



CAMPING GUIDE

TREFOIL ADVENTURE CENTER

168 Rose Road - Harrisville, NY 13648

RANGER: There is a Ranger in residence at/near each camp/outdoor program center. The Ranger should be contacted in the event of a serious facility problem and/or concern about security within the camp. Rangers complete a pre-occupancy inspection to prepare the property for your arrival and will complete a post-occupancy report after your departure. Rental groups are responsible for the general housekeeping of their facility during their stay. Please remember to leave the space better than you found it.

Amahami:	Larry Warren	800-943-4414	ext. 2801	LWarren@gsnypenn.org
Comstock:				
Hoover:	Rob Rutter	800-943-4414	ext. 2804	RRutter@gsnypenn.org
Trefoil:	Don Snider	800-943-4414	ext. 2807	DSnider@gsnypenn.org

OUTDOOR PROGRAM MANAGERS: If you have questions about programming at one of our properties and/or need help finding a lifeguard or other programming help, please contact one of our Outdoor Program Managers (one for each of our properties).

Amahami:	Katie Falank	800-943-4414	ext. 2412	KFalank@gsnypenn.org
Comstock:	Mandi Miller	800-943-4414	ext. 2048	MMiller@gsnypenn.org
Hoover:	Becca Scheetz	800-943-4414	ext. 2125	BScheetz@gsnypenn.org
Trefoil:	Betheny Jennings	800-943-4414	ext. 2216	BJennings@gsnypenn.org

Please be sure to return all paperwork and direct any reservation questions or changes to (email preferred):

Girl Scouts of NYPENN Pathways - ATTN: Program Assistant
 8170 Thompson Road – Cicero, NY 13039
 Phone: (315) 698-9400
 Fax: (315) 698-9500
 email: reservations@gsnypenn.org

TELEPHONE: There is a telephone at each camp, for emergency use only. The list of phone numbers to call to contact emergency services is posted near the phone, and is in your confirmation materials. Any long distance calls the group makes, should be made collect or by calling card. Cell phones should not be relied upon for communication as they are not dependable at all locations.

ARRIVAL/DEPARTURE: The facility you reserved has been previously prepped & unlocked by the ranger before your arrival. The ranger will not meet you upon your arrival unless you have made previous arrangements. **Arrival time is 3 PM** (unless previously arranged). **Departure time is 1 PM** (unless previously arranged). Your confirmation materials will state your arrival and departure times. **Upon departure** return any equipment you checked out to the appropriate location. You do not need to check out with the ranger. Please contact council if you would like to arrange for Early Arrival or Late Departure for an additional fee.

PROPERTY USE REPORT:

After your stay, please use the following link to complete your [Property Use Report](#) electronically within a week after your stay. The information that you provide on this report is **very** important for us to continue to provide safe facilities and better programming.

SUPERVISION OF CHILDREN: All Troops, youth groups, etc., must follow at least the minimum ratio of children to adults as follows (see chart). We recommend that groups maintain a 'rule of three' at all times to minimize risk and group leaders should advise all participants in this rule. Adults should avoid being in a one to one situation with youth. This is especially applicable to restroom and shower use, the healthcare setting, special needs campers requiring special care, behavioral needs for one to one conversations, and program design. The party responsible for the reservation is responsible for the supervision of all parties and activities.

Grade	2 (unrelated) to every:	Plus 1 adult to each additional:
K-1	6 children	4 children
2-3	12 children	6 children
4-5	16 children	8 children
6-8	20 children	10 children
9-10	24 children	12 children
11-12	24 children	12 children

HOUSING: In order to ensure and protect the privacy of all at our program center, males will sleep in quarters separate from

2019 -2020
females.

OTHER GROUPS: You have exclusive use of the areas that you have reserved. Other groups may share the common areas. If you have not reserved the whole camp, please expect that you may be sharing some facilities with other groups.

QUIET HOURS: Please observe quiet hours from 10 p.m. until 7 a.m.

REGISTERED MEMBERS - EVERY GIRL (grades K-12) and EVERY ADULT participating in Girl Scout programs (including group camping) must be a registered member of GSUSA. Adult volunteers, including chaperones for overnight events, must have completed a volunteer background clearance prior to any overnight activity. The troop/group must purchase additional non-member insurance for any non-registered child (any girl under the age of 5 years and boys under the age of 18 years). NYPENN troops and SUs can request this a info@gsnypenn.org.

SAFETY - In the event of a weather-related emergency, the camp's main lodge is the primary location to seek shelter during a storm (thunder/lightning), depending on severity. In the event of a mild/moderate storm, groups are advised to stay put in their cabins/tents/pavilions if already near or under cover.

WATERFRONT: The waterfront is only available to those who have reserved it and will meet the NY State Department of Health regulations for supervision of waterfront activities. No swimming, wading, or boating is otherwise allowed. All groups must provide a Waterfront Lifeguard for each area of the waterfront being used whose certifications have been approved by council and the Health Department. **You must receive this approval in order to use the Waterfront for swimming, wading or boating.** No exceptions.



PARKING: Passenger cars may be unloaded near their assigned unit. The car should then be moved to the designated parking area. Vehicle use is restricted in order to keep a safe walkway for pedestrians and clear pathway for emergency vehicles. If there is a participant in your group who will need transportation within the camp, please speak with the Ranger.

WINTER USE: Primitive camping sites are not plowed, you will need to plan accordingly when reserving one of these sites.

PORTABLE HEATERS: Propane and Kerosene heaters are **not** allowed.

RUNNING WATER is only available May 1-Oct. 15 to many units. Please contact the ranger to confirm if your unit has running water, if you are staying between Oct. 16 and May 1. During Winter Availability (Oct. 16 to May 1) you may only have access to a latrine, as water is shut down to shower houses.

EQUIPMENT: Groups are responsible for proper storage and usage of personal sport equipment. Groups must bring their own equipment to carry out their planned program, including meals. Basic supplies such as toilet paper, paper towels, garbage bags, and hand soap will be available at all properties. Please note, just because an item was at the property the last time you visited does not mean it will still be there, as our properties experience many visitors which results in wear and tear on supplies and amenities.

WOOD SUPPLY: **Please do not bring your own firewood.** Insects and diseases can be in, on or under the bark of firewood, or even deep within the wood itself. Transporting firewood can move pests that ordinarily travel slowly on their own hundreds of miles in a single day. **Please use the firewood provided at camp.** Should you run out of firewood, check the firewood sheds located on each property.

TRASH: Please separate garbage and recyclables. Garbage should be placed in a sealed plastic bag and placed in appropriate trash receptacle outside of the respective building. No trash should be left in bags without being placed in a secure trash receptacle. Please place all recyclables in proper marked receptacles. Grease should be placed in an approved container and left onsite for proper disposal by the ranger. **Do not put grease in a sink drain or other non-approved container.** Do not place grease into the soil. Garbage at Hoover should be brought to the dumpster by Mark Lodge.

HOUSEKEEPING: Each site will have a designated place with brooms, dust pans, rake, shovel, saw, pails, brush and disinfectant. Lodges will have wet and dry mops available. Troops should provide their own disposable gloves for cleaning and bring dishwashing supplies. A cleaning disinfectant product will be available at all camps/program centers for your use. Please read your confirmation to determine how you will refrigerate perishables. You may need to provide ice and cooler in some of the more primitive areas.

NO USE OF ALCOHOL AND DRUGS: The use of alcohol is prohibited from Council property and Council-sponsored events with the exception of designated events approved by the CEO. Absolutely no alcohol is permitted when there are children on the

2019 -2020

property. No illegal drugs are allowed on council property.

NO SMOKING: There is no smoking permitted in any council building - or in any tent or shelter. If necessary designate a small safe outdoor area as a smoking area. Do not leave any trace of the cigarette in or on the ground (including fire circles).

NO HUNTING: There is no hunting or trapping on the property. Firearms or weapons of any kind are prohibited.

NO ANIMALS: Groups are not allowed to have pets on property. Animals being used as a part of a program must be approved by the Outdoor Program Manager.

WILDLIFE/UNKNOWN ANIMALS: They should be observed but not approached by the campers. If an animal does not run away when disturbed, keep it at a distance. It may be ill. Please report any concern about wild or domestic animals to the Ranger. Keeping the unit cleaned up and food stored properly will help prevent problems. Please reference the Bear Agreement later in the packet.

ECOLOGY: Do not pick the wildflowers, cut any living tree, or remove the stones or plants from the grounds. If any digging is needed for program purposes, the ranger should be consulted. He will need to approve this. My group will follow Leave No Trace Principles.

NO GRAFFITI & DAMAGE: Any damage caused to facilities or property by negligence or malicious wrong doing shall be paid for by the party responsible for the damage. Participants are not to deface walls, floors, etc., of buildings, tents, or other structures. Aerosol sprays and pin pricks cause serious damage to tents and will be treated as such. Those responsible for damage will be required to pay for restoration or replacement of the items. Rangers complete a pre-occupancy inspection, noting any issues prior to the arrival of each group, and will complete a post-occupancy report to assess any damage incurred during your rental. If you notice any damage on arrival, please alert the ranger immediately. Should any damage be found while you are in the property, you will be billed for replacement and/or staff time to correct the damage incurred.

PACKING RECOMMENDATIONS: The following list is not all inclusive, however it contains many of the items you will should bring. While the facilities at the properties have some cookware and silverware, they are often moved or misplaced between reservations and may not be the same at each visit.

- Food
- Utensils – silverware, plates, cups etc.
- Pots/pans
- Towels
- Rubber gloves (for cleaning)
- First Aid Kit
- Soap (dish)
- Matches
- Sleeping Bags/bedding

SERVICE UNIT ENCAMPMENT AGREEMENTS (if applicable): In order to hold a Service Unit Encampment, the Service Unit Encampment Director (SUED) is responsible to see that the following items happen:

- The SUED will review Service Unit Encampment packet, and will meet training requirements.
- The SUED will prepare and implement the Service Unit Encampment health and safety plan.
- The SUED will ensure troop leaders are trained in preparing, planning and programming the encampment, in accordance with Girl Scouts of NYPENN Pathways, Inc. guidelines.
- The SUED is responsible for submitting all forms to the council within the designated time frames.
- The SUED will be present, on-site and responsible for the encampment.

WE ADVISE GROUPS TO HAVE THE FOLLOWING: The names and addresses of all participants on file, the emergency names and contacts on file, a list of any persons with known allergies or health conditions requiring treatment, restrictions or other accommodations while on site, for minors without a parent on site, have a signed permission to seek emergency treatment or a signed religious waiver.

REFUND/CANCELLATION POLICY: Payments for property reservations are non-refundable/transferable on the date of the

2019 -2020

reservation, unless council cancels the reservation. You may, however, cancel your reservation in advance. The refundable portion of property reservations if cancelled by the troop/group in advance is:

- 2 Months: 100%
- 1-2 Months: 50%
- 1 Month or less: no refund

CERTIFICATIONS & SAFETY:

I certify that all camping plans are in accordance with the recommendations in the current edition of Volunteer Essentials and Safety Activity Check Points. Specifically, I understand the regulations regarding First Aid/CPR, Simply Successful Overnight and Simply Successful Camping trained volunteers and will have those volunteers present through the reservation. The Girl Scout Promise and Law will be the guide for conduct of each individual. The renter is responsible for emergency transportation should it be necessary.

- **All Reservations** - SSO/SSC trained volunteer and a Level 1 First Aid trained volunteer are required to stay at camp and they must be two separate people. You will be able to record the names of your volunteers when making your reservation. Trainings offered through council can be found on our website and Doubleknot.
 - **Simply Successful Overnight (SSO) Training** –This training is required to stay overnight with your Troop in any capacity. If you only have this training, then you will have to make sure you are staying in one of the buildings on the property that have a modern kitchen.
 - **Simply Successful Camping (SSC) Training** - This training is required if you plan on having a camp fire or are staying in a tent.
 - **Level 1 First Aid training** – First Aid and CPR training sufficient to provide aid till emergency services can arrive. Have the designated First Aider prepare a First Aid kit. Troop leaders should bring an insurance claim form in the First Aid kit and camper's health history forms in case of an emergency.
- **Specialty Reservations:**
 - **Boating** - Adult Instructor (must be 18 years old) certified in craft to be used or person trained and certified in American Red Cross small craft safety or equivalent. Ratio of instructor to participant is 1:12 with an additional adult spotter. NOTE: Online or blended learning is not sufficient training for boating. We require proof of a completed skills session for all boating/canoeing/kayaking certification.
 - **Lifeguard** - Please note that the NYS Department of Health only accepts CPR certifications that are within 1 year of date of issue for water activities on our properties (even though ARC certifications are valid for 2 years). Lifeguarding PLUS Waterfront module (good for 2 years from date completed) AND CPR for the Professional Rescuer (good for 1 year from date completed). At least one adult lifeguard is needed (Must be 18 years old). There must be 1 lifeguard for every 25 youth. Lifeguards must follow procedures outlined in binder in boathouse. Fishing is allowed off of the shoreline to the right or left of the docks, but not in the swim area. A lifeguard is required when swimming or boating, and a small craft certified boating instructor is needed to use the boats. Lifeguards are required to fill out the waterfront log in the Boat House every time there is swimming.
 - **Archery** - Please submit the name of the Archery Facilitator as soon as possible so we can confirm certification with GSNYPENN or equivalent
 - **Outdoor Fires:** Be certain all fires are out before leaving them unattended. **NO** fires outside of fire circles. For Girl Scout groups, you must have SSC in order to use the fire rings.
 - **Indoor Fires:** Locate the fire extinguisher in the building. Close the screen of the fire doors, when the fire is left unattended. Let the fires burn out before leaving them. Do not put indoor fireplace fires out with water.
 - **Fire Drill:** Once at your unit establish a fire drill plan and safe meeting place with your group
 - **Additional certifications:** All activities participated in on council property must adhere by the most up to date standards of the Safety Activity Checkpoints. You are responsible for knowing the standards applicable to your activities and meeting the standards for ratios and certifications.
- **Medications**
 - All medications (both prescription and over-the-counter_ should be stored unopened except when in the controlled possession of the person responsible for administration.
- **Extreme Weather**
 - In the event of a severe storm, please go to the Main Lodge. During any tornados warning, you should get your group to the inside of the bathrooms at the shower house.

2019 -2020

HUNTING WAIVER (if rental falls during hunting season) –

- Hunting is not allowed on Girl Scout properties.
- If renting during Hunting Season, you agree to take proper precautions (examples of but not limited to are wearing brightly colored clothing while in the woods and staying on marked trails) if venturing from your rented facility to the property line where neighboring property owners may be hunting.
- You agree that Girl Scouts of NYPENN Pathways Inc. ("Girl Scouts") shall not be liable for damages, claims, losses or liabilities of any kind, whether suffered, sustained or occasioned by any person or property in our use and occupation of the facility. We assume any and all risks associated with using the facility and forever release and waive any and all causes of action, losses and liabilities of any kind in law or equity arising from our use of the facility. This release and waiver extends to any and all causes of action, losses and liabilities which we or our heirs, executors, administrators or agents may have against Girl Scouts or any of its affiliates, officers, employees or agents based on or related to any injury or damage of any kind to them, their property or any third part. We further agree to defend (with counsel of Girl Scout's choosing), indemnify and hold Girl Scouts harmless for any action, lawsuit or claim of any kind for any damage or harm to any person or property related to our use of the facility

○



TICK TACTICS

Headin' for the trails? Make sure you don't pick up any unwanted baggage along the way—like ticks. Be on the lookout for these pesky creatures that

lurk in moist, shaded woods, low-growing brush, dense weeds, or piles of leaves. Ticks can also be found sneaking around your neighborhood—even in your own backyard especially in woodpiles and areas of high grass. One bite from these creepy little critters can cause diseases like Lyme disease or Rocky Mountain spotted fever.

So how do ticks get on you? Ticks don't jump or fly—you can pick them up on your clothes, skin, or hair just by brushing against a leaf or blade of grass they are sitting on. Once they hitch a ride on you, they will look for a place to attach—like on the backs of your knees, your armpits, in your hair (or near your hairline), or behind your ears. Don't get tick'ed off! You can still enjoy being outside with your friends, camping, or hiking. Just make sure you follow these Tick Tactics to keep ticks off of you!

Know your environment

Be aware of areas where ticks live and thrive. If you're hiking, try to walk in the center of the trail. If you need to take a break, sit on a rock instead of on the ground (follow these rules in your backyard too!). Also, don't be afraid to ask questions! If you're in a park, ask a ranger or guide about where ticks may be lurking—so you can stay clear!

Raise your protective barrier

Wear long-sleeved shirts and long pants to keep your skin protected from ticks. Throw on a hat (make sure to tuck your hair under it), and wear high boots—ticks are usually found close to the ground, so tucking your pants into your socks or boots may provide extra protection. You should also make sure there aren't any gaps in your clothing that ticks could get into. Try taping these areas that are loose (around the bottoms

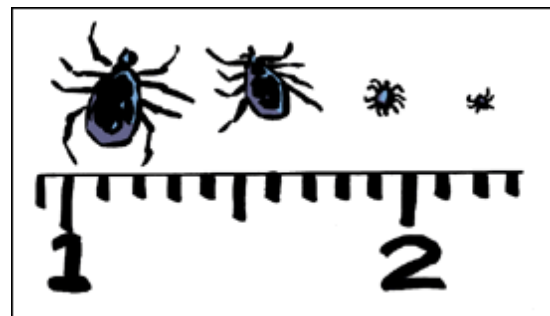
of your pants or the cuffs of your sleeves) to keep ticks from reaching your skin.

Repel

Use insect repellent on areas of your body and clothing that may come in contact with grass and brush. Repellents that contain DEET are the most effective, but make sure you rub them on according to the directions. A good rule of thumb from the experts is that kids should use repellents with less than 10% DEET. Get your parents to help you put it on your face so you don't get it in your mouth or eyes. And wash your hands after you apply it. Ask your parents to help you spray all those hard-to-reach spots.

Tick Checks

When you get back from your hike or from playing outdoors, do a tick check. Check your clothing to make sure there aren't any ticks on it. Ask your parents to help you check the places you can't see like your back, the top of your head, and in your hair. If you wear light-colored clothing, you can see ticks more easily and brush them off before they become attached to your skin. If you find one tick, keep looking—there may be others that you didn't see the first time around. Ticks are hard to see—nymphs (ticks that are not quite adults yet) are the size of a pinhead, and adults are smaller than a sesame seed. **To find out how to use repellents and other info on ticks, you and your parents should check out the Centers for Disease Control and Prevention's (CDC) Lyme disease Home page.**



SAVE WATER

While you are staying at our Program Center, please be very careful with the use of water. Our wells are able to supply only a limited amount each day.

In the showerhouse or bathroom:

- Turn on faucet for **only** the water you need to wash and rinse your hands, brush your teeth and rinse off your brush. Don't let the water run.
- Flush toilets **once**....Report to the Ranger if a tank continues to run after use.
- Showers need to be quick **3 to 5 minute** wash (5 to 10 gallons per minute adds up).

In the kitchens and units:

- Wash fruits and vegetables in a container of water... **not under a running faucet.**
- When washing dishes, please use three bucket method; wash, rinse and disinfect in three sinks or buckets...**not with water running.**
- If using the dishwasher, please wash full loads.

For other water conservation steps:

- If convenient, you could draw water from the lake if it will **not** be used for drinking or doing dishes. Some craft projects require water and the fire buckets near a campfire could use lake water.
- If you hear or see a leak in the camp, please report it to the Ranger as soon as possible



Bear Agreement

Our Adventure Centers (camps) are home to many wild animals, some including black bears. The bears are generally not dangerous to people if they are left alone. However, bears can become a nuisance if they find food or garbage left unsecured in tents, kitchen shelters, and around camp. Each troop must agree to adhere to the following procedures, and share the details with the rest of their group, to help ensure a safe environment for both the bears and humans.

- I agree to store all food, food containers, garbage and coolers (even empty ones) in my car or in the building
- I agree to place all garbage in the garbage cans provided for my use, and to spray the bleach water inside the trashcan every time I place garbage in it.
- I agree that absolutely nothing with an odor will be taken into the tents, cabins, lean-tos or A-frames, including candy, gum, breath mints, deodorant, shampoo, lip gloss, etc. All items with any scent at all will be stored in the car.
- I agree that all food will be consumed in our unit, and the scraps and garbage will be disposed of properly.
- I also agree to not eat while out on the trails.
- I understand that if I see a bear in my unit, I am to remove the girls slowly, and contact the ranger immediately



Property Clean-Up List

- **Fire Circles:** Remove partially burned, COLD logs - soak if necessary. Stack neatly just outside the fire circle - DO NOT SCATTER IN WOODS. Dampen and tamp down ashes to ground level. Place excess ash in ash can.
- **Fireplaces and Wood Stoves:** Remove partially burned, COLD logs - soak if necessary. Put your ashes in the "ash" can to be removed by rangers. Leave partially burned logs in the fireplace or wood stove. Close doors or place protective screen on fireplace.
- **Firewood:** Replenish and stacked neatly. Please only stack wood of appropriate size. Do not leave large pieces that need to be cut.
- **Trash:** Picked up all trash in, around and under structures, areas and trails. Emptied trash cans. Put all trash into a plastic bag and then into the dumpster. Placed recyclables in the proper containers
- **Refrigerator:** Emptied completely, wiped out interior and turned to low
- **Kitchen:** Washed and dried all council dishes, pans or utensils you used, and put away.
- **Stove and oven:** Turned off. Cleaned completely including under burners and inside oven
- **Sinks (kitchen, bathroom, shower house) & outside faucets:** Turned off water taps completely. Cleaned, removed any soap, trash, etc. from drain areas.
- **Latrines and Toilets:** Swept; wiped seats; emptied sanitary containers as trash; removed toilet paper from latrines; closed lids and doors of latrines securely.
- **Shelves, counter tops, tables, cupboards:** Cleared, cleaned and disinfected.
- **Mattresses:** Wiped down and put away mattresses
- **Council equipment:** Made sure all pieces of council equipment (such as flags, cast iron, tents, boats, snowshoes, etc.) were returned in good working order and properly cleaned. Reported any missing or broken equipment on this Property Use Report (above)
- **Furniture:** Positioned all beds, mattresses, chairs, tables, etc. as we found them.
- **Floors:** Swept and mopped thoroughly. Vacuumed carpets (were applicable)
- **Windows, Shutters and Doors:** Closed and locked. Left blinds down.
- **Lights:** *Turned off all inside and outside lights.
- **Heat:** Turned down to low (camps only)
- **Village Cabins, A-Frames, Lean-To, Hideaways, Platform Tents:** Swept floors, tied flaps closed, closed windows
- **Outdoor Shelters:** Removed all belongings. Closed and latched doors
- **Clotheslines and Lashing:** Removed all
- **Walls:** Removed any items tacked or taped to the walls (from your group)

Care of Council Equipment

Please treat Girl Scout equipment with care.

Make sure all pieces are returned in good working order and properly cleaned.

Report any missing or broken equipment on site report.

- **American Flag:** Fold and return to where found.
- **Parachute:** Return parachute to the stuff sack and return to where found.
- **Outdoor Cooking Equipment:** Clean all encrusted food particles from surfaces. Clean both the inside and outside of all cook-kits. For cast iron items, clean all encrusted food particles from surfaces - do not leave cast iron to soak in water. When dry, oil the inside with a light vegetable oil coating. To make cleaning easier, line Dutch oven with heavy duty aluminum foil for cooking. (There are a few aluminum pie irons that do not need the coating of oil. Please be sure they are dry before being returned.) Return to where found.
- **Eureka 4 Person Tents:** Sweep out any dirt and be sure tents are dry before repacking into tent bag. Be sure to include the tent, tent fly, 8 tent stakes, 4 tent poles, 1 ridge pole, 2 connectors, and 2 ridge extension poles in the tent bag. Return to where found.
- **Canoes, Kayaks & Rowboats:** Return all lifejackets and hang up in their storage area. Return boats to shore and place on racks or upside down where found.
- **Cross Country Skis:** For skis-dry off surfaces and return skis to racks or where found. For boots-dry off surfaces, tie boots together and return to shelves or where found.
- **Snowshoes:** Dry off surfaces, match pairs and turn to shelves or where found.

Guidelines for Specific Activities

Archery

- Any person leading archery must have documented and approved training or experience.
- For every 10 shooters, one trained instructor should be present. In addition, all normal supervision ratios should be followed at the archery range. Range cannot be used without the presence of a trained person.
- Participants must have a safety orientation before beginning the activity. The first safety orientation should be very in depth, and then for any subsequent days, participants should be briefly reminded of all safety procedures.
- Equipment must be checked for safety daily.
- Equipment must be stored and locked when not in use

Nature Center Visit & General Hiking Guidelines

- A non-profit membership is available for Girl Scout groups to utilize to visit the Cayuga Nature Center across the street from Comstock free of charge. Please call ahead to request a visit time and get approval from the Nature Center to bring your group.
- Plan for rest and breaks as needed for long hikes or for traveling uphill.
- Every participant should have a water bottle. Don't drink from wild sources.
- Stay on trails. Encourage participants to check for ticks after a hike.

Swimming Guidelines

- Lifeguards or watchers must be out of the water, on the dock or shoreline; adults should not be clumped together when watching or lifeguarding.
- Lifeguards should orient each group of campers to the swimming area rules and regulations before each use located on the provided signage.
- Buddy checks should be conducted at minimum every 15 minutes.
- Each swimmer and camp staff member must undergo a swim assessment before entering the water.

Swim Area Rules:

- One Short Whistle: Getting Attention
- Two Whistles: Buddy Check
- One Long Whistle: Exit the Water
- Walking only on the dock and shoreline – running is not allowed.
- Campers cannot jump off the main dock – they can sit down and slide in, walk in or enter using ladders. Jumping is only allowed off of the floating dock (there is no floating dock at Hoover). Diving is not allowed at any time.
- No more than 4 swimmers at a time on the floating dock. This includes hanging on to the ladders!
- Campers cannot hang off the sides of the floating dock.
- Campers are not allowed to throw rocks, roughhouse or splash other campers.

=

Guidelines for Specific Activities cont.

Boating Guidelines

- It is recommended that participants undergo a tip test before participating in boating, or have an adult in the boat with them.
- In order to participate in boating, groups must have a Small Craft Safety trained person present, along with maintaining appropriate supervision ratios.
- Each boater (adult or child) is required to wear a Coast Guard approved PFD (lifejacket) that is properly fitted, secured and checked by a trained person.
- Each boat must have a signaling device (such as a whistle) aboard.
- Boaters must use 3 points of contact when entering and exiting boats.
- 1 long whistle blast means to get boats off of the water immediately.
- When “free boating,” boaters should stay within the two points of camp and avoid going out too far into the middle of the lake.
- No swimming/wading in boating launch area, unless loading or unloading.
- Respect the equipment.

Guidelines for using council industrial kitchens at Amahami, Comstock or Trefoil

- Check temperature of refrigerators. If temperature exceeds 40 degrees Fahrenheit, notify the ranger.
- Use only clean and sanitized utensils and equipment during food preparation.
- Clean and sanitize all food contact surfaces after each use.
- Minimize the time that potentially hazardous foods remain in the temperature danger zone of 40 -140 degrees Fahrenheit.

Dish Washing

- Temperature of dish washer water must be at least 100 degrees Fahrenheit. The rinse cycle water must be 180 degrees Fahrenheit or be used with an approved sanitizer.
- Check the cleaning solutions for the dish washer.
- Empty the water, and clean the basket from the dish washer at least once a day.
- The wash and initial rinse temperature of dishes washed by hand must be at least 100 degrees Fahrenheit. The second rinse process must be done with an approved chemical sanitizer.
- All dishes and food service utensils must be air dried and protected from dust and contamination between uses.
- If any problems, or temperature irregularities, please contact the ranger.

If you do not currently have commercial kitchen training, please contact council at info@gsnypenn.org.



TREFOIL ADVENTURE CENTER EMERGENCY INFORMATION

Property Address: 168 Rose Road - Harrisville, NY 13648

Ranger: **Don Snider** **Phone:** 800-943-4414 ext. 2807 (goes to his cell)
Property Director: Kevin McCabe Phone: 800-943-4414 ext. 2033 (during business hours)

In the Event of a Serious Accident or Emergency:

VOLUNTEERS Notify a Girl Scout Crisis Team Member of any serious accident or major emergency.
 First, tend to the injured. Seek medical assistance and take care of all at scene.

Police Harrisville Fire Department Star Lake Fire Department Carthage Area Hospital 1001 West Street Carthage, NY 13619 Poison Control Center	911 911 or 315-543-2833 911 or 315-848-3621 315-493-1000 800-222-1222
--	--

Telephone the parent or guardian*

- a. Identify who you are
 - b. Explain the nature of the emergency
 - c. Report on the condition and location of the injured person
 - d. Secure wishes regarding medical treatment, hospitalization, transportation, and personal attendance.
- *In case of fatality, the CEO will notify the next of kin in person

Notify a **Girl Scout Crisis Team member** (see below) of any serious accident, major emergency:

During Business Hours (Monday-Thursday: 8:30am-5pm & Friday: 8:30am-12:30pm)
Call 1-800-943-4414 plus their extension number below:

Kevin McCabe	Property Director	2033
Julie Dale	Chief Executive Officer	2034

After Business Hours/Weekends/Holidays:
Call 1-800-943-4414 (or any of our local NYPENN offices) AND Press #4

Do not make statements, verbally or in writing that could be interpreted as an assumption, or a rejection of responsibility for the accident. All press releases will be handled by one of the above listed contacts. **YOU MAY SAY, "All of your questions will be answered by the official council spokesperson who will have a statement soon."**

Retain a responsible adult at scene of accident. See that no disturbance of victim or surroundings is permitted until police have assumed authority.

AED is located in The Lodge.

CAMP TREFOIL

168 Rose Rd.,
Harrisville, NY 13648

Key

- | | |
|-------------------|------------------|
| 1 Main Entrance | 11 The Yurt |
| 2 Staff Row | 12 Low Ropes |
| 3 The Lodge | 13 Look Out |
| 4 Nature Center | 14 Boat House |
| 5 Shower House | 15 Archery Range |
| 6 Chipmunk Hollow | 16 Sugar Shack |
| 7 Tamarack Rise | |
| 8 High Ropes | — Road |
| 9 Beaver Bend | - - - Trail |
| 10 Sports Area | |



Not to scale

