

Cub Scout Day Camp Leader's Guide 2017

Cub Scout Day Camp is a valuable activity to help individual pack succeed while balancing recreation and educational opportunities that challenge the scouts to Do Their Best!

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What to Bring to Camp

REQUIRED ITEMS TO BRING TO CAMP:

1. Health Form
2. Lunch – non perishable – refrigeration is not available
3. Medication (if applicable)
4. Comfortable shoes for walking – no sandals, crocs, flip-flops or open-toed shoes

SUGGESTED ITMES TO BRING TO CAMP:

1. Sunscreen (non-aerosol)
2. Bug Spray (non-aerosol)
3. Rain Gear
4. Money (for the Trading Post)
5. Coolers to store your Unit's lunch

SUGGESTED ITEMS TO LEAVE AT HOME

1. Electronic Games, radios, MP3 players, etc...
2. Knives or firearms
3. Pets



Camp Reminders:

1. Everyone participating in Day Camp (Staff, Leaders, and Scouts must have a complicated health form on file with the medical team)
2. A small trading post will be open during lunch – CASH ONLY
3. Report any and all injuries to the Medical Team no matter how small.
4. Scouts always leave a place nicer than they find it, so please pick up any litter you may come across
5. There is no smoking in Camp. If you must smoke, do so in the parking lot and trash your butts.
6. Use the buddy system when traveling between locations and for restroom breaks. A leader should accompany scouts to the restroom facilities and wait for them prior to returning to the group.
7. Please direct any questions or concerns to the Program or Camp Directors and have a safe and enjoyable time at Day Camp.
8. The playground and playground equipment is not included as part of camp. Please advise scouts and adults to refrain from using the equipment and steer clear of those areas during camp hours. The BSA and Day Camp are not responsible or liable for any injuries sustained while using playground equipment.

Safety and Security Tips:

Media Contact:

Only the Camp Director may speak with media personnel. If a member of the media is present in camp and is not accompanied by a staff member, please notify a staff member and refer the visitor to check-in.

Health Forms:

Everyone participating in Day Camp (children and adults) is required to have a completed health form on file

Medication:

All medication must be in original prescription packaging and the individuals must be able to administer the medication themselves. All medication must be stored with the Den Leader at check-in. Please be sure to gather medications from the Den Leader before leaving for the day.

Early Dismissal:

Only the Camp Director can authorize an early dismissal. In the event of an early dismissal:

1. The health form will be checked to be sure the person picking up the child is authorized
2. Parent/Guardian must provide a signed note with pertinent details to the Den Leader at check-in.
3. The Den Leader will give the note to the Camp Director along with the attendance roster once all campers have arrived for the day
4. In emergency situations parental instructions can be given over the phone to two ADULT staff members one of whom must be the Camp Director OR Program Director

Identification:

Everyone at Day Camp (campers, staff, adult leaders and visitors) must wear the official Day Camp t-shirt. Anyone not wearing the official camp t-shirt must be escorted immediately to the Camp Director

Parking:

All cars are to be kept locked and in the visitor parking lots nearest the Arrowhead and Iroquois Shelters. Please do NOT park in the lot next to the playground at the entrance of camp.

Emergency Plan

General precautions to prevent emergency situations:

- ◆ Be alert to surrounding areas and people in them
- ◆ Conduct frequent head counts of scouts, especially when moving from one activity to the next
- ◆ Use the buddy system and have scouts ask permission to leave the group
- ◆ During extremely hot weather, encourage all campers to drink water and maintain a slower pace for all activity areas.

Unit Safety Representative (USR):

- ◆ Each unit will select a responsible adult to serve as Unit Safety Representative. Indicate the USR on daily attendance sheet. For groups comprised of more than one unit, choose one person to represent the entire group.
- ◆ Duties of the USR include:
 - In the event of an emergency signal, the USR should report to the Camp Director for further instructions. The scouts should remain at the activity site
 - If your unit is involved in an emergency, the USR should QUICKLY, CALMLY AND THOROUGHLY ascertain the facts of the situation and then alert the Program Director or Camp Director
 - After receiving instructions from the Camp Director or Program Director, the USR should report to their Unit, inform and help carry out the plan of action

General procedures in case of an emergency:

- ◆ The Camp Director is in complete charge of all emergency procedures, operations, and movements. Any discovery of a potential emergency must be brought to the attention of the Camp Director
- ◆ Emergency phone numbers are given to each unit and posted at each activity station
- ◆ During an emergency no one is permitted to LEAVE CAMP without express permission from the Camp Director or Program Director

In the event of an emergency, an air horn will be used to send the signal through camp.

IN THE EVENT OF A FIRE - 2 short blasts of the horn - take a head count and report to Base Camp in the oval

ALL OTHER EMERGENCIES- 3 blasts of the horn – take a head count and go to the closest shelter, await instructions

Emergency Conditions:

MISSING CAMPER

1. Cease current activity and use the buddy system and attendance list to account for all scouts and leaders in the group
2. Use two-deep leadership principles to remain with the unit while all other adults do a quick search of the immediate area
3. If the camper is found, return to the unit and resume activities. USR should report the incident to the Camp Director
4. If the camper is not found notify the Camp Director so the warning signal may be sounded and proceed according to plan for LOST BOY

LOST BOY

1. Unit Safety Representatives should report to the Camp Director upon hearing the emergency signal
2. Remaining leaders should cease the current activity and use the buddy system to account for all scouts and leaders in their group
3. If all are present and accounted for, wait patiently and calmly for further instructions, unless you are in an area that requires evacuation for safety reasons
4. In a calm and orderly manner, units should carry out course of action as directed by the USR

SICKNESS

1. Take the individual to the Camp Director of EMS station at Base Camp
2. The medical team will triage the patient and determine treatment
3. Alert the Camp Director of any sickness. If necessary the Camp Director will notify the Scout Executive
4. Parents are to be notified ASAP upon recommendation of the medical team.

SEVERE INJURY OR ACCIDENT

1. Do not move the injured individual unless in an area of immediate danger
2. Notify the medical team and Camp Director immediately. Medical team will make the decision to contact doctors, alert the hospital, and arrange transportation
3. Send your USR to notify the Camp Director
4. Parents will be notified as soon as possible
5. The Camp Director will notify the Scout Executive
6. The injured individual's medical form will be available for transport if needed.

SEVERE WEATHER

1. Assess oncoming weather conditions; take preventative measures and respond early to impending emergency. The Camp Director will brief adult leaders of any concerning weather and review procedures at the start of camp.
2. The air horn will sound 3 times for a severe weather emergency
3. Den Leaders will use the buddy system and attendance sheet to account for each camper and follow the procedure outlined by the Camp Director
4. The Camp Director will inform the USR of whether camp will resume or if campers will be sent home for the day.
5. It is imperative that you keep your scouts calm and quiet while waiting further instructions

FIRE

In the event of clothing fire – Stop, Drop and Roll

1. Send for the Medical Team immediately leaving one adult with the injured person
2. The Camp Director must be notified immediately
3. Medical Team will make the decision if additional medical aide is needed and will make arrangements for the necessary car of the injured person
4. Parents will be notified as soon as possible
5. Camp Director will notify the Scout Executive and other necessary authorities.
6. The injured person's medical form will be available for transport if needed

In the event of a structure or outdoor fire

1. If your group is in the immediate area of the fire, move to a safe distance. Send your USR to inform Camp Director of the fire.
2. USR should report to the Camp Director upon hearing the warning signal
3. Remaining leaders should cease activity and use the buddy system and attendance list to account for all scouts and leaders in the group
4. Wait patiently and calmly for further instructions unless you are in an area that requires immediate evacuation for safety reasons
5. The Camp Director will issue instructions for further action to the USR, who will inform the unit how to proceed
6. Camp Director will notify the Fire Department and Scout Executive

FLOOD

1. The USR should report to the Camp Director upon hearing the warning signal
2. Remaining leaders should cease activity and use the buddy system and attendance list to account for all scouts and leaders in the group
3. Wait patiently and calmly for further instructions unless you are in an area that requires immediate evacuation for safety reasons
4. The Camp Director will issue instructions for camp evacuation if necessary.

FATALITY

1. Notify Medical Team and Camp Director and remove all scouts from the area
2. The Camp Director will contact the Scout Executive who will instruct the Director on proper procedure and Scout Executive will notify parents
3. Local authorities will be notified.

Webelos Overnighter

Webelos and Arrow of Light scouts and their parent/guardians are invited to camp overnight in the park on Thursday evening during Day Camp.

Cost is \$7 per person – more details will be provided during camp, here are some of the basics:

Included:

- Food (condiments, drinks, plates, cups, utensils, etc.)
- stoves for cooking
- extra mountain pie irons

You will need to bring:

- tent
- sleeping bag
- fire pit and wood (if the group would like to have a fire)
- flashlight
- mountain pie iron (if you have one.)
- Camp chair



Scouting's Outdoor Code

As an American, I will do my best to:

Be clean in my outdoor manners

I will treat the outdoors as a legacy

I will take care of it for myself and others

I will keep my trash out of lakes, streams, fields, woods and roadways.

Be careful with fire

I will prevent wildfires

I will build my fires only where they are appropriate

When I have finished using a fire, I will make sure it is cold-out

I will leave a clean fire ring, or remove all evidence of my fire

Be considerate in the outdoors and

I will treat public and private property with respect

I will use low-impact methods of hiking and camping

Be conservation minded

I will learn how to practice good conservation of soil, water, forest, minerals, grasslands, wildlife and energy

I will urge others to do the same

updated 5/1/17