



# Camp Wood Haven

103 Camp Road, Pine Grove, PA 17963

Camp Wood Haven is located at the foot of Blue Mountain in Schuylkill County on 200 acres. Camp Wood Haven features an archery range, large sports field, gaga court, and swimming pool. A low challenge course and climbing wall provide outdoor adventure and teambuilding opportunities.

Facilities include four platform tent units and two Adirondack Shelters (each containing multiple units). The Birdsong unit provides shelter in "tree houses" for camping adventures in the trees. The newest addition to CWH's lodging facilities is a unit of Conestoga Wagons! Cold weather accommodations are limited and include a lodge and some cabin space. Camp Wood Haven also has a large dining hall and commercial kitchen.

## Contact Information:

*Property Manager:*  
Mike Pursley  
(610) 984-2016  
[mpursley@gsep.org](mailto:mpursley@gsep.org)

*Wifi:*  
GSEP GUEST  
Password: Welcome2GSEP

Council Emergency Hotline:  
(445) -227-7559  
Please see crisis procedure below



## Camp Wood Haven

### Check-in & Check-out Procedures

#### Check-in: 2pm to 8pm

*-If you need to arrive after 8pm, please call the Site Manager ahead of time to make arrangements. No Check-ins after 10pm!*

#### Check-out: No later than 12pm

*-Upon entering camp, all groups must CHECK-IN with the Property manager at the Pavilion (follow signs).*

*-Troops/groups must provide a copy of their confirmation and roster upon checking in.*

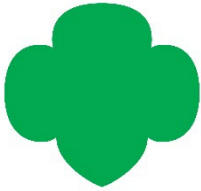
*-Troops/groups will choose a check-out time upon arrival. All check-outs must be complete by 12pm on day of departure.*

*-Each troop/group is responsible for bringing their own kitchen and activity supplies to camp.*

*-If there is an emergency, the Property Manager will follow the Crisis Action Plan for CWH.*

*-All troops/groups must clean their camping sites prior to check-out. See the Cleaning checklist for details.*

*-Troops/groups should not leave until their site(s) have been inspected by the Property Manager or volunteer Site Directors.*



## *Troop Camping Checklist:*

### *Troop Provides:*

- Trash Bags*
- Paper Towels*
- Toiletry Items*
  - *Towels*
  - *Washcloths*
- Cooking Supplies*
  - *Pots and Pans*
  - *Cooking Utensils*
  - *Plates, cups etc.*
- Sheets and Blankets ( Twin size mattress)*

### *Council Provides:*

- Firewood*
- Brooms/ Dust pans*
- Mops*
- Liquid Floor Cleaner*
- Disinfectant Spray for surfaces*



## *Crisis Procedures*

*In the Event of a Serious Accident, Incident, or Emergency*

### *The person in charge at the scene should:*

- A. Give priority attention by providing care for the injured person(s). Secure ambulance, and/or police as appropriate through the Property Manager on duty.
- B. Appoint a record keeper to provide written documentation of the emergency.  
*-Incident/Accident*  
*\*form must be submitted within 24 hours to the GSEP Human resources Department.*
- C. Move other girls/participants away from the injured person/scene.
- D. Assign a responsible adult to the scene of the accident.
- E. Any serious incident/accident must be reported to GSEP *IMMEDIATELY* via the Emergency Hotline. ( 445) -227-7559
- F. The council representative will decide who should call the parent/guardian or next of kin.
- G. Refrain from making any statements (either orally, or in writing) which could be interpreted as an assumption of responsibility for the accident.

### Local Medical Facilities:

Penn State Health St. Joseph Strausstown Urgent Care  
44 East Ave, Strausstown, PA 19559  
(610) 488-9790



### Driving and Parking while at CWH:

- The camps speed limit is 15 m p h. Operate your vehicle with utmost care due to campers walking on and around our camp roads.
- Once you arrive and are settled at camp, please refrain from unnecessary driving on camp roads.
- Only 1 vehicle per troop/group is permitted to drive to your site. All additional cars must park in the parking lot.
- DO NOT DRIVE OR PARK (OR ALLOW ANYONE IN YOUR GROUP) ON ANY GRASSY OR DIRT AREAS OF CAMP.*

Our Property Managers work hard to maintain our camps.

*\*Failure to comply with the GSEP camping procedures above may jeopardize your troop/group's ability to utilize GSEP properties in the future!*



## Camp-Site Cleanup/Check-out Checklist

### Cleaning Items Provided

Units will have basic cleaning supplies. For example: a large push broom, a small broom, a dust pan and brush, a mop and bucket, one gallon floor cleaner, spray bottle of surface disinfectant, a toilet brush, and a plunger. GSEP DOES NOT SUPPLY TOILET PAPER, PAPER TOWELS, OR TRASH BAGS!

Complete and mark all that apply...

*Remember, you are responsible for it—even if you did not use it!*

### *Kitchens/Kitchen Shelters*

- \_\_\_\_\_ Trash can and recyclables are to be emptied and put in proper cans
- \_\_\_\_\_ Refrigerator/freezer and oven/range are to be emptied of food and wiped clean.
- \_\_\_\_\_ Sink and counter surface wiped clean
- \_\_\_\_\_ Floor swept and mopped

### *Bathrooms/Latrines*

- \_\_\_\_\_ Trash can and sanitary napkin dispenser emptied
- \_\_\_\_\_ Sinks and counter surface wiped clean
- \_\_\_\_\_ Showers cleaned
- \_\_\_\_\_ Toilets scrubbed
- \_\_\_\_\_ Floor swept and mopped
- \_\_\_\_\_ Remove all unused paper products

### *Sleeping/Living areas--and/or Tents*

- \_\_\_\_\_ All clothing and personal belongings removed from space (look under beds)
- \_\_\_\_\_ Mattresses in tents should be propped against bunks
- \_\_\_\_\_ Put away tables and stack all chairs/benches.
- \_\_\_\_\_ Floor swept and mopped
- \_\_\_\_\_ Close and secure tent flaps

### *Fireplaces/Fire Circles, and Outdoor areas*

- \_\_\_\_\_ All fires fully extinguished. Ash placed in metal ash bucket (NO trash cans), and placed outside.
- \_\_\_\_\_ Fire Ring should be clear of all debris and trash
- \_\_\_\_\_ Fire wood should be replenished for the next group (wood available on back porch of dining hall).
- \_\_\_\_\_ Check entire site for trash/litter. Bag all trash and place bags in cans. Close lids tight to keep animals out!



# GSEP Council Property Camping Participant Roster

*Please complete and hand in to Property Manager upon arrival.*

- ❖ Provide full name of girls and adults in attendance. Use back of form if needed.
- ❖ REMEMBER TO BRING A FIRST AID KIT, PARENT PERMISSION SLIPS, HEALTH HISTORY FOR EACH GIRL,

SU/Troop Leader: \_\_\_\_\_ Age Level: \_\_\_\_\_

SU: \_\_\_\_\_ Troop #: \_\_\_\_\_ GSEP Property: \_\_\_\_\_

*GIRLS*

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____
7. _____	8. _____
9. _____	10. _____
11. _____	12. _____
13. _____	14. _____
15. _____	16. _____
17. _____	18. _____
19. _____	20. _____
21. _____	22. _____
23. _____	24. _____
25. _____	26. _____
27. _____	28. _____
29. _____	30. _____
31. _____	32. _____
33. _____	34. _____
35. _____	36. _____
37. _____	38. _____
39. _____	40. _____



## GSEP Council Property Camping Participant Roster

First Aid Trained Adult(s): \_\_\_\_\_

Camp Trained Adult(s) IOS: \_\_\_\_\_

Camp Trained Adult(s) BOS: \_\_\_\_\_

ADULTS (INCLUDE PHONE NUMBERS)

1. \_\_\_\_\_

3. \_\_\_\_\_

5. \_\_\_\_\_

2. \_\_\_\_\_

4. \_\_\_\_\_

6. \_\_\_\_\_



# Camp Wood Haven



## Key

- |  |                 |  |               |
|--|-----------------|--|---------------|
|  | Platform Tents  |  | Trails        |
|  | Cabins & Lodges |  | Roads         |
|  | Firepit         |  | Archery       |
|  | Camp Buildings  |  | Ropes Courses |
|  | Pavilion        |  | Gaga Pit      |
|  | Parking         |  | Pool          |
|  | Flagpole        |  | Showers       |
|  | Dining Hall     |  | Horse Stable  |

## GSEP Council Properties CAMP USE REGULATIONS

### DURING YOUR STAY

- Quiet is observed from 10:00 PM to 7:00 AM. Courtesy and consideration is expected by all Girl Scout troops as well as other groups using our facilities.
- **ALCOHOLIC BEVERAGES, WEAPONS OF ANY KIND AND ILLEGAL DRUGS ARE NOT PERMITTED AT GIRL SCOUTS OF EASTERN PA CAMPS.** Medication for any member of the group must be in the controlled possession of an adult. Do not leave unattended medication in view.
- *GSUSA Safety Activity Checkpoints* prohibits smoking in the presence of girls. Adults who smoke may only do so at fire circles or building porches. Use an ash tray or metal can for ashes and cigarette butts.
- All GSEP camps are nature sanctuaries. Take only pictures, leave only footprints is our environmental code. All plants, animals, and insects are part of the environmental balance and are not to be harmed on our sites. If you have concerns that an animal presents a danger to you and your group, notify the Property manager so he can handle the situation.
- **Be ecology minded.** Do not put anything into ponds or streams that will pollute. Use only the wood, gas, electricity or water absolutely needed.
- Garbage and recyclables should be placed in the cans provided.
- Build fires in designated areas only. Be cautious with fire. Campfires and outside cooking fires must always be attended and must be completely extinguished before leaving the site.
- Firewood is provided at GSEP camps. Each group must collect their own tinder and kindling.
- Snowmobiles, all-terrain vehicles and trail bikes are prohibited.
- Many girls are allergic or afraid of pets for this reason **NO PETS ARE ALLOWED AT CAMP.**
- If you have men accompanying your group, you must reserve the building that is approved for men at camp. If you are in a tent unit, they must be in designated sites for men. Please refer to the GSEP Facilities Guide or contact Member Services if you have a question.
- Per *GSUSA Safety Activity Checkpoints* when cooking at camp use only clean and sanitized utensils and equipment during your food prep. Clean and sanitize food contact surfaces after each use and minimize the time that potentially hazardous foods remain in the temp danger zone of 40 deg F to 140 deg F. All dishes must be air dried and protected from dust and contamination between use. Must follow dishwashing procedures per the Basic Outdoor Skills (BOS) Training.

### NON-GIRL SCOUT GROUP INFORMATION

- Each group must be accompanied by a minimum of two adults.
- There must be an overall ratio of two adults for each eight children.
- Each group must be accompanied by someone with current first aid and CPR certification.
- Groups will be held responsible for damage or breakage of equipment or facility.
- Each group is required to sign a Rental Agreement and provide a Certificate of Liability Insurance (COI).

All troop/group leaders share in the responsibility of maintaining the health, safety, and overall well-being of the girls in their troop/group. All leaders should review and know Girl Scout guidelines, standards, and procedures outlined in *GSUSA Safety Activity Checkpoints* as well as specific site camping procedures.

### **SUPERVISION**

1. Everyone in your troop/group will be trained in the usage of the buddy system and about the troop's rules regarding staying with the group.
2. The buddy system will be enforced at all times.
3. Participants should be instructed how to identify "safe adults."
4. Girl Scout standards for supervisory ratios of girls and adults will be observed and monitored.
5. Throughout the course of the day, troop/group leaders will periodically count the girls in the group. Devise a quick method of checking the presence or absence of girls and adults.

### **EMERGENCIES**

1. Review and know emergency procedures for Girl Scouts of Eastern Pennsylvania Camps.
2. Girls and adults shall be informed and practice what to do in case of emergency:
  - Girls and adults will know the event signal for emergencies (Usually a bell ringing continuously or a car horn blowing for several minutes).
  - Girls and adults will meet at the designated meeting area (such as your unit shelter, or the front porch of your cabin).
  - Girls and adults will quickly form a buddy line.
  - Girls and adults should try to stay quiet.
  - Girls and adults will move in their buddy line to a designated safe area.
3. The leader will designate a "runner" to determine the nature of the emergency. (A runner is an adult who is capable of moving quickly to the location of the blaring car horn or camp bell to determine the nature of the emergency.)
4. Leaders must determine activities that will keep girls occupied in case of emergency.
5. Plan and practice an emergency drill on each camping trip.

### **DEPARTURE OF GIRLS AND ADULTS**

1. Leaders will facilitate the loading of girls and adults into appropriate cars and buses.
2. Leaders will insure that girls and adults picked up at the camp or troop meeting place are released to designated adults.

### **DAILY HEALTH CARE**

The following are things that adults must monitor:

1. Remind girls to wash their hands prior to preparing food, eating meals, after using the bathroom, and after handling animals.
2. During warm weather months, encourage girls and adults to examine their bodies for ticks.
3. Be sure that there is adequate intake of fluids. Make sure there are fluids available at all times.
4. Be sure that your first aid kit is well-stocked.
5. Supervise safety and cleanliness of living, eating, and toilet areas.
6. Simple first aid may be performed by a currently certified first aider. When treatment is provided, that treatment must be recorded in the troop/group first aid log.
7. Girls and adults with any medical problems should see the designated first aider. The first aider with the leaders will determine if additional medical attention should be sought.
8. In the event of a severe condition in which a participant is unable to walk or be moved, this becomes a medical emergency. Refer to the medical emergency plan.

### **General Instructions for Troop/Group Leaders for the *Prevention* of Missing Persons**

- Girls, leaders and additional adults (as well as any extra children who attend the camping trip with parents) will utilize the buddy system.
- Under no circumstances are girls permitted in the vicinity of any body of water without an adult immediately present
- Girl Scout standards for supervisory ratios of girls and adults will be observed and monitored.
- Conduct periodic "Buddy Checks."
- When transportation to/from or during the camp is involved, a leader will facilitate the loading of girls and adults into appropriate cars or buses.
- Leaders will insure that girls and adults picked up at the camp/troop meeting place are released to designated adults.

### **In the Event of a Missing Person**

#### **Responsibilities of the Troop/Group Leaders**

- Quickly recount girls and adults.
- Quickly search the immediate area. Remember to check all parts of the area including under tents, in and under buildings, under beds, in latrines, shower house and bathroom facilities.
- Quickly search the last program area enlisting the assistance of extra adults.
- Notify the Property Manager. They will take charge of the search, checking with the other troops on the site and enlisting others to aid in the search. If the girl cannot be located they will contact the local law enforcement.
- Collect and record information by questioning other girls and adults in the troop/group.
  - When and where was she last seen?
  - What was she doing?
  - What was she wearing?
  - Did she say anything about going anywhere? (To see the first aider?...running away?...)
- Other adults with your troop will resume the planned program.
- If the press becomes involved, a council spokesperson will respond to all inquiries made by members of the press. If troop/group leaders are questioned, they should politely refer inquiries to the designated council spokesperson.

#### **Responsibilities of the Property Manager**

- Ask for the Health History Form from the Leader of the troop/group.
- Begin documenting procedures and outcomes.
- Designate adults to begin a perimeter search of the facility on foot and using vehicles.
- Other adults will be designated to systematically search the facility checking the following:
  - Areas around/near bodies of water
  - All rooms, buildings, and program areas
  - Bathrooms
  - All vehicles
  - Re-check buildings and bathrooms.
- If the girl is still not found notify law enforcement.
- Notify the council emergency contact by calling 445-227-7559 for GSEP Emergency hotline
- No statements will be issued to the press. A council spokesperson will respond to all inquiries made by members of the press. If Property Managers are questioned, they should politely refer inquiries to the designated council spokesperson.

## General Instructions for Leaders for Fire Emergency Preparation

- Girls and adults shall be informed and practice what to do in case of a fire emergency.
  - Girls and adults will:
    - know the designated signal for emergencies (continuous ringing of the camp bell or car horn sounding for several minutes).
    - Meet at the designated meeting area for the group.
    - Quickly form a buddy line.
    - Stay quiet.
    - Move in their buddy line to a designated safe area.
  - The troop/group leader(s) will devise a quick method of checking the presence or absence of girls and leadership.
  - The troop/group leaders(s) will know the facility fire emergency plan and evacuation routes.
  - The troop/group leaders should determine activities that can be used to keep girls and adults occupied in case of a fire emergency.
  - Every building and site has a fire extinguisher. Make sure you know where it is and how it works.

## ***In the event of a Fire Emergency***

### **Responsibilities of Adults Discovering the Fire**

- Building and forest fires must be reported immediately.
- Notify the Property Manager. The following information should be given:
  - Location of the fire.
  - The safe location to which girls and adults have been relocated.
  - The cause of the fire, if known.
  - How widespread is the fire and how fast it is spreading.
- A kitchen fire that is contained, needs to be reported to the Property Manager immediately. You need not alert the entire camp of such a fire.

### **Responsibilities of the Troop/Group Leaders**

- Account for girls and adults.
- Insure that girls and adults are taken to a safe location.
- Focus on the well-being of the girls and adults; conduct activities that will occupy girls and adults.
- Wait for further instructions from the Property Manager.

### **Instructions for Property Manager**

- Call 911
- Notify the council emergency contact by calling 445-227-7559 for GSEP Emergency hotline
- Begin gathering information for the accident report.
  - Remember that information collected should be factual and not opinion or speculation.***
- Ensure that the troop/group continues to operate.

**Instructions for Troop/Group Leaders**

- Notify the troop first aider. Provide as much information as possible including the girl's name, nature of the injury or illness, and your location. If the injury is severe, notify the Property Manager to call 911.
- One adult should stay with the injured individual until assistance arrives, and then may travel with the participant to the hospital if necessary.
- Other adults in the group should remove the other girls and adults from the area and occupy them with activities.
- Remain calm. Do not discuss details or deny that something is happening; however, it is important that girls and adults not involved are reassured that the individual is being cared for.

**Instructions for the Troop or Group First Aider**

- Report to the scene of the emergency with a first aid kit, health history form, and insurance form.
- Travel with the girl to the hospital.
- Serve as a liaison between the hospital and parents until the parents can reach the hospital themselves.

**Instructions for Property Manager**

- Call 911
- Notify the council emergency contact by calling 445-227-7559 for GSEP Emergency hotline
- Begin gathering information for the accident report.  
*Remember that information collected should be factual and not opinion or speculation.*
- Ensure that the troop/group continues to operate.

Weather emergencies could include tornados, tornado watches/warnings, heavy rains causing flooding, severe thunder storms, hurricanes, strong winds, etc.

*In the event of severe weather warnings, the Property Manager or Volunteer Site Coordinator, will alert troops to evacuate and/or relocate to the most secure buildings on the property or evacuate from the property. Leaders who have rented these buildings for the weekend are expected to share them in the event of an emergency.*

### **General Instructions for Troop/Group Leaders for Weather Emergency Preparation**

Girls and adults shall be informed and practice what to do in case of a weather emergency.

- \*Meet at the designated meeting area for the group.
- \*Quickly form a buddy line.
- \*Move in their buddy line to a designated safe area.

### **Responsibilities of the Troop/Group Leaders**

- Account for girls and adults and report to the volunteer site coordinator or ranger.
- Ensure that girls and adults are taken to a safe location.
- Focus on the well-being of the girls and adults; conduct activities that will occupy girls and adults.
- Designate one adult member of each troop/group to collect information from the Property Manager regarding the status of the emergency.
- The troop/group leaders should determine activities that can be used to keep girls and adults happy and occupied in case of a weather emergency.
- Wait for further instructions from the volunteer site coordinator or ranger.

### **Responsibilities of the Property Manager**

- Notify Troop/Group Leaders of any impending Severe Weather.
- Relocate/evacuate campers to safe areas as necessary.
- Document the situation as it occurs-including action(s) taken.
- Account for girls and adults as they are reported by the troop/group leaders.
- Notify the council emergency contact by calling 445-227-7559 for GSEP Emergency hotline
- Assess and reassess the situation; keep the council emergency contact informed.
- Keep leaders informed.

## GIRL SCOUTS OF EASTERN PENNSYLVANIA INTRUDER PLAN FOR CAMPS

For our purposes, an intruder is someone entering the property/unit or building whose motives are unknown. An intruder emergency occurs when it has been determined that the intentions of the individual are malicious. Because there are other Girl Scout troops and groups, as well as occasional other youth groups using our facilities, common sense must be used to determine if the individual(s) is equally entitled to be using the facility.

### **General Instructions for Troop/Group Leaders**

- Notify the Property Manager of the intruder sighting and location.
- Account for all leaders and girls.
- If the intruder poses a threat to the group, relocate girls and adults. If no immediate threat is perceived, keep girls and adults busy in their current activity.
- Keep an eye on the intruder from a distance and await assistance.

***Do not put yourself in jeopardy of physical or emotional harm.***

### **Responsibilities of the Property Manager**

- Depending on the situation and your judgment, notify the police.
- Instruct leaders on how to respond. (ie. remain in your program area or at your current location until further notice.)
- Aid troop/group leaders involved in the situation.

## GIRL SCOUTS OF EASTERN PENNSYLVANIA VARMINT/NON-HUMAN PEST PLAN FOR CAMPS

For our purposes, a varmint is an animal that appears at your site that is potentially harmful. Varmints could include snakes, wild animals, or animals behaving in an unusual manner.

### **General Instructions for Troop/Group Leaders**

- If the varmint poses a threat to the group, relocate girls and adults.
- Notify the Property Manager of the sighting and the location.
- Account for all leaders, girls and adults.
- Keep an eye on the varmint from a distance and await assistance.

***Do not put yourself in jeopardy of physical harm.***

### **Responsibilities of the Property Manager**

- If appropriate, remove the animal following procedures outlined by the Director of Properties.
- Depending on the situation and your judgement, notify the police or animal enforcement agent.
- Instruct leaders on how to respond. (ie. remain in your program area or at your current location until further notice.)
- Complete Accident/Incident Report if needed.



When you arrive at camp, collect all food from girls (including gum and lifesavers) and store in a tin with a tight-fitting lid. Before snuggling down in your sleeping bag (which should be rolled up during the day), check for any unwanted visitors. Caution the girls again about having candy or snacks in their tent. Even with all of your precautions, you may still be awakened by a "bang". It's probably just a raccoon that knocked over a pot or a garbage can lid.

If you encounter a skunk, keep calm and don't make any sudden movements and the skunk will soon go on its way.

## **SNAKES**

You might encounter a black snake, garter snake, or harmless reptile while camping. No poisonous snake has been reported at a GSEP camp in over 20 years. Yet, both copperheads and rattlesnakes are native to this area of Pennsylvania and campers should be aware of the possibility of encountering a dangerous snake. The best advice is to leave all snakes alone. If you are hiking, look before stepping over a log. If you are climbing a bunch of rocks, watch where you put your hands.

## **BLACK BEARS**

Black bears, native to the Poconos, occasionally pay us a visit and help themselves to food that campers have stored in the coolers in the unit shelters. Bears can become a nuisance, especially when they are enticed by the assortment of goodies brought by campers.

We are asking all groups staying in tent units to keep their food in a car (one with a solid roof) which can be parked in the unit. We realize this may mean there will be more than one car in the unit and there will be more than the regular vehicular traffic in camp. Please drive slowly and carefully since our roads are also the foot trails between units.

### **Additional precautions:**

Make sure there are no food or beverages in any tent. Girls often think a bear won't smell candy in their duffel bags. Remind them this is not true.

Scented toiletries (ie. cherry lip gloss or flavored toothpaste) can have the same attraction. Keep these in cars too.

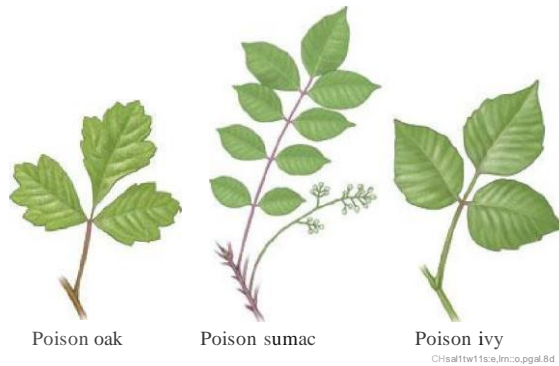
Do not wash dishes at the faucets or take dirty dishes to tents. Follow proper dishwashing procedures of scraping food scraps from dishes into the garbage, when washing in hot soapy water, followed by a clear rinse and a second sanitizing rinse. Dish water is then disposed of by "flinging it" in the woods far from the tents.

Put garbage in the cans provided. If you have filled your cans or have food garbage in a can, let the volunteer site coordinator or ranger know so he/she can pick up the trash before a bear gets to it.

If you encounter a bear while on a hike, do not approach it! Even cubs who seem small and cuddly are usually not far from their mothers. Black bears are not usually aggressive; however, if you disturb a cub, the mother will defend and possibly attack.

**Campers should not attempt to pick up or pet any wild animal because of the possibility of rabies.**

## PRECAUTIONS AND TREATMENT FOR CONTACT WITH POISONOUS PLANTS



### POISON IVY

Poison Ivy grows all over our woods and fields. Learn to identify it in all of its stages. First there are three shiny greenish-red leaves. In the spring there is a small white flower which then grows into whitish berries in the fall. As the plants grow and mature over the summer, the leaves lose their reddish tint and become duller and much larger. The old saying "leaflets three, let it be," is a good rule to follow. The poison ivy vine is also quite prevalent and can eventually choke out a tree, giving the tree the appearance of being a poison ivy tree. Many of the plants grow quite low, covering a sunny area. Also, the oil in the poison ivy plant is not damaged by fire, but will become suspended in the smoke if burned. Someone who stands in the smoke will possibly develop extreme discomfort in the eyes and lungs. Caution the girls not to collect firewood with poison ivy growing on it.

### POISON OAK

This may appear as a bundle or clump of plants with many stems rising from one root system. The plant is not an oak but its leaves may resemble those of an oak. The most helpful distinguishing features are the leaflets of which there are three. The upper surface of the leaf has a glossy appearance and is dark green. The lower surface may be lighter green with fine hairs in some cases. The fruit is in clusters, white or ivory with green.

### POISON SUMAC

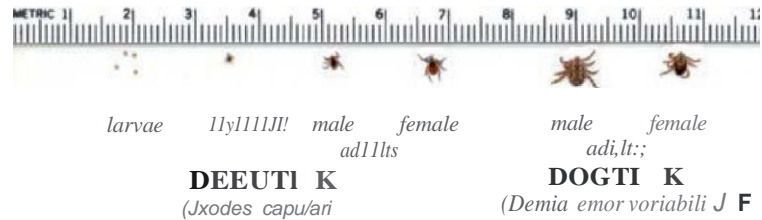
This plant is a woody shrub or small tree, never a vine. It grows especially in swampy areas. There are 7-13 leaflets, 3-4 inches long and 1-2 inches wide, without teeth or margins. The flowers are small, greenish yellow and in clusters. The fruit is ivory or greenish and in loose clusters at the sides of the branches, never at the ends as in nonpoisonous sumacs.

**PREVENTION:** Learn to recognize the plant and avoid contact. If you should come in contact, wash immediately with strong soap and water.

**SYMPTOMS:** Onset is from a few hours to several days or more after exposure. The skin becomes red, a few blisters appear, and usually there is itching. The involved area may increase greatly in size with marked swelling and numerous large blisters. Fever may be high and discomfort great.

**TREATMENT FOR RASH:** If you come in contact with poison ivy or develop the rash, wash the affected area with lots of soap and warm water. Using rubbing alcohol after you wash the affected area will also help. This cleaning should remove any oleoresin still present on your skin. If you develop a rash, treat it with calamine lotion or some other lotion specifically made to treat poison ivy, oak or sumac. If the rash continues to spread, or if blisters develop, see a doctor.

## GSEP Tick Precautions



Ticks are most active in the spring and fall and present throughout the summer. Ticks detect the heat, odor and movement of animals/humans and climb aboard, usually attach themselves in areas where skin is thin and where there is protective hair growth, such as the groin, arm pit, or scalp. The bite of the tick is usually painless, even though it burrows its tiny head into the skin.

### PREVENTION

Wear light colored clothing to make the ticks stand out more prominently.

Wear long-sleeved shirts and long pants tucked into your socks.

Apply insect repellent which contains "DEET" to shoes, socks and other clothing. Current recommendations for children are repellents containing less than 20 percent "DEET", and for adults, less than 30 percent. Always read product labels before using any insect repellent.

Ticks thrive on the underside leaves of brush, so walk on paths which have been cut back to avoid the borders of paths and woods.

Have regular tick inspections while at camp. Each person should examine someone else's clothing and skin twice a day.

One of those times should be when everyone is undressing for bed or when in bathing suits.

Carefully check your own body at the end of the day, paying close attention to areas which retain more body heat (underside of arms, hairline, behind ears, knees, bend in elbow, inner thigh and groin area).

If possible, shower as soon as you get home, washing the clothes you wore that day, and check yourself again after your shower and before you dress.

### IDENTIFICATION

The wood tick is about 3/16" long with eight legs, a flat body and has white marks near its head. This tick has been known to carry a disease known as Rocky Mountain Spotted Fever. When it becomes attached to an animal or human, it feeds on the blood of its host and can become rather bloated.

The deer tick, on the other hand, is extremely tiny- about the size of a small freckle. It is orange-brown in color with a black area near the head. They can be more easily seen with the aid of a magnifying glass. Lyme Disease is carried by deer ticks infected with a bacteria known as "Borrelia Burgdorferi."

By learning to identify these ticks (there are other species as well, these two are most common in our area), and following the above mentioned preventive measures, you should be able to avoid any complications. However, if one should appear on your body, follow these procedures:

### REMOVAL

Only remove it with a sharp, pointed tweezers, grasping the tick's head as close to the skin as possible and gently pulling straight out. (Be careful not to squeeze the tick's body as this may cause it to inject fluid into you.) Put the tick into a Ziploc bag for further identification. Wash bite area and apply antiseptic. **DON'T PANIC!** Watch for possible symptoms of Lyme Disease.

### SYMPTOMS

A red rash that is usually circular and blotchy and expands around the tick bite area;  
Headache, fatigue, fever, pain and stiffness in joints and muscles;  
Swollen glands and other flu-like symptoms such as nausea, backache, and sore throat.

### TREATMENT

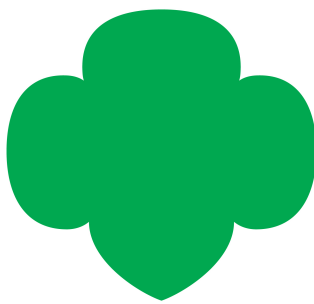
Go to your doctor as soon as any of the above symptoms appear and explain that you may have been exposed to an infected deer tick.

If the doctor administers the blood test prior to the 6 weeks exposure or after the antibiotics are administered, the results will be negative even if you have Lyme Disease.

If the blood test results are positive, your doctor will give you antibiotics to combat the disease.

If treated early on, Lyme Disease should not cause long term problems.

It is essential for all those using the camps to understand that ticks do exist on our properties and that there is always a risk, as there is with everything that you do. If you educate your girls and their parents, and practice the suggested preventive measures, there is little chance for any of you to get Lyme Disease.



## **Emergencies, Accidents & Incidents Procedures**

While we hope all Girl Scouts events are emergency, accident and incident free, GSEP has procedures in place to ensure safety comes first and that steps are taken immediately if something does occur.

At any GSEP event, program or activity on or off GSEP property, **in case of an emergency, dial 911.**

At any GSEP activity, the responsible adult must have the names and phone numbers of parents/guardians of children in attendance, a charged phone, and the GSEP emergency number: **445-227-7559.**

In line with recommendations from GSUSA, GSEP has developed a plan to respond to emergencies, accidents, and incidents. These can include any number of situations for which you must be prepared as the adult in charge.

As a reminder, adults should not be alone with the Girl Scouts. GSEP, requires two adults to be present at all times and that includes setting up for activities, etc.

**In case of a verbal or physical threat to you or the Girl Scouts, or a sense of forthcoming danger:**

Dial 911.

Things to consider prior to event or activity:

Make sure you have a charged phone, the emergency number for GSEP (445-227-7559), a whistle or small air horn, knowledge and awareness of all exits and escape paths (ie if you are at a cookie booth, it may include running into store). Make sure all adults and girls know where the exits are.

With the other adults, create a pre-determined and established emergency plan that includes role assignments, (who stays with girls, who calls police, council, parents etc.) meet up place for the entire group, established buddy

assignments for girls, and code word that the girls can remember... “Trefoil” or something girls will remember.

### **In Case of a Serious Accident, Emergency or Fatality: Person in Charge at The Scene —Dial 911**

- Give priority attention to providing all possible care for the injured person(s). Secure doctor, ambulance, and police as appropriate.
- Remove all children from the scene of the emergency and distract them.
- In the event of a fatality, always notify the police. Retain a responsible adult at the scene of the accident. See that no disturbance of victim(s) or surroundings is permitted until police have assumed authority.
- Any emergency or accident must be reported to the Council IMMEDIATELY. Call **445-227-7559**. An “on-call” Council representative will answer your call. Leave a message if no one answers, and someone will call back immediately. Please speak clearly and leave a message with your name and phone number.
- The Council representative will make the determination for next steps. But always dial 911 first if there is immediate danger.
- Refrain from making any verbal or written statements to any media outlet which could be interpreted either as an assumption or rejection of responsibility for the accident. Say “Thank you for sharing your concern. I don’t have all of the facts, and I am not in a position to answer any questions. Please call the council at **445-227-7559**.”
- Prepare written incident report of occurrence and participate in additional follow-up as needed.
- Appoint a record keeper to provide written documentation of the emergency. Submit the Incident/ Accident Report within 24 hours to [HumanResources@gsep.org](mailto:HumanResources@gsep.org)

## Girl to Adult Ratio

Girl Scout Level (grade level)	Group Meetings		Events, Travel & Camping	
	<i>Two</i> registered, cleared, unrelated, adults (at least one of whom is female) for this number of girls:	Plus <i>one</i> additional registered and cleared adult for each additional number of this many girls:	<i>Two</i> registered, cleared, unrelated, adults (at least one of whom is female) for this number of girls:	Plus <i>one</i> additional registered and cleared adult for each additional number of this many girls:
Daisies (K-1)	12	6	6	4
Brownies (2-3)	20	8	12	6
Juniors (4-5)	25	10	16	8
Cadettes (6-8)	25	12	20	10
Seniors (9-10)	30	15	24	12
Ambassadors (11-12)	30	15	24	12