**Parent/Leader Guide**



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**Goals**

The overall goal of this event is to provide Scouts with an opportunity to live the Scout Oath and Law through outdoor activities which provide fun, family involvement, and limited adventure advancement opportunities! If your Cub Scout completes a needed requirement(s) to earn an adventure, it is up to you to notify your unit leader to update the advancement records.

**Camp Old Indian (COI)**

If you have never been to COI before, you need to be prepared! Most campsites have 3 sided Adirondacks, a roof, and an open front. There are bunks with mattresses in the Adirondacks. *Most Adirondack’s are now equipped with a privacy curtain that can be opened and closed across the front of the cabin.*

The campsites are located up to ¼ mile from the parking lot and many are located up hills. Vehicles are not allowed on the property, so you need to plan to pack as light as possible and it is recommended that you bring a wagon to transport your gear to your campsite.

We are working on a plan to provide gear transportation to campsites and will provide registrants with details on that process when we have it all worked out.

**Arrival/Registration**

* Check-in opens at 5:00 pm on Friday. **Please**, no early arrivals as we will not be ready for you before then. Check-in closes at 8:30 pm on Friday. If you think you will be arriving later than 8:30 pm, please arrange this with the director PRIOR to 8:00 pm on Friday by texting or calling 864-245-3376.
* Please plan to arrive in a Pack, District, or Council “Class B” t-shirt.
* There is a suggested gear list appendix in this guide to help you pack and “be prepared.”
* Park your vehicle in the parking lot.
* Check in at the Camp Office to turn in your BSA Med Forms Parts A and B **for each participant (Adult, Scouts, and siblings)**, receive your Cubs passports, t-shirts, and campsite assignment.
* You may then unload your gear and head to your assigned campsite. If you have wagons or carts to haul your gear, this is highly recommended.
* Saturday check-ins and Saturday only participants are allowed, but there is no adjustment in the registration fee if you choose to limit your stay with us. Please notify the director if you plan to arrive on Saturday.
* Saturday check-in time is 7:30 am to 8:45 am.

**Check-out**

Begins Sunday morning at 10:00 am. It is important to check out with us as this is when med forms will be given back and patches will be handed out.

Whenever leaving and returning to camp, sign out and sign in at the office.

**Parking/Vehicles**

No vehicles are allowed on the campgrounds.

Under no circumstances are individuals allowed to ride in the back of open pick-up trucks or other vehicles.

**Housing**

Camp Old Indian has various campsites over its 100+ acre campground. These sites are located up steep hills and some are ¼ mile from the parking lot. The campsites have 4 – 8 bunk Adirondack style cabins (3 walls with an open front). The most Adirondack’s are now equipped with a privacy curtain that can be opened and closed across the front of the cabin.

We make every effort to house units at the same campsite, or, if you have a large units, at multiple campsites close to each other. We also make every effort to house families within an Adirondack.

Keep in mind that we must maximize capacity while maintaining YPT standards, so while we try to keep families together, we sometimes need to separate men, women, and male, female youth accordingly. Please be ready to be flexible on this!

**Tent camping requests must be made in advance by contacting the EVENT director listed above.** Tent camping is LIMITED to certain campsites and this request may mean that you are not placed with your unit.

**Food**

Chat ‘N Chew will be providing all the meals for this event. If you have **food allergies**, that should have been indicated on your registration. If the food allergies are multiple or complex enough that your food cannot touch certain food or it is an allergy that is contained in many foods , it is recommended that you bring your own meals. Remember they are cooking for a large group of people and can only make certain accommodations. Menus will be sent to registered participants as we approach the event date.

Friday Evening: Eat before you arrive, or plan to bring food for Friday evening.

Saturday: Breakfast, lunch, and dinner Saturday will be provided.

Sunday: Breakfast will be provided.

Dining hall procedures:

**Lining up for meals**: Enter the dining hall through the main doors. Sometimes we run 2 lines for meals, and other times just 1. If we are running 1, it will be on the left of the dining hall.

**After you are finished eating**:

1. Please remove all your trash and dishes from the table.
2. Bring your dishes to the dish room window which is the window to the left as you are facing the kitchen.
3. Dump your trash and uneaten food from your dishes into the trash can.
4. Put your silverware in the bin and your cup in the cup rack.
5. Leave your plates and bowls on the counter.

You are welcome to bring snacks for your campsites. If you do:

* Store food in plastic storage bins and/or coolers. Do NOT store or eat food in Adirondacks or tents. Animals will enter them in search of a tasty treat!
* Keep drinks in a separate cooler from your food. This will ensure your food stays at the appropriate temperature.
* Bring extra garbage bags and tie them in trees if using at your camp area. Keep COI beautiful and practice Leave No Trace as much as possible-TRASH YOUR TRASH.

**Special Needs/Requirements**

If you or your Scout has any special needs or requirements, please let us know in advance so that we can work with you to make any accommodation possible in order for you or them to participate. See contact information on page 1 of this document.

**Communication**

Since cell service at COI is iffy, we will have 10-16 radios available for staff. Staff, pick them up at the office. Return them upon departure! These are borrowed by an individual and we must ensure we get them back. Turn them to channel 2 (subject to change). Keep the chatter on the radios down to a minimum. Try to use them only for important information (a participant has a need/question, need to locate a staff person, low on supplies, security or emergency issues).

**Health and Safety**

For the safety of all attending, the following will be required:

* Do not attend if you have any signs of illness or if you have been diagnosed with or exposed to Covid within the last 5 days.
* Turn in your BSA Med forms parts A and B and inform the Health Officer of any special concerns he/she should be made aware of.
* We are required to store all prescription and OTC medications under lock and key. Please turn these in to the Health Officer at check-in and go to the Health Lodge for administration.
  + Keep all medications in their original containers.
  + Place them in a Ziploc type plastic bag with the name of the patient clearly labeled on it.
  + Exceptions to this are limited to staff, participant, or parent with a life-threatening condition such as epinephrine injectors, heart medication, and inhalers. Also, a limited amount of medication approved for use in a first-aid kit.
* Proper hygiene will be expected and practiced throughout the course multiple times a day.
  + Wash your hands before and after restroom use as well as before each meal.
  + Sanitize before and after each activity area.
* The **Buddy System** will be used at all times for BOTH youth and adults.

**Security**

*Stranger on Site*

Because we are on COI, only event t-shirts are provided for registered Cub Scouts. All other adults should wear either their BSA Scout field uniform (Class A) or a Class B Scout shirt so that you can be identified as a Scouter. Cub Scout age children should be with their parents, or 2 deep adult leadership at all times. Anyone on site that is suspected of not being a registered participant should be reported to the office or staff immediately.

*Late Arrivals/Early Departures*

For the safety of all campers, it is important for us to know who is on the property at all times. If you have to arrive later or leave earlier than our schedule allots, please stop by the camp office to sign in and out. Thank you in advance for your cooperation on this matter.

**Inclement Weather Plan**

If there is light rain, activities will continue.

If there is thunder/lightning, hail, or heavy showers-go to the assigned areas with the area leaders:

Fishing-Nature Lodge

Ranges-Remain where you are

Arts & Crafts-Remain where you are

Field Games-Activity Building

Hikes-Bath house and/or nearest pavilion

Leaders: Be prepared to entertain the participants with songs, games, skits, etc.

Once the weather has cleared, you will be notified via radio.

If there is a tornado and you deem it necessary: staff and Scouts will assume Tornado Safety Position (sitting/kneeling FACING the wall with his/her hands over the back of his/her head and neck, tucked into a ball).

**Other Emergencies**

Fire Plan:

1. If a fire has been spotted, notify the Office or staff immediately giving the exact location of the fire.
2. Onsite personnel should intervene if a fire extinguisher is nearby and appropriate to the fire.
3. Depending on the location of the fire, the Director will notify the areas to evacuate to a sensible location away from danger.
4. If the danger is immediate, direct participants to a safe location.
5. Program Director will verify all Staff and Scouts are accounted for.
6. Should fire trucks come, continue to keep the Cub Scouts together in this area.
7. The Event Director or Program Director will let everyone know when the programs can be resumed via radios.

Missing Person:

Whenever a participant is reported missing, the following procedures should be followed:

REMAIN CALM AND EVALUATE THE SITUATION.

1. Notify the Director IMMEDIATELY via radio. Relay the following information to the Director:
   1. Name of Missing Cub Scout
   2. Their Rank
   3. Where the missing Cub Scout was last seen and by whom
   4. What physical description and color pants/shorts the missing Cub Scout was wearing
2. Begin a search of the immediate area calling the person’s name.
3. Make sure 2 buddies didn’t leave to the bathroom without telling a responsible adult.
4. Remain where you are (station, den area, etc.) as this is where a wandering Cub Scout is apt to return.
5. Maintain control of the remaining participants. Entertain with songs, skits, games, etc.

In the meantime, the Director will form a search party of available volunteers. Search will be as follows:

1. Last known location
2. Waterfront
3. All station areas
4. Restrooms and port a potties
5. The Camp Director will check to see if a medical condition may be responsible for the missing Cub Scout and notify “finders” as appropriate.
6. The Camp Director will issue a campwide alarm via radio giving the name of the person we are searching for.
   1. Keep participants in your area. Call out in your area that person’s name.
   2. Report back to Director person’s name is in your area, or not in your area.
   3. Further instructions will be given at that time. Everyone should remain QUIET and CALM. It is very important that everyone be able to hear instructions as they are given.

In the meantime: The Camp Director will

1. Have a search party conduct a thorough grid search of the entire camp
   1. In every building, container, under furniture, etc.
   2. Call the person’s name frequently
   3. Look for the person’s belongings
   4. If the person is not found, Scout Executive will notify law enforcement.
   5. Camp Director and staff will fully cooperate with search and investigation.
2. Camp Director Duties:
   1. Stay near a phone.
   2. Direct operations from one location.
   3. Continue staff search until the scout is found or large-scale search is mobilized.
   4. Refer all media contacts to Scout Executive.

Medical Emergencies

ALL FIRST AID MUST BE ADMINISTERED BY THE MEDICAL STAFF AT THE FIRST AID STATION

1. Medical treatment must be given no matter how slight the injury or illness
2. Health Officer should be available at drop-off/pick-up to collect and return medications.
3. Always use the Buddy System and/or 2 deep leadership.
4. Have ALL participants at camp (Scouts & Volunteers) drink plenty of water throughout the day.
5. Always be aware of exhaustion, fatigue and stress levels of your Cub Scouts, other volunteers, and yourself!
6. Any special medications should be delivered to the medical staff upon arrival each morning in a Ziploc type bag with the Scout’s name clearly written on it. Medication should be in original prescription bottles provided and then picked up each afternoon. All medications will be distributed at the medical area.
7. Return any unused medication upon pick-up.

**Serious Accident or Illness**

1. If serious injury or illness befalls a camper under your responsibility, a fellow staff member, or volunteer, REMAIN CALM.
2. Reassure the victim and assess their level of consciousness.
3. If the injury involves a fall, a potential broken limb, or unconsciousness, do not move the person unless his position puts him/her in further danger.
4. IMMEDIATELY send radio for the Camp Health Officer and Director.
5. If the victim is not breathing, determine if anyone in the immediate vicinity is CPR certified. If so, this person takes charge and administers resuscitative procedure with the assistance he/she deems necessary until the Camp Health Officer arrives.
6. If the victim is conscious, but in imminent danger, any 1st Aid trained staff should assist in life-saving measures as necessary until the Camp Health Officer arrives.
7. If, in the judgment of the staff members present, the injury is serious enough to warrant emergency intervention, the staffer may call 911, but should still notify the Camp Director and Camp Health Officer IMMEDIATELY after.
8. Once the Camp Health Officer has evaluated the victim, he/she may:
   1. Seek the advice of the physician with whom the camp has a Letter of Agreement to render medical instruction, or
   2. Initiate a 911 call if necessary and not already called.
9. Efforts to aid the victim should be continued by the Camp Health Officer with assistance he/she deems necessary until the victim is stabilized and/or emergency personnel arrive

SUGGESTED PERSONAL EQUIPMENT LIST WHAT NOT TO BRING

* **Wagon to haul gear** \*Personal Firearms
* Shoes suitable for hiking \*Tobacco products
* Change of clothes and socks \*Vape products
* Rain gear Jacket/sweater \*Alcoholic beverages
* Underclothing \*Aerosol cans
* Sleepwear
* Toiletries (soap, toothbrush, toothpaste, etc.)
* Towels
* Compass
* Watch
* Flashlight/extra batteries
* Sunscreen
* Bug repellant
* Backpack
* Water bottle
* Sleeping pad if tenting
* Sleeping bag
* Personal First Aid Kit
* Pillow
* Folding camp chair
* Camera
* Power cords/drop cords for c-pap machine needs