



## 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](mailto:customercare@girlscouts-gsci.org) or 888-623-1237.

**Questions about our properties:** visit our website at [www.getyourgirlpower.org](http://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 not 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, and 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 and 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

- **Contain Fire/Close Doors** – close all doors in the area where the fire is located, ensure that all doors in all areas remain closed
- **Extinguish 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 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.