

# SITE USERS GUIDE

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## Camp Information Booklet



### Girl Scout Centers

Lima Girl Scout Center  
1870 W. Robb Ave  
Lima, OH 45805  
419.225.4085

Dayton Girl Scout Center  
450 Shoup Mill Rd.  
Dayton, OH 45415  
937.275.7601

Cincinnati Girl Scout Center  
4930 Cornell Rd  
Cincinnati, OH 45242  
513.489.1025

Toledo Girl Scout Center  
2244 Collingwood Blvd.  
Toledo, OH 43620  
419.243.8216

# Girl Scout Centers

## **Lima Girl Scout Center**

Lissa Brown, Regional Director  
419.225.4085  
Josh Lawlis, Ranger  
(C) 567.204.9590

## **Dayton Girl Scout Center**

Lissa Brown, Regional Director  
937.275.7601  
Robert Lacey, Maintenance  
513.978.2990

419.225.3098 (Emergency Phone)

937.279.6599 (Emergency Phone)

## **Cincinnati Girl Scout Center**

Erin Focke, Regional Director  
513.619.1414

513.619.1398 (Emergency Phone)

## **Toledo Girl Scout Center**

Christy Gustin, Regional Director  
567.225.3570  
Angie Hubbard, Maintenance  
(C) 513.748.5889

567.225.3595 (Emergency Phone)

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## Girl Scout Camps/Little House

### **Camp Butterworth**

Maineville, OH  
Daniel Mumma  
(C) 513.500.1876

### **Little House**

Toledo, OH  
Angie Hubbard  
513.748.5889

### **Camp Stonybrook**

Waynesville, OH  
Matt Mumma, Ranger  
(C) 513.500.1878

### **Woodhaven Program Center**

Lima, OH  
Josh Lawlis, Ranger  
(C) 567.204.9590

### **Camp Libbey**

Defiance, OH  
Jeff Baldwin, Ranger  
(C) 513.502.2384

### **Little House**

Greenville, OH  
Robert Lacy, Ranger  
513.978.2990

### **Camp Rolling Hills**

Pleasant Hills, OH  
Nick Smith, Ranger  
(C) 419.302.5366

### **Camp Whip Poor Will**

Morrow, OH  
Blake Wayman, Ranger  
(C) 513.500.1772

If you are unable to reach a ranger in an emergency, please call another ranger or a regional office emergency number.

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## General Information

### 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 USA 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 emergencies.

Rangers work flexible schedules and do not always observe the same days off. If you will be camping on the ranger's days off, he will communicate with you to make arrangements for equipment.

**If you cannot reach the ranger and have an emergency, you may call another ranger for assistance. (See inside front cover.)**

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

### Visiting Site Prior to Your Camping Date

You are welcome to visit the campsite 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.

Some camp properties are closed to visitors in June, July, and the first week of August due to summer camp, so please plan your visit accordingly.

## Role of the Girl Scout Troop

Each Girl Scout troop is responsible for the following:

- One adult accompanying the troop must be “Camp Certified” by Girl Scouts of Western Ohio, and is responsible for providing an orientation to their group members on the camp’s safety procedures including campsite boundaries, behavior expectations, and natural/physical hazards on site.
- Following guidelines outlined in **Volunteer Essentials** and **Safety Activity Checkpoints**. See *Safety Activity Checkpoints* for additional Girl Scout activity standards. *Safety Activity Checkpoints* are located on the council’s website in an easy format that you can email.
- **Obtaining written Permission Slips** and photo releases from caregivers of all troop members. The troop leader should have the permission slips with her until after the camping trip is over.
- Additional insurance for any non-Girl Scouts attending (adults included).
- Supervision and behavior of group members.
- Carefully planning and organizing your troop’s activities.
- Securing specially trained adults for specialized programs like archery, boating, challenge course, lifeguarding, etc. (The council does not secure trained adults for individual troops. However, if several troops go in together or Service Units need help, an Additional Program Request Form is available. Fill it out and return it to an Outdoor Program Manager or customer care).
- Providing first aid, first aid kits (stocked in accordance with American Red Cross recommendations), and securing emergency care and/or emergency transportation.
- Calling 911 in case of an emergency related to medical concerns, fire, camp security, or intruders.
- Notifying the ranger of any security, medical, or other emergencies so that they are aware of who is in camp at all times.
- Gathering wood (from the ground) for any campfires. Parking vehicles only in designated areas.
- **Cleaning your unit before leaving camp. Remember, Girl Scouts always leave a place cleaner than they found it.**
- **Taking care of the facilities, as camp belongs to all of us**—As members of Girl Scouts of Western Ohio, the council properties belong to you. It is up to you to take care of them the way you would take care of anything else that belongs to you.

## Before Arrival

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

- Take a copy of your confirmation to camp with you.
- Make sure your at-home emergency contact person has 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 and 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.

## Upon Arrival

- Prior to your camp stay, the ranger might contact you either by phone or email to verify your reservation and answer any questions you might have. Once you arrive at camp, go directly to your facility. It will be open and ready for you. The ranger will touch base with you when and if time allows, however, their phone number and pertinent information is posted in each facility if you need to contact them.

## What to Pack

### Items Provided at Camp—Available in tent units and lodges

- Beaver buckets (for dish washing)
- Fire buckets
- Latrine bucket
- Brooms (one for unit and one for latrines)
- Scrub brushes (one for unit and one for latrines)
- Garbage can
- Rake
- Shovel
- Grate
- Ash bucket (for indoor fireplaces)

***Additional equipment may be available upon request from the ranger. Please contact them prior to your visit to make arrangements.***

### ***Items available to reserve when you make your site reservation online:***

- *Outdoor cook set (contains one large and one small soup pot, one Dutch oven and one cast iron skillet)*

### ***Outdoor items available from the Girl Scout Center resource rooms:***

- *Pocket knives, compasses, knot tying kit and slingshots*

## Troop Packing List

- Toilet paper
- 40 gallon trash bags
- Dish cloths
- Dish soap
- Potholders
- Coffee pot
- Alarm clock
- Clothes line/rope
- First-Aid kit
- Bleach (small container for dishes)
- Matches
- Paper towels
- Cleaner
- Dish towels
- Sharp knives
- Toaster (if needed)
- Ice
- Can opener
- Standard cooking utensils



## Participant Packing List

- Sleeping bag or bedroll/fitted sheet for single bed (adequate for weather)
- Pillow
- One sleeping outfit
- One sweater or sweatshirt
- One jacket, hat, and mittens/gloves (if needed)
- One raincoat/poncho
- One pair boots (for rain/snow-if needed)
- One pair extra tennis shoes (optional for creeking or muddy conditions)
- Warm shirts and light-weight shirt (based on weather and seasons)
- Two pairs of long pants (for hiking in woods and on trails)
- Shorts (optional)
- Socks (pack extra in case feet get wet)
- Underwear (pack extra)
- Hat or bandana
- Flashlight (extra batteries)
- Sunscreen (non- aerosol)
- Insect Repellant (non-aerosol)
- Mess kit/Dishes
- Eating utensils
- Water bottle
- Personal Sports Equipment (Council not responsible for damage)
- Trash bag to put sleeping bag in
- Trash bag or plastic tote to put all clothing items and miscellaneous equipment in (see Bed Bug Procedures on page 11.)

**• No gum or candy allowed.  
No sandals or open toed shoes allowed.**



## Site Rules and Policies

### Council Policies

- One adult accompanying the group must be at least 21 years of age.
- One adult accompanying each troop must have a current certification in First Aid/CPR/AED. AED's are located in the dining hall of each camp.
- No alcoholic beverages or illegal drugs are permitted.
- No weapons are permitted on site.
- No smoking in any council buildings, in bathrooms/latrines, or on camp trails. Volunteers may only smoke in designated smoking areas and only when girls are not present.
- Pets are not permitted on camp property.
- Motorized off-road vehicles, firearms, and fireworks are not permitted.
- Individuals or troops/groups responsible for reckless or malicious damage to property or facilities are liable for making restitution.
- All adults must adhere to council policies pertaining to background checks when they have responsibility for or access to campers.
- Transport people in vehicles designated for passengers only. Do not transport people in the back of an open pickup.
- Groups are responsible for all personal equipment including camping equipment, games, sports equipment, musical instruments, etc. The council is not responsible for any lost, stolen or damaged personal equipment.
- Groups are responsible for securing certified lifeguards for boating and swimming related activities. (See *Safety Activity Checkpoints* for recommended best practices)
- Groups are responsible for following appropriate trip and overnight procedures in Volunteer Essentials.

## 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!**

## Health and Safety



Each troop/group must have a First Aid kit of their own at camp. 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 also 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 Girl Scout Center 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 website: [gsw.org/volunteer/volunteer](http://gsw.org/volunteer/volunteer) resources in Forms and Documents).

Serious injuries should be reported immediately using the emergency numbers listed on the inside cover of this booklet.

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

**For Emergency Procedures, please see page 22.**



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

## Medication Dispensing

Caregiver's must give specific written permission prior to the distribution of over-the-counter medications or prescribed medication to girls.

## One-On-One Camper/Adult Interactions

Appropriate supervision and interaction between campers and adults are key to camper/adult safety. Please avoid situations where adults might be in a one-on-one situation with a camper when out of sight of others. Methods to consider are: operating under the "rule of three," and always being in auditory or visual range when a situation does require a one-on-one interaction.

## Sleeping Arrangements at Camp

Always ensure the following:

- Each participant has her own bed. Caregiver permission must be obtained if girls are to share a bed.
- Girls and adults do not share a bed.
- It is not mandatory that an adult sleep in the sleeping area (tent, cabin, or designated area) with the girls, but if an adult female does share the sleeping area, there should always be two unrelated adult females present.

## Men in Camp

Men are welcome to camp at Girl Scouts of Western Ohio sites! Please follow these guidelines when men accompany your group:

- Let the ranger know if men will be staying overnight with your group.
- Men cannot sleep in the same tent or room with girls.
- Latrine/restroom arrangements must be considered, as separate facilities must be provided for men. If only one latrine/restroom is available, use signs to indicate who is using the latrine – male or female – so no one walks in unaware.
- Please remember that other troops using the property may have male volunteers with them.

## Food Handling Procedures

- Use only clean and sanitized utensils and equipment during food preparation.
- Clean and sanitize food contact surfaces after each use.
- Minimize time that potentially hazardous foods remain in the temperature danger zone of 40 degrees F to 140 degrees F.
- Follow posted signs in kitchens for washing, sanitizing, and drying of dishes.

## **Bed Bugs and Camp Facilities**

Girl Scouts of Western Ohio's highest concern is always for the health, safety, and wellbeing of our members and families. This includes addressing concerns such as bed bugs. Bed bug populations in the state of Ohio have been on the increase so Girl Scouts of Western Ohio would like to share our bed bug procedures developed to minimize the risk of transmission at Girl Scout camps.

We want to assure all caregivers that our camps do not have bed bugs. Currently, all Girl Scouts of Western Ohio properties are inspected weekly by property staff who have been trained by a pest management company to identify bed bugs. In addition, Girl Scouts of Western Ohio contracts with a pest control management service to complete regular bed bug checks and comprehensive quarterly bed bug inspections at all properties.

### **We want you to know that we are being proactive by:**

- Taking the strongest actions that are reasonable to reduce the likelihood of having bed bugs at camp or having them transferred back to the campers' homes. We recognize that bed bugs know no bounds—they don't discriminate according to socioeconomic status, race, religion, or any other factors.
- We educate our property staff on what to look for and to immediately report any suspected sightings. Our licensed pest control company will come to camp to confirm or dismiss any bed bug sighting.
- Working with the nation's leading bed bug specialist from The Ohio State University and the Central Ohio Bed Bug Task Force to develop effective processes for minimizing the risk of bed bug transmission.

## Bed Bug Procedures for Home and Camp

(Leaders, please share this information with your families prior to your stay at camp)

We are asking that you do your part in bed bug prevention not only for our facilities, but for your homes and our communities. We are asking you to follow these universal precautions:

- **If you suspect you've been in contact with bed bugs**, dry all clothing and bedding in a dryer at high heat for at least 30 minutes prior to coming to camp. This would kill any bed bugs that may be present. Place clothes and bedding directly into a large garbage bag after heating. Twist the top closed, loop the twisted length over and secure with a tie, rubber band, or string.
- **Before going to camp, place all belongings in one or more black plastic bags and secure with a twist tie.**
- Once you've placed items in large garbage bags and secured them, label the bags with masking tape with your camper's name.
- While at camp, girls will keep their belongings in the garbage bags to minimize the possibility of hitch-hiker bed bugs.
- If a bed bug is suspected during your stay at camp, please notify the ranger. If bed bugs are confirmed campers will be moved to another location and cabins will be treated. Before moving, clothing and bedding from the entire unit should be dried on high heat for 30 minutes to eliminate any hitch-hiker bed bugs.

Learn more about bed bugs at the following links: [www.centralohiobedbugs.org](http://www.centralohiobedbugs.org).

As bed bugs become more and more common in Ohio, Girl Scouts of Western Ohio is committed to keeping bed bugs out of our camps and facilities and out of your homes. We look forward to having a great camping season and providing a quality camp experience for your camper.



## 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 fire is completely out when you leave.
- Never use liquid fire starters (i.e. lighter fluid, charcoal lighter, etc.).

## Indoor Fires

- Clear the area around the fireplace of anything that may catch fire.
- Make sure flue is open before lighting fire.
- Use fire screens, make sure someone watches the fire at all times.
- Do not use charcoal in indoor fireplaces.
- Do not use water to put out fires in indoor fireplaces. Let it burn out. However, never leave fire unattended.
- Place logs at the back of the fireplace to avoid smoke and do not burn paper/garbage in the fireplace.
- Leave ashes and partially burned logs in the fireplace or place in steel ash cans outside where provided.
- Never overload the fireplace; indoor fires are small.



## 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.
- Any firewood collected must be from downed deadwood that is not attached 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 and never around tent canvas. Do not use blow dryers, curling irons, radios/TVs or extension cords while at camp.
- Use only wood that is on the ground or in the woodpile. It is recommended that all troops, when possible, leave a supply of wood in a location that will allow the wood to stay dry or dry out, for use by 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 off lights when not in use.

## Camp Etiquette

Please review the following guidelines with your troop.

- 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, pens, or 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. Due to the remote location of some of our properties, we are unable to provide recycling services. We encourage troops to take their recyclables home and find a recycling facility in your neighborhood.



## Cleaning Responsibilities

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

A checklist of cleaning tasks is laminated and located in each camp facility. Troops should work down the sheet, completing the cleaning tasks before they leave camp to ensure that the facility is clean and ready for the next group. Camp rangers are not hired to clean the facilities – your troop is expected to do that.

Each camp facility has cleaning materials provided in order to leave a building cleaner than you found it. These include cleaning product for floors, bathrooms, mirrors, surfaces. Troops still need to bring dish rags and towels.

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.

If there are non-urgent maintenance issues please make note of them on the half page maintenance forms provided on the bulletin board located in your facility. Place in the roster box on the way out of camp.

Rangers inspect your site(s) after your usage and report any cleaning infractions or damages to the council's Director of Property.

Cleaning checklists are included in the back of this guide. Look them over prior to your campout and discuss with the girls how they will use this checklist to clean. Develop a kaper chart as needed for cleaning.

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

## General Tent Unit Information

- Most tent units are equipped with a cooking fireplace, refrigerator, and outdoor fire circle.
- **Do not** throw water on fires in kitchen shelter fireplaces—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 the refrigerator or a plastic tub 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.
- Personal tents are allowed to be set up in the tent units as long as they are set up a safe distance from all campfires.

## Do's and Don'ts of Tent Care

### Don't

Put nails in pole or hang things on ropes in or outside of tents or pin anything to tent canvas.

Leave flaps rolled for multiple days.

Roll flaps when they are **wet!**

Leave the campsite without **all** tents tied and secure.

Write on tents—it spreads the fibers, makes leaks and looks awful.

Spray insect repellent or other aerosols inside or on tents.

Keep or store food/garbage inside tents.

Leave garbage out overnight.

### Do

Tie ropes between two trees or lash a pole to hang things on.

Shake out and re-roll tent flaps daily.

Let tent flaps/walls dry before you roll them.

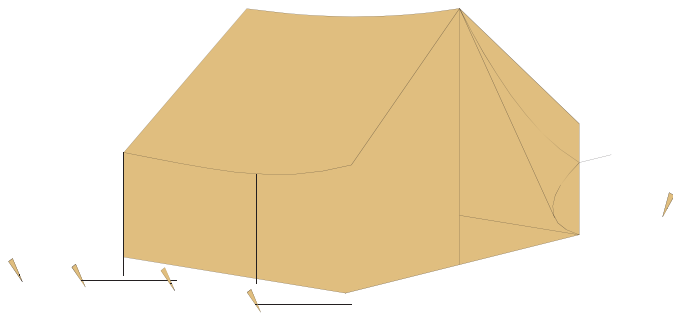
Make sure guy ropes are taut.

Name your tent by making a sign and put it outside.

Use non-aerosol sprays.

Keep food in closed containers, refrigerator, or inside closet in shelter house (where available).

Close garbage bags and pull garbage cans into locked closet overnight (where available).



## Registration Guidelines

### Site Reservation Request Procedures

Reserving sites online is the preferred method. It's faster and easier for you and it's green! These directions are also in your Program Events Guide.

- On the Girl Scouts of Western Ohio website homepage, click on the Camp tab, and then click on the Troop Camping heading in the left column.
- Part way down, click on Reserve your space on our Doubleknot Site Today.
- Click on the property you would like to reserve.
- Follow the easy directions to reserve a facility or site.



Paper reservation forms are available upon request.

**Note: For parts of the summer, the following properties are not available due to summer camps: Camp Libbey, Camp Stonybrook, Camp Rolling Hills, Camp Whip Poor Will and Camp Butterworth. Check online for weeks that might be available for troop use.**

### Holiday Usage

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

- **Thanksgiving weekend**  
(Wednesday evening through Sunday afternoon)
- **Christmas and New Year's Day**  
(Evening of December 23–noon on January 2)

### Pool and Lake Reservations

Girl Scouts of Western Ohio requires that all groups using pool and/or lake facilities abide by the following guidelines taken from *Safety Activity Checkpoints* and the American Camp Association standards. Camp pool reservations can be made online through Doubleknot. Contact customer care for lake reservations. **Groups must:**

- Provide their own canoe instructor or **lifeguards** who are certified by a nationally-recognized certifying body or equivalent certification including First Aid/CPR and can provide written documentation that they have demonstrated skill in rescue and emergency procedures specific to the aquatic area and activities guarded
- Pay \$30 per hour to use a camp pool
- Pay \$35 per 3 hours to use the lake/canoes at Camp Whip Poor Will
- Follow procedures provided in the Pool and Lake Reservation and Usage Guidelines

Camp rangers will need to see **current certifications** for each lifeguard before you are allowed in the pool. You must make sure lifeguards are the appropriate age and their certification is not expired. They must bring documentation with them or get a copy to you beforehand.

Groups make their own arrangements with lifeguards regarding payment for services.

### Minimum ratios for pool use – lifeguard/watcher ratio chart

# of swimmers	Lifeguards	Lookouts/ Watchers
1-10	1+	1*
11-25	1+	2*
26-35	2+*	3*
36-50	2+*	4*

+ Primary lifeguard must be at least 18 years old.

\* May be a person who is 16-18 years old.

At no time can the number of lifeguards and watchers under the age of 18 be greater than the number of adult lifeguards and watchers.

Lifeguards and watchers need to be readily available and located in positions from which they can continuously observe and assist participants.

### Pool Capacities

Camp Butterworth.....Junior Olympic size pool - Capacity: 100  
 Camp Stonybrook.....Junior Olympic size pool - Capacity: 100  
 Camp Whip-Poor-Will.....Medium size pool - Capacity: 75  
 Camp Libbey.....Junior Olympic size pool - Capacity: 100  
 Rolling Hills.....Smaller size pool - Capacity: 35

### Safety Regulations

The following safety regulations must be followed while using pool facilities:

- The pool is locked when not in use. Make arrangements with the camp ranger for unlocking/locking the pool.
- When on duty, lifeguards and watchers must stay out of the water except in emergencies.
- Electrical appliances such as radios must not be used in or near swimming areas.

- The buddy system must be used and buddy checks held during swim time.
- Orientation must be given to all participants on basic pool rules:
  - no diving into shallow areas
  - swim in supervised areas only
  - swim at a safe distance from diving boards
  - swim with a buddy and keep track of them at all times
  - no running on pool decks

### **Participant Classification**

Each participant must be tested and classified according to their swimming ability. Untested participants must be limited to shallow water.

- A color system should be used for identification. Non-swimmers and deep-end swimmers should each have a wrist band or hair band of a different color.

### **Features and Hazards**

Be aware of features or hazards at and near the pool. Share this information with your group and follow posted rules:

- Water depths are marked on the sides of the pool
- Emergency equipment includes reaching pole, rescue tube, ring buoy & backboard

### **Location of nearest phone:**

If cell phones don't work at your location, the nearest phone is located:

**Camp Butterworth**..... (Phone located in pool house – dial 9 for outside line)  
Call 911 (dial 9, then 911) then call Ranger: Daniel Mumma – 513.500.1876

**Camp Stonybrook**..... (Phone located in pool house – dial 9 for outside line)  
Call 911 (dial 9, then 911) then call Ranger: Matt Mumma – 513.500.1878

**Camp Whip-Poor-Will**..... (Phone located in units – dial 513.899.2751)  
Call 911 then call Ranger: Blake Wayman – 513.500.1772

**Camp Libbey**..... (Phone located on the back porch of the Dining Hall)  
Call 911 then call Ranger: Jeff Baldwin – 513-502-2384

**Rolling Hills**..... (Phone located at the swimming pool)  
Call 911 then call Ranger: Nick Smith – 419.302.5366



## Canoeing Procedures

Groups must provide one instructor or qualified adult that has:

- current canoeing certification by the American Canoe Association, the American Red Cross or other sponsoring organizations approved by the council **or**
- equivalent certification **or**
- current lifeguard training from a nationally recognized certifying body **or**
- certification in Small Craft Safety from the American Red Cross, **or**
- documented experience indicating knowledge and skill in teaching and/or supervision specific to the canoeing activity conducted
- Current certification in First aid/CPR

Refer to *Canoeing Safety Activity Checkpoints* for further information on certifications for different types of canoeing activities (flat water, white water, canoe trips).

## PFDs

All participants must wear a U.S. Coast Guard-approved life jacket that fits according to weight and height specifications.

## Instructor/participant ratios

For flat water canoeing: 1 instructor to 12 participants

## Canoe Activity Orientation

All persons using canoes must be provided the following training prior to use:

- boarding and debarking, trimming, and movement on the craft
- use of life jackets
- self-rescue in case of capsize or swamping

## Safety Regulations

- Check the weather report and know what to do in a storm with lightening
- Sneakers or other adequate foot protection must be worn while paddling
- Canoes 15 feet or less in length must not hold more than two people
- Do not stand in canoes while on the water
- First Aid kit must be available at the site or on the river
- File a float plan for river trips

## Emergency Procedures

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 Activity Checkpoints* and the detailed, camp specific “Emergency Procedures” document received with your camp confirmation.

### Every Troop/Group Must Have on Site:

- Fully stocked first aid kit.
- At least one person certified in First Aid/CPR in attendance for the duration of the event or camping trip.
- **Caregivers 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 caregivers.
- Insurance forms and accident report forms should be placed in first aid kit or readily available.
- Make sure group 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: **911**
  - 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 caregivers 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.

## Campsite Emergency Preparedness

You can be better prepared by doing the following:

**In cooperation with county emergency offices, 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) and place in the first aid kit.
- Pack a flashlight with extra batteries and ensure access to weather radar via a cellphone.

## Upon arrival at your campsite

- Drop off *Facility Usage & Emergency Contacts Report* in the roster drop box or check-in station, listing girls present in camp and an emergency phone number for each girl.
- In the event of a weather emergency, a weather-alert radio is available in each unit. Leaders will need to monitor the radio for weather alerts.
- 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 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 page 25).

## 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.

- 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.
- The phone is for emergency purposes and is not to be used by campers.

## Protection from Sexual Offenders

For more information about the policies regarding sexual offenders consult Volunteer Essentials.

## Intruders in Camp

Follow these guidelines for intruders/strangers in camp.

- Remember—there may be other groups that have male volunteers at camp
- 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(s); Runaways

1. Remain calm. Ask everyone in the group when they last saw the missing person. Establish when and where last seen, and what she was wearing.
2. Check all tents, shelters, and lodges in the unit or activity area.
3. Check the woods in the immediate area to a depth of 10–20 feet. If recently in another part of camp, send two adults to check that area too.
4. If Steps 2 and 3 are unsuccessful, do the following:
  - Notify the ranger or event director on site.
  - Have one adult drive the roads in the vicinity of camp while other adults enlist the aid of all people available to search all units, paths, and camp areas. Start these searches near where the person was last seen, and give a specific time for everyone to report back.
  - Be sure to maintain adequate supervision of the remaining campers while these steps are taking place.
5. If Step 4 is unsuccessful, concentrate all available personnel on the wooded area(s) around where the person was last seen or discovered missing.
6. If unable to locate the missing person within **30 minutes**, (or sooner if you have any additional reason for concern) do the following:
  - Contact local authorities (911) and the girl’s caregivers. Make sure the ranger knows that you called 911.
  - Prepare a written list of the missing girl’s name, age, approximate height and weight, a description of the clothing she was wearing, any items she might have with her, and contact information for her caregivers. Give this list immediately to local authorities when they arrive.

## Medical Illness

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

## Medical Emergencies



If there is an emergency, call 911.

### Volunteer's Responsibilities:

1. The top priority is to provide all possible care for sick or injured person(s).
2. Permit no disturbance to victim(s) or surroundings.
3. Secure the services of any trained medical professionals or first-aiders on site and/or dial 911 for ambulance and/or police as appropriate using your cell phone or camp phone where available. You are responsible for the wellbeing of the victim(s) until police or EMS personnel assume responsibility.
4. Notify the ranger regarding the situation, especially if emergency vehicles will be arriving at camp.
5. Contact caregivers regarding the nature of the emergency, the condition of the victim, and to obtain their wishes regarding medical treatment, hospitalization transportation, and personal assistance. **In the case of a fatality, only law enforcement officials should make this contact.**
6. Council staff must also be notified in the case of any missing persons, serious accident, injury, or death. Use the pager number on the Emergency Telephone Numbers List to contact your regional director. If no response is received, please contact the regional director of an adjacent region using this same list of pager numbers.
7. Refer all media (press, radio, and television) inquires to a council spokesperson, and make no statements to anyone other than law enforcement officials, EMS personnel or victim(s) caregivers. Exercise care that any statement made orally or in writing reflects only the facts of the incident.
8. Complete and file an Accident/Incident Report Form within 24 hours of an injury, and secure witness names if possible.

## Emergency Alert Signals

Some properties utilize air horns, car horns, and/or bell ringing signals to alert groups of emergency situations. If you ever hear one of these while at camp, immediately contact the ranger or event director on site for details and instructions.

## Fire Emergency

1. **Do not** attempt to put out any fire that can't be easily extinguished!
2. Count campers and adults to make sure everyone is accounted for.
3. Have campers line up single file with adults in front, back, and if possible in the middle of the line to keep the girls together.
4. The troop/group leader or designated person should get the unit's first aid kit and extinguish any campfires if possible.
5. Leave the area immediately and proceed to the camp evacuation site marked on the camp map with designation to the right:
6. Upon arrival at the evacuation site, recount campers and adults to make sure everyone is accounted for. Have girls sit down and wait for further instructions.
7. Call 911 and immediately notify the ranger or event director on site.
8. If safely feasible, send an extra adult to any surrounding groups to notify them that they should evacuate too.
9. When everything is reported safe, groups will be allowed to return to their units.

**AREA FOR  
EVACUATION  
ASSISTANCE**



## Tornado



**Monitor the weather radio and react accordingly.**

**Tornado Watch**—Means conditions exist under which tornados may form.

**Tornado Warning**—Means a tornado has actually been spotted in your area.

### If You Actually Sight a Tornado

1. Immediately move away from its path at right angles. Count campers and adults.
2. If there is enough time to escape, move to and lie face down (preferably in the southwest side) of the nearest depression (ditch or ravine). Be aware of rising water.
3. Cover your head with your hands and arms.
4. Stay away from buildings except those marked as tornado shelters. They are not solid enough to provide protection, and can put you in more danger if entered.

Procedures for an Issued Tornado Warning **When Near** a Designated Shelter



1. Count campers and adults to make sure everyone is accounted for.
2. Have campers line up single file with adults in front, back, and if possible in the middle of the line to keep the girls together.
3. If possible, make sure at least one adult has a flashlight and first aid kit.
4. Proceed immediately to a tornado shelter area designated on the camp map by the Tornado Shelter symbol shown above.
5. Upon arrival at the shelter, recount campers and adults to make sure everyone is accounted for.
6. Place campers in a kneeling position with their heads down, and hands and arms over their heads. If possible, do this along an inside wall and/or on the lower level of the shelter where you've taken cover; preferably near the southwest corner.
7. Utilize the weather radio located inside the shelter to obtain updates on the storm, and/or contact the ranger or event director on site for further instructions. Again, radio locations inside the shelters are clearly marked if not obvious.



## Tornado (continued)

Procedures for an Issued Tornado Warning **When Not Near** a designated shelter.

1. Have everyone immediately obtain their rain gear, and coats, blankets, or sleeping bags to protect heads from flying debris.
2. If possible, make sure at least one adult has a flashlight and first aid kit.
3. Count campers and adults to make sure everyone is accounted for.
4. Have campers line up single file with adults in front, back, and if possible in the middle of the line to keep the girls together.
5. Proceed to the nearest, safe depression (ditch or ravine). Be aware of rising water.
6. Recount campers and adults to make sure everyone is accounted for.
7. Place campers in a kneeling position with their heads down, and hands and arms over their heads. If possible, do this on the southwest side of the depression, and underneath any additional protection you were able to obtain and take with you.
8. Await further instructions from the ranger or event director.

## Severe Thunderstorms and Lightning



1. Count campers and adults to make sure everyone is accounted for.
2. Have campers line up single file with adults in front, back, and if possible in the middle of the line to keep the girls together.
3. Proceed immediately to a building or shelter house.
4. Upon arrival and taking cover, recount campers and adults to make sure everyone is accounted for.
5. Utilize the weather radio located inside the shelter to obtain updates on the storm, and/or contact the ranger or event director on site for further instructions. **If not obvious, weather radio locations inside the buildings and shelters are marked with the radio symbol.**
6. If the area is also under a Tornado Watch or Warning, refer to the procedures for tornados for additional information and instructions.

## Severe Thunderstorms and Lightning (continued)

### Electrical Storm Safety Tips:

Sources: FEMA, National Weather Service, NOAA, and the American Red Cross

- Even if you do not see it, if you hear thunder, then lightning is present in the area.
- Fully enclosed buildings with wiring and plumbing provide the best protection, because lightning will find its way to the ground along electrical wires.
- Do not use plug-in electrical equipment during an electrical storm.
- While indoors, stay away from fireplaces, electrical appliances, and windows.
- Stay away from bodies of water, open areas, metal conductors such as fences and wires, and lone tall objects such as trees, towers, or utility poles. Do not be the tallest object in the area.



### Toxic Spill/Toxic Gas Release

1. If notified of such an event in your area, count campers and adults to make sure everyone is accounted for.
2. Have campers line up single file with adults in front, back, and if possible in the middle of the line to keep the girls together.
3. Follow the instructions given by emergency personnel.
4. If instructed to do so, leave the area immediately and proceed to the camp evacuation site marked on the camp map with this designation:



5. Upon arrival at the evacuation site, recount campers and adults to make sure everyone is accounted for.
6. Follow the instructions provided by the ranger, emergency personnel, (police officers, fire fighters, etc.) or the event director.

### Earthquakes

1. Remain calm. Be prepared for aftershocks.
2. If outside, stay away from buildings.
3. If inside, do not get under sturdy furniture. Have everyone lie down beside sturdy furniture or stand in doorways.
4. After shaking stops, count campers to make sure everyone is accounted for.
5. Have campers line up single file with adults in front, back, and if possible in the middle of the line to keep the girls together.

## Earthquakes (continued)

6. Working with the ranger or event director, assess whether immediate evacuation is appropriate, based on size of earthquake and damage caused.
7. If necessary, leave the area immediately and proceed to the camp evacuation site marked on the camp map.
8. Upon arrival at the evacuation site, recount campers and staff to make sure everyone is accounted for.
9. Obtain further instructions from the ranger or event director.

## Active Shooter

- Remain calm and Dial 911, if possible, to alert police to the active shooter's location
  - If you cannot speak, leave the line open and allow the dispatcher to listen
- Evacuate – If there is an accessible path.
- Hide – Find a place to hide where an active shooter is less likely to find you
  - Area should be out of shooters view, behind object that shots do not penetrate such as a wall.
  - Area does not restrict movement for escape.
  - Lock the door and blockade with objects such as furniture, chairs, or anything to create distance and obstruction of entry.

### If evacuation and hiding out are not possible:

- Take action against the active shooter as a last resort, and only when your life is in imminent danger.
- Attempt to disrupt and/or incapacitate the active shooter by:
  - Acting as aggressively as possible against him/her
  - Yelling, throwing items and improvising weapons
  - Committing to your actions

## After Any Emergency

- Assess physical well-being of all girls and adults.
- Make necessary phone calls to inform caregivers and/or designated emergency contact person.
- Please note in case of serious injury or death, notify the council immediately. (See inside front cover for phone numbers.)
- Please notify ranger and complete necessary reports.

## Program and Progression

There are a lot of opportunities to explore the outdoors while using camp property. You don't have to have a ton of experience or even a deep love of the outdoors yourself to expose girls to nature and other outdoor opportunities.

- **When starting outdoor progression, keep it simple.**  
If you are lodging indoors, get your group outside while at camp. If you aren't knowledgeable about the outdoors, the best thing to do is just get outside, enjoy a simple walk, or play team building games in an open outdoor area.
- **Be enthusiastic and ask a lot of questions**  
Factual knowledge about the outdoors isn't important—it's your ability to open your group's eyes to new ways of viewing the world. If girls see that you are learning right along with them, they will be excited to learn too. Ask exploring kinds of questions to peek curiosity such as: I wonder who lives in this hole, what does this object feel like, what sounds do you hear right now or I wonder how this plant got here. Encourage girls to research answers on their own. You can always teach girls to look more closely through color or texture hikes (i.e., let's look for something fuzzy, spikey, etc.)
- **Show positive feelings toward the outdoors**  
The tone of your voice is important in expressing your feelings. You should show positive feelings toward the outdoors if you expect your group to share those feelings. If your group knows you're interested, they will catch your enthusiasm and start seeing the outdoors through your eyes.

## Progression in the Out-of-Doors

Progression is the process of going forward and continuing development. Girls learn new skills and grow through improving current abilities and expanding their range of experience. Progression applies to both the girls' experiences and skills.

**Look Out**—Start wondering what's outside the building, build excitement about exploring it; make it sound fun.

**Meet Out**—Take your group outdoors for part of your time at camp. Do a game or activity outside instead of inside. Talk about what to wear to be comfortable.

**Walk Out**—Start looking around as you wander. See what’s in and around your location. Point things out and ask questions.

**Hike Out**—Go out with a purpose or destination in mind. What few things do you need to take with you? Don’t go too far the first time; take a fun hike that leaves them yearning for more.

**Cook Out**—Start doing some cooking outdoors. Learn to build fires and start simple cooking. Food is always fun, especially when made over a fire.

**Sleep Out**—Start with one night. Do lots of activities during the day so your group is tired and ready to get in a tent for the night. Talk about what the night might be like, what they might hear and make it sound fun and not scary.

**Camp Out**—Learn more outdoor skills over time. Let your group become very comfortable outdoors so they know what to expect each time. Start telling your group about all the outdoor options available to them as they get older and more proficient outside.

**Trip Out**—This is where it gets fun. Your group finally has camping skills and maturity to go on a trip to new and exciting destinations. Canoe trips, backpacking trips, extended horseback riding trips—they all take basic knowledge in the outdoors to succeed!

### **Appropriate Grade Levels for Outdoor Program Opportunities**

Check out the exciting outdoor program events offered through the council. Check activities on the website or look in the Program Events Guide. Opportunities at each camp may vary. Troop are encouraged to attend, but please let your parents know that if the troop can’t attend an event, they can register their Girl Scout to attend without the troop, as long as an adult stays.

- Climbing Wall-Brownies and up
- Canoeing-Brownies and up
- Kayaking-Brownies and up
- Slingshots-Brownies and up
- Letterboxing-Brownies and up
- Archery-Juniors and up
- Low Challenge Course-Juniors and up
- High Challenge Course-Cadettes and up
- Geocaching-Cadettes and up

## FACILITY CHECKOUT GUIDELINES – BUILDINGS

Girl Scouts make the world a better place! Have your troop or group work together to complete the cleaning tasks below before you leave camp to ensure the facility is clean and ready for the next group. Help leave camp a better place!

TROOP # \_\_\_\_\_

CONTACT PERSON & PHONE # \_\_\_\_\_

### KITCHEN/DINING AREAS

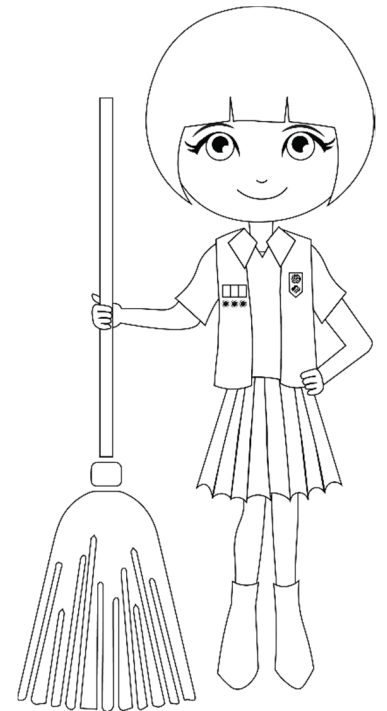
- refrigerator emptied and cleaned with damp sponge
- stove/microwave/oven cleaned and turned "off"
- sink, shelves and all counter areas cleaned
- sweep and mop floors - mop with damp rag and bucket using general purpose cleaner provided and warm water (wood floors-use only vinegar and water provided)

### RESTROOMS

- toilets cleaned
- showers cleaned (close shower curtain to dry)
- sinks, counters and mirror cleaned
- sweep and mop floors - mop with damp rag and bucket using general purpose cleaner provided and warm water (wood floors-use only vinegar and water provided)

### GENERAL:

- remove all personal and troop owned items
- tilt all mattresses up
- tables and chairs cleaned with damp sponge and stacked
- fire ring cleaned (ashes should be placed in steel can provided)
- fire ring cleaned
- picnic tables and picnic area cleaned
- porches swept
- close and lock all windows (as applicable)
- storage area clean and all materials returned to proper location
- tack a note on the bulletin board for the Ranger noting any repairs to the unit that are needed
- empty trash containers, put trash in dumpster, and place new liners in the cans
- vacuum carpets where applicable (empty cleaner)
- sweep and mop floors - mop with damp rag and bucket using general purpose cleaner provided and warm water (wood floors-use only vinegar and water provided)
- lights and fans all off



## FACILITY CHECKOUT GUIDELINES – OUTDOOR UNITS

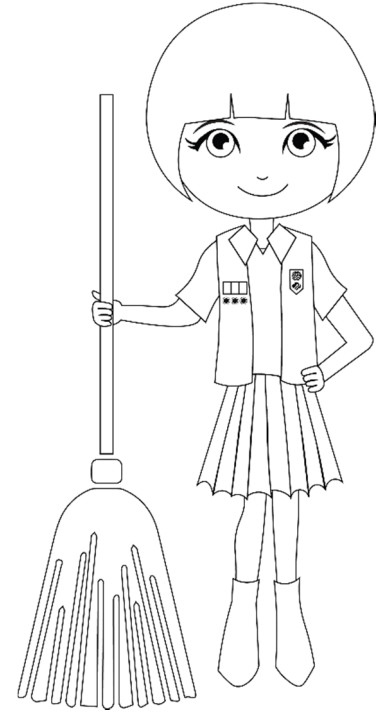
Girl Scouts make the world a better place! Have your troop or group work together to complete the cleaning tasks below before you leave camp to ensure the facility is clean and ready for the next group. Help leave camp a better place!

TROOP # \_\_\_\_\_

CONTACT PERSON & PHONE # \_\_\_\_\_

### KITCHEN SHELTER

- picnic tables and picnic area cleaned
- refrigerator emptied and cleaned with damp sponge
- sweep floors and storage areas
- LATRINES
- remove any litter in and around latrine
- sweep floors
- toilets cleaned (lids down & toilet tissue removed)



### GENERAL:

- remove all personal and troop owned items
- tilt all mattresses up
- lower and close all tent/wagon flaps, and secure lashing and close doors
- fire ring cleaned (sprinkle water on fire before cleaning and place ashes in steel can provided)
- storage area clean and all materials returned to proper location
- empty trash containers, put trash in dumpster, and place new liners in the cans
- turn off units' water supply
- tack a note on the bulletin board for the Ranger noting any repairs to the unit that are needed
- sweep all floors
- any lights and fans all off



## FACILITY CHECKOUT GUIDELINES – TELL THE RANGER

Girl Scouts make the world a better place! Have your troop or group work together to complete the cleaning tasks below before you leave camp to ensure the facility is clean and ready for the next group. Help leave camp a better place!

TROOP # \_\_\_\_\_  
CONTACT PERSON & PHONE # \_\_\_\_\_

### TELL THE RANGER

- ABOUT what you learned:
  
  
  
  
  
  
  
  
- ABOUT what you did that was exciting:
  
  
  
  
  
  
  
  
- ABOUT what badges you worked on:
  
  
  
  
  
  
  
  
- ABOUT how you left camp better than you found it:

