Girl Scouts of Central Illinois

Camp Safety Policies & Procedures

The information on Camp Safety Policies & Procedures should answer all your questions and concerns while you are on a GSCI camp property.

Reservations: please contact Customer Care at customercare@girlscouts-gsci.org or 888-623-1237.
Questions about our properties: visit our website at www.getyourgirlpower.org for more information on our sites and facilities.

Payment
Full payment is due at the time of reservation.

Check In & Check Out
For safety and insurance purposes, all groups must keep a roster of participants.

Insurance
Non-registered participants (non-member children or adults, outside consultants, visitors, etc.)
If non-Girl Scouts are attending, additional activity insurance must be purchased. You may purchase this by contacting your local service center.

Non-Girl Scout groups must complete a facility usage agreement from and provide proof of liability insurance coverage.

Weather & Hazardous Conditions
Users are reminded they are renting exposed sites subject to changing weather conditions. The council reserves the right to cancel reservations due to hazardous site conditions, or other conditions beyond our control. In such cases, all fees will be refunded.

Cancellations
Groups who wish to cancel their reservations must provide notice by the cancellation deadline: 10 days prior to the event for groups renting individual units, or 30 days for groups renting entire camps. If this deadline has been met, payment may be applied to future reservations within one year or non-refundable $25 processing fee will be charged. Excessive cancellations will jeopardize future rental privileges. The council reserves the right to cancel events because of hazardous site conditions. In this case, all fees will be refunded.

Failure to comply with procedures will jeopardize your group's future use of council-owned sites.

Cleaning Checklist
All troops/groups must clean up after themselves. Cleaning instructions are provided with the welcome packet. Groups will be charged for damages incurred by negligence or vandalism.

Suggested Packaging Checklist - Items you may need at camp:

- Sleeping bag and sheet *or* blankets ad sheet, pillow
- Pajamas
- Underclothing, socks, shorts and shirts (T-shirts recommended), long pants or jeans
- Jacket, raincoat or poncho, sweatshirt, sweater
- Hat or bandana
- Mess kit (or plate and bowl), knife, spoon, fork, dunk bag, drinking cup, water bottle
- Toothbrush, toothpaste, comb/hairbrush, personal sanitary items
- Flashlight
- Insect repellent (non-aerosol)

Transportation
Transport campers only in vehicles designed to carry them. **Do not** transport participants in backs of trucks or campers. The on-site speed limit at all times is 10 mph.

Smoking
Smoking is prohibited inside any building, facility, or other enclosed place on GSCI property, including trails, terrain, outdoor facility, or program site. Smoking is prohibited around or in view of any girl member. Smokers are not permitted to smoke within 15 feet of any building entrance or exit, and must refrain from smoking in other areas through which non-smokers must pass.

Weapons
Firearms, air guns or projective weapons, ammunitions or explosives are not allowed on council properties at any time. (We do allow archery bows and arrows when participating in this activity.)

Alcohol
Alcoholic beverages **are not** permitted at Girl Scout sponsored events and activities. Non-Girl Scout groups must receive approval from the CEO. Illegal drugs are not allowed on sites.

Medication
All prescription and over the counter (OTC) medications should be stored in a locked area. The Site Manager can help provide a space that may be used for this purpose.

Animals
GSCI does not permit personal pets or animals in GSCI offices, program centers, or program events or activities due to allergies, cleaning concerns, and potential liability. Exceptions to this policy may be made for:

- Service animals that assist a person with disabilities
- Staff members who are required by their job descriptions to live as a full-time resident on GSCI property (requires approval by the CEO)
- Animals used in partnership for GSCI program activities or training (e.g. for the Pet Badge workshops held at GSCI facilities)
- Personal pets only when on a leash with written request and the consent of the CEO

Sports Equipment
Sports equipment should be stored and handled safely for the protection of all individuals and should only be used in the presence of trained personnel in the specific sport (including archery, bats, hockey sticks, climbing gear).

Restricted Areas
Instruct campers to stay on marked trails and roads to avoid falls and poison ivy and to prevent erosion and disturbance to plant life. Be sure everyone can recognize poison ivy. Children should be supervised when near creeks or other water areas. Stay out of buildings or areas ot assigned to your troop/group.

Kitchen Rules
The kitchens have basic cookie utensils, pots and pans. Equipment may be used and should be washed, dried and stored appropriately.

Additional rules apply to commercial kitchens only. Commercial kitchens are at Camp Widjiwagan, Camp Tapawingo Mary Morgan Lodge, ad Camp Kiwanis Evergreen Lodge.

- One member of your group must attend and obtain food service sanitation manager certification. The state of Illinois has approved ServSafe courses for certification.
- The kitchen must be cleaned according to instructions provided before leaving the site.

Waterfront/Pool Rules
Swimming is allowed in the swimming pools only when under the supervision of an adult (18 years or older) holding a current lifeguard, CPR and First Aid certifications.

- There shall be one certified lifeguard and two watches to every 25 swimmers. One additional watcher is required for every 10 additional swimmers.
- Available emergency equipment includes a rescue tube, ring buoy ad shepherd's hook.
- A first aid and CPR certified person must be present at all times.
- The buddy system or other safety systems to account for all swimmers must be used at all times.

- No food, drink, tobacco, or glass are allowed in the pool area, beach or bathhouse.
- All jewelry and band-aids must be removed before entering the pool.
- No shoes allowed in the pool, on the pool deck or in the bathhouse.
- A complete soap shower is encouraged of all swimmers before entering the pool.
- No running on pool deck or in the bath house.
- No rough play, dunking or pushing people into the pool.
- No hanging or climbing on the rope in the pool.
- No diving in the pool.
- No backflips or back dives in the pool.
- No spitting water or blowing nose in pool.
- No soap or lotion in the swimming pool or on the pool deck. Sunscreen lotion is an exception.
- Proper attire is required of all bathers on deck or in the pool.
- Admission to the pool is refused to all persons having any contagious diseases.
- Wheelchairs in the pool area must have the brake set and a wooden block in front of the wheel to prevent accidental rolling.
- All boaters must wear a personal flotation device (PFD).
- All swimmers must be given a swim test to determine what area(s) in which they may swim freely.
- The lifeguard is in charge of the pool at all times. Any other supervising staff are under lifeguard's supervision.

Waterfront Emergencies

Swimming Pool

In the event of a serious accident (especially head or neck injury, or loss of consciousness):

- Direct all campers out of the water
- Use appropriate method to bring injured to surface and begin first aid
- Activate the group's emergency plan – send runner to notify leaders or supervising adult
- Call 911 for outside assistance
- Call site manager
- Maintain comfort of injured until help arrives
- Complete Incident Report

Swimming Accident

- Visually search area where the swimmer was seen
- Use bottom search method as outlined by American Red Cross, crisscross swimming area

Boating Accident

- Visually search boathouse, boat dock and swim dock
- Use motorized rescue boar and row boat with two adults per boat in line

Emergency Preparation

Ensure all persons are prepared for an emergency and familiar with the procedures listed here. Be aware of the location of emergency numbers posted nearby. The main emergency number is 911.

Alarm

- The alarm signal at all sites is a continuous bell or horn
- The supervising adult in each area should assemble participants and ensure all participants are accounted for
- If you are no near a phone, proceed to the designated safe place with your group.

Fire

Use RACE

- **R**escue – campers in immediate danger should be moved to a safe place, stay calm, and never run
- **A**larm/**A**lert – immediately call 911 and notify the site manager immediately

- **C**ontain Fire/**C**lose Doors – close all doors in the area where the fire is located, ensure that all doors in all areas remain closed
- **E**xtinguish and/or **E**vacuate – use a fire extinguisher to extinguish fire if you can do so without placing yourself at risk (small fires), evacuate the area by moving to the closest safe assembly area

Evacuation Points

Each site has different evacuation procedures. They are listed in the site description sheet. They should be reviewed prior to going to camp and as soon as your troop/group arrives.

Missing Camper/Person

The following procedures should be followed when a camper/person goes missing on site.

First Class Search

- Check the obvious places – living unit, pool, lake, bathrooms, dining hall, activity areas and buildings
- Check is made by the troop leader or the adult in charge
- If camper/person is located, notify the troop leader or adult in charge

Second Class Search

- Notify site manager
- Check obvious places with more precision
- Retrace camper/person's last known activities
- Check with other people for clues: where last seen, clothing worn, indications of possible runaway or general unhappiness
- The troop leader will designate person(s) to search surrounding roads

Third Class Search

- Call the police, 911
- Provide description of child (sex, age, hair color, clothing) to police

Prevention

Notify site manager immediately of any suspicious person(s) who loiters near where children are present.

Girl Scouts of Central Illinois Site Reservations

Camp Tapawingo

Camp Tapawingo

1452 Hickory Point Road, Metamora, IL 61548
888-623-1237 Customer Care
Site Manager (cell) 309-231-6185

Check In: 5:00 p.m.
Check Out: 2:00 p.m.

Property staff will contact your group 1-2 weeks prior to your arrival to prepare you for your visit. For safety and insurance purposes, all site users must check in/out with the Site Manager. Camp Tapawingo has a Site Manager who lives on the premises. Advance visits to preview the site are recommended. Contact the Site Manager for an appointment.

Groups should have the following information readily available:

- Emergency contact name and phone number
- Camp Safety Procedures
- List of known allergies and health concerns of group
- Authorization to seek emergency treatment if needed if parent/guardian is not present
- Certification cards of certified personnel (i.e. Lifeguards, canoe, archery instructors)

Facilities

Mary Morgan Lodge is the focus point at Camp Tapawingo and is available mid-August through May. It is used to host large events throughout the year. The lodge is furnished with tables, chairs, heating and air conditioning and large fireplaces. Two levels are available with the upper level being more formal and the lower level used mostly for girl programs. The lodge accommodates 150 for dining in the upper level and 50 for overnight sleeping on mattresses. The lower level can also sleep 50 overnight. Groups must use the fire circle for cooking. A licensed food supervisor must be secured to use the commercial kitchen.

Unit House/Cabin Camping

Setting Sun, Rustling Oaks and Shining Star units are available for camping. Setting Sun and Shining Star have a unit house and platform tents. Rustling Oaks only contains a unit house. Spirit Cabins are available. There are 4 primitive cabins that hold 10 people each on cots/mattresses and is served by a fire ring and picnic tables. Only one of these cabins has a flush toilet.

The unit houses all are equipped with indoor flush toilets, full kitchens with cooking equipment, fireplaces, electricity, tables, chairs and mattresses (no cots) and electric heat. The platform tents are available April 15 - October 15 and house 4 people per tent with cots and mattresses. You'll find a fire circle outside. Each unit comes standard with basic outdoor cooking equipment (hot dog sticks, pie irons, Dutch oven).

Setting Sun: Sleeps 20 indoor; 28 outdoor in platform tents.
Rustling Oaks: Sleeps 16 indoor. Has a shower.
Shining Star: Sleeps 24 indoor; 36 outdoor in platform tents.
Spirit Cabins: Sleeps 40 indoor on cots/mattresses. 4 cabins total with 10 people per cabin.

Programs at Camp Tapawingo

Horseback riding, Challenge Course, Archery, Canoeing and Hiking
Check our website at www.getyourgirlpower.org for opportunities to participate in these activities.

Equestrian Center
Camp Tapawingo is home to our herd of horses. The Equestrian Center facility was built in 2012. It features a state-of-the-art 19-stall stable, a welcome center, classroom, restrooms, boots and helmets, a barn classroom and wash stalls. The stables are attached to a large indoor riding arena. A second outdoor arena is located within the center. Trails wind throughout the property. For more information on our Equestrian Center contact our Customer Care at customercare@girlscouts-gsci.org or 888-623-1237.

Swimming Pool
The swimming pool *may* be available after summer camp – early August. Please contact our Customer Care at customercare@girlscouts-gsci.org or 888-623-1237 for availability. Users must provide a lifeguard over the age of 18. Certifications must be approved by the council.

Gate
The gates are closed each night. If you plan to arrive later than the check in time, please contact our site manager or our Customer Care at customercare@girlscouts-gsci.org or 888-623-1237 so arrangements can be made.

Parking
All cars park in the paved parking lot. You may drive two vehicles to your building/unit to unload supplies/equipment. With the exception of one emergency vehicle, all vehicles must be returned to the parking lot during your stay. Please refrain from driving throughout camp as others may be present. Transport campers only in vehicles designed to carry them. Do not transport participants in backs of trucks. The speed limit at all sites is 10 mph.

Phones
Phones are not provided within the buildings. A cell phone is recommended.

Camp Fires
DO NOT leave a fire unattended at any time. All children must be supervised while fire is being used. Firewood is available at the wood shack located east of the water tower. Please come prepared with fire starting supplies. Camp fires must be contained within fire circles. Ensure all fire embers are put out.

Fishing
Your group can fish in Lake Nib'A'Nab'As. All fishing must be catch and release and use barbless hooks.

Trails
Excellent trails wind throughout the property. Use the Buddy System while at camp. Always stay on marked trails.

Equipment Provided/Cleaning
Each building and tent unit is provided with a limited number of pier irons, hot dog sticks, a Dutch oven, fire safety equipment (bucket, shovel, rake), and brooms. The kitchen and bathrooms are stocked with toilet paper, trash bags, cleaning supplies, paper towels, silverware and dishes. Use proper cleaning instructions to sanitize dishes for the next troop/group. Follow the Clean-up Checklist for cleaning instructions.

Garbage
Dumpsters are located the main gate and behind Mary Morgan Lodge. You are responsible for disposing of your trash. Do not put garbage out overnight due to the wild critters.

Service Projects
If your group would like to participate in a service project or donate an item from the wish list, please contact the council at 888-623-1237. To properly prepare, service projects must be arranged at least two weeks in advance.

Maintenance Issues
Indicate any non-emergency problems on the Clean-up Checklist for the site manager to handle. For severe maintenance emergencies (power outage, major water leaks, lack of hot water, etc.) call the site manager at 309-231-6185.

Graffiti & Chalk
Graffiti is not allowed. Please do not plan to use sidewalk chalk.

Males Staying at Camp
Girl Scout *Safety Checkpoints* address male participate for overnights. "Males may participate only if separate sleeping quarters and bathrooms are available for their use." At Camp Tapawingo males must rent Healthy House, if available, or pitch a tent near the pool using the shower house as restroom facilities.

Quite Time
Quite time is 10:00 p.m. Please be considerate of others.

Restricted Areas
Instruct campers to stay on marked trails and roads to avoid falls and poison ivy and to prevent erosion and disturbance to plant life. (Be sure everyone can recognize poison ivy.) Children should be supervised when near creeks or other water areas. Stay out of buildings not assigned to your group.

Emergencies
Red/White Emergency Procedures flipcharts are posted in each facility. Please review upon your arrival.

Severe Weather/Tornados
In the event of severe thunderstorms or tornado warning conditions, users shall gather all campers and proceed to the basement of Mary Morgan Lodge. NOAA weather radios are provided in each building.

Users are reminded they are renting exposed sites subject to changing weather conditions. The council reserves the right to cancel reservations due to hazardous site conditions, or other conditions beyond its control. In such cases, **all fees** will be refunded.

Fire
Campers should become acquainted with emergency procedures and emergency numbers posted in buildings and stated below. To report a fire or other emergency, dial 911.

Evacuation Procedures
Each building has several doors that can be used to exit the building. Users should become familiar with them upon arrival. In case of fire, use RACE.

- **R**ESCUE
  Campers in immediate danger should be moved to the closest safe assembly area such as flag pole or parking lot. Stay calm. Walk, never run.
- **A**LARM/ALERT
  Immediately call 911. Notify the site manager after you call 911.
- **C**ONTAIN IN THE FIRE/CLOSE DOORS
  Close all doors in the area where the fire is located. Ensure that all doors in all areas remain closed.
- **E**XTINGUISH and/or EVACUATE
  Use a fire extinguisher to extinguish fire if you can do so without placing yourself at risk (small fires). Evacuate the area by moving the closest safe assembly area such as the flag pole or parking lot.

All campers should gather in the parking lot until given an all clear from the site manager, fire department or management.

Nearest Hospital
The nearest hospital is OSF St. Francis Medical Center at 530 NE Glen Oak Avenue, Peoria, 16 miles away. Phone number is 309-655-2000. If an ambulance is dispatched, it will be coming from Metamora Emergency Services, about 4 miles away from camp.

Directions to Camp Tapawingo

Take Highway 116 toward Metamora. Just past Germantown Hills you will see the State Police Post (tall antenna). Turn left here on Lourdes Rd. Take this road to a T-intersection. Turn right. Go 1 to 1.5 miles to Hickory Point Rd. Look for a Camp Tapawingo sign. Turn left on Hickory Point Rd to the camp entrance on your right. For questions, please call the council at 888-623-1237.

Mary Morgan Lodge

Mary Morgan Lodge is the focus point at Camp Tapawingo and is available mid-August through May. It is used to host large events throughout the year. The lodge is furnished with tables, chairs, heating and air conditioning and large fireplaces. Two levels are available with the upper level being more formal with wood flooring and the lower level mostly for activities.

The lodge accommodates:
Upper Level

- 150 for dining at round 5 foot tables in the upper level
- 225 seated in chairs only – no tables
- 50 overnight sleeping on mattresses

Lower Level

- 150 seated for activities at 5 foot round tables
- 50 for overnight sleeping on mattresses

Deck

- 50 additional guests can be seated on the outdoor deck

Commercial Kitchen
A licensed food supervisor must be secured to use the commercial kitchen and all public health regulations must be followed. An orientation to the kitchen will be required before using commercial appliances (stove, dishwasher, oven, cooler/freezer). Catering providers are recommended.

Audio Visual/Speaker System
Mary Morgan Lodge has a sound system. A microphone and stand can be arranged at spots throughout the upper level. Groups can also plug a portable music player into the system.

Parking
The parking spots near the lodge are for handicap accessible use only. Guest parking is at the large parking lot near the pool. The parking lot can accommodate 100 cars.

Decorations
No tape allowed on the wood floor and wood walls. Tacks are allowed on the walls but must be removed.

Garbage
All garbage needs to be bagged and taken to the dumpster outside of the back door (northeast side).

Floor Care
Avoid dragging heavy furniture and equipment to prevent scratching of the wood floor. If using carts to move heavy items ensure the carts have soft rubber tires. Avoid the use of sand or sawdust on the wood floors.

Cleaning Instructions

- Upper Level Floor – sweep/dry mop floor first. Wood floors should be mopped with a vinegar and water solution. Pour one inch of white vinegar in a mop bucket. Add hot water until mop bucket is 3/4 full.
- Lower Level Floor – sweep
- Tables/Chairs – wipe down and leave up
- Deck – sweep
- Grounds – pick up all trash
- Restrooms – sweep floors, wipe off counters and sinks, take out trash

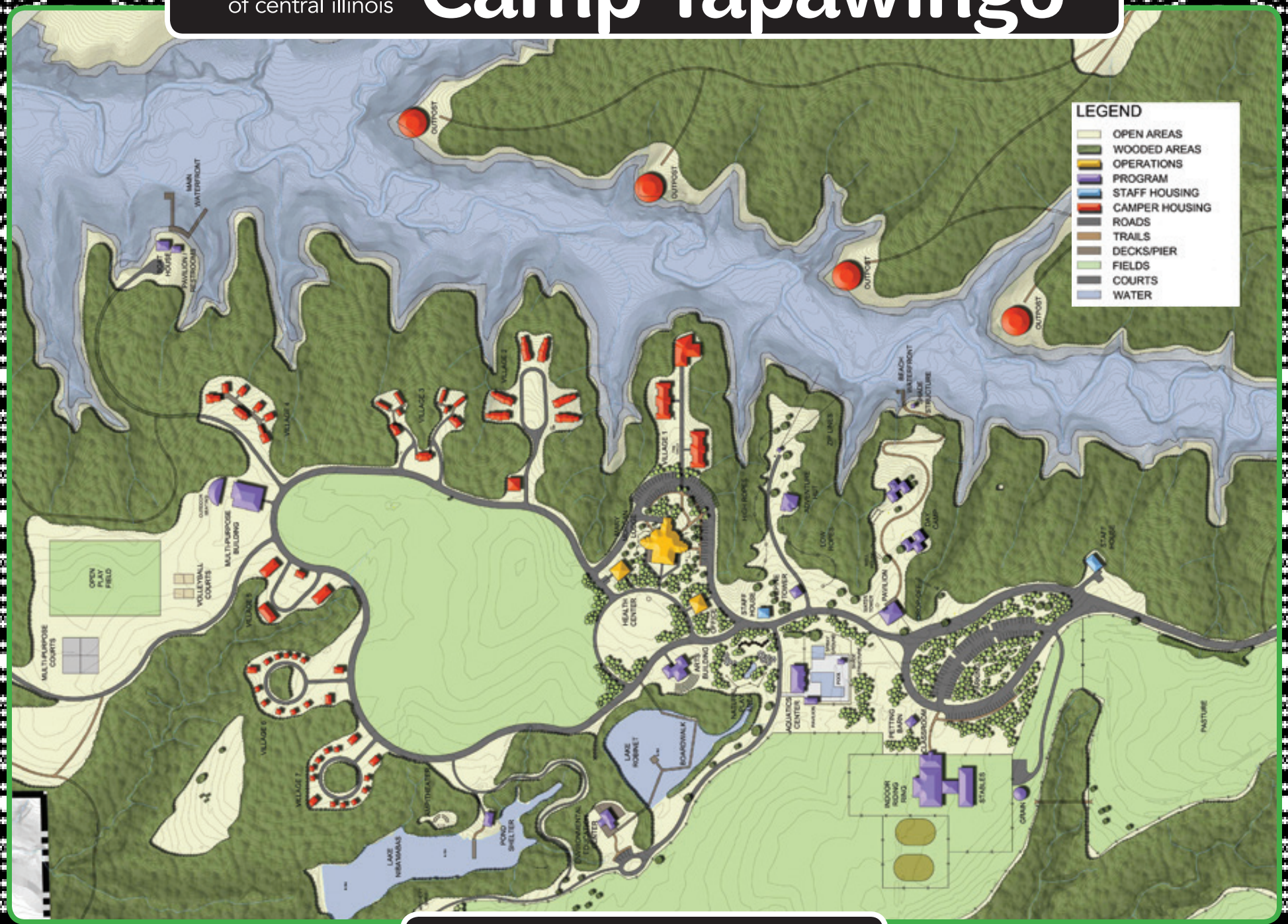
Doors/Lights
Ensure all doors and lights are closed and off before leaving the facility.

Thermostats
The thermostats need to be set at the following prior to leaving:

- Heat – 62 degrees in winter
- Air conditioning – 78 degrees in summer

girl scouts of central illinois

Camp Tapawingo



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Camp Tapawingo



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Clean-up Checklist

Please complete this checklist as you are cleaning up and leave it in the building or on the bulletin board.

Remember: Girl Scouts always leave a place cleaner that they found it!

Troop/Group _____ Leader Name _____ Date _____

Camp _____ Unit Building _____

General Kapers

_____**Floor** – swept and mopped (include decks, porches, steps and ramps
_____**Litter** – pick up
_____**Garbage** – bag, tie up and take to dumpster, replace bags in trash cans
_____**Basic Equipment/Supplies** – make sure all equipment are cleaned, dry and in its proper place
_____**Windows/Shutters** – must be closed
_____**Fireplace** – dampers need to be closed and ashes properly disposed
_____**Doors** – closed and locked
_____**Bed and Mattresses** – are put away
_____**Platform tents** – close flaps

Lodge, Cabins, Kitchens & Activity Area

_____**Refrigerator/Freezer** – empty and clean
_____**Cabinets** – empty and clean
_____**Tables /Chairs** – wiped down and clean
_____**Stove/Oven and Range Hood** - wiped and clean and turned off
_____**Thermostats –** set at 50 degrees

Latrine/Bathroom, Shower House

_____**Sinks** – clean
_____**Paper/Soap** – products are stocked
_____**Faucets** – turned off
_____**Shower Stalls/Toilets** – clean
_____**Floors** – swept and mopped

Outdoor Area

_____**Fires –** must be completely distinguished and out
_____**Fire Circles** – are cleaned and clear

Special Notes

- Do not use water to extinguish fire or charcoal in fireplaces or grills. This will damage/destroy them.
- Please do not leave walking sticks, rocks or other collected objects lying on the ground near buildings. They damage lawn movers.
- Please use plastic garbage bags in all trash containers.

Report Damage/Unsafe Conditions

Usage Report

Group using facility:
Girl Scout Members:

DA __ BR __ JR __ CD __ SR __ AM __ Multi PGL ___ Adult Female ___ Adult Male ___

Non Members:

Youth Female ____ Youth Male ____ Adult Female ____ Adult Male ____ Total _____

Revised June 2018

Girl Scouts of Central Illinois

Camp Wish List

Girl Scouts of Central Illinois welcomes contributions of new or gently used equipment and supplies. Please contact Erin Lockwood at elockwood@girlscouts-gsci.org or 888-623-1237 if you have items or monetary donations your group would like to donate to camp.

Property Maintenance

Wrench sets – standard and metric
Socket sets – standard and metric
Complete tool box sets that would include wrench sets and socket sets
Window air conditioning units
Wet/dry vac
Small boat motors
Loppers
Sod and grass seed
Printer/copier/scanner units (small) for camp
Flammable liquid storage cabinets

Camp Supplies and Equipment

Archery supplies
Backpacking packs
Binoculars
Canoes
Conference room dry erase boards
Ice machine
Industrial use vacuum cleaners
Kayaks
Laminating machine
Microwave oven
Outdoor cooking equipment (pie irons, Dutch ovens, hot dog sticks)
Picnic tables (heavy duty) or kits
Pop up tents
Refrigerator with ice maker
Sleeping bags
Metal supply cabinet
Cookie equipment for indoor cabin kitchens (camp quality cookie sets which include coffee maker, mixing bowls, table service, cooking utensils, and pots and pans)