

Welcome to Camp Far Horizons

Dear User Group,

Whether this is your first visit to Camp Far Horizons or you're coming back for your tenth visit, we hope your stay will be an enjoyable one that will leave fond memories for both you and your campers. We invite you to use the facilities, explore the exciting world of the out-of-doors, relax and have a good time.

This booklet will help you prepare for your visit.

Remember, you will be responsible for any damage your troop/group does.

Note: The Camp Site Manager is responsible for the security and care of the property and to issue equipment as requested at the time of your reservation. She/he will help you with any unforeseen emergencies, but is not required to give other services. Please be prompt in arriving and ready to leave at your stated departure time. Allow time for the check in and out procedures.

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FACILITIES AT CAMP FAR HORIZONS

The camp is available year 'round except during Resident Camp (June, July, and part of August) and during deer hunting season.

TAMARACK LODGE: Located to the left (south) of the flag pole, then a short walk down a wide path, passing the Ceremonial Fire Ring. The Lodge is heated, has two fireplaces, two complete kitchens (stove, refrigerator, pans, dishes, silverware, & utensils) with inventory and list inside cupboard, hot and cold running water, five toilets, and two showers. There are two levels – upper and lower – each will accommodate 15 for sleeping and each is rented separately. Mattresses are provided for sleeping. There is a storm shelter in the lower level.

PLATFORM TENT SITES

(Available year-round)

Camper's Cove – the first site past the Dining Hall (west) on the main camp road. This site has 10 screened platform tents (each sleeps four), a pole shelter, picnic/work tables, water, a fire ring, a latrine with a light and hand-washing facilities.

Whip-poor-will – the first site south of Tamarack Lodge. This site has 10 screened platform tents (each sleeps four), a pole shelter, picnic/work tables, a fire ring, water, a latrine with a light and hand-washing facilities.

Liberty Hollow – located directly across from the Dining Hall on the main road through camp (west). This site has 4 screened platform tents (each sleeps four), picnic/work tables, fire ring, water, pole light, and a latrine with hand-washing facilities.

Trailblazers – located past the Camper's Cove site at the far west end of the camp road. This site has 6 platform tents (each sleeps four), picnic/work tables, a pole shelter, a fire ring, water, and a latrine. There is plenty of space for round-up tents. There is no electricity at this site. This site should not be used by beginning campers.

Fire Bush – located on the north side of the camp road just across from Liberty Hollow. This site has one platform tent (sleeps four), a pole light, nearby water and latrine. This site is convenient to use with Liberty Hollow. This site should not be used by unattended campers.

Dining Hall – located on the north side of the camp road, just past Liberty Hollow. Cannot be used as a troop camp site. This is available for shelter only, in case of severe weather. In the annex, there is a phone which can be used in case of an emergency. Large encampments can make arrangements to use the Dining Hall or walk-in cooler/refrigerators by special permission of the Site Manager.

Kitchen – attached to the Dining Hall and is not available for troop use. Special arrangements to use the kitchen must be made with the Site Manager. Anyone wishing to use the Kitchen must submit a current copy of an Illinois State Food Service Sanitation Certificate.

Nature Tent – located on the south side of the camp road, just past the Dining Hall. Some large groups use it for nature study, art & crafts, or other program events. The tent is screened and has electricity.

Turkey Lookout – located north of the Fire Bush site. Some large groups use it for art & crafts, staff, lounge, or storage. The tent is screened. A pole light and water faucet are located just outside the building.

Garage – storage area for maintenance tools/equipment. This area is off limits to troops and groups. It is used for storage of outdoor equipment. Equipment should be reserved and fees must be paid in advance.

Bathhouse – located next to the swimming pool, has showers and flush toilets. Co-ed use. Phone for lifeguard use only.

Swimming Pool – may be reserved by troops/groups. Weather permitting – open June 1 to August 31. Renters must provide copy of current lifeguard certification. Copy of certification must accompany fee. Maximum number allowed in the pool at one time is **40**. All pool/bathhouse rules must be observed at all times. All swimmers must take a warm soapy shower before and after swimming. **Night swimming is not allowed at any time.**

Archery Range – off limits to everyone, unless written authorization has been obtained from the CEO. Troops/Groups wishing to use the Archery Range must have a qualified instructor supervising the activity.

Rappelling Tower – off limits to everyone, unless written authorization has been obtained from the CEO. Troops/Groups wishing to use the Rappelling Tower must have a qualified instructor supervising the activity.

Parking Lot – Located just south of the swimming pool. Vehicles **are not** allowed past the parking lot. (Arrangements can be made with the Site Manager to unload kitchen supplies and heavy items for the units.) Back-in parking allows for safer exits and is required at all times

MISCELLANEOUS

Outdoor Cooking – allowed in established areas only. Request equipment in advance to make sure it is available. All equipment must be cleaned before and after use.

Camp Craft Skills – encouraged under adult supervision. Some equipment is available upon request, i.e. hatchets, saws, compass, etc.

Hiking and Trail Use – there are many trails which lend themselves to creative nature study and hiking. Maps are available on request.

Refrigerators – available in Lodge and Kitchen Annex. Troops/groups that use tent sites may make arrangements to store large quantities of food in the walk-in cooler or annex refrigerators.

Trash – all trash should be separated. **Do Not** throw plastic, glass, aluminum, or tin cans in the incinerator. All garbage must be in garbage bags and put into one of the dumpsters provided. Lids need to be closed completely. The dumpsters are located across from the garage. Troops/groups are responsible for taking their own trash to the dumpster.

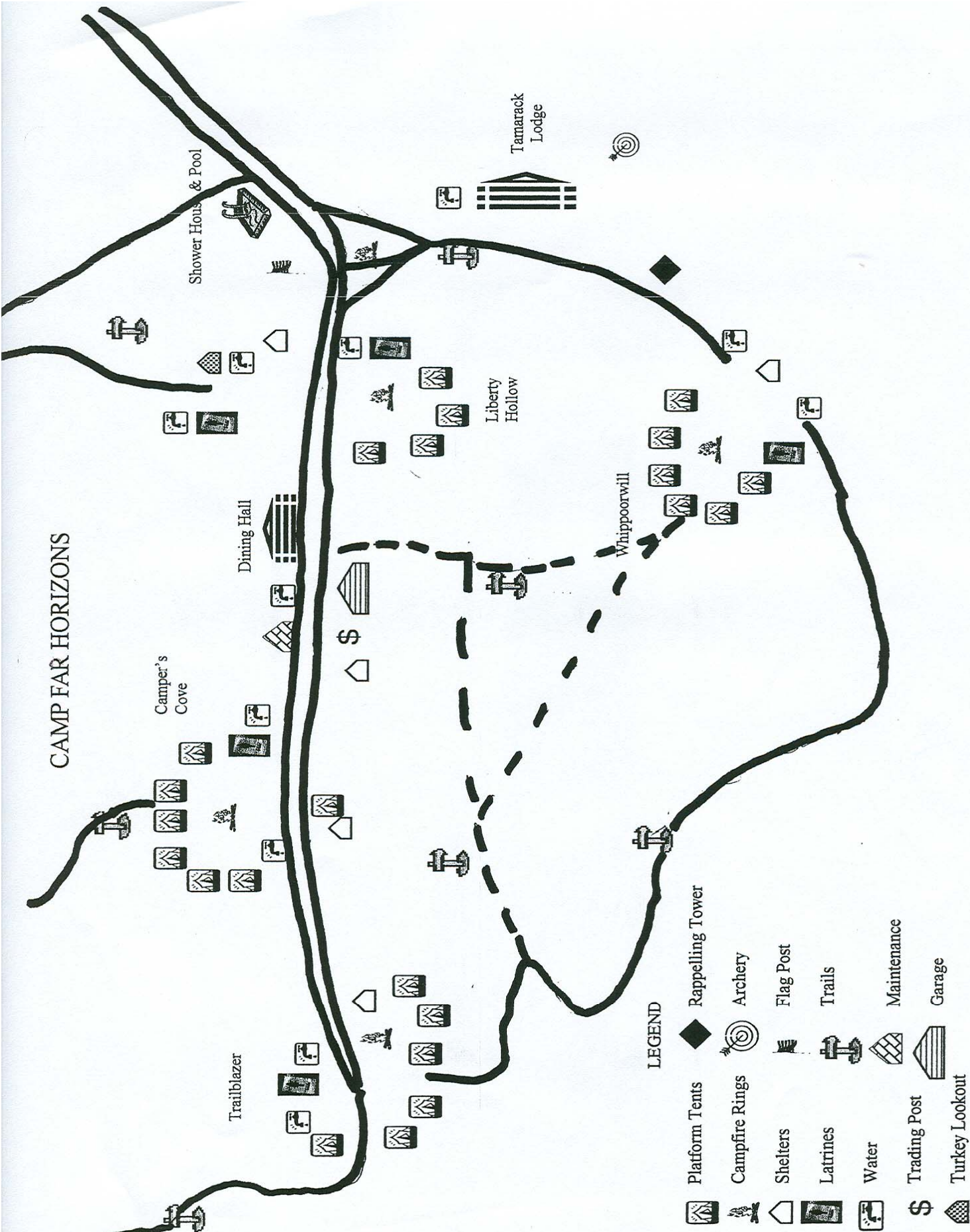
Firewood – should be gathered by campers. Our 200+ acres provide an abundant supply. When circumstances require a large supply, dry firewood can be found on the west side of the garage in the woodshed. Ask the site manager to show you which side has the dry wood. Wood is not to be stored in tents or buildings, it invites critters and varmints.

Ash Barrels – located at each fire ring. These barrels are for disposal of ashes when a troop/group must leave before their fire is completely extinguished. Do not put ashes from fire rings or fireplaces in the woods. Do not put garbage in the ash barrels, you may lose your deposit or the Site Manager can ask you to remove the garbage yourself.

Emergency Phone Numbers – located by each phone.

TELEPHONES

General Camp Phone & FAX	815-591-3783
Maintenance Bldg & Answering Machine	815-591-3844
Pool Phone	815-591-3872
Girl Scout Office, Freeport	815-235-8777
Site Manager (Cell)	815-858-4146



STANDARDS FOR CAMP FAR HORIZONS BY OUTSIDE GROUPS

Green Hills Council camp is regulated by the following agencies and you/your group will be required to follow the same rules and standards set forth by those agencies.

**Illinois Department of Public Health
JoDaviess County Department of Public health
Girl Scouts of the United States of America
Green Hills Council Board of Directors
Illinois State Board of Education
Travelers Insurance Company
American Camp Association**

In addition to the “*Use Agreement for Camp Far Horizons*” your group should also be prepared to adhere to the following information.

At least one month before your camping dates, you will need to have on file at the Green Hills Council Service Center in Freeport, Illinois, the following:

- Complete name and address of the person/group renting the facility.
- All fees – paid in full.
- Copy of Food Handler Certificate (this **must be** posted at the kitchen while you are in the camp).
- Copy of WSI/Lifeguard Certificate (this must be posted at the pool while you are in camp).
- Copy of Canoe Instructor Certificate when applicable.
- Name and certification of adult acting as Health Supervisor while you are in camp.
- Name and position of adults in charge of group while you are in camp (at least one of these adults must be in the camp at all times while you/your group is renting the facility).
- Name, address, and phone number of person(s) back home to notify in case of emergency.
- Certificate of Insurance.

In addition to the above, it is highly recommended that you have for your own benefit:

**A written plan in effect that specifies general health care procedures and responsibilities for all staff for the following areas:

- Administration of first-aid
- Emergency medical care, including emergency transportation
- Care by physician or hospital
- Daily medical care
- Routine health care of campers & staff
- Supervision of camp health & safety practices
- Assessment of health of food service staff

**A communication plan is developed in the event of accident or emergency (including out-of-camp trips) that specifies:

- A. Lines of communication
 1. From persons at accident site to camp operator (Green Hills Council)
 2. From persons at accident site to group Health Supervisor
 3. From camp administrative personnel to Emergency Services
 4. From camp administrative personnel to group Crisis Management Personnel
- B. Procedures for contacting parents/guardians
- C. Procedures for dealing with the media
- D. Responsibilities of the on-site crisis team (which will work with the council Crisis Team to maintain camp activities as appropriate)

**Arrangements are made with the local hospital to provide emergency services of admission if necessary.

**Emergency transportation is available at all times provided by the group or community emergency services and that prior arrangements with these groups have been made in writing. (State certified vehicles should be used.)

**Plans and procedures are developed in advance to meet natural, man-made, and health emergencies such as tornado, lightening storm, lost camper or staff member, and intruder. These plans should be in writing and should be on file at the group home office. All group staff should be trained to carry out these procedures.

**All medical records are kept by the Health Supervisor in a spot that is readily accessible in case of an emergency.

**Cases involving serious illness or injury are reported to the Council no later than 24 hours after occurrence.

**Campers are trained in procedures to follow if they become lost or separated from the main group or unit.

**Campers are supervised by a responsible adult at all times. Camper/staff ratio

Camper Age	Number of Staff	Overnight Campers	Day-only campers
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

**All guidelines/rules should be shared with group administrative personnel, group or unit leaders, and campers where appropriate.

CAMPING GUIDELINES

These guidelines are in place to help us meet the standards of Girl Scouts of the U.S.A., the Illinois Department of Public Health and the American Camp Association.

Girl Scouts of Green Hills Council staff have access to the entire camp and all buildings at all times.

ENTRY

The in-camp speed limit is 5 MPH.

You should plan to arrive at the agreed upon time. (Be prepared to spend a little time with the Site Manager when checking in and out.)

GENERAL

No running is allowed in camp, unless it is in a designated area, and is part of a supervised activity.

The BUDDY SYSTEM should be used at all times. No girl should ever be left alone for any reason.

No campers should leave a unit after dark unless accompanied by an adult.

SERVE WEATHER/FIRE DRILLS: everyone should proceed with their buddy to the designated place of safety. Weather and fire drills should be reviewed and practiced at each visit.

Do not pick flowers, break branches from trees or bushes, or dig holes in mowed areas of the camp.

Please help us save the environment. Conserve water and electricity at all times.

This camp does not furnish toilet paper, paper towels, or garbage bags for outside groups. We do furnish cleaning supplies for units, Tamarack Lodge, the Kitchen, and the Dining Hall.

The use or possession of controlled substances or alcoholic beverages is prohibited on the premises at all times.

Smoking is permitted in a designated area only: behind the lower level of the lodge.

Campfires are allowed in designated areas only. At no time should a campfire be left unattended.

When using the small carts at the garage to haul equipment or fire wood, please make sure to return the carts to the garage so others can use them.

Hats/scarves are recommended being worn at all times to help keep ticks out of the hair.

All persons are required to wear shoes and socks while in camp. Sandals and clogs are not allowed

Long pants and long sleeve shirts are needed when hiking on the trails. This cuts down the incidents of poison ivy and deer tick infestation.

The maintenance building is off limits and locked at all times.

Report all broken or dangerous equipment immediately to the Site Manager.

Report all accidents to the Council Finance Director within 24 hours of the incident.

Pets are not allowed on the property without permission of the Site Manager.

Do not attempt to pet, feed, or capture any wild animals at the camp. Nature is best enjoyed when left alone.

KITCHEN/DINING HALL

Only kitchen staff and management personnel are allowed in the kitchen and annex area. (Campers may contaminate the food, storage and preparation area.)

Leave the kitchen the way you found it, CLEAN, NEAT, and ORDERLY.

Do not move dishes between the buildings.

Gas, garbage, and other delivery people come through the camp all year long. They know the routine and shouldn't be a problem.

Persons under the age of 21 are not allowed to use the food slicer or the Hobart Mixer.

The shower and the bathroom in the annex are to be used by the kitchen personnel only. General campers and staff are not allowed in the area.

LODGE

Persons should not sleep on the floor, under or near the beds upstairs. They may get stepped on during the night.

Sleeping is not allowed, by order of the Fire Marshal, in the storage room downstairs. This can be used as a storm shelter.

INDOOR BATHROOMS

Be sure lights are off when not in use and the water is shut off tight.

After using the shower, wipe walls and curtain of excess water.

Do not use excess toilet paper. Tampons and sanitary napkins are not to be flushed down any toilets!! Disposal bags are provided at each stall.

We recommend campers taking showers wear thongs or other shower shoes. If a camper has a contagious disease (athlete's foot, impetigo, etc.), they can not use the shower without wearing shower shoes.

Groups must furnish all toilet paper, paper towels, and soap. All items should be removed upon departure.

LATRINES/OUTDOOR HAND WASHING FACILITIES

Latrine doors should be closed and latched when not in use.

Latrine lids should be closed after each use.

Horseplay is not allowed in the latrine area.

Remember, hands should always be washed after using the latrines.

Dishes may not be washed at hand washing facilities.

Hair should not be washed at hand washing facilities.

POOL

Pool rules are posted on both sides of the bathhouse. The same rules apply to all groups that use the pool.

Green Hills Council provides a Site Manager for the pool. This person is in charge of the general day-to-day operation of the pool. Do not, at any time, add products or chemicals to the pool or filtration system. The Site Manager will keep the filter room and office and pool clean. It is the responsibility of the renter to keep the bathhouse clean, sanitary, and safe.

Persons with athlete's foot or any other contagious disease are not allowed in the bathhouse or pool.

The pool is locked when camp renters are not renting the pool, or when the pool is not in use.

If the pool or bathhouse should stop operating, at any time, call a Site Manager immediately.

The security light at the pool should be on every night, except during shad fly season.

EXIT

Help us keep our camp clean. Take home everything you brought in. Put litter in its place.

Be ready to check out at the agreed upon time. Special arrangements can be made with a Site Manager if changes are needed.

PROCEDURES FOR CAMPERS USING THE LODGE

FIRST: As a leader of a group soon to use Tamarack Lodge, you have a responsibility to see that your campers treat the furnishings as they should. To help prevent any damage to property, please review the following information and the camp rules with your group members prior to, or immediately upon arrival at the camp.

UPON ARRIVING:

1. The Site Manager will meet you and using a checklist; will go through the building to see that everything is in readiness. He/she will show you where the cleaning caddy is and give you instructions for its use.
2. Sweep and scrub bathrooms with disinfectant. Clean toilets. Disinfectant, buckets, mops, brooms, and other cleaning equipment for this purpose will be available. Clean sinks and set up for hand washing. Sanitary napkin bags for disposal are provided.
3. Wash kitchen cooking equipment before use. (It may have been a while since it was used.)

WHILE THERE:

1. No furnishings or equipment are to be removed from the lodge. If you plan some outdoor cooking, request a Green Box or the special pieces you need. If eating outdoors, use paper or other disposable dishes or mess kits.
2. Remind the girls to wipe their feet on the door mats. It will help at clean-up time.
3. The vinyl-covered foam mattresses are for sleeping purposes only. **DO NOT** step on them or use them as acrobatic mats or for any other purpose. If the mattresses are used on the floor without cots, they should be neatly stacked after use and stored away from the day's activities.
4. Dumpsters or other garbage depositories are at the camp. Garbage cans are provided. Paper trash, sanitary napkins/tampons can be burned in the outdoor incinerators. **DO NOT BURN** in fireplaces. No cooking may be done in the indoor fireplaces!
5. Outdoor campfires must be put out with water. (Buckets and rakes provided.) Fires in indoor fireplaces must be allowed to die out. Remove any ashes or residue in bucket provided and dispose of in ASH barrel.
6. Regulation of the thermostat is the responsibility of the Site Manager. If there are problems with the furnace, water, water heater, or any appliances, **CALL THE SITE MANAGER.**

7. Remember Girl Scout Good Manners and respect troops/groups troop camping in other units. Girls and adults should go into another unit **ONLY** when invited. Please instruct your campers.
8. Quiet after 10:00 p.m.

LEAVING CAMP:

1. Check to see that **NO FOOD, TOILET PAPER, OR TOWELS** are left. Dispose of your garbage as the Site Manager has directed.
2. Make sure refrigerator is cleaned. Stoves should be wiped off and turned off. **DO NOT USE AUTO CLEAN** on oven.
3. All dishes, cooking equipment, and utensils washed, dried, and put away.
4. Clean bathrooms/latrines.
5. Make sure all fires are out and ashes are disposed of properly. Clean the fireplace.
6. Campers **ALWAYS** leave camp "cleaner than they found it." Please pickup all paper, etc., from inside and outside Tamarack Lodge.
7. Prepare special equipment for check-out. Note any repairs or replacements that are needed.
8. Windows should be closed and locked. Flush toilets. Turn water faucets off.
9. Sweep, vacuum, dry or wet mop floors. The appropriate floor compounds will be found in your caddies. The Site Manager will advise proper procedures.
10. Go through the check-out procedures **with** the Site Manager. Sign the Troop/Group Camp Report. Please report any repairs needed or equipment or supplies needing replacement in writing.

PROCEDURES FOR CAMPERS USING TENTS

FIRST: Tent Camping is the second step in the Progression for Troop/Group Camping. Campers and leaders should have had the experience of troop/group camping in a lodge before attempting to stay overnight in a tent.

UPON ARRIVING:

1. The Site Manager will meet you and introduce you to your tent unit. If you are pitching tents, the Site Manger will check out the tents you requested. **YOU ARE RESPONSIBLE TO OPEN EACH TENT, CHECK THE PARTS AND CONDITION BEFORE USE.** If using the platform tents, check out each tent in the presence of the Site Manager. Cots and/or mattresses (4 per tent) should be in place.
2. The number of requested Unit Boxes /Green Boxes will be checked out to you. Please check to be sure the boxes are complete.
3. Any special equipment you have requested will be checked out to you. Please check its condition in the presence of the Site Manager.
4. At least one water bucket and rake should be by each campfire ring. These are furnished by the Council.
5. Clean latrines (buckets, brushes, disinfectant furnished) and put toilet paper in cans provided. (1/2 cup sanitizer to 1 gallon water) Tape up paper bags for sanitary napkin/tampon disposal.
6. Set up hand washing facility
7. Set up cooking area. (Clothesline for dunk bags and proper food storage.)
8. Wash all equipment-box cooking equipment before use.

WHILE THERE:

1. Confine your cooking fires to designated fire ring whether using wood, charcoal, or tin can stoves. **PRACTICE PROPER FIRE BUILDING SKILLS, INCLUDING SAFETY!**
2. Practice proper care and pitching of tents so each camper learns how.
3. Garbage cans are provided. You must supply liner. Paper trash, sanitary napkins/tampons can be burned in the outdoor incinerators. **DO NOT BURN** in fire ring. The Site Manager will give instructions about disposal of garbage.
4. If mattresses are used in the tents without cots, be sure to check for moisture underneath during use. The mattresses should be stacked on the sides during the day to air. They are not to be stepped on, used for gymnastic activities, or for any purpose except sleeping.

GUIDELINES FOR TENT USE

Do not hang or tie ANYTHING to the framework, braces, poles or ropes.

Flaps should be rolled with the roll to the inside of the tent. This prevents water from catching in the roll should it rain.

Always tie tent ties in a bow. This makes them easier to untie (especially when wet) and puts less stress on the ties.

Aerosol sprays are not to be used in or near the tents; they destroy the water repellent on the canvas.

Mice cause 75% of the damage to tents. Please do not "invite" them in by having food (gum, candy, chips, etc.) in your tent or personal luggage. They are also fond of cosmetics and Kleenex. Keep these in tightly closed containers. Remember, mice can eat through plastic bags.

Do not pin anything to the walls or ceiling of any tent.

Platform tents are made to accommodate four (4) persons only. Do not exceed this number; as it violates State Health Code Standards.

Matches or open flames are absolutely forbidden in tents. This includes Coleman or alcohol lanterns of any kind.

Sleeping bags and bedrolls should be rolled up when not in use or you might have a furry creature for a bedfellow. Keep suitcases or bags closed.

UNIT CLEANUP CHECKLIST

- Removed all your belongings
- Returned all items to the garage
- Put all garbage (in bags) in the dumpster
- Cleaned all garbage cans
- Removed all paper products from the area – latrines & shelters
- Cleaned latrine
 - removed garbage
 - removed paper
 - removed soap, etc.
 - cleaned toilets & sanitized them
 - removed cobwebs
 - swept out & sanitized floors
 - closed lids & locked doors

- Cleaned shelter
 - removed paper & garbage
 - returned equipment to the garage
 - put tables & benches under the shelter
 - turned out the lights

- Swept out all tents
- Sanitized mats
- Made sure 4 mats & 4 cots are in each tent
- Removed all paper, garbage & equipment
- Tied all tent sides and flaps down
- Cleaned all trash from the fire ring
- Returned all tarps to the garage
- Made sure there is no trash in the ash barrels (if there is, you will be asked to remove it)

These items and these items only are to be left in the unit:

- 1 shovel
- 2 fire buckets
- 2 rakes
- garbage can & lids
- latrine buckets & cleaning supplies
- latrine broom

FOOD PREPARATION, CLEAN UP, AND DISHWASHING

1. Use only clean and sanitized dishes, utensils and equipment for eating and food preparation. Protect them from dust and contamination between use.
2. Clean and sanitize food-contact surfaces after each use.
3. Garbage and rubbish containers should be securely covered or bag tied when not in use. Food-preparation and storage areas should be free from accumulated dirt and grease and protected from rodents and insects.
4. When storing leftovers and during food preparation, minimize time potentially hazardous foods remain in the food temperature danger zone of 40^o to 140^o.
5. Do not use detergent on the cast iron cookware. As soon as a pot is empty, scrape or rinse it out to remove food residue, placing the food residue in the garbage. Fill the pan (not the cast iron) with water to soften stuck food.
6. While you are eating, heat water for dishwashing, if applicable.
7. Each camper should scrape personal dishes before washing them. Scrapings go into the garbage.
8. Wash dishes using a biodegradable (non-polluting) detergent in THREE steps:
 1. Wash in hot (at least 100^oF or should feel hot on your hands)
 2. Rinse in hot (at least 100^oF or should feel hot on your hands)
 3. SANITIZE using one of these methods
 - place in a dunk bag, dip in boiling water or sanitizer, hang bags to air
 - dry rinse in boiling water or sanitizer, air dry

Use a commercial sanitizer or bleach mixed at 1 teaspoon per gallon of water.

According to the Health Department, air-drying dishes is the safest way.

12. A sponge works well for washing dishes and cleaning food preparation surfaces and is easier to keep clean than a dishcloth. A metal scouring pad or even sand helps to remove badly stuck on food particles. (Follow the DUTCH OVEN CARE instructions. DO NOT USE DETERGENTS or metal scouring pads.) **Where are instructions?**
13. Outside Dishwashing - Carefully strain food particles from dishwater. Pouring the water into a bucket or second dishpan. Use the metal scouring pad, a sponge, or a finely woven dunk bag for the straining. Throw food particles in the garbage. To get rid of the dishwater, walk five yards (twice your height) into the woods past the mowed area to pour out the water. Nothing goes down the wash stand drain except toothpaste and hand/face washing stuff.
14. Remove any food particles you missed so they don't attract animals and insects or clog the drain. Throw in the garbage.

Health-Care Procedures

Groups Using Camp Far Horizons

Camp Far Horizons will provide health-care personnel, treatment, supplies, and emergency transportation only for individuals and groups for whom Camp Far Horizons has responsibility for supervision and major programming. This includes day camp, resident camp, tripping programs, and some family-camp sessions.

For weekend-retreat programs, some family-camp programs, and all troops and groups using camp facilities and limited services (food service, program specialists, etc.), Camp Far Horizons is not responsible for providing personnel, supplies, transportation, or health-care services.

Procedures

Contract (for outside groups) or use agreement (for troops and council groups) will specify the following:

1. Groups must provide their own adults currently certified in first aid and CPR, who are responsible for the health needs of the group.
2. Groups are responsible for gathering and maintaining information on all members of the group that includes name, address, emergency contact names and numbers, and any allergies/health conditions/restrictions. **For minors without a parent on-site, group leaders should also have signed permission to seek emergency treatment.** Group leaders are responsible to inform camp of any allergies or restrictions of their group that may affect camp services provided (e.g., food service, program activities).
3. Groups are responsible for their own emergency transportation. Phone numbers and locations of local EMS providers, clinics, and hospitals are provided in confirmation information and also posted near all phones available to groups.
4. Groups are responsible for providing their own first-aid supplies and equipment.
5. Orientation for groups will include updated emergency procedures for the camp, including information on how to contact camp personnel in an emergency.

CAMP FAR HORIZONS

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 judgement should be the final authority until you are able to contact assistance. The safety and well-being of the campers and adults ALWAYS comes first.

MAJOR INJURIES AND ACCIDENTS

If you are the primary adult at the scene in camp:

1. Count to ten and evaluate the overall situation. Do not rush or panic.
2. Take charge. Be firm and clear with your instructions to campers and other adults. Use a calm tone of voice.
3. The adult with the highest level of appropriate certification is delegated the responsibility to aid the injured party. Give priority attention to caring for the needs of the victim.
4. Delegate another staff member to ensure the safety of other campers by taking them away from the immediate scene and organizing singing, games, or other activities. Retain one adult at the scene of the accident with the victim.
5. Contact the health-care supervisor as soon as possible. Provide a clear description of the emergency and your location.
6. Begin collecting the facts. What happened? How? When? Where? Witnesses? Where were the staff? Campers? What could the victim have done to prevent the injury?
7. Once the health-care supervisor/adult in charge arrives at the scene, summarize the situation and answer questions. The health-care supervisor or designated adult will take charge.
8. Prepare accident reports within 24 hours and send to Girl Scouts of Green Hills Council.
9. In the case of a critical accident, serious injury, harm or fatality: Keep a responsible adult at the scene of the accident or emergency situation to see that nothing is disturbed until medical aid or the law-enforcement authorities arrive.

WATERFRONT EMERGENCIES

General Guidelines:

1. The buddy system is used at all aquatic activities.
2. "Buddy checks" need to occur at least once during each aquatic activity period.
3. Waterfront staff and watchers should have periodic rehearsals of aquatic rescue procedures.
4. In the event of an aquatic emergency, the waterfront staff member with highest qualification/position shall be in charge.

At the Pool

Near-Drowning:

1. The lifeguard signals a long blast on the whistle. This signal alerts other pool staff and watchers that it may be necessary to clear the pool and put rescue procedures into action.
2. Lifeguard on duty will reach victim in the fastest possible way and administer appropriate lifesaving techniques. If she/he requires help in the rescue, she/he extends a clasped fist into the air. Remaining lifeguards assist with the rescue.
3. Lookouts and additional guards signal all campers and adults to leave the water and the pool area. The lookouts/adults will supervise the campers.

4. If the emergency is a drowning or major injury, 911 will be contacted. (Girl Scouts should follow procedures for Major Incidents and Accidents.)

Lost Swimmer:

If a camper is missing during a buddy check or the camper's buddy or adult notifies the lifeguards or lookouts that a camper is missing:

1. A whistle is blown for a "buddy check." Everyone immediately gets out of the water and a recount of swimmers is immediately taken.
2. Adults assigned by the waterfront director or lifeguard will take other campers out of the pool area or other designated place.
3. Waterfront staff will immediately scan the pool, then check the changing room and restrooms.
4. Waterfront staff will designate an adult member to inform the Girl Scout office of emergency details. If the camper is not found, Missing Person Procedures will be followed from the Emergency Procedures.

At A Lake

Capsized Canoe:

1. Campers must complete a "tip test" prior to canoeing to receive instructions on what to do in the event of a capsized canoe. Everyone in a canoe must wear a size-appropriate PFD.
2. When the staff has spotted a capsized canoe, instruct the other campers to move away from the area. Talk to the campers and tell them to do just what they did during the "tip test."
3. If the campers are unable to maneuver themselves and the canoe to safety, a staff member should canoe next to the campers and assist them.

Lost Swimmer:

Campers are not allowed to swim in the lake. In the event a camper has capsized his/her canoe or fallen into the lake, follow appropriate rescue techniques. If a camper is missing:

1. Remove everyone immediately from the lake and onto the shore while a recount is quickly taken.
2. Adults take campers away from the lake and inform the Girl Scout office of emergency details.
3. Waterfront staff scans the lake until other help arrives.
4. The adult in charge contacts other adults and proceeds to the lake area with a walkie talkie. One adult will stay by the phone. A rescue squad (911) should be contacted, and the emergency procedures followed.
5. A designated drill person will stay on the shore and direct the others to look for the camper, moving with as little movement as possible. Depending on the condition of the lake, the adults may look via canoe, rowboat, or by swimming: The safety of the adults is very important! If needed, masks, snorkels, and other rescue equipment are available at the pool area.
6. The search continues until rescue authorities arrive and take over and direct the adults on their duties.

FIRE

Fire drills are held within the first 24 hours of each camp overnight as prescribed by state law. The safety of campers and adults depends on everyone performing their job efficiently. To avoid confusion during an emergency, learn your responsibilities well.

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

Signal

Blasts of the air horn is 'the signal.' When the signal is heard in the unit, blow the emergency whistle to assemble campers. Contact the camp lodge by walkie talkie, or runner to let them know you've heard the signal and to receive any instructions.

If the fire is in the unit, designate one adult to walk the campers away from the fire (upwind or downhill). Another adult is designated to sound the air-horn alarm and to notify the camp lodge. Other adults attempt to contain the fire using hoses, rakes, shovels, bucket brigade, and fire extinguisher. Begin fighting the fire at the outside perimeter, not in the middle, since attacking the center tends to spread it more. Use good judgement! Do not risk injury to staff or campers.

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 parking area. Walk on the side of the road facing traffic. Leave room for vehicles to pass. Upon arrival, do another head count and report the number of campers and staff present to the person in charge. Keep the campers quiet and calm and wait for further instruction.

If the fire prevents you from reaching the parking area, use good judgement. Stay put so an adult can reach you OR exit quickly, using the safest route, to the nearest road. Wait at the road for assistance.

If possible, bring the campers' medications and the unit first-aid kit.

Adults without camper supervision responsibility will carry out their assigned tasks.

Exit

If it is necessary to immediately evacuate the camp, campers will be divided by units and loaded into cars and transported to a safety zone. To expedite this process, cars must be parked facing out and an ignition and door key turned into the camp lodge.

ELECTRICAL STORM

Lightning will seek tall objects, so stay away from lone trees, drinking fountains, and hilltops. Seek shelter under a low clump of trees, in a building, or automobile. All swimmers and canoers must go to the edge and get out of the water upon the signal from the waterfront staff.

MISSING PERSON PROCEDURE

On the first day of the camp session, review with campers “Staying Found” (see Hiking Procedures) and what to do if separated from the group with campers. Upon determination that a camper is missing:

1. Determine when and where the camper was last seen. Stay calm so you don't frighten the other campers.
2. Discover (if possible) the state of mind of the camper. Was she depressed or angry, threatening to run away? Did she fall behind on a hike, or leave to visit a friend in another unit? A camper who does not wish to be found will require a wider and more careful search.
3. Do a search of the immediate area with available adults. (The camper may have wandered to the edge of the activity.) Ask nearby campers and adults if they have seen or know where the camper is. Before leaving the rest of the group to find a camper, see they are supervised by another adult.
4. Check any known accomplices (friends in other cabins, etc).
5. Check bathrooms, dining hall, the cabin, and a friend's cabin.
6. Contact the adult in charge about the situation. Include the name of the missing camper, when and where last seen, description of child: hair, eyes, weight, height, and, as close as possible, clothing. The adult in charge will organize an extended search. If the camper is not found in 20 minutes, the camper will be presumed lost. The adult in charge will institute a public search which will include contacting the sheriff department, Girl Scout office, and camper's parents.
7. Do not ignore the remaining campers. Be calm and positive. Acknowledge their fears and move on to some activity.
8. Complete an incident report and any other reports requested.

INTRUDERS

Unfamiliar persons on the camp property may range from someone lost and looking for directions to a person with intent to do harm to persons or property. Some judgement must be made on the part of staff. Be observant as to the make, model, and license number of the car. Persons should be questioned to ascertain who they are and why they are here. Do not antagonize the intruder. Be polite, give assistance if possible, refer the person to the camp office, or ask them to leave. This is private property and not open to the public. Observe to ascertain the person leaves the site.

If the appearance of the unfamiliar person makes you uncomfortable, approach with another staff member. Someone should stay with the campers away from the situation.

If the person seems threatening in any way, do not approach or take any chances. Remove yourselves and the campers from the area, notify the camp office, and observe the whereabouts of the person.

If you see or suspect an intruder in camp at night, immediately and quietly notify the other staff members and the camp office. Check all camper sleeping areas with a head count. In order to prevent false alarms and unnecessary fright, all camp personnel will carry flashlights and identify themselves when walking in the camp at night.

Teach campers to come quietly and tell you if they see an unfamiliar person on the property. If a child encounters an unfamiliar person, real or imagined, never tell the child that “it really wasn't anything,” “there is no need to be afraid,” or “it was just your imagination.” Frightened children need to be allowed to experience their fear, to know that it is okay to be afraid, and to talk about their experience.

If you are off camp property, keep an adult with the campers while two other staff members go to notify a park ranger or law-enforcement officer if someone seems to be behaving suspiciously or inappropriately around your area.

Notify the Girl Scout office immediately of any intruders. Complete an incident report and any other reports requested.

KIDNAPPING

DO NOT ALLOW ANYONE (stranger or known) TO REMOVE A CAMPER FROM CAMP!

All adults will refer all visiting persons (stranger or known) to the adult in charge. Under NO conditions may a camper be removed from camp without the permission of the adult in charge.

Strangers may come to the camp in search of potential victims. Custody disputes between parents can result in an attempt to remove a camper from camp.

Should a camper be taken from camp without the expressed and direct approval of the adult in charge: Get descriptions of all persons involved if possible (hair, clothes, height, license number of car, etc.). Notify the adult in charge IMMEDIATELY!

UTILITY FAILURE

Water:

Our precious resource! Our camp has a self-contained water system. When it fails, we have serious problems. Because of the limited supply, practice conservation and teach campers to restrict the amount of water they use, too.

1. Loss of pressure or unusually rusty-looking water is a symptom of a problem in the system. The units at the end of the system are typically the first to notice the problem. Immediately notify the camp office if you suspect a problem.
2. Should a major leak/break in the line occur in your area, shut off the water as instructed during pre-camp training. Use the intercom to notify the camp office.

Electrical:

A power loss may occur from sources inside or outside the camp. An electrical fire must be dealt with immediately. Be sure everyone knows the wires and electrical equipment substations and large green transformer boxes are dangerous and off limits. Complete a Request for Repair for the maintenance staff if you see one unlocked.

1. Lack of Power: Check the circuit breakers as instructed during pre-camp training. A "tripped" breaker will be positioned midway between on and off, and may have some red showing. To reset, turn the breaker off then back on again. If the breaker trips again, and you can manage without the circuit, switch the breaker to "off" and report the problem along with the breaker number on the Request for Repair form. Stay put.
2. Electrical Fire: Sound air horn and divide duties. Assemble and evacuate all campers, notify Girl Scout office while adults fight the fire. Never use water on an electrical fire. Use a fire extinguisher or baking soda. Try to turn off the circuit breaker.
3. Downed power lines are extremely dangerous. Stay clear and don't touch them. You risk death if you contact energized lines or appliances or if you touch a victim who is in contact with them.

AQUATIC PROCEDURES

GENERAL

These procedures apply for pool use, canoeing on a pond, lake or river, and for any environmental river studies. If it is possible a person could be in the water, intentionally or unintentionally, these procedures apply.

1. All persons, prior to participating in swimming and non-swimming aquatic activities, must be evaluated as to swimming ability and assigned areas, equipment, facilities, and activities commensurate with their abilities.
2. When activities are conducted near bodies of water (occurring in, on, or near water) life guarding precautions are required.
3. Any staff only or adult only activities must follow the same procedures, safety regulations and rules.

LIFEGUARDS

According to Safety-Wise, a lifeguard is a person with current certification in the skills and techniques of life guarding from a recognized sponsoring agency and additional training specific to the facility/body of water where she or he will guard. A lifeguard is trained in first aid and cardiopulmonary resuscitation.

The type of certification needed depends on the type of facility/body of water where the activity takes place, i.e. river, lake, pool, whitewater.

Lifeguard/bather ratio 1:20

Ratio's of lifeguards should be increased depending on the following factors; number of bathers in one area, swimming level and ability, number of bathers with disabilities, type of aquatic activity.

All lifeguards must present a current life-saving certificate. The adult in charge should insure that up-to-date certificates are on file for every lifeguard.

Primary or lead lifeguard must be an adult, 18 years of age or older. Assistant lifeguards must be 16 years of age or older.

When on duty, lifeguards must stay out of the water except in response to an emergency.

Lifeguards and watchers must be on deck standing or sitting in guard chair, at water's edge, or in the canoes at all times, when children are present.

Lead Lifeguard will explain all rules appropriate to the location, whistle blow system, and buddy system BEFORE bathers enter the water or enter the canoes.

Lifeguards are responsible for locking the pool gates and doors before leaving the pool.

WATCHERS

A Watcher is an adult (over 18) who must stand or sit by the pool or water's edge, observing the bathers. Watchers are responsible for reporting any emergency situations to the lifeguards and providing guidance for appropriate behavior.

Watcher/bather ratio 1:10

All groups are responsible for providing Watchers.

POOL PROCEDURES

Scheduling

Pool Capacity: 40

Troops and groups must make reservations in advance through the Council Registrar. The troop or group will be responsible for hiring and paying lifeguards.

Heavy rain, lightning, or cold temperatures will result in cancellation of pool use. This determination is to be made by the Camp Site Manager, Adult in Charge or Lead Lifeguard.

Troop and group leaders are responsible for seeing everyone in their group leaves the pool area at the required time. Allow at least 10 minutes for changing. Example: If your pool time ends at 4:00 PM, have them leave the water at 3:50 PM.

Before leaving, troop and group leaders should check the pool area and shower house for any personal items left behind.

Pool and shower house should be vacated before the next group enters the pool house.

LAKE/RIVER PROCEDURES

All campers and adults must properly wear a personal floatation device (PFD) while in a canoe.

All canoes and equipment should be inspected on a regular basis and any repairs reported immediately to the Site Manager. PFD's are given a safety check immediately prior to use. All campers are instructed in safety rules and given canoeing instruction, including dry land practice before going out on the lake/river. Training to include:

1. Self-rescue in case of capsizing or swamping
2. Boat handling, boarding, debarking, trimming, loading and changing positions
3. Donning and use of PFD

Safety rules to be reviewed and enforced

1. Must wear PFD
2. No horseplay
3. No standing in canoes
4. Paddle on opposite sides

No swimming is allowed in the lake/river at any time.

An adult (watcher) must always be present on the shore.

Buddy system must be used while on the water.

There will be one certified boating instructor for each six canoes on the lake/river. The overall ratio of one adult for each ten participants must be maintained at all times.

ADULT USE OF AQUATIC FACILITIES

Adults may not swim unless a certified lifeguard is on duty on the deck. At a lake/river, the guard may be supervising from the shore or in a canoe. The guard must be attentive to duties.

Pool Health and Safety Rules

1. A certified lifeguard and trained watchers must be on duty and in position, with rescue tube around neck and arm, when **anyone** is in the pool.
One guard : 20 users (adults or children)
Extra lifeguards may be necessary if numbers indicate.

One watcher : 10 users - Watchers must be oriented to their responsibilities and required to demonstrate non-swimming rescue methods.
2. Lifeguards and watchers are stationed at separate posts and stay out of the water except in emergencies.
3. Anyone entering the pool area or shower house should remove their street shoes and socks.
4. All bathers (campers) must take a warm nude shower before swimming.
5. All bathers (campers) must be evaluated and classified as to swimming ability. (See Testing Guidelines)
Red = shallow end only
Blue = shallow and middle of pool (up to ladder)
Yellow = all of the pool
6. No gum, glass or breakable objects are allowed in the pool area.
7. No horse play, pushing, dunking, splashing or running is allowed. No diving is allowed.
8. No food or drink allowed in pool area or shower house. Drinking water may be kept on the deck, but must be kept in a closable, plastic container. (*Lifeguards may eat while off duty in guard room or staff retreat.*)
9. Whistle blow system:
One short blast = get the attention of a swimmer

Two short blasts = get the attention of another guard or watcher
Three short blasts = guard going into the water for a rescue
One long blast = clear the pool

10. Heavy rain, lightning, cold temperatures, or unsanitary conditions will result in cancellation of pool use. This determination is to be made by the Camp Site Manager, Camp Director, Waterfront Director or Lead Lifeguard.
11. A Buddy Check is done every 15 minutes. The lifeguard blows a whistle and every bather must find their buddy, clasp hands and hold hands up.
12. Playing with pool equipment or in the storage area is not allowed.
13. All toys, kick boards, goggles, and fins must be picked up after each pool use.
14. All towels must be hung over the fence (on the North end) not thrown on the ground.
15. Pool area and shower house must be kept clean. Put garbage and trash in garbage barrels. Shower house must be clean before campers are allowed to leave.
16. Sanitary napkins and tampons should be disposed of in the garbage barrels, trash cans, or in special cans, NOT in the toilet.
17. Gates and doors must be locked after each pool use. Lifeguards should check all gates and doors before leaving the area.
18. The Camp Site Manager has access to the pool and shower house area at all times and has the final decision about all pool use.
19. The length of a swimming period is determined by the swimmer's condition and comfort, weather conditions, and water temperature. Generally 30-minute swimming periods are sufficient.
20. Basic rescue equipment available:
 - Reaching pole, approximately 12 feet long.
 - Ring buoy or throw bag with firmly attached line approximately 30 feet long
 - Rescue tube & backboard
 - First-aid kit

Canoeing Procedures and Guidelines

Supervision

One adult must be currently certified as a Flat water, Moving, Paddling or River Paddling Instructor from the American Canoe Association, is certified in Small Craft Safety from the American Red Cross, has equivalent certification, or has documented experience indicating knowledge and skill in teaching and/or supervision specific to the canoe activity.

A minimum of two adults supervise any canoeing activity. The following instructor/qualified leader-to-participant ratios apply to all forms of canoeing:

- 1 adult leader to 12 participants for flat water
- 1 leader to 8 participants for whitewater and tripping

Equipment

1. Canoes 15 feet or shorter and hold no more than two persons.
2. A painter is secured to each end of the canoe.
3. Paddles are in good repair and sized to each canoeist.
4. For river rescue, all instructors/trip leaders attach a locking blade knife to their PFD or secure it inside the canoe in an easily accessible place. A throw bag is also available.
5. Each person must wear a U.S. Coast Guard-approved personal flotation device with whistles attached for signaling purposes.
6. At least one graspable and throwable PFD cushion or ring buoy or equivalent is immediately available for each group on the water.
7. All canoeists must wear sneakers or other adequate footwear.

Participants Orientation

1. All girls must participate in a pre-canoe training which includes: the proper use of PFD's and a actual tip test conducted in the pool.

Emergency Procedures and First Aid

1. A first-aider, level 1, is present for flat water day trips. A first-aider, level 2 is present for whitewater and overnight trips.
2. A first-aid kit is within the first-aider's reach. The first-aid kit is in a waterproof container secured in the canoe.
3. A float plan must be completed and left with the Camp Director for all trips away from camp. The plan must include:
 - Names of all persons on board
 - Destination
 - Description of canoes
 - Times of departure and return
 - Route to be taken and an alternative route

Archery Program

Operating Procedures

General:

1. Archery is not recommended for campers under age 9. A participant in archery activities must be old enough to understand safety procedures and handle equipment correctly. Archery may not be appropriate for some older campers. Evaluate your campers before signing up for archery.
2. A ratio of one qualified instructor for each 10 participants shall be maintained. Instructors must have thorough knowledge of safety practices, equipment use and technique. A minimum of two staff must be with campers in the archery area.
3. Staff will be instructed during pre-camp in the areas of safety procedures and teaching techniques by a trainer with Level I Archery Instructor certification or documented experience indicating knowledge and skill in teaching and supervising an archery program. The trainer will observe counselors to verify knowledge and skill in teaching and supervising; knowledge of safety practices, equipment use and maintenance, and technique.
4. Each group going to archery must take a walkie-talkie and check out in the lodge.
5. Units sign up for times at the archery range on the program sheets. Facilities are to be used only during daylight hours.
6. There will be available an assortment of bows and arrows suitable for camp archery.
7. Staff are responsible to check equipment before use. Broken arrows or bows should be taken to lodge immediately following the activity.
8. First aid kit will be located in storage box. Please notify the health care supervisor when supplies are used so they may be replaced.
9. After arriving at archery range, explanation of safety rules posted at the archery range, and demonstration of equipment must be completed.
10. The instructor is responsible to supervise campers using the archery equipment, carefully monitoring the performance of each camper until competency is demonstrated.

Safety considerations:

1. Maximum of four (4) shooters at a time.
2. Archery equipment must be stored in the downstairs lodge box and locked when not in use.
3. Don't use broken/cracked arrows. Always check arrows, especially if they have hit the ground.
4. Campers waiting a turn to shoot must wait behind the archery shooting line.
5. In case of accident; remain calm, take command, and give clear instructions. Follow staff manual *Comprehensive Emergency Procedures*.

Safety rules:

1. Wrist and finger guards are provided and **must** be used.
2. **Never** point a bow and arrow at a person, even when not drawn.
3. Arrows are not picked up until "load" command is given.
4. Never shoot your arrow until the "fire when ready" command is given.
5. Never draw the string without an arrow, overdrawing can occur and break the bow.
6. When aiming arrow, keep tip pointed toward the target. Shoot only at target, **never** at anything else (trees, animals, etc.). Never shoot an arrow straight up into the air! One never knows exactly where that arrow will fall.
7. After completing round, campers place bow in the quiver or on the ground and step back behind line to wait for others to finish and command to "retrieve arrows."

Commands used:

"load" -- waiting and preparing to shoot

"fire when ready" -- shoot arrows. Campers put bow in quiver or ground when finished.

"retrieve arrows" – campers get arrows after all have finished.

Demonstration of equipment:

1. Correct stance:
 - straddle shooting line
 - shooter's body in a "T" formation
2. Terms describing arrows:
 - odd-colored feather is called the index feather
 - two matching feathers are called the fletching feathers
 - the open slot end is called the knock
3. How to knock arrows:
 - use three middle fingers, one above the knock, two below
 - do not pinch the arrow, hold gently between fingers, slight pulling tension on the string.
5. Aim and shoot:
 - pull back with even pressure to the corner of your smile
 - release by letting the string roll off the fingers while the arm continues to move beside the ear in a flowing manner
6. Removing arrows:
 - hold the target flat close to the arrow with one hand
 - pull gently, twisting slowly to remove arrows

CAMP FAR HORIZONS RAPPELLING

RULES AND PROCEDURES

OBJECTIVES

1. Allow participants to experience a high level thrill seeking/risk taking situation in a safe controlled environment.
2. Participants will learn the basic knowledge of equipment, techniques, equipment use, and safety concerns needed for a safe and effective rappelling experience. The program is not designed to give participants the skills or knowledge to go out and climb.

REQUIREMENTS TO PARTICIPATE

1. Must be a Junior Girl Scout or higher level (age 11 or older)
2. Must have had parent or guardian sign the Activity Waiver.

SUPERVISION

Minimum requirement – One trained instructor to lead the activity, one belay person and one counselor/volunteer certified in first aid and CPR, for supervision of the participants waiting a turn. There should be a maximum of six participants to one instructor.

INSTRUCTOR QUALIFICATIONS

Documented experience, indicating competence in equipment maintenance, safety and rescue techniques, group processing techniques, proper use of the wall and hands-on-training. Skill level demonstrated and verified by Camp Director. Skill level demonstrated and observed on various occasions by Camp Director or Program Director.

SET UP

At the beginning of the season, the Site Manager will inspect the ropes for wear, run his/her hands the full length of the rope feeling for anomalies or damage, and inspect software, hardware and helmets for wear and damage. If possible, an experienced independent third party will be hired to provide an additional inspection.

Prior to each use, the instructor will inspect and verify all equipment for use and notify the Site Manager of any damaged, worn or phased out items, so they can be replaced. The instructor(s) should run their hands the full length of the rope and feel any damages or differences. They should also inspect the software, hardware, and helmets for damage or wear.

Standard equipment needed at site:

Ropes	Webbing	Harnesses/Hardware
Helmets	First Aid Kit	Backboard
Walkie Talkie	Gloves	

SITE CONDITIONS

The instructor will visit the tower site well in advance of the activity time to verify the site is safe for rappelling. Things to look for:

1. Weather is clear to cloudy but no rain
2. Minimal wind (less than 5 mph)
3. Temperature is between 45 and 95 degrees F.
4. Clear of loose rocks and debris

If at any time during the activity any of these conditions occur, cease the activity at the soonest possible time. It is the instructor's discretion as to whether to complete the climb in progress. Then close the tower.

PARTICIPATION ORIENTATION

Staff will have all participants sit on the ground at the Gathering Area. The instructor will give the following orientation:

1. Proper wearing of harness
2. Proper use of helmets
3. Orient to all safety considerations
4. Orient to weather conditions that may apply
5. Set order of participant climbs
6. Set limits for what participants may say during the climb
7. Make sure all participants are in proper climbing clothing.

GROUP LEADER RESPONSIBILITIES

1. The Group Leader, or another assist adult, will assist with putting on the harness of the first climber.
2. Then the Group Leader will help in putting the harness on all subsequent climbers. (The Instructor will check the harness before the climb.)
3. Group Leader is responsible for supervision of those waiting their turn.

SITE CLOSE DOWN

Staff will remove the equipment, checking for damage and/or wear. Equipment is then stored in the lodge in an area that is locked and only accessible to staff.

RISK MANAGEMENT

1. Qualified instructor will check ropes and equipment before and after each use.
2. This equipment check will be recorded in the "Rope Log" in the lodge.
3. All girls must be a Girl Scout Junior or older and be able to fit into the climbing harness.
4. The harness to be used is a soft harness.

EMERGENCY PROCEDURES

Take appropriate emergency action based on the type of injury or emergency.