

Training Manual



Bay Area Council Coastal District

Lisa "**Boots**" Stegman, Camp Director
Tom Franko, Webelos Program Director
Andy Tirpak, Assistant Webelos Director
Patsy Franko, Cub Program Director
Alan Donihoo, Assistant Cub Director

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Purpose of Cub Scouting

“The purpose of this corporation shall be to promote, through organization, and cooperation with other agencies, the ability of boys to do things for themselves and others, to train them in scout craft, and to teach them patriotism, courage, self-reliance, and kindred virtues, using the methods which are now in common use by Boy Scouts.” In achieving this purpose, emphasis shall be placed upon its educational program and the oaths, promises, and codes of the Scout program for character development, citizenship training, mental and physical fitness.

The Boy Scouts of America has defined the purpose of Cub Scouting as follows:

1. Influencing the development of the boys' character and spiritual growth.
2. Developing habits and attitudes of good citizenship.
3. Encouraging good sportsmanship and pride in growing a strong mind and body.
4. Strengthening the ability to get along with other boys and to respect others.
5. Fostering a sense of personal achievement by developing new interests and skills.
6. Showing how to be helpful and do one's best.
7. Providing fun and exciting new things to do.
8. Preparing boys to become Boy Scouts.

KISMIF

Keep It Simple, Make It Fun!

Day Camp Objectives

Day camping has been a part of the Cub Scouting program for many years and serves to introduce the younger boys to the adventures of the great outdoors and the Boy Scout program. The objectives of a Cub Scout Day Camp are:

1. To strengthen the operation of dens and packs through training in teamwork, leadership, and the skills of Cub Scouting.
2. To provide advancement opportunities for Cub and Webelos Scouts as a part of the natural camp setting and program.
3. To encourage and prepare Cubs to become Boy Scouts.
4. To achieve Scouting's basic purposes of character development, citizenship training, and the development of personal fitness.

HOWEVER, IT IS ESSENTIAL THAT ALL OF US RECOGNIZE THAT THE MOST IMPORTANT PART OF CAMP IS TO HAVE **FUN**, BOTH FOR THE BOYS AND THEIR LEADERS!!!!

Being a member of any camp staff involves long hours and hard work. We should remember that our example will have a great influence on every boy in camp. Everything we say and do will be picked up by our campers. Our Cub and Webelos Scouts are at an age where they select examples to model themselves after, and you could become one of those examples! While perfection may be an impossibility for any of us, striving for it should be our goal. The fact that you have volunteered your time is a great credit to you and we are confident that you will do an outstanding job.

A BIG Thank You
from the Camp and Program Directors!

Key Camp Staff

Camp Director	- Lisa “Boots” Stegman* 832-385-5217 c 281-557-9586 h
Cub Program Director	- Patsy Franko* 409-682-1869 c 409-419-1106 h
Asst. Cub Program Director	- Alan Donihoo 409-457-3858 c
Webelos Program Director	- Tom Franko* 409-419-1106 h 409-682-0421 c
Asst. Webelos Program Director	- Andy Tirpak 409-771-7348 c
Registration Director	- Cindy Crookston 713-298-1195 c
Aquatics Director	- Julie Martin*
Health Director	- Carol Beason
Range Director	- Scott Stegman
Tot Lot Director	- Shawna Peek
Logistics Director	- Roger Boyer

* BSA National Camp School Trained

Staff Qualifications

Adult Staff

- ◆ Be an adult at least 21 years old and of acceptable character
- ◆ Demonstrate the ability to work with and instruct children
- ◆ Be responsible to the Camp Director
- ◆ Ensure that the boys are signed in and out each day
- ◆ Assist and supervise the boys in the den
- ◆ Assist in the program areas as needed so that the boys make the most of their opportunities
- ◆ Be knowledgeable of the Cub Scout and Webelos program
- ◆ Complete Youth Protection Training on-line within past two years and provide copy of certification card to the Camp Registrar to check off
- ◆ Have completed the Staff Registration, BSA Application, and Class 1 Medical Forms

Junior Staff

- ◆ Be at least 15 years old and of acceptable character
- ◆ Demonstrate the ability to work with and instruct children
- ◆ Assist the assigned program activity director to demonstrate the skills necessary to complete the selected projects or activities
- ◆ Serve as den leaders, den chiefs, or assistants to the session leaders, range masters
- ◆ Complete Youth Protection Training on-line within past two years and provide copy of certification card to the Camp Registrar to check off
- ◆ Have completed the Staff Registration, and Bay Area Council Camp Medical Forms

Job Descriptions

Den Leaders

- ◆ Be responsible to the Camp Director
- ◆ Attend a camp training session (June 7rd or 9th)
- ◆ Attend one of the camp walk throughs and setup during the weekend prior to camp (June 9rd or 10th)
- ◆ Be at camp by 3:30, Monday – Friday, or at the designated time or days as listed on the camp staff registration form
- ◆ Lead your den to the different activity areas according to the camp activity schedule
- ◆ At least two den leaders are required to remain with the boys in their dens at all times (two deep leadership)
- ◆ Assist the session leaders with the activities the boys are working on
- ◆ Be prepared to help the boys who may not have finished their craft, projects, etc. This may be performed during “den time” each day
- ◆ Your den will have a daily “den time” on Monday – Thursday during which the following can be performed:
 - ❖ Teach or assist the boys with a den song, yell, and wagon decorations. These activities will be judged during the week and awards will be presented on Friday
 - ❖ Teach and demonstrate the bucket activities including crafts, games, etc.
- ◆ Keep achievement records, i.e., log books, up to date and pass on books to parents at end of camp on Friday to be applied to their Scout handbook
- ◆ At the end of each day it is mandatory to remain with the boys until all have been signed-out by their parent, guardian, or assigned adult
- ◆ Provide completed den sign-up sheet to Camp Director at end of each camp day
- ◆ Ensure any junior staff members, assigned to your den, have been “picked up” by their parent, guardian, or assigned adult
- ◆ At the end of the day on Friday, complete the camp survey form and return to the camp information table
- ◆ Provide Log Books to Scouts at end of camp on Friday.

Session Leaders and Assistants

- ◆ Be responsible to the Camp and Program Directors
- ◆ Session leaders must be at least 18 years of age; session assistants must be at least 14 years of age
- ◆ BB / Archery range master must be at least 21 years of age; range master assistants must be at least 16 years of age
- ◆ Attend camp planning meetings prior to camp
- ◆ Work with the Program Directors to plan a rank and theme appropriate program session
- ◆ Attend a camp training session
- ◆ Attend one of the camp walkthroughs and setup during the weekend prior to camp
- ◆ Be at camp by 3:30, Monday – Friday, or at the designated time or days as listed on the camp staff registration form
- ◆ Each session leader is responsible for the materials and set-up of their specific activity area
- ◆ Submit a list of camp supplies, for inventory purposes, to the Camp Director
- ◆ Each session leader is responsible for the storage and safe-keeping of session supplies for their assigned area during off-hours of the camp week
- ◆ Plan and carry out the program activities as outlined by the Program Director
- ◆ Conduct the program activities according to the den activity schedule
- ◆ Organize the boys as soon as they arrive in your area and get them started on the activities as quickly as possible.
- ◆ Demonstrate or show the boys a sample of the activity and assist as needed.
- ◆ Keep the boys in your activity area until the end of the session. Do not let the boys wander off in the middle of the session.
- ◆ Assist the den leaders with the achievement records.
- ◆ At the end of the day on Friday after taking down camp, please complete the camp survey form and return it to the camp information table

Maverick, Mustang, Tot Lot Directors and Assistants

- ◆ Be responsible to the Camp Director
- ◆ Directors must be at least 21 years of age; assistants must be at least 14 years of age
- ◆ Attend camp planning meetings prior to camp
- ◆ Work with the Program Directors and craft session leaders to obtain craft and camp supplies
- ◆ Plan and prepare an age appropriate program with a flexible schedule
- ◆ Maverick and Mustang program directors may include Boy/Girl Scout rank achievement activities and other appropriate Scout crafts, games, etc.
- ◆ BB/Archery ranges will be open on Friday evening for Mustangs and Mavericks
- ◆ Attend a camp training session
- ◆ Attend one of the camp walkthroughs and setup during the weekend prior to camp
- ◆ Be at camp by 3:30, Monday – Friday, or at the designated time or days as listed on the camp staff registration form
- ◆ Submit a list of camp supplies, for inventory purposes, to the Camp Director
- ◆ Directors are responsible for the storage and safe-keeping of supplies for their area during off-hours of the camp week
- ◆ At the end of the day on Friday after taking down camp, please complete the camp survey form and return it to the camp information table
- ◆ Provide achievement records to Scouts at end of camp on Friday

Administrative Issues

Camp Security

IDENTIFICATION OF STAFF MEMBERS AND CAMPERS

The campsite is a private ranch; therefore, it is unlikely that people in the area will not be part of the Twilight camp program. Everyone in attendance at Twilight camp, adults and youth, must wear this year's camp T-shirt. This is for security reasons as it signifies a properly registered participant in the camp program.

BUDDY SYSTEM

Whenever campers are away from their den area, the buddy system **MUST** be used. This is for both security and safety reasons.

IDENTIFICATION OF CAMP VISITORS

Bona fide visitors are always welcome to the Day Camp. The facilities are open and available for others to use for a legitimate reason. The possibility, however, does exist that people may enter camp with the purpose of creating a disturbance or disruption to the camp program.

All persons visiting Day Camp are to be referred to the Camp Director upon arrival in camp. This procedure will allow for a quick determination of a visitor's intent and allow for appropriate action. A guest book will be provided for this purpose. Positive identification will be required. There will be a sign at the entrance to camp informing visitors of the policy. A special visitor's name tag will be given, which will easily identify the person as a legitimate visitor. (A secondary benefit is that this enables staff of the camp to extend courtesies to visitors and assist them when necessary). When they leave camp, guests should sign out so that the Directors will know who is on camp property at all times.

**ALL VISITORS MUST REGISTER AT THE CAMP INFORMATION TABLE
LOCATED AT CAMP HEADQUARTERS!**

Child Drop Off & Pickup

- The **general drop off and pick up plan** is to minimize the need for parents to park and get out of their cars to drop their boys off at camp. The arriving parents will be directed to enter the second gate into Shamrock Ranch on the berm road, then directed between the barns and stop at the flagpole, as shown on the camp layout. After dropping off or picking up their Cub(s), the vehicles will exit the camp via the road next to the house and flagpole as directed by camp staff. Staff will enter through the same gate but proceed past the barns to the outer loop for parking. There will only be one way on the roads. No backing up, and no entrance through the main gate, this will be for exit only. Staff parking is along the back pasture. Do not park along pond or in the center barn/flag area.
- **On the first day of camp (Monday)**, several camp staff will be waiting at the flagpole with clipboards to meet each arriving vehicle. Two Registrar assistants will have clip boards prepared that holds a list of all registered Cubs in alphabetical order. The Cub can be dropped off only if that cub has a "Green Card". If not that parent must park and proceed to the registration area to complete missing registration pieces.
- **Upon successful check in at the flagpole**, the Cub(s) will exit their parent's vehicles and be directed by camp staff to their Den Assembly Area. Camp Staff will stop traffic while vehicles are either loading or unloading.
- **For those parents needing to complete registration forms**, they must park as directed and proceed to the Registration table at Camp Headquarters. Once the correct forms have been provided to the Registrar, the parent will be asked to sign at the appropriate spot for having dropped off their Cub(s). After designating who will be picking up the Cub(s), a sign for the dashboard will be provided to identify the child for pickup for the rest of the week.
- Parents arriving on **subsequent days to drop off** will follow the same procedure, but without the need to check for camp registration forms.
- **The Den Leader** will check the child in on a Den Daily Attendance record upon arrival at the Den Assembly Area. The Den Leader is now responsible for that child until the parent or designee signs out for them.
- **All normal time (8:45 to 9:00 PM Monday thru Thursday) pick ups** will require parent or adult picking up the child from camp to follow the same directions and route used for drop off. Camp Staff will direct traffic. Camp staff (at the restroom end of the main barn) will stop each car entering camp for pick up and view an 8.5" x 11" card on the dashboard with each Cub's

Den # (e.g. Wolf Den 2) and name. Camp staff will radio the barn for camp staff with a bull horn or public address system to call out the den number and Cub's name. The Cub will go to the barn door facing the Health Lodge and wait for their ride to stop. Camp staff will then check the name card on the vehicle's dashboard with the name of the person identified at drop off to be picking up the Cub(s) and compare to their driver's license. Anyone not complying with this procedure must park and see the Camp or Program Director. Upon successful completion of the identity check, the parent or designated adult will sign the Den Daily Attendance record indicating that they have picked up the Cub(s).

- **Camp staff will question pick up drivers and inspect their driver's license** to compare license name with the names of allowed pick up names listed on Youth Registration forms filed on site or in the Den's Daily Attendance record.

EARLY CHECK-OUT FROM CAMP

It may be necessary for a camper to leave camp before the scheduled end of the camp day. Authorization must be provided by the custodial parent signing the permission slip. Otherwise, the Camp Director must be informed. Do not dismiss any child from your group without registration signing him out.

Hours of Operations

Day Camp will run from 4:00 p.m. to 9:00 p.m. Staff members must be in camp no later than 3:30 p.m., Monday – Friday, unless specified on their staff registration form. A bulletin board will be provided at the Camp Headquarters to provide pertinent camp information. Do not leave until all of your boys have been signed out and picked up. Sign in sheets need to be turned in before leaving each night to ensure that all are safe.

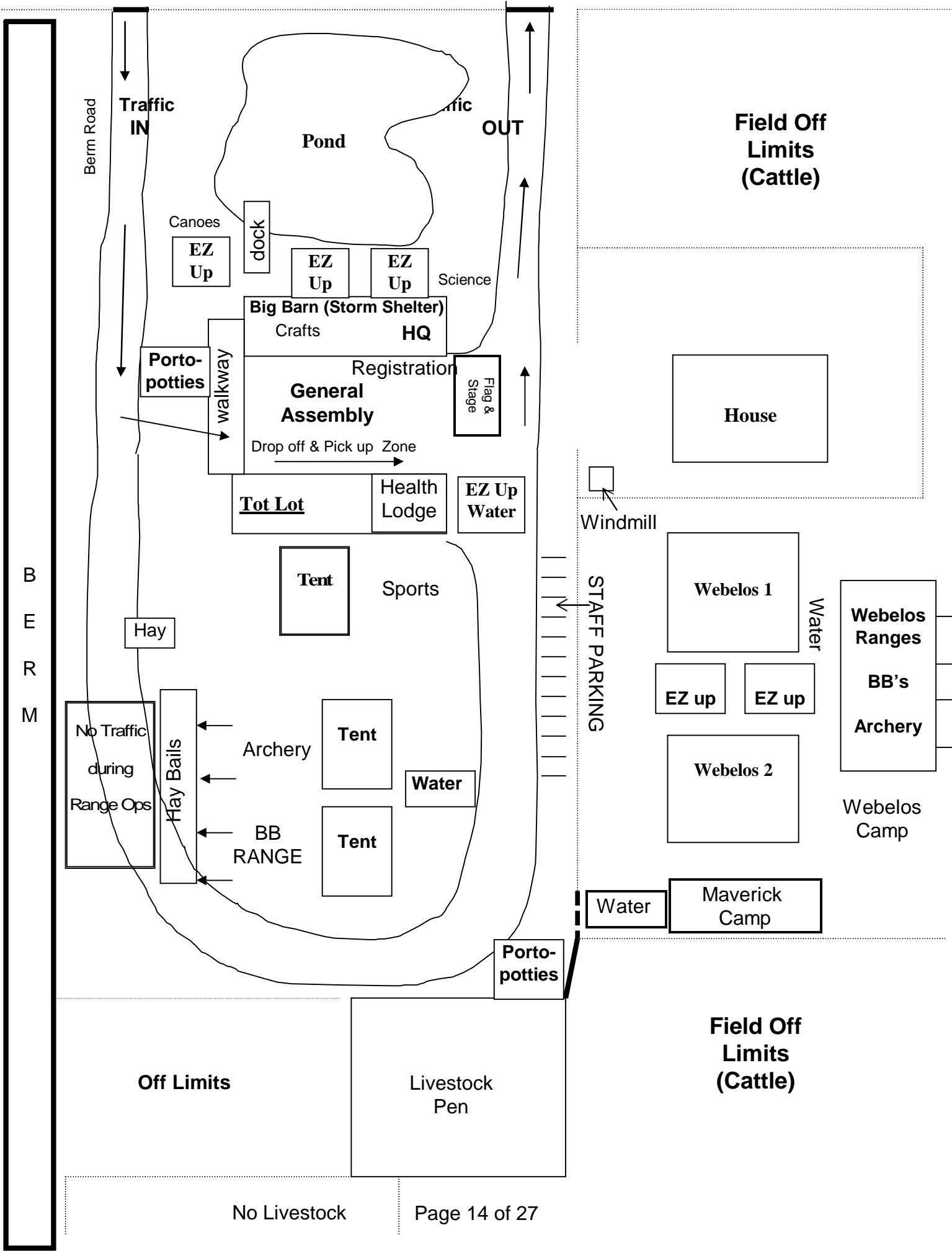
Camp Setup & Takedown

Camp set up will be combined with the camp walk through on June 14th and 15th. Everybody's involvement will minimize the work load and increase your familiarity with the camp. Please plan to attend at least one setup day that will last about five hours on Saturday (June 14th) from 10:30 AM to 4:30 PM and Sunday (June 15th) from 2:00 to 7:00 PM.

Again, with everyone's help on Friday June 20th, the camp needs to be taken down and packed. Please plan on extended departure time for this.

Daily Setup & Cleanup

Setting up and taking down equipment in camp is everybody's responsibility. Session area personnel are responsible for their materials. If everybody does their fair share, then cleanup should go smoothly and not be too taxing on any one group.



Den Leader Orientation

Camp Rules

- **Every child must be signed in and out!** Do not leave until a parent or guardian has signed for each and every child.
- Anyone failing to wear the appropriate camp uniform will not be allowed to participate. Closed toe shoes must be worn at all times.
- The **Buddy System** will be in effect at all times. Boys may not leave their assigned den to go anywhere without their buddy. Any boys leaving their assigned den must have their den leader's permission. Campers that violate this rule must be sent to the Camp Director.
- Treat others with respect and kindness. Take turns, share, and encourage others.
- All staff and campers must use clean and courteous language. No profanities, "put downs," or teasing. Campers that violate this rule must be sent to the Camp Director.
- No physical violence or abuse, including throwing rocks, sticks, or other dangerous objects. Campers that violate this rule must be sent to the Camp Director.
- Discrimination will not be tolerated.
- **The BB gun and Archery range rules will be strictly enforced.** After the first violation, the camper(s) will not be allowed to participate for the remainder of the day. After the second violation, the camper's range privileges will be revoked for the remainder of camp.
- No campers or staff are permitted in fields with livestock.
- Leave anthills and wildlife alone.
- Walk, do not run, during camp, except for appropriate sports activities.
- Do not climb on trees or fences.
- Stop what you are doing when you hear a camp whistle or siren.
- Throw all trash in the proper containers.
- Do your best at everything you do.
- **Any camper repeatedly breaking camp rules will be sent home to return the next day with their parent.**

IMPORTANT INFORMATION FOR LEADERS

HAVE FUN !!!

1. On arrival at 3:30 p.m., please check in at the central location to check for changes to the daily schedule and any other necessary information. We are going to try to have announcements on paper or a bulletin board so that we will use less of the boys' time. Make sure you have everything you need in your bucket.
2. If for any reason you cannot be at camp, please contact Camp Director, Lisa "Boots" Stegman, 281-557-9586 h or 832-385-5217. Webelos Program Director, Tom Franko, at 409-682-0421, Cub Program Director, Patsy Franko, at 409-419-1106, as soon as possible so that a replacement may be found for you. If this means 11:00 p.m. the night before or 6:00 a.m. the morning of camp, so be it. However, please give us as much notice as possible as you can.
3. Allow yourselves at least 30 minutes before camp starts to gather supplies and information needed for the day. Allow time at the close of camp to put away your supplies and tidy up your area.
4. You will be assigned a cub rank and den number at the camp walk through prior to the first day of camp.
5. The District requires that we keep daily attendance records of everyone at Twilight Camp. Den Leaders are asked to turn their den attendance records in to the Camp Director each day at the end of the first activity session.
6. Please make yourself available to help session leaders with the boys. Please make sure that all of the boys' crafts, scarves, cups, etc. are clearly marked with their first initial, last name and Pack number. The end of each activity session will be signaled by one (1) long blast of the horn. Dens (patrols) should proceed to their next activity in an orderly fashion, according to the daily schedule.
7. NEVER leave your den without supervision! Please make arrangements for another leader to supervise the den in your absence. REMEMBER TWO-DEEP LEADERSHIP!!!
8. NEVER send a Cub Scout anywhere alone!! ALWAYS use the buddy system, even when moving from one activity area to another.

9. Do not call a parent from Twilight Camp for any reason without conferring with the Camp Director. The boys will not be allowed to use the phones unless the Camp Director has determined an emergency.
10. Boys at camp will receive a Log Book in which their achievements completed at camp will be recorded. Den Leaders will be responsible for recording in the books. Please keep track of your Cubs' achievements on a daily basis. At the end of the week the Log Book goes home with the Cub.
11. In the event rain washes out any of our outdoor sessions, we will TRY to reschedule the sessions later on in the week.
12. Only leaders are permitted in the storage area. This is where supplies are to be kept for safe keeping overnight. A lost and found box will be kept at the central location. Do not ask for duplicates (cups, scarves, etc.), until you have checked the box.
13. Be prepared to offer assistance in a dignified manner with sensitivity and respect when dealing with those with a disability.
14. Please fill out your evaluation sheet, which is located at the back of this manual, and return it to us at the end of the camp week. This will help us plan an even better program for next year!

DISCIPLINE MANAGEMENT PLAN

Disciplinary problems will be handled by the Camp Director and/or Program Director.

- | | | |
|----------------|---|---|
| FIRST OFFENSE | - | Warning by Den Leader. |
| SECOND OFFENSE | - | Time out. Notify Camp Director or Program Director. Conference with a Director and one other adult. |
| THIRD OFFENSE | - | Removal from activity area. The Camp Director will decide on the course of action to be taken. |

Remember to be as patient and tolerant as possible. If the problem becomes distracting where it is ruining it for the rest of the den, then action needs to be taken.

STAFF – ADULT AND SCOUT VOLUNTEERS

PLEASE:

- Be friendly, courteous, patient, helpful, and considerate to the boys, parents, and other staff members.
- Arrive at camp early enough to prepare for each day's sessions and to receive any information or schedule changes from the camp leaders.
- The den area you occupy is your "Camp Home" for the week and you and your boys are responsible for its cleaning each day.
- No abusive language, aggressive behavior, smoking, chewing gum, or chewing tobacco in front of the Scouts.
- Den Leaders must participate in camp activities, such as openings, closings, and special events, with their boys.
- Proper camp uniform will be this year's Twilight Camp T-Shirt worn with walking shorts, skirt or jeans. No short-shorts, spandex or mini-skirts. Shoes must be worn at all times. Closed toed shoes are required. No sandals, please.
- Police your area for hazards and trash at the beginning and the end of each day.
- All staff members must remain at camp each day until after the closing announcements regarding the next day's activities.

CUB SCOUTS

- Walk, do not run, while at camp.
- Shoes must be worn at all time. No open toed shoes allowed.
- Take turns and share; be kind and helpful to one another.
- NO CHEWING GUM ALLOWED AT CAMP.
- No personal property is to be brought to camp.
- Throw trash in the proper containers.
- DO NOT CLIMB ON FENCES, TREES OR OTHER ITEMS.
- Stay with your own den and obey your leaders.
- Do not throw rocks, stones, dust, dirt, or sticks.
- No horseplay; keep hands to selves, respect property of others.
- Use the buddy system at all times.
- **Remember to DO YOUR BEST in everything.**

Parking & Transportation

- Staff Parking will be either along the sports field fence row or at the Haak Winery (if fence row is muddy). Transportation to and from the winery will be provided by the camp.
- Staff parking is to be completed by 3:30 PM.
- Adult staff will direct traffic and pedestrians in a safe manner.

Camp Awards

Camp awards fall into two categories: Individual and Den.

Individual Awards

Beads to be presented to scout upon completion of various camp activities. by the den leaders for activities, such as:

- drinking water
- going to the restroom
- participating in Cub Activity
- cleaning up their area after the meal
- activity directed by the Range Masters
- Additional beads may be used for specific individual acknowledgement at the discretion of the Den Walkers.

Den Awards

Daily Den Awards will be presented at opening and closing by the Camp Director. These will be for:

- Den Spirit
- Den Leave-No-Trace

Friday's Family Event for flag and wagon competitions between Dens Award categories will include the following:

- Best of Camp
- Theme
- Cubbiest
- Most Original

On Friday special individual recognition (one from each den) will be given for those Scouts who really are Scouts through and through.

Health and Safety

A safe camp is a fun camp. There is no quicker way to spoil an outdoor experience than to have an accident or not be prepared for emergency situations. The camp staff should be alerted to any potential dangers around camp. Once identified, hazards should be immediately corrected, removed or visibly marked. Campers should be reminded frequently that, for their safety, camp rules are to be followed at all times.

Be sure to send all campers, including their buddies, to first aid, even for the smallest scratch. The Camp Director must be notified promptly if a camper is injured or ill.

- ◆ Do not alert the entire camp.
- ◆ Do not contact authorities.
- ◆ Do not contact the parents.

If the cause or extent of the illness or injury is not obvious or if the injury or illness is serious in nature, then the victim should be kept at the scene to await the first aid personnel. Den leaders should not treat the injury themselves.

If a boy should be taken to the First Aid station, then his buddy, and one of the den leaders, or a staff “runner”, should escort the injured boy to the aid station.

All medicine, including prescription or over-the-counter, must be turned in to the First Aid station at the beginning of camp. No child will be allowed to take medication without prior approval. The campers are not allowed to carry medications with them in camp. The only exception is inhalers. The inhaler must still be checked in at the First Aid station.

The Buddy System

The Buddy System will be in effect at all times to ensure the whereabouts and safety of our campers. On the first day of camp, Den Leaders are to divide their den members into pairs of two. If a den has an uneven number of boys, one pair should include three members. If for any reason, a boy must leave his den, he is to be accompanied by his buddy(s) to and from their destination.

FIRST AID

All accidents or illnesses should be reported to the person in charge of First Aid (the Camp Medical Director). This is a requirement even if it seems to be a minor injury or illness. Minor cases will be treated in camp and recorded in the First Aid Log. More serious cases must be reported to the Camp Director as well as the First Aid Person so that proper BSA procedures can be implemented.

General: If a youth is down and not moving, extreme caution is mandatory. There is always the possibility of a head or neck injury. If no one saw the child go down, or if rough play or action preceded the fall, the child should be checked without moving him or her. If a head or neck injury is suspect or determined, the child **MUST NOT MOVE!** Under no circumstances must someone with a head or neck injury be moved except by trained professional Emergency Medical Technicians (EMTs) with proper equipment! If necessary, staff or adult leaders must keep the child from moving until help arrives. Note: If a child collapses due to fatigue or heat, and is seen to fall, precautions against head or neck injury are not as critical.

In case of serious injury or illness, the Camp Medical/Health Director and Camp Director shall be notified. Walkie talkies are located with key staff personnel and at various session areas throughout camp. The following guidelines should be followed while sending for the Camp Medical/Health Director:

1. **Breathing has stopped:** Give CPR only if trained and needed. Those who are CPR certified will have a mouth guard in their supply bucket. And they will be identified by a First Aid Patch to be worn on their sleeve.
2. **Choking:** If trained in American Red Cross procedure for choking – go ahead! Otherwise, obtain a first aider IMMEDIATELY!!!
3. **Bleeding:** Control bleeding by pressing on the wound; elevate wounded body part. USE GLOVES PROVIDED IN YOUR SUPPLY BUCKET.
4. **Nosebleeds:** To stop a nosebleed, have scout pinch the bridge of the nose and sit with head bent slightly forward to avoid pooling/congealing of blood in the primary sinuses (which could conceivably become a choking hazard). USE GLOVES. Wet two small pieces of cotton with peroxide. Squeeze out and insert into the lower part of each nostril. Press with your thumb and index finger on either side of the lower part of the nostril, or press over the pulse in the upper lip. Do not talk, eat, drink or move nose too much. Do not change cotton unless you have to.
5. **Poisoning:** Save container poison came from and call Poison Control Center or Physician. **Do not automatically give milk or water! Do NOTHING** until the

poison agent is known! In fact, the specific words from the Poison Control Center are: Before you do ANYTHING..... CALL THE POISON CENTER... 1-800-222-1222. Do not give liquids to the unconscious.

6. To **prevent shock**, keep the injured person lying down, calm, and comfortably warm.
7. **Check for other injuries**.
8. **Minor burns**: immerse in cool water. For severe burns, cover with layers of clean, soft, dry cloth. DO NOT remove clothing that has burned to the injured person.
9. **Fractures**: Keep broken bones and joints near the fracture site still. Splint only if trained and needed.
10. **Heat Stress/Exhaustion**: Move victim to a cooler area, loosen clothing, elevate feet, and give sips of COOL water. TO AVOID HEAT STRESS/EXHAUSTION, wear light, well-ventilated clothing, and a hat. Walk (don't run) from one activity area to the next. And DRINK, DRINK, DRINK plenty of fluids.
11. **Snake bite**: Keep the victim lying down and calm. Immobilize the area bitten as if broken. Identify the snake or get a description of the snake if at all possible. DO NOT try and kill the snake or go after it. Keep the other children away from the area.
12. **Insect bites or stings**: Keep victim lying down and calm, apply ice. Try to determine what stung or bit the victim. Do not attempt to remove honeybee stingers. Fire ants need to be picked off, not brushed off. Ticks need to be removed by the First Aid person only.

Emergency Procedures

Because of their unpredictable nature and countless forms, emergencies are difficult events to plan for. However, once they occur, it is often too late to develop a plan of action to effectively offset their consequences. Emergency situations are generally accompanied by three serious side effects – panic, inaccurate information, and misinterpreted instructions – which tend to hamper corrective actions. The following procedures are intended as a guideline. **Remember that calm, sensible action and accurate communication is essential in handling an emergency situation.**

General Instructions

- 1) The Camp Director or Program Director is to be notified immediately of any emergency situation and given as detailed a report as circumstances permit.
- 2) Upon notification of an emergency situation, the Camp Director, or the Program Director will determine if a camp-wide alarm is to be sounded.
- 3) The signal for a camp-wide alarm is three short blasts of a whistle or horn sounded in succession. This signal will be repeated several times.
- 4) Upon hearing the alarm, each Den Leader will assemble their den at the assigned session area. Should the den be away from an assigned session area, they will report to a session area immediately.
- 5) Muster reports, either “all present,” or the name and location of any missing person, will be given by each Den Leader to the session leader. The session leader will relay the muster report, including their session staff, to the Camp Director.
- 6) If the alarm is sounded when a den is not in a session area, but is located close to the Camp Headquarters, then the den leader may relay their muster report directly to the Camp Director.
- 7) Following the muster report, the Camp Director will issue additional instructions. Under No Circumstances are the campers to be released to anyone until directions are given to do so.
- 8) Common sense should dictate the actions of all camp staff. The primary responsibility of all camp staff is to provide safety for all campers. At all

times, keep the Camp Director expeditiously and accurately informed of actions.

Specific Instructions

Flood

Although flooding is a remote possibility, it is possible in this area. Should flooding occur while the camp is in session, a camp-wide alarm will be sounded. Follow the general emergency instructions.

Fire

In the event of a fire, a camp-wide alarm will be sounded. The Camp Director will notify the Fire Department. Follow general emergency instructions.

Tornado or Severe Thunderstorm

The Camp Director in conjunction with local authorities will determine if an emergency situation exists. Should a camp-wide alarm be sounded follow the emergency instructions. If a tornado or severe thunderstorm is reported in the area, then all campers and staff should use the main barn as refuge.

Lost Child Search Plan

- 1) The Camp Director will send staff “runners” to each station. The session leaders will be notified of the lost child and instructed to take a head count of the dens in their area. Each staff “runner” will be sent back to the Camp Director with their counts.
- 2) If the child is not found during the head count process, a camp-wide alarm will be sounded. All dens will go to their assigned assembly area near the Camp Headquarters.
- 3) Adult and junior staff will be sent to search all nearby areas including woods, bathrooms, fields, and buildings.
- 4) If a lost child is not found, the Camp Director will notify the child’s parents and explain the situation to them. Phone numbers to reach the Camp Director will be provided to the parents. One person, including a parent, sibling, or neighbor, should remain at home, until the child is found. The Camp Director will wear a cell phone during all camp hours. (832-385-5217)
- 5) If the child is not found with a local search, the Camp Director will immediately notify the local authorities. The Camp Director should have the child’s name, address, home phone number, emergency number, and physical description ready for the authorities. All pertinent information about the child is to be given to the authorities to aid in the search including last known location, mental or physical disabilities, attitude, family issues, and medical conditions. In order to remain in contact with authorities, the Camp Director will provide them his name and phone number.
- 6) Once the Camp Director has determined that the lost child is probably not within the Shamrock Ranch premises, the dens will return to the assigned session areas.