

Camp Trefoil

Service Unit Encampment Safety Plan



Fire Emergency Plan

During your site orientation, you should locate the fire extinguisher(s) in your area. If a fire breaks out, try to contain it with a fire extinguisher. In the event of a fire involving a commercial kitchen stove/oven, utilize the fire suppression system. If the fire cannot be immediately extinguished, call 911.

To indicate a fire emergency or a fire drill: turn on the siren located on the porch of the Health Lodge. Let it run for a minute. If the Health Lodge is on fire and you cannot access the siren, use the bell located on the fence outside of the Lodge.

Meeting Location: Parking lot by the main entrance. If the parking lot is inaccessible due to the location of the fire, the alternate meeting location is the alternate camp entrance by the archery range.

Use the main road to walk to the parking lot. An alternate fire route is available starting at the Yurt, going through the Low Ropes Course, past the Craft House, and to the parking lot. Groups at the waterfront should use the trail that leads directly to the parking lot.

When groups arrive at the meeting location, each leader should take attendance to ensure that every camper is accounted for. Groups should remain in quiet, single file lines to allow for emergency vehicles to have clear access to the road.

Groups must conduct a fire drill within the first 24 hours of arriving on site.

Severe Weather Emergency Plan

Shelter Locations: Campers should seek shelter in the Lodge or the Nature Center in the event of severe weather, such as a severe thunder/lightning storm or tornado. For less severe thunder/lightning storms, groups may stay in units, pavilions, or the Boat House at the discretion of the SU Encampment Director. If you cannot get to a shelter location in the event of a sudden lightning storm and you feel your skin start to tingle or your hair stands on end, a lightning strike is

imminent. Immediately get into a crouching position on the balls of your feet and touch your heels together and cover your ears.

Swimmers and boaters must exit the water immediately upon any indication of lightning or thunder. They cannot resume waterfront activities until given clearance by the lifeguard(s).

Missing Camper Emergency Plan

1. Supervising adult(s) with the missing camper's group checks the immediate area.
2. Ask other campers if they know the missing camper's location.
3. One person notifies the Encampment Director and provides the camper's name and clothing description. The Encampment Director notifies all groups of the emergency.
4. Bring all campers to the Lodge. One adult or multiple Ambassadors stay with the group of campers to supervise and take attendance.
5. All other adults start a missing camper search:
 - a. Each adult will search the area they are currently in. Report back to the Encampment Director at the designated location when you have finished searching your area. The Encampment Director will assign you an additional area to search. The Encampment Director will assign all the below locations to search:
 - Units: Chipmunk Hollow, Beaver Bend, Tamarack Rise, Staff Row
 - The Yurt
 - The Lodge, including the North and South Poles
 - The Nature Center
 - Shower House
 - Screened-in Pavilion
 - Low Ropes Course
 - High Ropes Course
 - Craft House
 - Archery Range
 - Oreo Trail
 - Game Area (by the Gaga Pit)
 - Parking lot (in and around all vehicles)
 - All trails
 - b. While searching, continuously shout the missing camper's name.
 - c. All searchers should be running or moving as fast as they safely can and should be thoroughly searching their area including under each bed, in all buildings and latrine stalls, in the surrounding woods, in woodsheds, behind trees, under and in vehicles, etc.
 - d. Lifeguards and waterfront staff conduct a waterfront search.
 - e. When other adults have finished searching their assigned areas, they will head to

the waterfront to assist the waterfront staff. Non-lifeguards will assist with the shallow water search.

6. Troop Leader pulls the missing camper's health form to locate the camper's emergency contact information.
7. If the camper is not found after all areas of the property have been searched, the Encampment Director will notify the following contacts:
 - a. 911
 - b. Camp Ranger or Camp Director
 - c. NYPENN Pathways Crisis Team 315.698.9400 option 4
 - d. The camper's emergency contact

PREVENTATIVE ACTION: You must account for your campers at all times. All campers must have a buddy with them at all times and must ask permission from their supervising adult when leaving the area, such as to go to the bathroom. Supervising adults must take attendance when leaving and arriving to an area. It is not sufficient to just count the number of campers; you must ensure you have the correct campers. Be sure to familiarize the campers with the area at night, as things can look much different after dark. It is helpful to have each camper keep a flashlight handy near their bed in case they need to go to the bathroom at night. It can also be helpful to keep a lit lantern or light near latrines.

Lost Bather Emergency Plan

The lifeguard is responsible for all waterfront activities. Campers will only enter the water with permission from the lifeguards. The "waterfront is closed" sign must remain in place until the lifeguard(s) arrive and open the waterfront. The lifeguard(s) must put the sign back up at the conclusion of waterfront activities. No one can be at the waterfront when it is closed; this includes no wading or sitting on the dock.

Buddy System: a buddy system will be used. All swimmers must have 1 buddy while in the water. Buddies must be swimming in the same area. If there is an odd number of swimmers, one buddy trio is allowed.

Buddy checks are to be conducted every 10-15 minutes by the lifeguard(s). The adult watcher(s) are responsible for keeping track of the number of swimmers in the water. This number should match the lifeguard's count during every buddy check. If their numbers do not match, everyone must exit the water and attendance must be taken. Other adults must supervise campers that are on shore.

Boating: All boaters must wear a Coast Guard approved PFD and each boat must have a whistle on board. All boaters should be given an orientation to their watercraft prior to boating.

Lost Bather: if anyone is reported missing at the waterfront, the lifeguard is to clear the water of all swimmers. Adults on shore are to count assembled campers. A search procedure of the water is to be led by waterfront personnel if the camper is not located.

- Lifeguards will search the deep end per their lifeguard training.
- All other adults and willing Ambassadors will conduct a shallow water search led by waterfront personnel.
- One adult will notify the Encampment Director
- If the missing bather is not located, follow the Lost Camper procedure to search the remainder of the property.

Medical Emergency Plan

If a person is injured or ill beyond the scope of care of the First Aider(s) on site, determine if they need to be transported to a hospital, if EMS needs to be called, or if they should be sent home.

The First Aider on site should provide the care that they can and that is within their scope to stabilize the injured or ill person. If the injured/ill person needs advanced care off-site, the Troop Leader will pull their health history form. This form should be given to EMS or hospital personnel. An adult must travel to the hospital with the injured/ill person if the person is a minor.

If the injured/ill person is a minor, notify their emergency contact person. If the injured/ill person is not a minor but is unconscious or otherwise unable to communicate, contact their emergency contact person.

Troop Camping Safety and Security Plan

Girl Scouts:

- Insure the readiness of each camper for troop camping through progression in activities and encampment preparation at troop meetings.

- Use the buddy system. Campers must stay with their buddy at all times, watch over each other, and notify an adult if help is needed.

Adult Coverage:

- Have adequate, but not excessive, coverage, in accordance with Girl Scout ratios found in the Safety Activity Checkpoints.
- Be sure all adults working with campers have a completed background check and any necessary trainings. Be certain each adult is knowledgeable about and observes safety practices.
- No alcohol or illegal drugs
- Cigarette smoking is only allowed out of site and smell of all campers. Determine a designated smoking area in the parking lot, or have adults leave the property if they need to smoke. All butts must be completely removed from the property. Do not leave butts on the ground, in garbage cans, or in fire pits.

Equipment

- Instruct all campers on the safe and proper way to use all tools and equipment before use, such as bow saws, jackknives, matches, cooking equipment, activity equipment, etc.

Campfires

- Always have a full water bucket prior to building a fire.
- Be sure your firepit area is clear of debris, such as brush, leaves, and grass.
- Extinguish campfires properly (sprinkle water over the fire with your hands – do not dump water on a fire; continue extinguishing until all embers are out; do not remove ashes or burned logs until completely cooled).
- Only one person should tend to a fire at a time and must be on their “fire knee” (one knee on the ground). Hair should be tied back, sleeves should be pushed up, and hoodie strings should be tucked in.
- Never leave fires unattended.
- Know where fire extinguishers are located and know how to use them.

Vehicles

- Ensure all vehicles are parked in the parking lot by the main entrance. The only exception is 1-2 vehicles that are allowed to be parked at each cabin unit for emergency purposes. No vehicles should be parked in roadways or in the field. Keeping the property clear of vehicles ensures that emergency vehicles are unobstructed, and it allows for campers to enjoy the property without having to maneuver around vehicles.
- Vehicles should only be driven through the property when necessary to keep the roads and trails open for pedestrian traffic.

General Unit Safety

- Restrict running only to the field. Tree roots, uneven terrain, and holes in the woods are tripping hazards.
- Keep lines for dunk bags and clotheslines out of the walking areas.
- The High and Low Ropes Course areas and Archery Range are off-limits unless they are opened by a trained facilitator.
- When crossing the road, place two adults in the road at opposite ends to watch for traffic. Allow one buddy pair to cross the road at a time, so you do not have the full group of campers in the roadway at a time. If a car approaches, tell campers to clear from the road and let the car pass.

Security

- Introduce all adults at your orientation on the first day of your encampment.
- Instruct campers to notify an adult if they see a stranger on the property that they don't recognize.
- The main gate at the entrance will remain unlocked during your encampment to allow access for emergency vehicles. You may choose to shut the gate at night and use the bungee to secure it, but do not lock it.

Safety Activity Checkpoints

- Reference the [Safety Activity Checkpoints](#) for activity specific guidelines.



EMERGENCY INFORMATION

Property Address: 168 Rose Rd. Harrisville, NY 13648

Ranger: Don Snider **Phone:** 315.965.1658

Camp Director: Beth Jennings **Phone:** 315.965.1655

An AED is located in the Lodge

In the Event of a Serious Accident or Emergency:

1. Tend to the injured. Seek medical assistance and take care of all at scene.

Police/Fire/Ambulance 911

Hospitals:

Carthage Area Hospital 315.493.1000

1001 West St. Carthage, NY 13619

Clifton-Fine Hospital 315.848.3351

1014 Oswegatchie Trail Rd. Star Lake, NY 13690

QuikMed Urgent Care 315.785.7009

727 Washington St. Watertown, NY 13601

Poison Control Center 1.800.222.1222

Saint Lawrence County Health Dept. 315.386.2325

2. Telephone the parent/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

3. Notify a **Girl Scout Crisis Team member** of any serious accident or major emergency:

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

Liz Schmidt Vice President of Property and Programs 315.288.0970

Julie Dale Chief Executive Officer 315.288.0917

After Business Hours/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.