



Girl Scouts of NE Kansas & NW Missouri Camp Guidelines & Procedures

Camp Rules:

- There is no smoking, vaping or tobacco use allowed on camp property.
- No alcohol, firearms or illegal drugs are allowed on camp property.
- No pets are allowed on the camp property, except for the approved pets of full-time GS staff.
- Overnight campers may arrive in their campsite no earlier than 3:00 p.m. Check-out is at 2:00 p.m. on the last day of their campout.
- All groups must be supervised by at least two adults who are unrelated. At least one adult must be a female.
- Girl Scouts is not responsible for loss or damage to personal equipment or possessions brought to camp. Sports equipment must be in good repair and appropriate to the age group.
- Groups may not conduct any council staff ran adventure activities on their own on council property (i.e. Archery, slingshots, tomahawks, Zipline, low ropes, rappel, climbing etc.)
- Only one vehicle may be parked in each camp site. All other vehicles must be parked in camp parking lots. See camp ranger for specific locations. Camp roads must be clear for emergency vehicles at all times. Cars should stay on roads—no driving on the grass. All cars should obey posted speed limits. They are very slow because girls' safety is important.
- Transporting passengers in non-passenger vehicles (such as the bed of a pickup truck) is prohibited.
- Campers should walk to all in-camp destinations. Cars should remain parked at all times unless there is an emergency.
- No golf carts, 4-wheelers, or utility vehicles may be operated on the camp property (except for those owned by Girl Scouts and operated by approved GS staff).
- Please do not move beds, mattresses or picnic tables without permission from the camp Site Manager. Fires can be built only in existing, established fire rings.
- Remember, Girl Scouts leave a place better than they found it. Failure to clean up may result in damage fees being assessed to your troop or group. Your group is responsible for taking your trash to the dumpster.

Food Service Guidelines

Food Service Equipment

A small number of cooking and food preparation utensils and equipment are provided in each camping area. (See "What's in a Camp Kit" later in this document.) In some areas, refrigeration units, oven/stove, and freezer are available for your use. Check the camp profile for locations. You must supply your own pots and pans, dishware, cups, plates, flatware, paper goods and cleaning supplies.

Food Handling

- All utensils and equipment used during food preparation should be clean and sanitized. All food contact surfaces should be cleaned and sanitized before and after each use.
- Hot food should be served at temperatures of 140°F or hotter. Cold foods should be served at 40°F or cooler.

Dishwashing

All dishes and food service utensils are to be washed and dried as follows:

- Wash and first rinse are at least 100°F.
- Second rinse is one teaspoon of bleach per gallon of water.
- Air-dry and protect from dust and contamination.

Only trained and approved personnel may use the commercial kitchen facilities at Camp Prairie Schooner. Arrangements must be made prior to your event.

Commercial Kitchen - Refrigeration

If you are using a refrigerator or freezer to store food, you must keep a daily record of the temperatures. Thermometers are provided. Food must be stored at 40°F or below. If temperature exceeds 40°F please contact the site manager.

What's at the site?

Each building or campsite is stocked with:

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|-------------------|--------------|
| • 6 pie irons | • Brooms |
| • Griddle Skillet | • Rake & hoe |
| • Dutch oven | • Shovel |
| • Fire bucket | • Dish pans |

This minimal equipment is all that is available. Your group needs to bring all needed pots and pans, dishware, cups, plates, flatware, paper goods and cleaning supplies.

***Trail Centers, DeWitt Lodge, Owl's Nest at Camp Prairie Schooner & the Lodge at Tongawood have necessary cookware, dishes, cups, plates and flatware. For an updated list of amenities for each unit check out our website [GSKSMO Camp Properties](#).*

Traffic and Parking

Arrival and Departure

It is your responsibility to plan and carry out a safe and orderly process that keeps participants safe and accounted for during check-in/opening and check-out/closing of your event.

Vehicles

Personal vehicles brought to camp should be parked in designated parking areas except when loading and unloading equipment. The council is not responsible for loss or damage to personal vehicles brought to camp.

Health Care & Emergency Situations

Emergency Transportation

You must provide and have ready at all times emergency transportation. You can designate a driver and a vehicle or make written arrangements with local emergency services. It is your responsibility to make sure the driver is licensed and insured.

Emergency Services Information

A list of local emergency numbers, camp phone numbers, and directions to the camp are included in your confirmation packet. They are also posted in each shelter house and by each phone.

If you call 911 for fire or ambulance service, you should send a person to the end of the driveway to wait and direct them to the correct area.

Emergency Care Personnel

Girl Scouts requires that an emergency care adult volunteer must be currently certified in CPR and First Aid from a nationally recognized provider. You are responsible for providing all first aid supplies.

Health Information

It is your responsibility to gather and have on hand the following information for all participants:

- Name and address
- Emergency contact names and numbers
- A list of known allergies or health conditions requiring treatment, restriction, or other accommodation.
- A signed permission to seek emergency treatment or a signed religious waiver for all minors on site without a parent/guardian.

Intruder in Camp

Know who is in your group. In the event of an unknown person do the following:

An adult should approach and inquire as to their reason for being on site. They should be directed to check-in and contact the site manager. If lost, they should be asked to leave the site, as it is private property. If the person should refuse to leave camp, send one person to contact the local authorities while someone stays with your group. Avoid further confrontation with the intruder.

Always be aware of your surroundings and other campers in camp. If you suspect an intruder:

- Remain calm.
- Move campers under your care to a safe location.
- Notify the site manager immediately.

Emergency Procedures

Be prepared for natural disasters and weather that can occur in the Midwest. Review the following emergency procedures for Girl Scout camps and practice procedures for seeking shelter and evacuating a site with your group.

Fire Prevention

- Check the weather and fire conditions before starting a fire. Be sure to have a bucket of water, shovel and rake nearby. Keep the fire small and never leave it unattended.
- Use a prepared fire ring or circle.
- Make sure the fire is out before leaving the campsite.

Buildings

- Practice a fire drill within 24 hours after arriving at the site. Know where the exits are and determine a safe meeting place outside.

In case of fire

- Call 911 or fire department in the area.
- Evacuate the building, keeping yourself and your group calm. Notify the on-site ranger.
- Meet at designated safe meeting place and check attendance. Never re-enter the building.

Severe Weather

Plan before there is a storm! Each day camp, service unit, encampment or troop should have a plan for severe weather. Some things to consider:

- Appoint a “weather watcher” at home and one at camp.
- Be sure you have a weather radio. Camp lodges are equipped with radios, but units are not. Plan accordingly; you may want to bring your own weather radio and extra batteries.
- Know your camp location on the map. (Weather radios report watches and warnings by county.)
- Talk to event leaders and adults about the importance of following emergency procedures. Review this document with them.
- Have the cell phone numbers of the other adults in camp with you AND a backup plan in case you don’t have cell reception. (Use car horns and/or airhorns for tornado warnings at large events.)
- Identify appropriate shelters and evacuation routes for various camp locations.
- Evacuation routes and shelter locations are posted in GS camp locations; these may need to be adjusted for your event, for campers with disabilities, or for large groups.
- Have contact information for all girls attending your event and a parent contact plan in the event of an emergency.

Prepare and practice at camp before there is a storm!

- Get the weather radio out, turn it on and test it. Make sure you have maps and contact information near the radio and a designated phone for making emergency calls.
- Designate a person on your team to be the “weather watcher.” This should NOT be the event director. Event directors are often too busy to stop and watch the sky.
- Have a drill on the first day of each program. It is harder than you think to get an entire camp into safe shelter efficiently. Drills are the key to orderly, calm response in an emergency.
- Park only in approved parking areas. Back into parking spaces and make sure the adults in your group all know where the car keys are located in case of emergency.

In the event of a storm: Sample Procedures for Tornadoes

1. Make all adult/teen staff aware of any predicted inclement weather. Review plans first thing in the morning on days when inclement weather is likely.
2. If a tornado watch is issued for your area, notify all adults with your group and move campers into close proximity to emergency shelters and suitable outdoor shelter areas. Campers may continue to sleep in permatents. Campers sleeping in dome tents, outbased units or under the stars should move to unit houses or buildings closer to main camp.
3. If a tornado warning is issued for your area, begin your emergency procedures immediately—even if you think the tornado might be a few miles away. During the ENTIRE tornado warning ALL camp participants, including all adults, must take shelter and stay in the shelter area until the tornado warning expires.
4. Use a combination of car horns, air horns and whistles to sound the alarm. A pattern of three short blasts, pause, three short blasts, pause, (repeating) is a good warning signal. (Use one long continuous blast for a fire emergency.)
5. When warning signal sounds, calmly and firmly instruct girls to stop the activity. Program equipment should be left behind. Do not waste valuable time worrying about equipment that can be replaced. Campers in boats must head to the closest shore as quickly as possible. Do not waste valuable time returning to a far away dock.
6. Campers/staff should report to the closest appropriate shelter or outdoor shelter area. Know where to go for appropriate shelter—indoors or out. If there is a basement without windows and it is close enough that your campers can walk there safely, they should go to the basement. If there is no basement, or they are far away from the basement, adult leaders will need to identify safe outdoor shelter areas.
7. If no indoor shelter area is nearby, have your group move down to the nearest low-lying spot away from cars, trees, or buildings and lie down in a low area covering their heads with their arms. They can use towels, clothing, sleeping bags, or camp mattresses to cover their body. The greatest danger in a tornado is from flying debris. Adults should use their best judgment to pick the safest place for their group with the resources they have available to them.
8. Stay together and stay calm. Sing songs, talk and maintain your composure. Children will mimic your emotions and actions.

Know the signs of trouble. Weather forecasts are not perfect; cell phones and internet access are not entirely reliable at rural sites or places with lots of trees or elevation changes. You must pay attention to the weather and watch the sky for:

- Approaching cloud banks, lightning, and thunder.
- Strong, persistent rotation in the cloud base.
- Hail or heavy rain followed by dead calm or a quick wind shift.
- Whirling dust or debris on the ground under the cloud base. (Sometimes there is not a funnel.)
- Loud, continuous roar or rumble that does not fade or end like thunder.
- If in doubt—take shelter immediately. Err on the side of safety!

After a tornado, watch out for downed power lines—especially at camp! Watch out for wires in puddles of water. Do not light matches or try to start a fire as gas lines or propane tanks may have been damaged. Stay out of buildings that have sustained damage. Provide care for the injured, contact emergency services and call the emergency number on the Girl Scout emergency card and posted in all campsites.

Remember, only PR staff and/or administration should speak with the media. All media requests or contacts must go to them first. Media may NOT set foot on Girl Scout property unless or until you have been instructed to allow them on property by PR staff and/or administration. Remember—sometimes journalists will lie to get a story—don't believe them if they say they have permission to be on the property.

General Reminders for Lightning:

If you can see lightning or hear thunder you are already at risk. Most lightning injuries and fatalities occur when people are caught outdoors in the summer months during the early afternoon and evening. If you are outdoors when you see or hear a thunderstorm coming or your hair stands on end, stop your activities and seek safe shelter immediately!

National Lightning Safety Institute says to teach this slogan:

If you can see it, flee it; if you can hear it, clear it.

If you can hear thunder, lightning is within 6-8 miles and you should stop activities and move campers to safe locations immediately—either indoors, in vehicles with the windows rolled up, or in low lying areas with low trees or shrubs.

30/30 Rule: If you see a storm approaching, if you count to 30 or less between lightning flash and thunder bang, you are in danger and should go to safe shelter. Wait 30 minutes from the last lightning flash or sound of thunder to establish “all clear” before resuming outdoor activities.

If you are outside without substantial shelter:

- AVOID open fields, high ground, trees, water, unprotected picnic shelters, baseball dugouts, communications towers, flag poles and light poles, metal or wood bleachers, metal fences, convertibles, golf carts, bicycles, and motorcycles.
- Stay away from tall trees. Stay twice as far away from a tree as it is tall.
- Avoid being the tallest object around. Crouch down, put your feet together and squat on

the balls of your feet. Place hands over your ears and head between your knees.

- Toss any metal objects you are wearing or carrying.
- Spread people at least 15 feet apart if the threat of lightning is great. In tents, stay at least a few inches away from metal tent poles.

In the event of a lightning strike, injured persons do not carry an electrical charge and can be handled safely. Administer first aid immediately. Call 911, and then call the Girl Scout emergency number.

Winter Storms

Winter storms vary in size and strength and include heavy snowstorms and ice storms. When camping during the winter, take ample supplies of food, water and clothing. The site manager will notify you of inclement weather and determine if it is safe for your group to leave camp. If you are caught at camp during a winter storm, stay inside and avoid traveling.

Site Orientation

Review the following safety procedures with your group.

Before you go to camp

- Help girls plan activities that match the ages and abilities of group members.
- Be sure to have enough adults for the ages and number of group members as well as the type of activities you have planned.
- Designate a trained adult as your first aider and remember to bring a well-stocked first-aid kit.

Prepare your group

- Advise participants to use the buddy system. Buddies are at least 2 group members who do things together, watch out for each other and go find an adult if the other needs help.
- Plan how group members will signal for help if they need it. If they get lost or are separated from the group, the signal could be a whistle or shouting a certain word.

When you arrive at a new place

- Familiarize yourself with the site. Establish an emergency gathering place.
- Figure out where to go for help, locate the nearest phone, and know where you are in relation to the camp entrance.
- Establish an emergency signal to gather your group in the case of an emergency, severe weather or natural disaster.
- Do a practice drill to make sure everyone knows the plan.

While you are camping

- Do a head count before and after each activity.
- Keep your group in sight or know their whereabouts at all times. Communicate among group members and adults if anyone is leaving the group, adults or buddies.
- Set boundaries with group members if they are exploring on their own with their buddies. Ask them where they are going, when they will be back, and remind them of anything they should avoid.

- Stay on main trails and roads.
- Be alert for our friends in the natural world. There are poisonous snakes, plants, and insects.
- When walking with a group of younger children, put an adult in front and one at the end to make sure there are no stragglers.
- •Use a flashlight after dark.
- •Appropriate footwear should be worn at all times.

What You Need to Bring

Personal Equipment

- Sleeping bag or bed roll, pillow Sleepwear, pajamas
- Mess kit, cup, bowl, plate, knife, spoon, fork, dunk bag, clothes pins Raincoat with hat or hooded poncho, boots
- Clothing – one complete set per day – long pants for hiking. Heavy sweatshirt, sweater or lined jacket
- One extra pair of shoes Hat or bandana
- Toiletries: Toothbrush, toothpaste, soap, washcloth, towel, comb, brush, deodorant, chap stick, sunscreen, insect repellent, tissues
- Flashlight, extra batteries
- Sit-upon and handbook
- Personal medications
- Water bottle
- Other _____

Troop Equipment

- Dishwashing supplies: dish soap, plastic scrubber, unsalted vegetable oil, dish rags/towels
- Kitchen equipment: pots & pans, can opener, aluminum foil, potholders, long handled cooking utensils, knives, bleach for sanitizing dishes
- Food
- Kaper chart
- Waterproof matches, fire starters Clothesline, clothes pins
- Battery powered radio Confirmation packet
- Age-level handbooks and program supplies cleaning supplies: cleaners, sponges
- Toilet paper, paper towels First Aid kit
- Safety Activity Checkpoints for Group Camping and any other planned activities
- Marshmallow sticks
- Other _____