



2065 Song Lake Crossing, Tully, NY 13159

CUSTOMER CARE: Please don't hesitate to contact us anytime at info@gsnypenn.org or 315.698.9400 with any questions or inquiries. If Customer Care cannot answer your question, they will direct your inquiry to the appropriate staff person.

CAMP RANGER: There is a Ranger in residence at Camp Hoover. 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.

Rob Rutter

315.288.6503

rutter@gsnypenn.org

CAMP DIRECTOR: The Camp Director is available to assist with property and programming questions prior to your reservation.

Cheri "Bear" Phillips

607.378.3230

cphillips@gsnypenn.org

TELEPHONE: There are telephones available for emergency use only. A list of emergency phone numbers is posted near each phone and at the end of this packet. Cell phones should not be relied on for emergency communication as service may be unreliable throughout the property.

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** and **departure time is 1 PM** (unless otherwise 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 Customer Care if you would like to arrange for early arrival or late departure (additional fees apply).

PROPERTY USE REPORT:

After your stay, please complete the [Property Use Report](#) within a week after your stay.

SUPERVISION OF CHILDREN: All Troops, youth groups, etc. must follow at least the minimum ratio of children to adults (see chart). To minimize risk, adults should never be alone with a child. This is especially applicable to restroom and shower use, the healthcare setting, campers requiring special care, behavior conversations, and program design. The party responsible for the reservation is responsible for ensuring proper supervision is maintained.

Grade	2 Unrelated Adults 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: Males and females are to maintain separate sleeping quarters while at camp.

OTHER GROUPS: You have exclusive use of the areas that you have reserved. If you have not reserved the whole camp, please expect that other groups will be on site.

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 a current volunteer background check on file with council. Please contact Customer Care for assistance with confirming membership status of girls and adults and the background check status of your volunteers.

NON-REGISTERED MEMBERS: The troop/group must purchase additional non-member insurance for any child ineligible for a Girl Scout membership (any girl younger than Kindergarten and boys under the age of 18 years) that will be in attendance. Request additional insurance [here](#) or contact Customer Care.

SAFETY - In the event of a weather-related emergency, such as a severe storm, seek shelter in the camp's main lodge. 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. No swimming, wading, or boating is otherwise allowed. Rental groups must provide the name(s) of their certified Lifeguard(s) and/or boating facilitator(s) to council. All certifications will be reviewed before final approval is provided.



PARKING: Vehicles may be driven to your assigned cabin/tent site(s) to be unloaded if terrain allows. Vehicles then need to be moved to the designated parking lot, with the exception of one vehicle per site that may remain for emergency purposes. Parking is available outside of Mark Lodge and Fern Lodge. Vehicle use is restricted in order to keep a safe walkway for pedestrians and clear pathway for emergency vehicles.

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

PORTABLE HEATERS: Propane and Kerosene heaters are not allowed.

RUNNING WATER From October 15 – May 1 many areas of camp do not have access to running water. Please contact the Ranger if you would like to confirm if your unit has running water during these dates. Mark Lodge and Fern Lodge have running water year-round. Latrines are available year-round.

EQUIPMENT: Groups must bring their own equipment and supplies needed to carry out their planned programming and meals. If you have reserved a building with a kitchen, you will have access to all kitchen utensils and cooking equipment. Basic supplies such as toilet paper, paper towels, garbage bags, and hand soap are available. Some equipment is available for reservation, including a parachute, sports equipment, and outdoor cooking equipment. If you would like to add these items to your reservation, please contact Customer Care.

Firewood: **Do not bring your own firewood.** Moving untreated firewood is one of the main ways invasive pests and diseases are spread. New York State prohibits the moving of untreated firewood more than 50 miles from its original source – [more info](#). Firewood is available in woodsheds throughout camp.

TRASH: Please separate garbage and recyclables. All garbage should be bagged and left in appropriate trash receptacles. The dumpster is located near Mark Lodge. Grease should be placed in a container and left onsite for proper disposal by the Ranger. **Do not pour grease down sinks.**

HOUSEKEEPING: Each site will have a designated place with brooms, dust pans, rake, shovel, saw, pails, brush, and disinfectant. Lodges also have mops available. If you have not rented a building with a kitchen, you may not have access to a refrigerator or freezer, so please be prepared to store your food items in coolers.

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 property. Illegal drugs are prohibited.

NO SMOKING: There is no smoking permitted in or near any council building (including tents and shelters). If necessary, designate a smoking area that is out of view of all children. All butts should be removed from the property. 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 Camp Director.

WILDLIFE/UNKNOWN ANIMALS: They should be observed but not approached. Please report any concern about wild or

domestic animals to the Ranger. Properly storing all food and scented toiletries and thoroughly cleaning after cookouts will help minimize animal appearances at your site. Please reference the Bear Agreement later in the packet for additional information.

LEAVE NO TRACE: Leave nature alone. This includes picking wildflowers, peeling tree bark, and removing rocks. If any digging is needed for program purposes, consult the Ranger for prior approval. Visit lnt.org to learn more about Leave No Trace and for educational resources.

NO GRAFFITI & DAMAGE: Please leave Hoover better than you found it. Rental groups will be charged for any damage caused to facilities or property by negligence or malicious wrongdoing. Participants are not to deface walls, floors, etc. of buildings, tents, or other structures. Aerosol sprays and pin pricks cause serious damage to tents. 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.

PACKING RECOMMENDATIONS: The following list is not all inclusive, however it contains many of the items you may wish to bring. If you have reserved a building with a kitchen, you will have access to all utensils and cooking equipment in the kitchen. Contact us if you have any questions about what you should or shouldn't bring.

- Food
- Utensils – silverware, plates, cups etc.
- Outdoor Cooking Equipment and Dish Soap
- Towels
- Program and Craft Supplies
- Sneakers or Hiking Boots
- Flashlight
- Paperwork for all attendees (emergency contacts, health forms, parent/guardian permission forms)
- Rubber Gloves (for cleaning)
- First Aid Kit
- Matches and Fire Starters
- Sleeping Bag/Bedding/Pillow
- Kaper Chart
- Sunscreen
- Bug Spray

PAYMENT POLICY: Final payments are due 60 days prior to the start of your reservation. Reservations with outstanding balances will be canceled if not paid in full more than 3 weeks before the start of your reservation.

REFUND/CANCELLATION POLICY: Payments for property reservations are non-refundable/transferable unless council cancels the reservation or advance notice is given. Cancellations made more than 2 months in advance of the start of your reservation are eligible for a 100% refund. Cancellations made more than 1 month in advance are eligible for a 50% refund. Cancellations made 1 month or less in advance are not eligible for a refund.

CERTIFICATIONS & SAFETY:

The rental group is required to ensure that all camping plans are in accordance with the recommendations in the current edition of Volunteer Essentials and Safety Activity Check Points, which are found at gsnypenn.org. It is the rental group's responsibility to understand the regulations regarding First Aid/CPR, Simply Successful Overnight and Simply Successful Camping trained volunteers and to have those volunteers present throughout the reservation. All attendees should abide by the Girl Scout Promise and Law. The rental group is responsible for emergency transportation should it be necessary.

- **All Reservations** - SSO/SSC trained volunteer and a First Aid trained volunteer are required to stay at camp and they must be two separate people. When making your reservation online you will be asked to provide the names of these designated volunteers.
 - **Simply Successful Overnight (SSO) Training** –This training is required for Girl Scout Troops to stay overnight in any capacity. If you only have this training, then your troop will only be able to stay in one of the buildings on the property that has a modern kitchen and bathroom (Mark and Fern Lodges). SSO is a pre-requisite to SSC.
 - **Simply Successful Camping (SSC) Training** - This training is required when Girl Scout Troops are camping in any capacity. This training is NOT required for troops that are strictly staying in a modern building with a kitchen and bathroom (Mark and Fern Lodges). Troops that are having a campfire, cooking over a fire, and/or staying in a tent, cabin, or rustic lodge must have a volunteer that has completed SSC training.
 - **First Aid Training** – First Aid and CPR training sufficient to provide aid till emergency services can arrive. The designated First Aider should prepare a first aid kit. Troop leaders should bring all campers' health history forms in case of an emergency.
- **Specialty Reservations:**
 - **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) is required. At least one lifeguard at least 18 years of age is

required (additional lifeguards may be 16 or 17). There must be 1 lifeguard for every 25 swimmers. Lifeguards must follow procedures outlined in the binder in the Boat House. Fishing is allowed off the shoreline to the right or left of the docks, but not in the swim area. Lifeguards are required to fill out the waterfront log located in the Boat House.

- **Archery** – Facilitators must possess a NYPENN Pathways archery certification or equivalent.
- **Campfires:** Fires are never to be left unattended and must be built within designated fire circles or fireplaces. Ensure fires are fully extinguished. Practice fire safety at all times. Refer to the fire safety tips in this packet for additional information.
- **Fire Drill:** Establish a fire emergency plan and share it with all attendees. Ensure all attendees are aware of the meeting location in case of a fire. Conduct a fire drill upon arriving on site. Take note of the location of all fire extinguishers in your area.
- **Additional certifications:** All Girl Scout activities must adhere to 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. If you are unsure of any guidelines, please reach out.
- **Medications**
 - All medications (both prescription and over-the-counter) must be stored in a locked container except when in the controlled possession of the person responsible for administration. Emergency inhalers and epi-pens may be kept on the person or with a responsible adult with parent/guardian permission.
- **Extreme Weather**
 - In the event of a severe storm, please seek shelter in Mark Lodge. During a tornado warning seek shelter in the Shower House.

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 party. 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 Safety Tips

What are Ticks:

- **Ticks are parasites** that feed on warm-blooded hosts. They are related to mites and spiders because they are all arthropods. There are many kinds of ticks, but some of the most common in the U.S. include: blacklegged tick (deer ticks), Lone Star tick, and dog ticks. A tick bite can infect humans and animals with bacteria, viruses and protozoans that can cause diseases.
- **Ticks can vary in size and color** but are often small and difficult to see until they have been attached for some time.
- **Tick exposure** can occur year-round, but ticks are most active during warmer months (April-September)



Before You Go Outdoors:

- **Know where to expect ticks.** Ticks live in grassy, brushy, or wooded areas, or on animals. Spending time outside walking your dog, camping, gardening, or hunting could bring you in close contact with ticks. Many people get ticks in their own yard or neighborhood. These pesky creatures lurk in moist, shaded woods, low-growing brush, dense weeds, leaf piles, wood piles, and in tall grass.
- **Clothing and gear can be treated** with products containing 0.5% permethrin. Permethrin can be used to treat boots, clothing, and camping gear and remain protective through several washings. Alternatively, you can buy permethrin treated clothing and gear.
- **Plan your outdoor adventure wisely.** Plan to stay in the center of trails away from tall grasses and brush.
- **Dress appropriately.** Wear long-sleeved shirts, long pants, and a hat to keep your skin protected. Ticks are usually found close to the ground, so tucking your pant legs into your socks may provide extra protection. Ticks can be easier to spot on light-colored clothing.
- **Use insect repellent** on areas of your body and clothing that may come into contact with grass and brush. Always use according to the directions.

After Being Outdoors:

- **Do a tick check** after every outdoor activity. Be sure to check your clothing and body. Ticks can be hard to spot, as nymphs may be as small as a pinhead and adults smaller than a sesame seed. Perform a tick check on any pets and gear, as well. Encourage everyone to do a thorough tick check in the shower each day.
- **Clothing should be washed** in hot water and dried on high heat to kill any remaining ticks.

What to Do if You've Found a Tick:

- **Remove attached ticks** by tugging gently but firmly with blunt tweezers near the head of the tick at the level of your skin until it releases its hold on your skin. Avoid crushing the tick's body or handling the tick with bare fingers as you could expose yourself to the bacteria in the tick. Wash the bite area thoroughly with soap and water.
- **If the tick was attached, monitor the site** and seek appropriate medical attention if needed.
- **Ticks can be submitted for research purposes** to SUNY Upstate Medical University. [More information](#)

More Information:

<https://my.clevelandclinic.org/health/articles/7234-tick-bites>

https://www.cdc.gov/ticks/avoid/on_people.html

Wildlife

Our camps are home to many wild animals, including black bears, raccoons, and chipmunks. These animals are generally not dangerous to people if they are left alone. However, they can become a nuisance if they find food or garbage left unsecured around camp. Each group must agree to adhere to the following procedures to help ensure a safe environment for both animals and humans. Please be sure to share this agreement with all attendees.

- Store all food, food containers, and coolers in a car or building.
- Do not take any scented items (food, toiletries, gum, etc.) into tents, cabins, or other sleeping areas. These items should be stored securely in cars or buildings. Toiletries may be left in the bathroom areas.
- Place all garbage in the appropriate garbage cans or dumpster.
- Do a thorough litter sweep after all cookouts or outdoor picnics to ensure that no food scraps remain.
- Consume food in one area, to prevent litter from spreading throughout camp.
- Be sure to not wear the same clothes you cooked in to bed, as you do not want food smells on your pajamas.
- If an animal is in your unit, leave it be and ensure everyone is in a safe location. If the animal appears to be unphased by humans or seems to be ill, contact the Ranger.
- Practice Leave No Trace principles



Fire Tips

Fire Safety

1. Allow only 1 person to tend to the fire at a time
2. The person tending to the fire should be on their fire knee (one knee on the ground at all times)
3. When a different person wants to tend to the fire, they should ask permission to take over from the person currently tending to the fire

Extinguishing a Fire

1. Fill a bucket with water before lighting the fire
2. Using your hands, sprinkle water onto the fire —*never dump it*
3. Continue adding water until no embers remain
4. Once the fire has cooled completely, shovel the ashes into an ash bucket

Fire Starters

1. Dryer Lint
2. Wood shavings
3. Egg carton with wood shavings and melted wax
4. Birch bark (found on the ground)

TINDER



Thinner than your
pinky

KINDLING



Thinner than your
thumb

FUEL



Thicker than your
wrist

THE LEAVE NO TRACE SEVEN PRINCIPLES

1

PLAN AHEAD AND PREPARE

Know the regulations and special concerns for the area you'll visit. Prepare for extreme weather, hazards, and emergencies. Schedule your trip to avoid times of high use. Visit in small groups when possible. Consider splitting larger groups into smaller groups. Repackage food to minimize waste. Use a map and compass to eliminate the use of marking paint, rock cairns or flagging.



TRAVEL AND CAMP ON DURABLE SURFACES

Durable surfaces include established trails and campsites, rock, gravel, dry grasses or snow. Protect riparian areas by camping at least 200 feet from lakes and streams. Good campsites are found, not made. Altering a site is not necessary. In popular areas: Concentrate use on existing trails and campsites. Walk single file in the middle of the trail, even when wet or muddy. Keep campsites small. Focus activity in areas where vegetation is absent. In pristine areas: Disperse use to prevent the creation of campsites and trails. Avoid places where impacts are just beginning.



3

DISPOSE OF WASTE PROPERLY

Pack it in, pack it out. Inspect your campsite and rest areas for trash or spilled foods. Pack out all trash, leftover food and litter. Deposit solid human waste in catholes dug 6 to 8 inches deep, at least 200 feet from water, camp and trails. Cover and disguise the cathole when finished. Pack out toilet paper and hygiene products. To wash yourself or your dishes, carry water 200 feet away from streams or lakes and use small amounts of biodegradable soap. Scatter strained dishwater.



LEAVE WHAT YOU FIND

Preserve the past: examine, but do not touch cultural or historic structures and artifacts. Leave rocks, plants and other natural objects as you find them. Avoid introducing or transporting non-native species. Do not build structures, furniture, or dig trenches.



5

MINIMIZE CAMPFIRE IMPACTS

Campfires can cause lasting impacts to the backcountry. Use a lightweight stove for cooking and enjoy a candle lantern for light. Where fires are permitted, use established fire rings, fire pans, or mound fires. Keep fires small. Only use sticks from the ground that can be broken by hand. Burn all wood and coals to ash, put out campfires completely, then scatter cool ashes.



RESPECT WILDLIFE

Observe wildlife from a distance. Do not follow or approach them. Never feed animals. Feeding wildlife damages their health, alters natural behaviors, and exposes them to predators and other dangers. Protect wildlife and your food by storing rations and trash securely. Control pets at all times, or leave them at home. Avoid wildlife during sensitive times: mating, nesting, raising young, or winter.



7

BE CONSIDERATE OF OTHER VISITORS

Respect other visitors and protect the quality of their experience. Be courteous. Yield to other users on the trail. Step to the downhill side of the trail when encountering pack stock. Take breaks and camp away from trails and other visitors. Let nature's sounds prevail. Avoid loud voices and noises.



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.
- **Indoor Fireplaces and Wood Stoves:** Remove partially burned, COLD logs - soak if necessary. Put your ashes in the ash can. Leave partially burned logs in the fireplace or wood stove. Close doors or place protective screen on fireplace.
- **Trash:** Pick up all trash in, around, and under structures, areas, and trails. Bag all trash and put it into the dumpster (located near Mark Lodge). Place recyclables in the proper containers.
- **Refrigerator:** Empty completely and wipe down interior
- **Kitchen:** Wash all council dishes, pans or utensils you used, and put away.
- **Stove and oven:** Make sure the stove and oven is turned off. Clean up any spills or residue.
- **Sinks (kitchen, bathroom, shower house) & outside faucets:** Clean all sinks and ensure drains are clear. Make sure all taps are turned off and not dripping.
- **Latrines and Toilets:** Sweep and wipe down. Ensure all lids and doors of latrines are closed.
- **Shelves, counter tops, tables, cupboards:** Clean and disinfect
- **Council equipment:** Make sure all pieces of council equipment (such as flags, cast iron, tents, boats, snowshoes, etc.) were returned in good working order and properly cleaned. Report any missing or broken equipment on the Property Use Report.
- **Furniture:** Position all beds, mattresses, chairs, tables, etc. as you found them.
- **Floors:** Sweep and mop thoroughly. Vacuum carpets.
- **Windows, Shutters and Doors:** Ensure all windows and doors are closed
- **Lights:** Turn off all inside and outside lights.
- **Cabins and Platform Tents:** Sweep floors, remove litter, and tie tent flaps closed
- **Outdoor Shelters:** Remove all belongings. Close and latch doors
- **Clotheslines and Lashing:** Remove anything that you put up or constructed
- **Walls:** Remove any items tacked or taped to the walls that you put up

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 food particles from surfaces. Clean both the inside and outside of all cook-kits. For cast iron items, do not leave cast iron to soak in water. To make cleaning easier, line Dutch ovens with heavy duty aluminum foil for cooking. 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. Range cannot be used without the presence of a trained person.
- Participants must have a safety orientation before beginning the activity.
- Check all equipment prior to use.
- Equipment must be stored and locked when not in use

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 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
- Please walk 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. Diving is not allowed at any time.
- Campers are not allowed to throw rocks, roughhouse, or splash other campers.

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 the water immediately.
- No swimming/wading in boating launch area, unless loading or unloading.
- Respect the equipment

Kitchen Guidelines

- 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.

EMERGENCY INFORMATION

Property Address: 2065 Song Lake Crossing, Tully, NY 13159

Ranger: Rob Rutter **Phone:** 315.288.6503

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/Fire/Ambulance 911

Hospitals:

Upstate University Hospital

750 E. Adams St. Syracuse, NY 13210

Main Line: 315.464.5540

Adult Emergency Department: 315.464.5611

Pediatric Emergency Department: 315.464.5565

Cortland Regional Medical Center

134 Homer Ave. Cortland, NY 13045

Main Line: 607.756.3500

Poison Control Center 1.800.222.1222

Cortland County Health Dept. 607.753.5036

Then, telephone the parent or guardian*

- Identify who you are
- Explain the nature of the emergency
- Report on the condition and location of the injured person
- 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 or major emergency:

During Business Hours (Monday-Thursday: 8:30-5 & Friday: 8:30-12:30)

Liz Schmidt	Director of Camps and Outdoor Engagement	315.288.0970
Julie Dale	Chief Executive Officer	315.288.0917

After Business Hours/Weekends/Holidays:

Call 315.698.9400 – Option 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.

An AED is located in the lobby of Mark Lodge.

CAMP HOOVER

2065 Song Lake Crossing Rd.
Tully, NY 13159

Key

1	Ranger House	10	Shower House
2	Fern Lodge	11	Tall Timber Tents
3	Highland Cabins	12	Archery Range
4	Long House	13	BB Range
5	Boat House		
6	Mark Lodge		
7	Girl Scout Island		
8	Sherwood Cabins		
9	Nature Center		

— Road
- - - Trail

not to scale

