



PACK LEADER & PARENT GUIDE BOOK

&

EMERGENCY PROCEDURES

Nautical Pirate Adventure!

Cub Scout Day Camp 2026

Buffalo Trace Council, Scouting America

EMERGENCY NUMBERS

FIRE	911
Police	911
Memorial Hospital	821-996-2345
Eykamp Scout Center	812-423-5246

CAMP RULES AND REGULATIONS

The principles of the Scout Oath and Law are the guiding principles of Buffalo Trace Council. Cub Scout Day Camp operates under and follows all policies set by the National Health & Safety Committee (BSA) and Indiana statutes concerning youth camps. The following rules have been established for the health, safety, and protection of all scouts and leaders attending camp:

First Aid:

A first aid area staffed by a certified medical professional will be on property throughout camp. An Accident Insurance Policy for any accident that might occur at camp covers all campers, registered leaders, and staff.

Medication: The camp medical officer MUST have full knowledge of ALL medications in camp this includes prescription and non-prescription medications. All medications with the exception of inhalers, epi-pens, and other medications for life-threatening conditions must be turned in to the Health Officer.

Cell Phone Usage:

For the respect and atmosphere of the camping environment, calls may be made during lunchtime if necessary. Please place your phone on "silent mode" during the camp session.

Visitors and Strangers:

Day Camp is held at a public location. While almost all of the people at this location are likely to be involved with Day Camp, staff and walkers are encouraged to be aware of the environment and to report any suspicious person or activity observed to the Day Camp Director. In a youth camp environment, it is always better to err on the side of caution. All parents, leaders, walkers, and other Day Camp visitors must check in with the Camp Director to receive a lanyard.

Buddy System:

Day Camp runs on the Buddy System. At the beginning of each day, before the pack moves to their first program station, the walkers must ensure that every Cub Scout is paired with a buddy (or two if there is an odd number of Scouts). Each Cub Scout should know where their buddy is at all times and should not leave their buddy for any reason. This includes traveling to the restroom, lunchtime, and traveling between program sections. Walkers and staff should immediately question any Cub Scout found by himself/herself to ask where their buddy is and stay with them until their buddy is found.

Early Check out:

Any parent or guardian who needs to pick up their Cub Scout early from camp must first check in at the administration area. They will then be directed to the program station where their Scout is currently located. Walkers may contact the Camp Director for confirmation if they are unsure of the validity of and adult picking up a scout. All Scouts that leave camp or arrive at camp after initial check in must check in with the Camp Director.

End of day Pick up:

Each Scout must have a GUARDIAN OR CHAPERONE stay until all of their Scouts have been picked up. Do not leave your Cub Scouts under the supervision of a Walker from another Pack. If a Scout has not been picked up by 2:45pm central time Tuesday-Thursday or 7pm on Friday, the Walker should notify the Camp Director so parents or guardians can be contacted.

Prohibited Items and Activities:

- No youth is allowed to wander on their own. They should always stay with their buddy.
- No youth may leave camp during the day without permission from the Camp Director and without signing out.
- The use of foul, profane, or abusive language by youth or adults will not be tolerated.
- Use of tobacco products and e-cigarettes is prohibited in front of youth **at any time** and prohibited within camp limits. Adults who wish to smoke must do so away from the program area and out of sight of youth campers and youth staff.
- No alcohol or controlled substances are allowed. The use of these will result in expulsion from camp and may result in legal consequences.
- No knives, axes, hatchets, guns, ammunition, bow or arrows should be brought to camp. All shooting sports equipment will be provided by the council.
- No open flames, matches, fire starters, or fireworks may be brought to camp.
- Vehicles may only park in designated parking area. No vehicles should be in the camp area unless approved by the Camp Director.

Social Media

We want to see how much fun you and your Scouts are having at Day Camp!



Tag @BuffaloTraceCouncil on
Facebook



Tag @BTC_BSA on Twitter X



Tag @Buffalo_Trace_Council on
Instagram

**Emergency
Procedures**

All camp emergencies will be handled under the supervision of the Camp Director. Emergency situations must be reported IMMEDIATELY. In the interest of safety and in handling emergencies quickly and decisively, everyone must cooperate fully and without question. All scouts, adults, and leaders must be familiar with the following procedures for any emergency that might occur.

ALL INJURIES (NO MATTER HOW MINOR)

MUST BE REPORTED TO THE HEALTH OFFICER AND MUST BE LOGGED.

Lost Scout

Radio Call to all Sections

First, search the program area thoroughly – in restroom and immediate vicinity of the area. Check to see if the scout gear is with his Den's gear. Then the Camp Den Leader goes to the closest Program Staff to report the "missing" Scout. The Program Staff will call for the Camp Director on the radio to the program area immediately and request they bring the sign out sheet. If the scout is not on the sign out sheet, collect the name of, a description of, and last known location of the scout. Radio out to all staff to be on the lookout for the scout with all the information. All Staff should check their location for the lost Scout and radio back. If this does not turn up the lost Scout, all program areas should close and Dens meet at the flag pole to take role call and report to the Program Director while the Camp Director assembles the entire staff to organize a thorough search of the property. If the search has not turned up the lost Scout, the Camp Director will notify the Sheriff, and the Scout Executive.

FIRE

Radio Call to all Sections

All fires must be reported. Small fires can be put out under supervision while being reported. Out-of-control fires must be reported immediately to the Camp Office. A radio call will be made to all sections, and the Camp Director will phone the St Anthony Fire Department and the Scout Executive.

All Staff, Scouts, and Leaders will report to the flag pole. The Camp Den Leader from each Den will take roll call and report to the Program Director, who will then report to the Camp Director.

The Camp Director will assemble the entire staff to organize a support system for the Fire Department.

SERVER STORM

Radio Call to all Sections

Should server storms occur during the operation of program, the Camp Director will decide what program areas to close. The Camp Director will then notify the Program Director to close specific areas. If a program area is completely closed, the staff is to direct the Scouts to the Clover Pavilion.

During a storm where lightning is spotted, anyone spotting lightning will report to the Camp Office. If lightning is spotted, all program areas are to come to a halt immediately. They will remain closed until no lightning has been spotted for at least 30 minutes and the Camp Director has made sure that the weather is appropriate enough to continue program.

Dens wishing to leave during this time MUST check out at the Camp Office before departing camp.

Discipline at Day Camp

- BE FAIR. Don't permit one Scout to get away with something that you would discipline another Scout for doing.
- BE CONSISTENT. Don't be a rigid disciplinarian one day and let anything go for the next. Youth need to know where they stand and what to expect every day.
- TREAT EACH SCOUT AS AN INDIVIDUAL. Get to know him/her. Find out why they behave the way they do.
- DO NOT WARN OR THREATEN. Take action quickly and in a matter-of-fact way. Don't yell at them.
- YOUTH ARE TESTERS. They will test you to see how far they can go. Each time you retreat, they will advance another step. Set limits and stick to them.

How do I keep control?

- DON'T TRY TO "OUT SHOUT" SCOUTS.
- Stand where the youth can see you and raise the Cub Scout sign. Teach the Scouts, "When the hand goes up, the mouth goes shut."
- Alternate sitting, doing, being quiet, and being less quiet. Give the Scouts a chance to let off steam.
- Be prepared with alternative activities such as songs, applause, stunts, quick games, etc.
- Don't smother the Cub Scout. Maintain balance. Give them room to move.
- Develop a "Day Camp Den Code of Conduct" for the week. Write it down and remind the Scouts throughout the week. Stick to the plan!

What should my Scout bring?

- Water Bottle
- Hat/Sunglasses
- Sunscreen
- Bug Spray
- Sack Lunch
- A Towel – your Scout may get wet during some activities.
- Bag to carry things in (optional)
- Positive Attitude!

****Be sure to label ALL items with the Scout's name and pack number****