Guide for Troops/Groups at GSCCCC Camps

Dear Camp Participant,

We welcome you to camp! If this is your first time, or your 100th time at camp, please read through this guide thoroughly as some procedures have changed.

Check-in: Check-in for weekend camping is between 5 p.m. and 8 p.m., Friday. Check-in for one night camping starts at 9 a.m., Saturday. You will check-in with the camp ranger (all campsites except Apasus). For safety purposes, a copy of the roster of people in your group is to be handed to the camp ranger upon check-in. We are flexible with check-in time – you may discuss and arrange your arrival with the camp ranger. Unload luggage and supplies at the appropriate location. Stay off the grass.

Check-Out: Pack your belongings and load in car. Clean areas you have rented. Sign out must be completed by designated time. Service unit/troop must check out with camp ranger. The camp ranger must look over the facility your group used and approve the cleanup.

Be thoroughly familiar with the emergency procedures in this guide. Prevention is the most important step. Observe safety practices and remind campers and adults to do the same.

Group Responsibilities
Service Unit/Troop Responsibilities
The service unit/troop is responsible for the organization of the event.

The service unit/troop is responsible for meeting the girl/volunteer ratio as stated in Volunteer Essentials. Service unit/troop leaders must help with any Council-purchased activities, supervise the girls, turn in all required paperwork, and clean the housing and dining areas (see posted cleaning instructions).

Most camps are designated to accommodate more than one service unit/troop at one time. There may be weekends when other service units/troops may be onsite at the same time as yours.

Meals
Service units/troops plan and cook their own meals.

Males at Camp
Note that if you have any males attending, they must have their own sleeping and bathroom facilities separate from female participants. They may stay in a separate tent or cabin within the same unit, but must use separate bathroom facilities. Plan accordingly.

Insurance
All girls and adults attending must be registered members of Girl Scouts of the USA (GSUSA). If there are others attending who will assist your service unit/troop, you must take out additional insurance for them. Submit an Insurance Order Form at least two weeks prior to the event.

Phones
Landline phones are located at all Council camps. Phones are not to be used for personal use. For emergencies call 911, and then notify the camp ranger/property director immediately.

Lost & Found
Lost and found items will be kept at the camp’s office for two weeks before given to a local charity.

Camping Guidelines
Guidelines help keep camp running smoothly. They are positive statements that set the tone and atmosphere for camp. Review the camping guidelines with your group when you all arrive at camp, as this will help promote good behavior among all participants while helping your group to have a good experience at our campsites.

- Use the buddy system. No one is allowed to wander around by themselves.
- Attend all scheduled activities.
- No gum.
- All food and drinks are allowed in the dining area only.
• All arts and crafts are to be done in designated areas. Cover tables if painting, etc.

**General Rules**

• There is to be no running on camp, with the exception of organized games.
• Shoes are always required for anyone on camp property; shoes must enclose the foot completely. Wear sturdy, close-toed shoes and socks at all times; no sandals.
• Fires are allowed in existing fire places and fire circles ONLY; no open flames are allowed in tents.
• Personal belongings are the responsibility of the adults and campers.
• Personal sports equipment (life jackets, harnesses, riding helmets, bows, etc.) may not be used at camp, however, bats, balls, nets, etc. are allowed.
• No one is to be in any program areas (near the pool, high ropes, etc.) without a certified program facilitator.
• Follow all rules and regulations posted in program areas or communicated by a program facilitator.
• Natural resources are not to be damaged, destroyed or removed. Observe Leave No Trace principles.
• Camp stoves may be used outdoors or in screened buildings but are not allowed to be used in tents or other buildings/structures.
• No open flames are allowed in tents.
• Quiet hours are observed from 10 p.m. until 7 a.m.
• Knives may be used only for camp skills and must be under the supervision of an adult.
• Garbage should be removed from living units and disposed of in dumpsters.
• Site is to be cleaned according to checklist provided to each group.

**Not Allowed at Camp**

• Smoking is never allowed in front of children. Cigarettes and vaping devices must be stored in a locked vehicle.
• Alcoholic beverages and illegal substances are not permitted on Council-owned camp properties.
• No pets are allowed on camp, with the exception of service animals.
• No firearms or fireworks are allowed.
• No weapons are allowed.
• Carving, painting, marking, or drawing on any structure or tree is not allowed.
• Neither campers nor staff are to stand on benches, tables or chairs.

**Camp Information and Procedures**

**Vehicles and Traffic**

• All vehicles must be backed into the parking space. This will help if there are mechanical problems with vehicles and will expedite movement of vehicles in an emergency.
• Park in designated parking areas only. Ask the camp ranger if you need additional parking.
• Obey all posted speed limit and parking signs.
• Vehicles are not to be used to transport campers from place to place on camp.
• The transportation of passengers in non-passenger vehicles is strictly prohibited (if a seat belt is not available for the passenger, they are not to be riding in the vehicle.)
• Riding in the bed of a pickup truck is prohibited.

**First Aid and Emergency Procedures/Care**

• Service units/troops are responsible for providing their own first aid and CPR-certified volunteer (certified from nationally recognized program – for a listing of providers, refer to Volunteer Essentials).
• A first aid and CPR-certified volunteer is required. The primary first- aider for an event must be over 18 years old. This volunteer must have access to first aid supplies. This person is to also have:
  o Names and addresses of all participants.
- Emergency contact names and numbers.
- A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while onsite.
- Signed permission to seek emergency treatment for minors without a parent onsite.
- First-aid certification is required for the primary first-aid present for any event less than 30 minutes access to EMS.
- Wilderness first aid (WFA) or wilderness first responder (WFR)* is required for the primary first-aider present for any event more than 30 minutes access to EMS. *Although a WFR is not required, it is strongly recommended when traveling with groups in areas that are greater than 30 minutes from EMS.
- The presence of a first-aid is required at resident camp. For large events – 200 people or more – there is to be one advanced first-aider for every 200 participants.
- A first aid kit that is suitable for the events you are doing must be available for use by the adult-in-charge. First aid supplies are to be made available and provided by the troop; the camp is not responsible for providing any first/aid medical supplies.
- All medication including over-the-counter medications must be given to the adult-in-charge along with the Girl/Adult Health History Form. All medication including over-the-counter medications must be kept in a locked cabinet or box.
- If an accident or injury occurs on camp property, contact the camp ranger/property director. Complete an Incident/Accident Report within 24 hours of the incident.
- Report any potential dangers to the property director at johnm@gscce.org in order to help reduce the risk of danger or injury at our facility.

**Camper Supervision**
The following camper supervision ratios must always be met:

<table>
<thead>
<tr>
<th>Camper Age</th>
<th>Overnight Campers</th>
<th>Required Volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daisy Level</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Brownie Level</td>
<td>12</td>
<td>2</td>
</tr>
<tr>
<td>Junior Level</td>
<td>16</td>
<td>2</td>
</tr>
<tr>
<td>11-14 Years</td>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td>15 Years and older</td>
<td>24</td>
<td>2</td>
</tr>
</tbody>
</table>

- Volunteers are responsible for the supervision and discipline of children at all times.
- Volunteers must always know the whereabouts of their campers at all times.
- There must always be at least two volunteers with the campers, unless traveling to and from areas, or in vicinity of main camp/office.
- A camper is never to be alone with only one volunteer.

**Risk Management**

- **Cabins/Tents/Lodges**
  - Assign sleepwalkers to low cabins or tents and low bunk beds.
  - Do not allow pushing or shoving.
  - Check for nails protruding from stairs and platforms.
  - Check for wasp nests in corners of cabins, tents and entrances to lodges.

- **Rafters in Buildings**
  No one is to climb into or swing from the rafters of any building.

- **Program Areas**
  No adults or campers are to be in any program areas without the supervision of a Council-approved program facilitator. These areas include:
  - Archery range
  - Arts & crafts area
• Axe-throwing range
• Climbing wall
• Ropes courses – high & low
• Swimming area

**General Camp Emergency Procedures**
No two emergencies are the same. While the various steps and suggestions outlined in these procedures represent the camp’s guidelines, your own good judgment should be the final authority until you are able to contact assistance. The safety and well-being of the girls and adults at camp **ALWAYS** come first.

Review with campers an emergency exit from their sleeping area and where to assemble when they hear the alarm. Review the following alarms the first night.

**Emergency Signals for Camps**
Be sure that you and your campers know the camp boundaries and the emergency signaling system; be prepared to use this signaling system in an emergency.

<table>
<thead>
<tr>
<th>Emergency</th>
<th>Signal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Three Car Horn Blasts (3 second intervals)</td>
</tr>
<tr>
<td>Tornado</td>
<td>Single Continuous Car Horn Blast</td>
</tr>
<tr>
<td>All Clear</td>
<td>Informed by the Camp Ranger</td>
</tr>
</tbody>
</table>

**When the Alarm Sounds**
Stop all activities, assemble all campers in a buddy line and count to be sure all the campers and adults are present. All persons, if possible, should have shoes on their feet, and if at night, flashlights. Proceed quickly and quietly to the designated area. If walking on the side of a road, face the traffic and walk on left-hand side. Leave room for vehicles to pass. Upon arrival, do another head count and report the number of campers and adults present to the troop/group leader. Keep the campers quiet and calm and wait for further instruction.

There are two alarms that would sound at any camp. The first is a continuous ringing of a bell (if present). The second is the sounding of air or car horns. If you hear either or both of these, it means proceed to the designated area as quickly as possible. Your group leaders are to account for their group and move quickly to the designated location. Adults without girls should report directly to the closest location for further instructions.

**Prevention Strategies:**
• Know where all emergency equipment, first aid kits, fire extinguishers, rake, bucket, shovel, telephones, bells and air horns are located in all areas of camp, and how to use them.
• Keep accurate count of campers at all times.
• Review safety procedures with campers and adults you work with.
• Carry a flashlight with you in the evening.
• Campers are to use the buddy system at all times and adults use buddy system at night.

**Nighttime Security**
• Never investigate anything suspicious alone or without informing someone that you are doing so.
• After dark, never send campers out of the unit without an adult with them. This includes going to the health care center for routine medications, bathroom breaks and anything else that takes a girl outside the cabin/sleeping area at night. Campers are not to walk the camp alone at night.
• Always have your unit flashlight in working order and keep it available in the unit. All adults are to have their own flashlights for their personal use.

**Fires**
**Wood, Chemical, or Forest**

**Prevention Strategies:**
• Have a designated trained adult assigned to supervising any fire or camp stove when in use, or when doing any activity requiring heat (e.g., candle making, making s'mores, etc.).
• Ensure that fires are out cold before leaving unit or going to bed.
• Never leave a fire unattended.
Response Strategies:
The safety of campers and adults is most important. Facilities can be replaced, people cannot. If you discover a fire:

- Be calm at all times and reassure the campers.
- Determine the extent and location of the fire.
- Evacuate the campers from the vicinity.
- Notify the camp ranger/property director for assistance - give your location and severity of the fire.
- Ensure that you have an escape route (or exit) before fighting the fire.

Wood or Grass Fire
- Put out the small fires before they grow; smother with dirt or sprinkle water directly on fire.
- Spread the fire toward its origin (with rake or shovel); take care that clothing does not catch fire.
- Use shovels to dig a trench around fire. Use brooms or some heavy material that can be soaked in water to beat out flames. Work with the wind at your face, not at your back. Beat toward the wind (beating with the wind at your back tends to fan the flames and may cause sparks or flames to jump ahead into unburned areas).
- Use an all-purpose fire extinguisher located in all buildings and units.

Chemical or Gasoline Fire
- **DO NOT USE WATER.**
- Use fire extinguishers (rated ABC) in camp buildings and vehicles.
- Use baking soda or flour if available.
- If it is a backpacking stove and it is possible to turn off the gas, do so. Otherwise, smother or use dirt.

Evacuation Procedures for Fire
- Call 911 or local emergency services.
- Evacuate participants. The continuous blowing of a car horn is the alarm signifying the need to evacuate.
- Adults in charge secure first aid kits and have girls in troop/group count off.
- All roads are to be kept clear at all times for the emergency vehicles. Campers and adults are to walk on the left hand side of the road.
- All participants proceed at a steady pace by the safest route to the designated assembly area. The event leader or designee will serve as check-in person to account for the presence of all participants at the safe area. This person will check-in with the camp ranger/property director.
- Fire trails are marked with red or orange marks on the trees leading out of each unit. All major roads and paths are fire trails. Locate fire trails as soon as possible after settling in your unit.
- All persons are to remain assembled at parking lot or clearing until area determined safe.
- In the event of missing persons, notify emergency personnel.

Forest Fire
- If the fire is a forest fire approaching camp, the camp ranger/property director will begin emergency procedures.
- Camp ranger/property director will determine a safe route for evacuation through consultation with fire authorities.
- As groups check-in, they will be given evacuation instructions.

Weather
Campers will be notified of severe storms, tornadoes, high winds, lightning and flooding by the continuous ringing of the bell/sound of the air horn. If severe weather occurs during the night, the camp ranger/property director will send staff/volunteers to notify groups directly or connect via cellphone.

Prevention Strategies:
- At Council campsites with rangers, camp rangers monitor weather conditions while troops are in camp.
- A weather radio will be available at camp at all times. The camp ranger or
designated volunteer will monitor weather situations.
- Volunteers are to be aware of the weather at all times.

**Response Strategies:**
Camp ranger/property director will:
- Assign a volunteer to continuously monitor storm reports.
- Assign a volunteer to manage communications. Assign a volunteer to drive or walk to units and program areas to notify volunteers and campers.
- Make the decision whether to initiate evacuation of the unit areas.
- All groups will proceed to the nearest shelter when notified of the storm.
- Volunteers without groups should check-in with the camp ranger/property director to receive instructions.

**Flooding**
- Seek out nearest shelter on high land.
- Camp ranger/property director will determine a safe route for evacuation through consultation with local authorities.
- As groups check-in to the designated area they will be given evacuation instructions.
- Evacuate as necessary based upon guidance from emergency services.

**Heat**
**Moderate heat**
The camp ranger/property director will declare a moderate heat alert. All program areas will be directed to limit the amount of heat and sun exposure on campers. Volunteers should help in keeping water available in all areas. Volunteers will be reminded to watch for symptoms of heat exhaustion and sunstroke. Volunteers are to watch campers for inappropriate clothing for hot weather and for adequate fluid intake.

**Extreme heat**
The camp ranger/property director will declare an extreme heat alert. Vigorous activities will be canceled as deemed necessary by the camp ranger/property director. All program areas will be directed to keep campers in the shade, with the exception of the aquatics pool area, which will continue to run efficiently as possible. Volunteers should help in keeping water available in all areas. Volunteers will be reminded to watch for symptoms of heat exhaustion and sunstroke. Volunteers are to watch campers for inappropriate clothing for hot weather and for adequate fluid intake.

**Power Outages**
**Local or national loss of power**
Loss of power may affect the operation of camp differently if it occurs at night or during the day. In the event of a loss of power, the local electrical company should be contacted by the camp ranger/property director for an estimated time frame until normal power returns. Flashlights should be used to assist where needed.

**Loss of power during the day**
- Activities may continue as long as safe to do so and do not involve any hazards from loss of power. Outdoor activities would be a good option during this time. If the activity takes place in a space without natural lighting, it should be relocated as necessary. Lack of light may cause further injury such as slips and trips or breakage of equipment.
- If power is out for a prolonged period of time, provisions should be made to preserve food in coolers and freezers as well as any refrigerated medicines.

**Loss of power at night**
- Camp ranger/property director will notify staff as needed in units.
- Provisions will be made for storage of food and medications as needed.

**Hazardous Chemical Spills**
All bulk chemicals and fuels are to be under the control of the camp ranger/property director and inventory maintained on a chemical data sheet as required for all chemical storage. If a spill is observed:
• All people are to leave the area and report it to the camp ranger/property director.
• The camp ranger/property director will handle the spill as required by the chemical data sheet.
• The camp ranger will report to property director when the area is all clear.

All chemicals are to be stored in their original container. If chemicals are required to be placed in a different style container for use, the contents must be clearly labeled on the container.

Safe Operation of Facilities and Equipment
The camp ranger/property director is responsible for the maintenance of camp equipment and facilities.
• If any equipment is not functioning properly, turn it off and report to the camp ranger/property director.
• Repairs are only to be made by the camp ranger/property director.
• Camp equipment is only to be used as it is intended to be used.

General Information
Adult Leadership
At least one registered, approved and trained volunteer accompanying the group must be at least 21 years of age. There must be a minimum of two adults with each group and girl/volunteer ratios must be followed. See Volunteer Essentials for guidelines.

Archery Use
(A Place for Girls, Camp Apasus, Camp Burke’s Mill Pond, Camp Darden, and Camp Skimino)
Reservations to use archery must be made prior to camping trip, during site rental check-out. Groups are responsible for providing their own currently certified volunteers for supervising archery. See Safety Activity Checkpoint for Archery for additional information and standards.

The volunteer supervising archery is required to show certification card to onsite camp ranger before archery equipment will be unlocked for use.

Axe-Throwing Use
(Camp Darden)
Reservations to use axes must be made prior to camping trip, during site rental check-out. Groups are responsible for providing their own currently certified volunteers for supervising axe-throwing. See Safety Activity Checkpoint for Tomahawk, Knife and Hatchet Throwing for additional information and standards.

The volunteer supervising axe-throwing is required to show certification card to onsite camp ranger before archery equipment will be unlocked for use.

Canoe Use
(A Place for Girls, Camp Apasus, Camp Burke’s Mill Pond, Camp Darden, and Camp Skimino)
Reservations to use canoes must be made prior to camping trip, during site rental check-out. Groups are responsible for providing their own currently certified volunteers for supervising canoeing (ACA, Small Craft or Council training). See Safety Activity Checkpoint for Canoeing for additional information and standards.

The volunteer supervising canoeing is required to show certification card to onsite camp ranger before canoes will be unlocked for use.

Challenge Course
(Camp Darden and Camp Skimino)
The Daisy/Brownie Challenge Course and Low and High Ropes Challenge Course at Camp Skimino and the Low Ropes Challenge Course at Camp Darden is a series of individual and group activities, done on structures (such as cables, ropes, logs, poles and trees) less than six feet above the ground.
The activities are designed to increase girls’ self-confidence, group cooperation and teamwork; as well as be exciting and fun! A facilitator trained on the Camp Skimino or Camp Darden challenge course must accompany girls. See Safety Activity Checkpoint for Challenge and Ropes Courses for additional information and standards.

Reserve the challenge course during site rental checkout. Groups camping on the site will have
first priority for course use.

**Climbing/Bouldering Wall Use**  
(Camp Darden and Camp Skimino)  
The outdoor climbing wall at Camp Darden and indoor climbing and bouldering walls at Camp Skimino are structures less than six feet above the ground. See [Safety Activity Checkpoint](#) for Climbing for additional information and standards.

Reserve the climbing/bouldering walls during site rental checkout.

**Care of Property and Equipment**  
Please care for camp/council property and equipment as though personal, and leave in as good or better condition than found. Other Girl Scouts will be using equipment and property after you. Cost of repairs and/or replacement will be assessed. In the event site users have graffitied buildings or tents, groups will be asked to return to camp to clean-up (sand, paint, wash or whatever required) graffiti or pay to have the work done.

**Conservation**  
Girl Scouts promise to do their best to use resources wisely and make the world a better place. Do your best to protect the natural world at camp.

- Flowers and all growing things need to be left for others to enjoy and to reseed for the next season.
- Use biodegradable products whenever possible.
- Leave the leaves along paths to protect the soil from erosion. Limit raking to fire circles only.
- Respect the quiet of the woods by keeping noise down.
- Avoid using glass containers – use unbreakable containers whenever possible.
- Do not trench around tents.
- Leave the site cleaner than you found it.
- Take only memories and pictures; leave only footprints.

**Dining Hall Use**  
(Camp Darden and Camp Skimino)  
The dining halls are open and available if shelter is needed in the event of severe weather. Dining halls must be reserved in advance to be used as a “rainy day” alternative.

**Hiking**  
Hiking is permitted on established trails and roadways.

**Inclement Weather**  
In case of inclement weather, the camp ranger/property director will notify the service unit/troop leader in the case that camp properties must be closed. The service unit/troop leader will then be responsible to notify all participants.

**Keep Costs Low and Be Environmentally Responsible**  
Avoid using aerosol sprays in or near tents. The sprays damage tent waterproofing and fabric. Avoid use of electrical appliances in buildings or dining halls due to fire hazard/risk. Set thermostats no higher than 74 degrees and air-conditioning no lower than 68 degrees. Wash dishes in dish sinks only. Food particles will clog drains and sinks. Turn off lights after leaving buildings. Turn off faucets and showers after each use. Report any malfunctioning utilities and equipment to the camp ranger/property director. Plan a service project during your campout or encampment. Check with rangers for projects.

**Latrines**  
Bring your own toilet paper. Before using camp latrines, you may want to clean and sweep them. Bring your own disinfectant/bleach and cleaning supplies. Instructions for cleaning are posted in latrines. After sweeping, clean lid and seat with disinfectant (bleach and water or products such as Lysol or Pinesol.) Do not dispose of bleach water in latrine. Keep latrine doors closed and seat lidds down. Please alert all members of your group that sanitary supplies and other trash do not go in latrines.
**Personal Property**
Individuals are responsible for personal property or money lost, stolen or destroyed at camp.

**Pets**
Pets are not permitted at camps. Service animals for persons with disabilities are appropriate at all camps.

**Pool Use**
(A Place for Girls, Camp Apasus, Camp Burke’s Mill Pond, Camp Darden, and Camp Skimino)
Swimming pools are available for rent from May 15 to August 31. Reservations for pool use must be made prior to camping trip, during site rental check-out. Groups are responsible for providing their own currently certified lifeguard(s) and swim watchers. See Safety Activity Checkpoint for Swimming for additional information and standards for swimming, lifeguards and watchers.

The lifeguard is required to show certification card to onsite camp ranger before pool will be unlocked for use.

**Tagalongs**
Child tagalongs are the ultimate responsibility of the caregiver. Supervision and age appropriate activities, in addition to adults supervising Girl Scouts, must be provided for tagalongs. Insurance must be purchased for tagalongs participating in activities. Submit an Insurance Order Form at least two weeks prior to the event. Refer to Insurance - Council Guide for more information.

**Utility Carts**
Carts are available to help transport gear to units. Please return carts immediately after use as others may be waiting to use them. Report any problems or needed repairs to camp ranger.

**Water**
Water is available on sites from the end of March through mid-November. Frost-free spigots are available mid-November through March. Bring containers for transporting water during winter months. Check map and/or with camp ranger for spigot locations.

**Fires and Cooking on Council Sites**
See Safety Activity Checkpoints for Camping and Outdoor Cooking.
- Flames of any kind (lanterns, candles, mosquito coils, butane curling irons, heaters, etc.) are NOT permitted in tents.
- Use only established fire areas (raised altar fireplaces in units or fire circles in primitive camping areas). Fire should be established and maintained in metal containers or foil to help maintain control.
- Virginia law requires no "open fires" before 4 p.m., February 15 to April 30. During periods of drought, the Commonwealth of Virginia may prohibit open fires of all types and at all times. When under those restrictions, cooking fires should be propane and charcoal with particular attention to the fire and changing wind conditions. Wood fires should not be used for cooking during these bans.
- Fires must be watched at all times by a trained volunteer.
- For environmental reasons, alternatives to wood fires are highly recommended. Firewood is not easily found on the ground near the campsites and cutting live trees is unacceptable. Wood fires should only be established and maintained by those who have been trained in the proper methods of controlling these fires. These techniques are taught in Outdoor III course.
- Keep fires small. As a conservation matter, use no more fuel than needed to cook a meal or have campfire ceremony. If winds are strong, be extra careful of sparks.
- Use alternative fuel sources whenever possible; however, it is still important that girls are taught how to build a fire from tinder found in the woods. Use tinder fire to start charcoal or kindle a wood cook fire or ceremonial campfire.

**Acceptable Methods for Outdoor Cooking**
- Propane Stoves (other pourable fuels, such as sterno, alcohol and white gas
are not recommended in warmer climates).
- Charcoal - used in grills, box ovens, tin can stoves or other fire circle altar fires. Prepare on foil or on roaster pans for control.
- Solar ovens.
- Wood fires for cooking are to be used only after the adult volunteer has received training in proper use of wood fires by taking Outdoor III course.

**Fire Starters**
Charcoal fires should be started with:
- Small wood tinder fires.
- Fire starters of paraffin, sawdust, lint, newspaper, waxed paper or fiber egg cartons.
- Commercial solid-type fire starters.
- Self-lighting charcoal (with extreme caution. Because of its flammable properties, self-lighting charcoal is not recommended for use in box ovens.

**Putting Out and Cleaning Up Fires**
- Wood should be extinguished by sprinkling water on it until it is cold; charcoal briquettes should be put out by sprinkling water (preferably using a sprinkle can) over the coals, raking the coals and sprinkling again, repeating until the coals are cold to the touch. Coals may then be left to dry completely and reused in combination with fresh coals for the next meal.
- Pieces of wood and charcoal remaining can be saved for re-use for good conservation. Leave in Council camps. Do not dump in piles in woods or down latrines.
- Clean ashes (free of foil and trash) should be dusted into the woods, away from campsites and trail. A small layer of ashes left on altar fireplaces is a good base for the next fire. Do not dump in piles in woods.
- When leaving your site, leave one adult with fire until you are sure it is cold out.
- Submerge coals in water in dunk can if emergency evacuation from site is required.

**Propane Stoves & Lanterns**
Propane is heavier than air, is a flammable gas and will accumulate in low places. For these reasons, it should not be used indoors, inside a boat, near a fire or flame, or in any enclosed, unventilated area. Do not use propane lanterns inside tents.

**Site Specific Emergency Information**

**A PLACE FOR GIRLS, THE OUTBACK, THE LODGE**

**Weather Shelters -**
- APFG/The Outback – First floor. Use the bathrooms and showers first as they have no windows. Utilize the center of the hallway next and keep girls in the center away from windows and doors.
- The Lodge – First floor. Utilize the center of the room and keep girls in the center away from windows and doors.

**Emergency Assembly Area –** East parking lot by the mailbox, between the Lodge and APFG.

**Emergency Signal –** Air horn.

**CAMP APASUS**

**Weather Shelters -**
- Sertoma Lodge – Use the bathrooms and showers first as they have no windows. Utilize the center of the hallway next and keep girls in the center away from windows and doors.
- Craft House.
- Aztec Pavilion.

**Emergency Assembly Area –** The cleared area between the pool and the cemetery.

**Emergency Signal –** Continuous ringing of bell and/or air horns.
CAMP BURKE’S MILL POND

Weather Shelters -
- Bathhouse - Located next to the Treakle Cabin.
- Treakle Cabin - Keep girls in the center away from windows and doors.

Emergency Assembly Area – The cleared area where the flagpole is located.

Emergency Signal – Continuous ringing of bell and/or air horns.

CAMP DARDEN

Weather Shelters -
- Dining Hall – Utilize the center of the room and keep girls in the center away from windows and doors.
- Sacajawea Lodge – Utilize the center of the room and keep girls in the center away from windows and doors.
- Senior Lodge – Utilize the center of the room and keep girls in the center away from windows and doors.
- Health Lodge – Utilize the center of the room and keep girls in the center away from windows and doors.
- Arapaho Lodge – Utilize the center of the room and keep girls in the center away from windows and doors.
- Union Camp Lodge – Utilize the center of the room and keep girls in the center away from windows and doors.
- Franklin Bathhouse.
- Central Bathhouse.
- Blackfoot Bathhouse.
- Boat House.

Emergency Assembly Area – The cleared area where the flagpole is located.

Emergency Signal – Continuous ringing of bell and/or air horns.

CAMP SKIMINO

Weather Shelters -
- Enmeier Center – First floor away from windows and doors.