	20
Emergency Notification Signals.....	21
Fire.....	21
Tornado.....	22
Severe Storm/Lightening.....	23
Toxic Spill.....	24
After Emergency.....	25
<b>What to Pack</b>	
Items provided at Camp.....	25
Troop Packing List.....	26
Participant Packing List.....	26
<b>Tent Information</b>	
General Tent Unit Information.....	27
Do's & Don'ts of Tent Care .....	28

## ROLE OF THE CAMP RANGER

The Ranger ensures that the site is maintained in compliance with the policies and standards of Girl Scouts of the U.S.A. and the American Camp Association, as well as the laws and regulations of state and local governments.

At most camps, the ranger is in residence at camp and on-call in case of maintenance emergency.

Rangers work flexible schedules and do not always observe the same days off. You will be informed, if you will be camping on the ranger's day off, to make arrangements for equipment.

**The ranger's primary job function is to care for and maintain the camp facilities and property.**

## VISITING SITE PRIOR TO YOUR CAMPING DATE

You are welcome to visit a site prior to your camping date.

In the interest of safety, and so the ranger knows who is on site at all times, you must have an appointment. Please contact the camp ranger at the designated property to schedule an appointment.

Several camp properties are closed to visitors in June, July and the first half of August due to Resident Camp, so please plan your visit accordingly.

## WHAT TO PACK

### Troop Packing List

- Toilet Paper
- Trash Bags
- Dish Clothes
- Dish Soap
- Potholders
- Coffee Pot
- Alarm Clock
- Clothes Line/Rope
- First-Aid Kit  
(according to *Safety-Wise Standards*)
- Bleach (Small container for dishes)
- Paper Towels
- Cleanser/cleaning
- Dish Towels
- Garbage Bags
- Sharp Knives
- Toaster (if needed)
- Ice
- Can Opener

### Participant Packing List

- Sleeping bag or bedroll
- Pillow, fitted sheet for single bed
- 1 warm sleeping outfit
- 1 sweater or sweatshirt
- 1 jacket, hat, mittens/gloves (if needed)
- 1 raincoat/poncho
- 1 pair boots (for rain/snow)
- 1 pair extra tennis shoes
- 2 warm shirts & 1 light-weight shirt
- 2 pairs of long pants
- Shorts (optional)
- 5 pairs of socks
- 4 pairs of underwear
- Hat or bandana
- Flashlight (extra batteries)
- Sunscreen (non-aerosol)
- Insect Repellent (non-aerosol)
- Trash bag to put sleeping bag in

- **NO GUM OR CANDY ALLOWED**
- **NO SANDALS OR OPEN TOED SHOES ALLOWED**

## AFTER EMERGENCY

- Assess physical well-being of all girls and adults.
- Make necessary phone calls to inform parents/guardians and/or designated emergency contact person.
- Please note that in case of serious injury or death, the Girl Scout Center must be notified immediately.
- Please notify ranger and complete necessary reports.

## WHAT TO PACK— ITEMS PROVIDED AT CAMP

### Available in Units

- Beaver Buckets (for dish washing)
- Fire Buckets
- Brooms (1 for unit & 1 for latrines)
- Scrub Brushes (1 for unit & 1 for latrines)
- Garbage Can
- Rake
- Shovel
- Skillet w/lid
- Dutch Oven (*Not in all camps*)
- Kerosene Lanterns (*Not available in all camps due to low usage*)

***Additional equipment may be available at ranger's house or at check in station.***



## ROLE OF THE GIRL SCOUT TROOP

Each Girl Scout Troop is responsible for the following:

- **Obtaining written Permission Slips** from parents or guardians of all troop members. The troop leader should have the permission slips with her until after the camping trip is over.
- Calling 911 In case of an emergency related to camp security or intruders.
- Notifying the ranger of any security, medical or other emergencies so that he is aware of who is in camp at all times.
- Carefully planning and organizing your troop's program activities (The ranger cannot be counted on for your forgotten supplies).
- Gathering dead brush and wood (from the ground) for any campfires.
- Cleaning your unit before leaving camp.
- Having a first-aid kit at camp that is stocked in accordance with what is listed in *Safety-Wise*.
- Parking your car only in designated areas. (Please do not park in the grass; the ranger is not permitted to tow vehicles out of mud or grass).
- Having Fun!

**Remember, Girl Scouts always leave a place cleaner than they found it.**

## BEFORE ARRIVAL

Read through the *Handbook for Site Users* to ensure familiarity with safety guidelines and emergency procedures

- Take a copy of the *Campsite Reservation Request Form* to camp with you.
- Make sure your at-home emergency contact person has the site phone number, your cell phone number, directions to the site, and a list of those attending with their emergency contact phone numbers.
- Make sure to have the following information for all participants camping with your group:
  - Names & addresses of all participants (girls and adults)
  - Emergency contact names and numbers for all participants (girls and adults).
  - A listing of participants with known allergies or health conditions requiring treatment, restriction, or other accommodation while on site.
  - Signed consent for medical treatment for all minors in your care.
- Plan to arrive as close to the confirmed time as possible. Notify the ranger if you will arrive late.

Standard arrival time: 3:00 p.m.

Standard departure time: 2:30 p.m.


## STORM/LIGHTNING SAFETY

- Seek shelter in buildings and vehicles. Buildings with electricity are the safest; lightning will find its way to the ground by electrical wires.
- While indoors, stay away from windows, doors, fire places, electrical appliances, and water.
- Use telephones only for emergency as lightning may strike telephone lines outside.
- Do NOT plug in electrical equipment such as dryers, curling irons or electrical razors during an electrical storm.
- **If shelter is not available:**
  - Stay away from lone, tall objects.
  - In forest, seek shelter under a low clump of trees.
  - In an open, treeless area, sit in a three-point stance (3 body parts on the ground).
  - Keep away from bodies of water.
  - Stay off hilltops; find shelter in a low spot.

## TOXIC SPILL

**Signal:** Continuous short sounds



- Seek shelter in buildings and vehicles. Established evacuation sites are designated with this symbol:  (rectangle)
- Tightly close all doors and windows and keep everyone away from windows, doors, and fire places.
- Contact fire department or emergency management authorities to comply with any evacuation plans.

## TORNADO (continued)

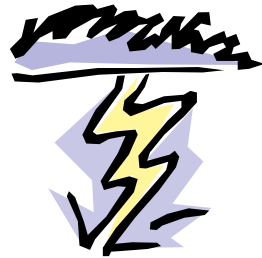
### If a tornado is sighted in your area:

- Move away from its path at right angles. If there is not enough time to escape, lie face down on the southwest side of the nearest depression (ditch or ravine).
- Stay away from buildings except those with tornado shelters. (Acceptable areas are basements or lower level, or inside interior walls.) Some buildings are not solid enough for protection.


## SEVERE STORMS/LIGHTNING

### Procedures:


After the emergency has been identified as a severe storm emergency, follow these procedures:



**Signal:** Continuous sound, stop, three short sounds

- Count campers and adults.
- Have campers and adults line up single file with adults in front, middle, and back of the line of campers.
- Go to your evacuation site marked with this symbol or take shelter in the nearest building/shelter: 
- At least one adult should have a flashlight and first aid kit.
- Everyone should have rain gear.
- Once evacuation site has been reached take attendance.
- Be aware of rising water in ravines/ditches.

## COUNCIL POLICIES

- No alcoholic beverages are permitted.
- No smoking in any council buildings.
- No smoking on camp trails or in bathrooms/latrines.
- Volunteers may only smoke in designated smoking areas and only when girls are not present.
- Individuals or troops/groups responsible for unusual or malicious damage to property or facilities are liable for making restitution.
- Motorized off-road vehicles, firearms, and fireworks are NOT permitted.
- Pets are not permitted on camp property. 
- One adult accompanying the troop must be "Camp Certified" by Girl Scouts of Western Ohio (contact regional office for more information) and have worked with the girls in preparation for the camping event.
- One adult accompanying each troop must have certification in First Aid and CPR.
- One adult must be at least 21 years of age.
- **See *Safety-Wise* for additional Girl Scout activity Standards.**

## VEHICLES



Only one car per troop/group is permitted to go to the unit.

All other cars are to be left in the parking lot. Plan to pack equipment so that each person can carry their own personal gear from the parking lot, or so that everything is packed in one vehicle.

**Cars are for emergency use, not to tour the camp or transport campers from one location to another within camp.**

**Please observe the posted speed limit in the camp.**

There must be a first aid kit in each car, and each driver should have copies of the permission slips and medical forms for each girl they are transporting.



Trailers or recreational vehicles are not permitted except when prior arrangements have been made to meet specific needs.

## PARKING

Cars should park facing out for easy exit in case of emergency. Be sure to place keys in an easy-access location.



Drivers of cars going off roads, getting stuck or causing damage are responsible for cost of towing and repairs to the grounds.

**Rangers are not permitted to tow vehicles**

- When everything is reported safe, groups will be allowed to return to their units.

## TORNADO

### Definitions


Tornado Watch: conditions exist under which tornados may form

Tornado Warning: a tornado has actually been sighted



**SIGNAL:** You will hear 3 short sounds, stop, repeat.

### UPON HEARING SIGNAL:

- Count campers and adults.
- Have campers and adults line up single file with adults in front, middle, and back of the line of campers.
- Go to your evacuation site as directed in unit; Some camps use this symbol to designate the site: 
- Be aware of rising water in ravines/ditches.
- At least one adult should have a flashlight and first aid kit.
- Everyone should have rain gear.
- Take coats, blankets, or sleeping bags to protect heads from flying debris.
- If in a ravine, campers should be placed in a kneeling position with their heads down and hands and arms over their head.

## EMERGENCY NOTIFICATION SIGNALS

- To notify troops/groups of emergencies a signal will be sounded by:
  - Air Horn
  - Car Horn
  - Bell
  - Weather Radio Alert
  - Intercom Phone Call
  - Listen for the signal or weather radio alerts


## FIRE

After the emergency has been identified as fire emergency, follow these procedures:



**SIGNAL:** You will hear a continuous sound.

### UPON HEARING SIGNAL:

- Count campers and adults.
- Have campers and adults line up single file with adults in front, middle, and back of the line of campers.
- The Troop/Group leader or designated person should get the unit's first aid kit and extinguish any campfires if possible.
- Go to your evacuation site as directed. Some camps have a symbol to designate this area marked with this symbol: 
- At the evacuation site attendance must be taken to ensure all campers are accounted for. Have girls sit down and await further instructions.

## HEALTH AND SAFETY



Each troop/group must have a First Aid kit of their own at camp. It should be stocked according to *Safety-Wise*.

A Girl Scout First Aider is an adult (18 years of age or older) who has taken Girl Scout council-approved first aid and CPR training.

The following individuals may serve as first aiders if they are current in their license/certification:

- physicians
- physician's assistant
- nurse practitioner
- registered nurse
- licensed practical nurse
- paramedic
- military medic
- emergency medical technician

**All accidents or injuries** must be reported to the troop's regional office using the Incident/Accident Report form on the first business day after its occurrence.

The Incident/Accident report form can be found on the council web site and in the *Volunteer Resource Guide*. ([www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org))

Serious injuries should be reported immediately using the emergency beeper # (numbers listed on page 20).

- Know where your campers are at all times.
- Use the buddy system.
- Practice emergency evacuation drills and routes upon arrival at your campsite.

**For Emergency Procedures please see page 13**

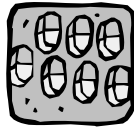


### POISON IVY

Poison Ivy is likely to be found - know what it looks like and teach your girls too!

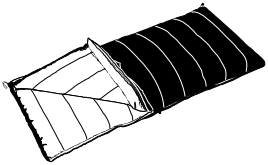
### MEDICATION DISPENSING

The distribution of over-the-counter medications, or prescribed medication to girls is prohibited without specific written parent/guardian permission.



### SLEEPING ARRANGEMENTS AT CAMP

In order to safeguard the privacy of girls, all female adults staying in the units are required to have separate sleeping accommodations, from those of girls.



Accommodations should be sufficiently close to supervise the girls. **Exception:** Adult may need to sleep in the same area with girls who have special needs.

### MEN IN CAMP

Men are welcome to camp at Girl Scouts of Western Ohio sites. However, the following guidelines need to be followed.

- Men do not sleep in the same tent or room with the girls.
- Latrine/restroom arrangements must be made. Separate facilities must be provided for men, Please see ranger at check-in.
- Men should be introduced to the ranger and people in nearby units.

### Emergency Numbers

These pagers are for emergency use only. Use these numbers, after hours and on weekends, to report a serious accident or emergency.

Appleseed Ridge	419-225-4085 or 1-800-962-7753 and follow prompt
Buckeye Trails	937-330-7017
Great Rivers	513-595-7337
Maumee Valley	419-221-4541

- Exercise care that any statement made orally or in writing reflects only the facts of the incident.
- Statements should only be made to the family, the authorities, medical personnel and the appropriate paid staff members. (The council CEO or communication manager handles all media communication.)
- Only designated paid staff or council representatives may speak for the council.
- Complete accident report form and submit to Girl Scout Service Center within 24 hours of the incident. Please send copies of all reports and records to Girl Scouts of Western Ohio in care of the regional director.

APPLESEED RIDGE - 1870 Robb Ave., Lima, OH 45805  
 BUCKEYE TRAILS - 450 Shoup Mill Rd., Dayton, OH 45415  
 GREAT RIVERS - 4930 Cornell Rd., Cincinnati, OH 45242  
 MAUMEE VALLEY - 2244 Collingwood Blvd., Toledo, OH 43620

## SERIOUS ACCIDENT, INJURY, ILLNESS OR DEATH

All of the following actions should be taken in the event of a serious accident or emergency during any Girl Scout activity not just on council-owned sites:

- Secure services of trained medical professional or first-aiders on site and give priority to providing all possible care to victims.
- Permit no disturbance of victim(s) except by first aider or medical professional or surroundings.
- Retain a responsible adult at the scene.
- Secure doctor, ambulance, police and/or clergy as appropriate. (You are responsible until police assume responsibility).
- Parent/Guardian notification:
  - Report nature of emergency
  - Condition of victim
  - Secure parent/guardian wishes regarding:
    - Medical treatment
    - Hospitalization transportation
    - Personal attendance
- Council notification. After notifying parents/guardians and emergency authorities, council staff must be notified of any serious accident or injury. Please use the emergency pager to contact your regional director. If no response is received, please contact the regional director of an adjacent region using the pager numbers listed on the following page.



## FIRES

Fire extinguishers are in all buildings and kitchen shelters. Locate them when you arrive and read instructions for use.

If they have been discharged, **BE SURE TO REPORT THIS TO THE RANGER.**

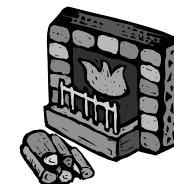
## OUTDOOR FIRES

- Use established fire rings only.
- Make sure someone watches the fire at all times.
- Have a water bucket next to the fire circle at all times.
- Make sure that equipment (i.e. water bucket) is readily available to extinguish it. Do not use fire extinguishers!
- Make sure it is completely out when you leave.
- Never use liquid fire starters.



## INDOOR FIRES

- Use fire screens, clear things away from in front fireplace and make sure someone watches the fire at all times.
- Make sure flue is open before lighting fire.
- Do not use charcoal in indoor fireplaces
- Do not use water to put out fires in indoor fireplaces.
- Place logs at the back of the fireplace to avoid smoke and do not burn paper/garbage.
- Leave ashes and partially burned logs in the fireplace or place in steel ash cans where provided. Place in steel ash cans, (outside) where provided.



## FIREWOOD

- In an effort to be environmentally conscious we ask troops/groups to collect firewood from the forest floor for use.
- Rangers are not responsible for cutting or stacking firewood.

- Rangers will provide firewood for any units where wood burning stoves or fireplaces are the main source of heat or when there are downed trees that need to be disposed of.
- Wood is a resource that is readily available at each facility and can be found easily.
- We ask that firewood collected be down deadwood that is not connected to any standing trees.
- Please, collect firewood on site and do not bring firewood from other locations onto camp property.
- Conserve firewood with small campfires or cook fires.



### ENVIRONMENTAL PRACTICES

Garbage and trash must be in large, heavy trash bags, tied securely and placed either in the dumpster (at the end of the stay) or in trash cans (during stay) with lid secured.

Use washable dishes and containers; if that is not possible, use paper products instead of styrofoam.

Use bio-degradable soaps.

Use only non-aerosol insect repellent, hair spray, and deodorant.

Do not use blow dryers, curling irons, radios/TV's or extension cords while at camp.

Use only wood that is on the ground or in the woodpile. Leave a supply of wood for the next troop. The ranger does not gather firewood.

Use established roads, trails and fire circles. Our camp terrain is delicate and we all share responsibility in preserving it.

Make sure to turn out lights when not in use.

5. If steps 2, 3 and 4 are unsuccessful, do the following:
  - Notify the camp ranger.
  - One adult drives roads in the camp vicinity while other adults enlist aid of all people available to search all units, paths, camp areas (starting near area where person was last seen) and gives a time to report back.
  - Maintain adequate supervision of remaining campers.
  - Report back at specific, agreed upon time.
6. Concentrate all available personnel on wooded area(s) where person was last seen or where discovered missing.
7. If unable to locate missing person within 30 minutes:
  - Call local authorities
  - Contact parent/guardians
  - Notify appropriate council personnel using emergency pager: (See inside front cover)
  - Have available for the local authorities:
    - \* Child's name, age, height, weight
    - \* Description of clothing, personal items the camper may have with her
    - \* Parents/Guardians name, address and phone number

### ILLNESS

- Call parent/guardian to discuss situation and if necessary to come for the child.
- If unable to reach the parent/guardian after a reasonable amount of time, (dependent on illness), contact the emergency contact.
- If illness seems serious (high fever, continuous vomiting, pain, etc. ) call 911.

## INTRUDERS IN CAMP

Follow these guidelines for intruders/strangers in camp.

- Remember - it is your responsibility to notify other campers if there will be men staying with your group.
- If you or your group encounters someone that you feel is not supposed to be in camp, politely ask which unit they are staying in. If they respond that they are just “visiting” or walking through camp, inform them that this is private property and ask them to leave.
- If a problem arises related to a stranger in camp or you are uncomfortable with the situation for any reason,
  - Leave and remove all girls from the area
  - Call 911
  - Notify the ranger immediately

**DO NOT STATE THAT THIS IS  
A GIRL SCOUT CAMP!**

## MISSING OR LOST PERSON; RUNAWAYS

When anyone who belongs with the group cannot be accounted for, follow these steps in sequence until the person is found.

1. Remain calm.
2. Ask everyone in the group when they last saw the missing person. Establish when and where last seen, what the person was wearing.
3. Check all tent, lodges, and shelters in the unit or activity area.
4. Check the woods in the immediate area to a depth of 10-20 feet. If recently in another part of camp, send two people to check that area.

## CAMP ETIQUETTE

- Do not pick wildflowers or plants.
- Do not cut or strip bark from trees.
- Do not strip live branches from trees.
- Do not deface property with a knife, ax, or pens/pencils.
- Never leave litter around a site or on the trails.
- Properly dispose of all garbage and trash.
- Do not destroy property or equipment.
- Do not touch baby animals or birds.
- Be quiet in units after lights out. Respect other troops/groups need for privacy and rest.
- When hiking/walking around camp please avoid walking through units occupied by other groups whenever possible. Respect other troops/groups need for privacy.

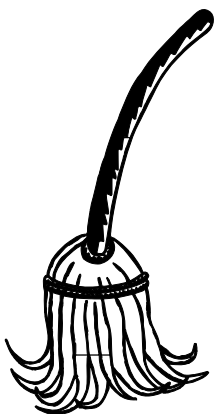
## RECYCLING

Girl Scouts support environmentally friendly practices. We encourage groups to recycle.

Look for recycle bins in designated areas.



## CLEANING RESPONSIBILITIES



Groups are expected to leave facilities, including bathrooms and equipment, clean and in good condition.

Cleaning instructions will be on the unit checklist.

Each camp facility has procedures for clean-up and will provide a list of the cleaning materials that you will need to bring with you to camp in order to leave a building cleaner than you found it.

Take care of your tents, buildings, and equipment. They have been used by many Girl Scouts before and will be used by many future Girl Scout campers.



**REMEMBER: The ranger does not clean up after you. The way you leave the unit is the way the next group will find it.**

## EMERGENCY PHONE SYSTEM



It is recommended that troop/group leaders bring a cell phone to camp with them. Please note: cell phone service may not be consistently available in all camps.

Most camp properties have access to a telephone that can be used to dial 9-1-1.

- A full list of local emergency numbers are posted next to phones in every location.
- Become familiar with the location of the telephone at the property you will be staying at.
- Some camps have an intercom phone system that connects each of the living areas and most sites on the camp property. **THIS PHONE DOES NOT DIAL OFF CAMP.**



## PROTECTION FROM SEXUAL OFFENDERS

Girl Scouts of Western Ohio seeks to provide girls with a safe environment in which they can learn and grow. In keeping with this standard, guidelines have been established to help protect girls from threat of sexual predators living near Girl Scout camps or activity locations.

For more information about the policies regarding sexual offenders go to [www.girlscoutsofwesternohio.org/policies/pol\\_sexualoffender.htm](http://www.girlscoutsofwesternohio.org/policies/pol_sexualoffender.htm) or consult the *Volunteer Resource Guide*.

## CAMPSITE EMERGENCY PREPAREDNESS

You can be better prepared by doing the following:

In cooperation with county emergency offices and local fire departments, emergency evacuation routes and emergency shelter have been identified at our council properties.

### Prior to camp out

- Identify the county of your destination and listen to weather reports for that area.
- Pack permission slips, health histories, destination emergency phone numbers, and a phone card in a waterproof case (zip lock bags).
- Pack a flashlight with extra batteries, first aid kit, battery-powered weather/AM-FM radio and rain poncho.

### Upon arrival at your campsite

- Drop off Outdoor Activity Roster at ranger's house or check-in station, listing girls present in camp, and an emergency phone number for each girl.
- The ranger will notify you in the event of a weather emergency. If a ranger will not be available, he/she will ensure that a weather-alert radio is available in each unit.
- Park emergency vehicle, facing out, at unit/lodge and all other vehicles facing out in the parking lot.
- Review with all girls and adults the posted evacuation routes and emergency procedures. This includes if shelters are designated by special symbols on maps and signs at your campsite.
- Identify and become familiar with the air horn (located in the unit kitchen), emergency bell, intercom phones or other signaling device at your campsite. Check with the camp ranger for information, if needed.
- Review with girls and adults the signal that will be sounded in case of emergency (see pages 21-24).

## SITE RESERVATION REQUEST PROCEDURES

The procedures for reserving facilities at camp properties can be found in the *Program Opportunities Book* or on the council website at:

[www.girlscoutsofwesternohio.org/Program/reservations.htm](http://www.girlscoutsofwesternohio.org/Program/reservations.htm)

These resources provide information about:

- Site Reservation Request Procedures
- Confirmations & Payment
- Waiting List Procedures
- Changes/Cancellation/Refund Policy



**Note: The following camps are not available in June, July, and the first two weeks of August: Camp Libby, Camp Stonybrook, Camp Whip-Poor-Will.**

## HOLIDAY USAGE

The camps will be closed and not available for use on the following days:



**Thanksgiving Weekend** (i.e. Wednesday evening through Sunday afternoon).

**Christmas Eve and Christmas Day**  
(i.e. evening of December 23, - noon on December 26th)

**New Year's Eve and New Year's Day**  
(i.e., evening of December 31 - noon on January 2)

## EMERGENCY PROCEDURES FOR COUNCIL PROPERTIES

Every group using a Girl Scouts of Western Ohio property has a responsibility for the supervision of group members. Some key factors in safe supervision are summarized on the following pages. For more detailed information, consult *Safety-Wise*, GSUSA Program and Safety Standards.

### EVERY TROOP/GROUP MUST HAVE ON SITE:

- Fully stocked first aid kit (see list in *Safety-Wise*)
- *Parent/Guardian Permission Forms and Health Histories* placed in first aid kit or readily available.
- The leader or first aider must be notified of any medications taken by troop/group members and receive written permission and instructions for dispensing from the parent/guardian.
- Insurance forms and accident reports should be placed in first aid kit or readily available.
- At least one person certified in First Aid/CPR in attendance for the duration of the event or camping trip.
- Make sure your first aider is among the first to arrive at camp.

### EMERGENCY PREPARATION

- An emergency contact person(s) should be available at home for the duration of the event or camping trip.
- The emergency contact person should be an adult who is willing to be available during the entire camping trip to act as a contact person with families and/or campers in case of an emergency.
- The family of each camper should have the name and phone number of the emergency contact person.

- The emergency contact person's packet should include all of the following:
  - ▶ Names and phone numbers of everyone attending
  - ▶ Names and phone numbers of all drivers
  - ▶ Camp phone number
  - ▶ Camp rangers name and phone number
  - ▶ Name of site you are using and directions to camp
  - ▶ Phone number of police nearest camp
  - ▶ Schedule of activities off and on the site
  - ▶ Council emergency beeper number
- Should you be at camp during a severe storm, please call your emergency contact to let parents know that you are okay and they need not worry.

### COUNTING CAMPERS

Check regularly to be sure all the campers in your care are with you. Count-off games, such as "Sound-off," establish counting as a regular activity and get the counting done quickly with a little fun as well.

#### Count Campers:

1. When getting up each day
2. Before moving from one location to another
3. When dividing the unit into patrols or separate activity groups
4. When assembling as a group after being split into smaller groups
5. When settling campers into bed for the evening
6. Prior to your own retirement for the evening
7. At any time a camper might get separated from the group

Involve everyone in such a way that counting campers becomes a habit.