

**Heart of Virginia Scout Reservation**

**Cub Adventure Camp**

1699 Maidens Rd., Maidens, VA 23102



# Emergency Procedures

Camp Director - John Allen 804-314-6261

Camp Ranger - James Hinkley 757-358-4321

Program Director - Heather Mulvihill 804-338-7912

Camp Commissioner - Frank Howard 804-263-5977

**Please Share with All Leaders in Camp**

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## Emergency Procedures

This plan of action will go into effect in the event of a major emergency caused by man-made disasters. Examples, but not a complete list:

- |          |  |
|----------|--|
| Natural: | Storms, Hurricanes, Tornadoes, Floods, Forest Fires, Earthquakes, Insect Infestation and Severe Hot Weather        |
| Man-Made | Building Fires, Chemical Pollution, Electric or Gas Disturbances, Food or Water Contamination and Terrorist Attack |

The following procedures will go into action **IN THE EVENT OF A FOREST FIRE, BUILDING FIRE, EXPLOSION OR THE NEED FOR THE CAMP DIRECTOR TO COMMUNICATE TO THE WHOLE CAMP CONCERNING AN EMERGENCY:**

### I. Fire reported to the Camp Office at once

#### **Office Procedure**

- A. Contact the Goochland Fire Department at once (911 or 804-556-5348) or by radio.
- B. Sound the fire siren. (Camp Director).
- C. Contact the Camp Director 804-314-6261 and the Camp Ranger at once.

### II. Siren is sounded

- A. Staff reports to the retreat field area and awaits orders from the Camp Director or Program Director.
- B. All campers and unit leaders report to the retreat field, assemble in retreat formation. If the fire is blocking the road/trail, reroute to an unaffected road/trail.

### III. Unit Leader

- A. Conduct Roll Call and report count to Program Director.
- B. Prepare to evacuate Scouts.
- C. Wait at retreat field for instructions from Program Director.

### IV. Camp Staff reports to:

- A. Retreat Field

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### Evacuating the Camp

Evacuation of the Camp is the responsibility of the Camp Director or his designee in charge. The main camp road will be checked by the Camp Ranger to see if it is clear of fire danger. If he gives the okay, all campers will be contacted by Staff, who will select the safest route to bring the units to the main camp road for hiking out of camp. If the main road is blocked instructions for evacuation will be given by the Camp Director or his designee. If evacuation is not necessary, campers will remain at the retreat field and follow the directions given by the Staff.

All Staff members will follow the instructions of the Camp Director or the Camp Administrator in charge.

#### STAFF GUIDE CAMPSITE ASSIGNMENTS

- ☐ Baloo Village \_\_\_\_\_
- ☐ Mowgli Outpost \_\_\_\_\_
- ☐ Fort \_\_\_\_\_
- ☐ Teepees \_\_\_\_\_
- ☐ Mountain Cabins \_\_\_\_\_
- ☐ Yurts \_\_\_\_\_

All other Staff members will follow the instructions of the Camp Director or the Camp Administrator in charge.

**SPECIAL NOTE:** The Staff guides must report to retreat before going to the campsites in order to receive instructions. All other Staff will report to the Conference Room for their directions.

This procedure is to be followed only in the event of a major fire or emergency. Evacuation of the camp is the responsibility of the Camp Director.

This procedure will be followed with the specific instructions given by the Camp Director in the event of any natural or man-made disaster or emergency.

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### Youth Leaving the Camp Property

The following procedure is in effect for all youth registered at camp during all summer sessions.

Once a Scout has checked into our summer camping program, he is not authorized to leave except in an emergency.

Authorizations can be granted for a Scout to be picked up by a parent or family member before the end of the camping period for such things as sports events using the following:

- The Camp administration must be notified in writing by the parent or guardian, through the Scout leader in charge of the unit at the time of unit check-in. This written statement must include times out and reason with both the parents and Scout leader in charge signatures. It must detail who is authorized to pick the child up.
- Upon arrival of the adult having permission to pick up the camper, the adult must check in at the camp office.
- The Camp Administration will notify the adult leader of the unit, who will verify this is the correct adult to pick up the camper. If this is confirmed the administration will release the camper. Scouts leaving for sports events must have a camp leader present when they are picked up by the authorized adult.
- If an adult leader is taking a Scout home during the camping week, he must check with the camp administration and inform the administration upon his return. If the Scout is not related to the camp leader, two-deep leadership is needed for the transportation.
- All leaving and coming into camp must sign the check-in, check out log in addition to the above procedures.
- If at any time an unauthorized person or parent attempts to pick up a Scout, the rangers will be called to assist in containment of the person who is unauthorized. The Goochland County sheriff's office will be called to assist and the custodial parent/guardian will immediately be notified of the incident.

### • Youth Protection at Unit Check In

- As part of the check-in procedure at Cub Camp, Camp leaders will be asked if any Scout they thought were coming to camp did not show.
- If a Scout is missing from the expected roster the camp leader and the camp administration will then call the Scout's family assuring that they are aware the Scout is not present in camp.

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### Camp Bracelet Identification Policy

**Purpose:** To easily distinguish who are participants, staff, and visitors.

**How:** All campers/leaders and visitors will be identified by the use of a colored wristband system. There will be a different colors of wristbands in use during each week of the camping season.

**Registered Campers/leaders:** Upon arrival to camp when participants turn in their medical form and receive their buddy tag they will also be given a bracelet. The bracelet must be worn at all times during camp. In the event that a bracelet is broken, the participant must return to the Admin office with his unit leader to obtain a new bracelet. The office staff will verify that the scout is a registered camper and issue new bracelet.

**Staff:** All camp staff and reservation employees will be in a "STAFF" shirt.

**Visitors:** All visitors must check in at the camp's administration building. Visitors will sign in on the camp's visitor log, have their identification card verified, and be issued a bracelet. The bracelets will be numbered and the serial number will be noted in the visitor log. When the visitor leaves camp the bracelet will be removed when he or she signs out.

**Unauthorized visitors:** All individuals without a bracelet on the property will be considered unauthorized and will be subject to removal from the property at the discretion of the Camp Management Team.

**Visitor Night Exemption:** During the defined visitor night, all visitors will be exempt from this policy; however individuals that stay on the reservation outside of the approved hours must have a bracelet.

Cub Camp Visitor Hours are Wednesday and Saturday Night from 7PM-10PM.

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## Strangers in Camp

The Security of the Scouts and Leaders attending Cub Camp is a very important concern of the Council and the Camp Administration. With that in mind, the following procedures are to be followed.

1. Strict Enforcement of Check-In and Check-Out procedure and Bracelet Procedure.
2. Review with Staff and Camp Leader concerns for unwanted visitors
  - a) Part of Staff Training
  - b) Reviewed at the first Night Leaders Meeting
3. Subject of Review
  - a) If a non-Scouter visitor is suspected, report at once to the camp administration.
  - b) Non-Scout visitor is defined as anyone not identified by one of the methods described in the camp bracelet Identification Policy.
4. Action of Administration
  - a) Call ranger and expel at once getting name and address
  - b) Notify the Sheriff's Department of the intrusion
  - c) If the person will not leave, call Sheriff's Department.
5. Security Check
  - a) Ranger or Camp Director checks weekly that all auxiliary gates are locked.
  - b) Observe any vehicles in campsites or in camp that may not belong to Scouters and ask them to leave.
  - c) Maintains vigilance during his travels around camp for unusual activities, persons or vehicles.

**ALL INDIVIDUALS WITHOUT A CAMP ISSUED BRACELET WILL BE CONSIDERED A STRANGER IN CAMP**

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## FATAL OR SERIOUS ACCIDENT PROCEDURE

In the event of any fatal accident or serious accident during the camping season, the following procedure will be used. (Fatal or serious: risk of life, sight or limb)

The program area director, Cubmaster, or individual in charge of the scene of the accident will do the following:

- A. Assign one (1) runner to report to the Health Lodge or closest Program Area to notify the Health Office of the accident and then to return promptly to the scene of the accident.
- B. The Health Officer or Area Director will notify the Camp Director. The Camp Director will move immediately to the scene of the accident.
- C. Upon being notified, the Program Director will also move directly to the scene of the accident.
- D. The Health Officer or Camp Director upon notification of the accident, will contact Goochland Fire & EMS.
- E. Upon arrival of the EMS, the Health Office will accompany the injured party to the hospital. One Staff member assigned by the Camp Director will follow the rescue squad to the hospital in a separate vehicle.
- F. The Camp Director will return to the Camp Office and immediately notify the Scout Executive and give him a complete and factual report of the incident.
- G. The Program Director will then return to his normal duties making sure that the program or activity experience minimal interruption.
- H. The program area director or Scoutmaster on the scene of the accident will resume normal program procedures without any further disclosure of the incident to anyone outside of his/her program area.
- I. Upon the return of the Health Officer and at a reasonable opportunity, the entire camp (Scouts, Scoutmasters, and Staff) will be given a complete and factual report of the incident.
- J. Only the Scout Executive or his representative will notify the next of the kin or the press.
- K. The Camp Director will complete all the required incident reports and forward them to the Scout Executive immediately following the incident.

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## NON-EMERGENCY MEDICAL TRANSPORTATION

In the event of any medical problem of a non-serious or non-emergency nature, the following procedure will be followed:

1. The Camp Director and the Health Officer will determine the seriousness of the situation.
2. If the Scout or Scouter in question is in need of medical attention other than that provided by the Health Officer, a unit leader will be requested to take the Scout or Scouter in question to the Goochland Medical Center or to St. Mary's Hospital.
  - a. Two-Deep leadership policy will be followed.
3. The unit leader will then contact the parents with the particulars of the case in question.
4. The medical forms and insurance forms will be taken by the unit leader to the medical facility. These must be reviewed by the Camp Director.
5. If the Scout or Scouter in question cannot return to Camp, the parents must be contacted for pick-up.



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## LOST PERSON PROCEDURE

If a person becomes lost, the following procedure will be followed:

- I. As soon as it is suspected that a person is missing, report the incident to the nearest area director with a radio who notifies the Camp Director, or camp office.
- II. Upon notification Before 9:00, the Camp Administration will:
  - a. Check the Sign-in/Sign-Out book.
  - b. Send a runner to the individual's campsite to:
    - i. Determine if the missing person has returned to his campsite
      1. **Check all tents and buildings.**
    - ii. Alert all troop leadership.
    - iii. Insure that a Staff member remains in the campsite and reports to the Camp Office or to the Camp Director if the missing person returns.
  - c. Send Staff runners to search for the missing person, calling the person's name, at the following assigned areas:
    - Trading Post
    - Program Areas
    - Health Lodge
    - Dining Hall
    - All roads and trails

Note:

If the person was lost at the fishing pond, then the Camp Administration will immediately notify the local rescue squad, all staff will respond to the fishing pond or as directed.

- III. If the individual procedures outlined above fail to locate the missing person, then the Camp Administration will call the individual's home.
- IV. If the individual is not home, then the Camp Administration will do the following:
  - A. Contact the local rescue squad and police authorities.
  - B. Sound the siren and take a troop by troop roll call.
  - C. Organize a lost person search with the help of the local authorities.
  - D. Contact the Scout Executive or his representative.

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### SAFETY AROUND ANIMALS AT CAMP

Camp offers a wide range of exciting adventures including the opportunity to observe many types of birds, fish and wildlife. Throughout camp you will see numerous animals especially squirrels, insects and common birds. Undoubtedly the opportunity to observe a raccoon, turkey, deer, Canadian goose, skunk or even an eagle will provide lifetime memories.

Animals often will be an exciting part of your adventures. Seeing them in their natural habitat is always a pleasure, but it is wise to remember that they are the permanent residents of the camp while you are a visitor. Treat them with respect, give them enough space that they will not feel threatened by your presence, and they will seldom present a threat to your safety. When an animal feels frightened, threatened or tapped, it may fight for its life by attacking, scratching and biting. In the event you are injured, seek treatment quickly, for a doctor must determine whether rabies treatments are necessary.

Each of the animals who live and roam throughout the Camp has its own characteristics and pattern behavior. Occasionally a skunk may wander throughout the camp. Avoidance of skunks and most wildlife can be summed up in one word- FOOD. If an animal does not find abundant food, it will move on. Most conflicts between people and wildlife, especially skunks are linked to careless handling of food or garbage. Learn to live responsibly with wildlife.

Young wildlife sometimes strays from their parents and appears to be lost or abandoned. In most cases, however, the parents know where the youngster is. Taking the apparently lost or abandoned young usually does more harm than good. Wild animals are best left in the wild. If the animal is obviously sick or injured, notify the camp ranger.

#### **GENERAL WILDLIFE & HABITAT STEWARDSHIP**

- Hike at designated trails only.
- Keep a clean campsite.
- Keep food and smellables out of your tent.
- At night remove food and smellables to a bear bag at least 6 feet above ground.
- Never approach or follow wild animals.
- Do not attempt to take pictures of wild animals.
- Avoid aggressive behavior:
  - Direct eye contact, even through a camera.
  - Walking directly towards an animal.
  - Following an animal that has chosen to leave.
  - Circling or standing around an animal.
- Do not feed wild animals.
- Don't mistake a passive animal as a sign of safety.
- Never tease or attempt to pick up wildlife.
- Leave young animals alone; a protective mother is usually nearby.
- Notify camp ranger or camp director of sighting suspicious behaviors.

**FOR ADDITIONAL INFORMATION OR ASSISTANCE CONTACT YOUR CAMP DIRECTOR, RESERVATION HEADQUARTERS OR A CAMP RANGER. YOUR SAFE CAMP EXPERIENCE IS OUR COMMITMENT AND PRIORITY.**

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## Wildlife Concerns at the Heart of Virginia Scout Reservation

### **Wild life always present with potential threat:**

Copperhead Snakes  
Black Widow Spiders  
Chiggers

Ground Hornets (Yellow Jackets)  
Ticks  
Skunks

### **Copperhead Snakes:**

The Copperhead is aptly named. It has a red copper color with a broad triangular head. The body is pinkish to grayish brown or reddish-brown cross-bands that narrow on the back and widest on the sides.

Copperheads prefer Forested hillsides and wetlands for habitat. They can be found in wood piles and around buildings. At the Heart of Virginia Council Scout Reservation they have been seen in flower planters, wooden construction walls, as well as on trails in low-lying areas. When approached they will either move away or lay motionless, relying on camouflage to protect them.

Often, they are seen lying on warm roads in early evening.

**Precaution:** Keep watch over where you step and carry a flashlight when walking roads at night.

### **Yellow Jackets, ie Ground Hornets:**

All wasps will defend their nest, but Yellow Jackets are the most aggressive. They can be distinguished from bees by their thin "waists". Bees are thick-waisted. Yellow Jackets fold their wings lengthwise when at rest. Like all wasps, Yellow Jackets prey on a variety of insects and other arthropods. Yellow Jackets will also forage on food that people eat, especially sweets and meats. They are considered beneficial insects, eating other insects. The Yellow Jacket colony will remain active for only one summer, after which the queens will fly away to start more colonies. The remaining ones, die at the end of the summer, the nest is not reused.

They usually nest in the ground. They will nest in old railroad ties, wall voids and a few other above ground locations. In camp, they will be seen flying around bushes feeding and in dry weather at latrine water fountains and where moisture oozes from trees.

The colony is usually buried in the ground with the only visible sign of a hole about the size of a quarter or larger. If the colony is disturbed they can become very aggressive and sting. The sting is temporary but very painful and for Scouts and Scouters with allergies a lethal threat. Walking on or stepping on them in the woods or open field disturbs most nests.

### **What to do if a nest is located:**

- Get anyone who has been stung to the Health Lodge at once. The Health Officer will review the Scout or Scouter and provide proper treatment.
- Mark the area and keep others away even if you have not located the opening in the nest. Please get the office or the Camp Ranger involved. They will visit the site during the daylight hours and will come back after dark to treat the nest with CB-80 or other Scout approved spray.

**Precaution:** Watch your step.

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### **Black Widow Spiders:**

These spiders inhabit damp, dark places. Typically they will be found under tent platforms and in the peaks of wall tents. If they are trapped against someone's skin they will bite. The bite can be very painful and often results in other side effects. If you should suspect that you have been bitten, see the health officer immediately.

**Precaution:** Examine your tent and bedding nightly before entering.

### **Ticks and chiggers:**

Ticks and chiggers are present in camp from March through October. They are easily prevented by wearing light colored clothing and insect repellent. Inspect yourself for parasites at least once per day. When a tick is found attached to a person, see the health officer for removal and treatment. Chiggers are invisible mites that leave red welts which itch for days.

**Precaution:** Insect repellent, inspections, avoidance of grassy areas and wooded edges.

### **Wildlife that could be dangerous if sighted, and may not run from your presence:**

- Raccoon
- Fox (both gray and red)
- Skunk
- Coyote

Raccoons, foxes and skunks are nocturnal animals that are attracted to food and garbage. To minimize exposure and problems with these species be sure to keep a clean camp and do not bring food into tents. Skunks can be a bad nuisance, particularly when they have established a routine pattern of campsite inspections. Do not tease, goad or otherwise offend a skunk you may be sprayed! Contact a Ranger if this pattern of behavior continues or becomes dangerous.

Wildlife that could be dangerous if sighted, and should run from your presence:

- Groundhog
- Bobcat
- Feral Cats and dogs

It can be assumed that these mammals that are indigenous to the Heart of Virginia Council Scout Reservation should be trying to avoid human contact. If this is not the case these animals should be avoided at all costs - these animals can be assumed to be sick and dangerous.

Keep all Scouts and Scouters away from these animals and contact the Camp office at once giving location and conditions. The camp office will contact the Camp Ranger who is prepared for this situation. Have all campers leave the area and direct others away from the area.

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### Communicable Disease Policy

In the event that a situation arises in Scouting involving a communicable disease (acute or chronic), the BSA's traditional membership and participation guidelines should be followed. Local Scouting units and their chartered organizations traditionally determine their own membership and participation, absent any legal constraints. Accordingly, it is the units and sponsoring institutions that allow youth or adult members who have, or are suspected of having, a communicable disease to participate in Scouting activities.

The council health supervisor may be consulted by the unit and the council's enterprise risk management committee. However, decision-making authority remains solely with the unit and its chartered organization.

A unit should consider the legal and health requirements in its home location and any location where the unit has activities or events.

If the chartered organization and/or a local Scouting unit requests local council help or assistance, do the following:

Work through an evaluation team (one suggestion is the use of the council enterprise risk management committee augmented to meet needs) to evaluate individual situations. This evaluation team should consist of individuals from the following areas:

- a. Legal (to be in compliance with local or state laws regarding discrimination and disclosure)
- b. Medical (health-care professional, e.g., a physician)
- c. Insurance
- d. Public health
- e. A senior professional staff adviser (preferably the Scout executive)

The evaluation process will include a commitment to the protection of the individual's rights of privacy and confidentiality, and due regard for the public health interest of others. In arriving at such a determination, matters to be considered include the nature of Scouting activities, the degree of proximity to others, and the likelihood of exposure to the condition(s). In addition, because of the potential risks to other participants, every effort should be made to protect these individuals while at the same time protecting the confidentiality of the affected individual. In some cases, this may require communication of privileged health information to other individuals involved in the activity, but this should be avoided if at all possible. The safety of all participants is paramount. This evaluation process conducted by the council evaluation team should include such people as the child or adult's physician(s) and/or the parents or legal guardian.

The evaluation team should perform the following tasks:

1. Hold a meeting to review the facts with the evaluation team.
2. Conduct a follow-up meeting inviting such people as the child or adult's physician(s) and/or the parents or legal guardian(s) to accomplish the following:
  - a. Determine whether or not the individual can safely participate in the unit/camp activities or program.
  - b. Discuss what activities are to be encouraged or restricted.
  - c. Provide training—for example, to camp staff or other unit members—needed to deal with an emergency and/or preventive measures.
  - d. Hold a discussion to determine if any modification to the unit or camp is necessary.
  - e. Take steps to maintain the confidentiality of the affected individual until a plan of action is agreed upon. However, if there is a potential for harm to other participants during Scouting activities, it may be necessary to disclose information regarding the existence of the communicable disease to leaders and parents of youth members. This should be done only if absolutely required to maintain safety—and the information should be limited to protect the individual's confidentiality. Camp health-care workers who may come into contact with the affected individual should also be aware of the potential for harm. As stated above, the safety of all participants is paramount.
  - f. The council evaluation team and/or the chartered organization should meet periodically to reevaluate the individual's health status and determine whether any changes should be made regarding the child or adult's involvement in Scouting activities.

To help reduce the risk of transmission of infectious diseases, it is strongly advised that all individuals always follow universal precaution guidelines as developed by the Centers for Disease Control and Prevention here: [www.cdc.gov/niosh/topics/bbp/universal.html](http://www.cdc.gov/niosh/topics/bbp/universal.html). This includes having appropriate personnel protective equipment at all events in the case that first-aid emergency care is needed. Units may require multiple sets of protective equipment if they divide their activities and are geographically separated, such as on an excursion or hike.

## **Hazardous Materials Exposure**

The following procedure is in effect in case of a Hazardous Materials Exposure at camp.

- If hazardous materials such as pesticides, insecticides, fungicides, rodenticides, herbicides, paints, and chlorine are used, they are government approved.
- Use and storage instructions on the labels and Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS—replacing MSDS in next three years) of all hazardous materials must be strictly followed. MSDS/SDS sheets should be available to staff where the materials are used or stored, including trek situations.
- Disposal of hazardous materials or their containers is done according to label instructions or in accordance with applicable regulation. The camp complies with all of OSHA's hazard communication standards.
- MSDS/SDS sheets are stored onsite at the Ranger Office

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### Lightning Policy

- A. At the first sign of thunderstorm or bad weather:
  - a. All campers take shelter in camp building or under a permanent shelter, if possible. If not, go to low elevations, ideally away from the direction of the approaching storm. A dense forest located in a depression offers the greatest protection. Stay away from open fields and spaces, and high places.
  - b. The aquatics director will suspend all water activities and move participants away from the water; (Pool and fishing ship)
  - c. All staff and campers must be aware of the water at all times and listen for any additional instructions from camp leadership.
- B. If it is storming or threatening to storm during meal time, campers should stay in the dining hall until the threat of lightning has ended.
- C. At night time or if in campsite or program areas when storm threatens or arrives:
  - a. Campers should go, if safely possible, to the nearest camp building or permanent structure (but not showers or latrines) until the storm is over.
  - b. Otherwise, campers should move to lower elevation. A dense forest located in a depression offers the greatest protection.
  - c. Campers should stay clear of bodies of water, metal fences and poles and anything else that might conduct electricity. In a tent, stay away from metal tent poles.
  - d. Campers should spread out in a lightning storm so that people are at least 30 feet from one another; they should crouch low with only the soles of their shoes touching the ground and use a sleeping pad for insulation by folding it and crouching upon it.



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### CUB POOL PROCEDURES

#### HEAD, NECK & BACK INJURY IN POOL

- 1) Activate EAP, 3 whistle blows, on pool approach.
- 2) Ask everyone to slowly clear the pool.
- 3) Lifeguard 2 contacts the camp office and informs the Camp Director & Program Director
- 4) Primary rescuer uses the slide in entry.
- 5) Lifeguard 2, and either gate guard or a trained leader if available assists.
- 6) Use the proper forms of inline stabilization to keep the head/neck from moving (head splint) and check for signs of life (not breathing see bottom).
- 7) Have lifeguard 2 and gate guard bring the backboard and bring another rescue tube, entering by the steps slowly as to not disturb the water.
- 8) Talk to the victim to reassure them and communicate with the other lifeguard how to help you.
- 9) Begin back boarding maintaining inline stabilization.
- 10) Once secured, move the victim safely out of the water.
- 11) Continue to monitor the signs of life until EMS support arrives.
- 12) Once EMS has taken over, debrief the Camp Director on the situation.
- 13) File a completed incident report with the Camp Director, who will send it to the Council Program Director for submission to National.
- 14) Make sure everything is in proper order and you have talked and cleared everything with Camp Administration before reopening the pool.

#### IF NO SIGNS OF LIFE:

- (i) Ensure Goochland EMS is on the way.
- (ii) Remove the victim from the water immediately, with only straps under the arms.
- (iii) Check the C-A-B.
- (iv) Begin rescue breathing or CPR as needed.

#### HEAD, NECK & BACK INJURY IN SPRAY AREA

- 1) Activate the EAP, 3 whistle blows, on approach to the victim.
- 2) Radio the Camp Director, who will contact Goochland EMS, while gate guards clear the pool.
- 3) Drain the spray area.
- 4) If the victim is face up, maintain inline stabilization, if the victim is face



is underwater:

- a. Start with inline stabilization using the head splint, when the head is immobilized roll the victim towards you, lowering yourself so the victims arms go between yours.
- 5) Maintain this position until Goochland EMS arrives, continually check for life signs.
- 6) If no signs of life, check C-A-B's and begin rescue breathing or CPR as needed.
- 7) Inform the Camp Director of what happened after Goochland EMS has taken control of the situation.
- 8) Fill out an incident report and turn it into the Camp Director. The Camp Director will submit the form to the Council Program Director who will file it with National.
- 9) Ensure everything is in proper order. Once the Camp Director approves, reopen the area.

#### HEAD, NECK & BACK INJURY OUT OF WATER

1. If you suspect or have been informed of a head, neck and back injury out of water, active the EAP, 3 whistle blows, clear the pool.
2. Radio the Camp Director, who will inform Goochland EMS.
3. Assess victim and begin inline stabilization.
4. Talk and reassure the victim.
5. If the victim is standing, you may use the backboard if the victim gets light headed to have the victim lie down.
6. Maintain inline stabilization until the EMS arrives.
7. Inform the Camp Director of everything that occurred.
8. File an Incident Report with the Camp Director, who will forward it to the Council Program Director who will file it with National.

Make sure everything is in proper order and have cleared everything with the Camp Director, who will authorize opening the pool.

#### ACTIVE DROWNING VICTIM

1. Active the EAP, 3 whistle blasts, as you approach the pool.
2. Have everyone clear the pool, have lifeguard 2 contact the Camp Director, who will contact Goochland EMS.
3. Enter the water using the stride entry.
4. Make an active drowning save.
5. Remove the victim from the water and assess the victim.
6. Recount the events with the Camp Director.
7. Fill out an Incident Report with the Camp Director. The Camp Director will submit it to the Council Program Director who will file it with National.
8. Make sure the pool is in proper order and have cleared everything with the Camp Director. Once that is complete, the Camp Director will authorize reopening the program area.

#### PASSIVE DROWNING VICTIM

1. Activate the EAP, 3 whistle blasts, as you approach the water.
2. Have lifeguard 2 clear the pool.
3. Lifeguard 2 will radio the Camp Director, who will contact Goochland EMS.
4. Enter the water with the stride entry.
5. Make an appropriate passive drowning save.
6. Have Lifeguard 2 and gate guard or leader help you remove the victim from the water by backboard.
7. Assess the victim's C-A-B's.
8. Begin rescue breathing or CPR as needed.
9. Recount the event with the Camp Director.
10. Fill out an Incident Report with the Camp Director, who will submit the form to the Council Program Director who will submit it to National.
11. Make sure the pool is in proper order and have cleared everything with the Camp Director. The Camp Director will then authorize reopening the Program Area.

# Heart of Virginia Scout Reservation

## Cub Adventure Camp

1699 Maidens Rd., Maidens, VA 23102



### Active Shooter Policy

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

#### Characteristics of an active shooter situation.

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation

#### Coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

#### How to respond when an active shooter is in your vicinity.

1. **Run**
  - a. Have an escape route and plan in mind
  - b. Leave your belongings behind
  - c. Keep your hands visible
2. **Hide**
  - a. Hide in an area out of the shooter's view
  - b. Block entry to your hiding place and lock the doors
  - c. Silence your cell phone and/or pager
3. **Fight**
  - a. As a last resort and only when your life is in imminent danger
  - b. Attempt to incapacitate the shooter
  - c. Act with physical aggression and throw items at the active shooter

#### Call 911 when it is safe to do so

#### When law enforcement arrives

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

#### Information you should provide to law enforcement or 911 operator

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

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### Fecal Incident Response

Closures: Fecal incidents are a concern and an inconvenience to both aquatic staff and patrons. Aquatic staff should carefully explain to patrons why the aquatic venue needs to be closed in response to fecal incident. Explaining the reasons for closing the venue (for proper disinfection and protection of swimmer health) is likely to promote patron understanding and minimize their frustration. Closures allow chlorine to do its job – kill germs and help prevent recreational water illnesses (RWIs).

Hot tubs/spas, and some water playgrounds, can have much smaller amounts of water. In response to formed or diarrheal fecal incidents in small-volume venues, it might be more efficient to completely drain as much water as possible from the venue and associated plumbing; scrub and clean all accessible surfaces in contact with contaminated water; replace or clean filter media when appropriate, and refill with uncontaminated water from an approved source.

### Procedures

1. Close the aquatic venue to swimmers. If you have multiple venues that use the same filtration system – all of the venues will have to be closed to swimmers. Do not allow anyone to enter the venue(s) until the hyperchlorination process is complete.
2. Remove as much of the fecal matter as possible (for example, using a net or bucket) and dispose of the fecal matter in a sanitary manner. Clean and disinfect the item used to remove the fecal matter (for example, after cleaning, leave the net or bucket immersed in the water during hyperchlorination).
3. Using unstablized chlorine (for example, sodium hypochlorite), raise the water's free chlorine concentration and maintain water at pH 7.5 or less.
4. Achieve a concentration x time (CT) inactivation value of 15,300<sup>3</sup> to inactivate or kill Crypto. The CT inactivation value refers to the concentration of free chlorine in parts per million (ppm) multiplied by time in minutes at a specific pH and temperature.
5. Confirm that the filtration system is operating while the water reaches and is maintained at the proper free chlorine concentration and pH for hyperchlorination.
6. Backwash the filter thoroughly after reaching the CT inactivation value. Be sure to discharge directly to waste and according to state or local regulations. Do not return the backwash through the filter. Where appropriate, replace the filter media.
7. Allow swimmers back into the water only after the required CT inactivation value has been achieved and the free chlorine concentration and pH are within the operating range allowed by the state or local regulatory authority.

Concentration x time (CT) inactivation value	+	Free chlorine concentration (parts per million [ppm])	=	Time (in minutes)
15,300	+	20*	=	765 (or 12.75 hours)
15,300	+	10	=	1,530 (or 25.5 hours)

A diarrheal incident is a high-risk event for contamination caused by *Cryptosporidium* (or "Crypto"), an extremely chlorine-tolerant parasite. Therefore, it is important that aquatic staff educate patrons not to swim when ill with diarrhea. To disinfect the water following a diarrheal incident, aquatic staff should hyper chlorinate, or raise the free chlorine concentration to a high concentration for a long period of time. If necessary, before attempting to hyper chlorinate, consult an aquatic professional to determine the feasibility, the most optimal and practical methods, and needed safety considerations.

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### Bloodborne pathogen exposure

In an emergency situation involving blood or potentially infectious materials, you should always use Universal/Standard Precautions and try to minimize your exposure by wearing gloves, splash goggles, pocket mouth-to-mouth resuscitation masks, and other barrier devices.

If you are exposed, however, you should:

1. Wash the exposed area thoroughly with soap and running water. Use non-abrasive, antibacterial soap if possible.
  - a. If blood is splashed in the eye or mucous membrane, flush the affected area with running water for at least 15 minutes.
2. Report the exposure to your supervisor as soon as possible.
3. Fill out an exposure report form, if you desire. This form will be kept in your personnel file for 40 years (if you are an employee) so that you can document workplace exposure to hazardous substances. This report is available from the Camp Director.
4. Testing may be required and if you have not received a Hepatitis B vaccination, it is recommended.

### Procedures for all post-exposure cases:

- Document the route(s) of exposure and the circumstances under which the exposure incident occurred.
- Identify and document the source individual unless such documentation is impossible or prohibited by law.
- Require the individual's blood be tested for HBV and HIV as soon as possible. If the source individual is known to be seropositive for HBV or HIV, testing for that virus need not be done.
  - (If you consent to baseline blood collection, but do not give consent at that time for HIV serological testing, inquire as to how long your blood sample will be kept. If, within the time your blood sample is kept you decide to consent to have the baseline sample tested, such testing should be done as soon as possible.)
- Administer post exposure prophylaxes, when medically indicated as recommended by the US Public Health Service.
- Provide counseling.
- Evaluate reported illnesses.

Apart from the circumstances surrounding the exposure itself, all other findings or diagnosis will remain entirely confidential.

### Blood Cleanup Policy

Only the camp rangers and the health officer are authorized to cleanup blood spills.

## **HEART OF VIRGINIA SCOUT RESERVATION VEHICULAR EMERGENCY PROCEDURES**

**PURPOSE:** To establish standards for the safe operation and use of vehicles at The Heart of Virginia Scout Reservation.

### **ATV & GOLF CARTS -**

To operate an ATV or golf cart on the reservation, approval must be obtained by the Camp Ranger, Council Program Director, or Scout Executive. The operator must be 18 years of age or older to operate the vehicle. They must have been briefed by one of the camp rangers on rules and regulations of the reservation.

- ATV & Golf carts must comply with the approved speed limit where operated.
- They must have appropriate safety equipment as defined in NCAP
- The vehicle must have a designed seat for all occupants.
- When not in use, the keys are not left in the ATV/cart ignition
- LTV and golf cart users must be trained in the specific manufacturers training requirements and limitations.
- UTV drivers must have completed specific manufacturers training and blended or hands-on certification and the hands-on Basic Driver Course certification

Failure to obey these procedures will result in loss of privilege to operate an ATV/Golf Cart on the property.

In case of an incident, contact the camp Health Officer for assistance. Notify the Camp Director and fill out appropriate incident forms.

### **BIKING**

Bikes are allowed to be operated on all camp roads and the approved 9-mile mountain bike trail system. They should not be operated on bike paths. All persons riding bikes must have a helmet on and it must be snapped on appropriately to ride the bike on the Reservation. Failure to operate bikes in the approved way will result in a loss of privilege to use the bike on the property.

In case of an accident, contact the camp Health Officer for assistance. Notify the Camp Director and fill out appropriate incident forms.

### **BOATING**

The camp provides row boats, paddle boards, canoes, kayaks, and paddle boats. These boats can only be used with permission of the Aquatics Director and under supervision of appropriate Aquatics staff. Any unauthorized use of boats will result in possible dismissal from camp.

In case of a boating accident, inform the Aquatics Director immediately. The Aquatics Director will call the Health Officer to the scene, the Camp Director will notify Goochland EMS if a participant is missing.

### **PWC**

Personal watercraft are not allowed to be operated at The Heart of Virginia Scout Reservation.

### **VEHICLE ACCIDENT ON CAMP PROPERTY**

In the case of a vehicle accident on the camp property, the Health Officer must immediately be notified of the incident and respond to the site. The Camp Director will also go to the site of the accident.

In the case of no injuries, the vehicle(s) will be removed to a safe location and appropriate incident forms will be filled out. In case of camp property damage, the vehicle operator will be assessed for the damages.

In case of injuries, the Health Officer will notify Goochland EMS to the scene. Once the injured persons have been taken care of, the vehicle(s) will be removed to a safe location and appropriate incident forms will be filled out. In case of camp property damage, the vehicle operator will be assessed for the damages.

### **VEHICLE ACCIDENT OFF PROPERTY ON CAMP BUSINESS**

In the case of a camp vehicle, or non-camp vehicle, on camp business, having an accident. The vehicle will notify 911 in the case of injuries. If there are no injuries, the operator will notify police as required. A police report will be filed if other vehicles or property damage is involved. As soon as possible without compromising safety, the vehicle operator or a passenger will notify the camp office of the incident. The camp office will coordinate with the operator what needs to be done with the vehicle.

Upon the return of the vehicle operator to camp, they will be debriefed, and appropriate incident forms will be filled out. Depending on the cause of the incident disciplinary action might follow.

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### COVID-19

The safety of our Scouts, volunteers, employees, and communities continues to be our top priority. We must continue our vigilance to assure that youth and their families are safe while they enjoy the many benefits of Scouting.

We continue to follow the guidance from expert agencies and follow the measures that have become second nature to many – hand hygiene, masks as a personal preference, distancing, and remaining at home if you have symptoms or feel bad.

We encourage everyone to consult with their physician and get vaccinated. It is our best hope for returning to normalcy in our Scouting family.

The critical need of today is for all to understand the rationale for our caution and actions. Because of the pandemic, fewer youth have joined our Movement. To welcome new members and their families, we must demonstrate that we are safe and are concerned with the health of all. The success of the Scouting program depends on conducting regular meetings and activities in a safe and responsible way.

As always, please be mindful of the Scout Oath and Law as we continue to navigate a safe return to the activities we enjoy.