



Camp Valley Forge

100 Juliette Low Way, Valley Forge, PA 19482

Camp Valley Forge is located near Valley Forge National Park, in Eastern Chester County. Camp Valley Forge features a large field for games, a gaga court, archery range, and picnic area. A low rope challenge course provides outdoor adventure and team-building opportunities. A multipurpose room provides indoor space for sports and other activities.

Facilities include 2 indoor overnight facilities for troops/groups with full kitchen, bathrooms with shower, and mattresses for sleeping.

Contact Information:

Property Manager:

Jesse Johnson
(215) 252-4790

jjohnson@gsep.org

Wifi:

GSEP GUEST

Password: Welcome2GSEP

Council Emergency Hotline:

(445) -227-7559

Please see crisis procedure below



Camp Valley Forge

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

-The Property Manager or volunteer Site Director will check campers in. Troops/groups must provide a copy of their confirmation and roster.

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

-If there is an emergency, the Property manager/volunteer Site Director will follow the Crisis Action Plan for CFV.

-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:

Phoenixville Hospital
140 Nutt Road, Phoenixville, PA 19460
(610) 983-1000



Driving and Parking while at CLW:

-The camp speed limit is **15mph**. Operate your vehicle with utmost care due to campers walking on and around our camp roads.

-Parking is limited at Valley Forge. Please be considerate and carpool if possible.

****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. _____

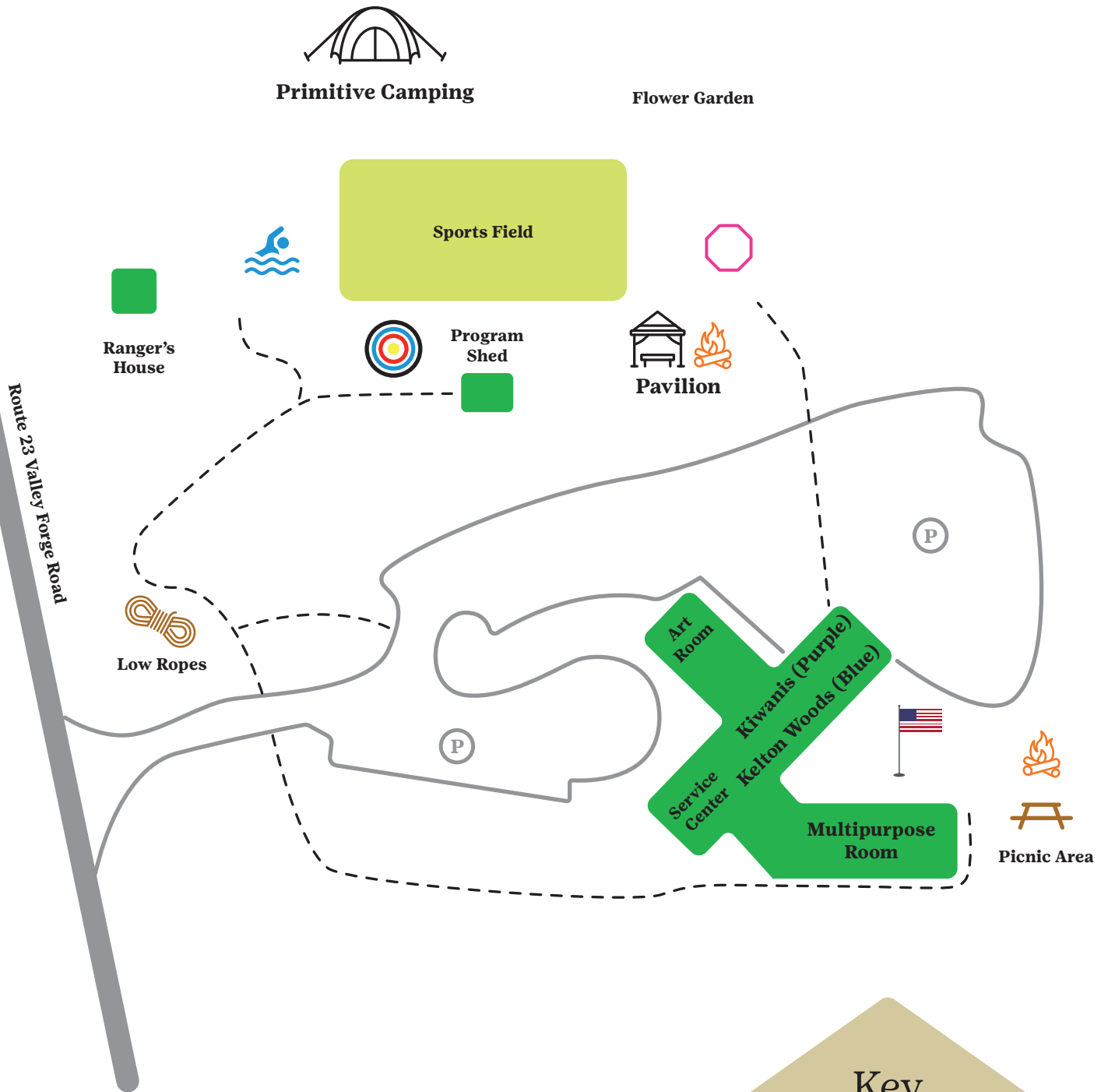
5. _____

2. _____

4. _____

6. _____

Camp Valley Forge



Key

- | | |
|--|---|
|  Firepit |  Trails |
|  Camp Buildings |  Roads |
|  Pavilion |  Archery |
|  Flagpole |  Ropes Courses |
|  Gaga Pit | |



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).



GSEP HEALTH AND SAFETY AT CAMP

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.



GIRL SCOUTS OF EASTERN PENNSYLVANIA MISSING PERSON PLAN FOR CAMPS

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.



GIRL SCOUTS OF EASTERN PENNSYLVANIA FIRE EMERGENCY PLAN FOR CAMPS

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.



GIRL SCOUTS OF EASTERN PENNSYLVANIA MEDICAL EMERGENCY PLAN FOR CAMPS

Instructions for Troop/Group Leaders

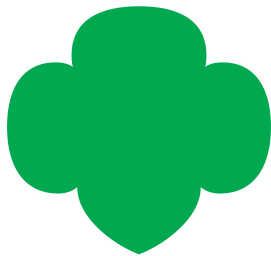
- Notify the troop first aider. Provide as much information as possible including the girl's name, nature of the injury or illness, and your location. If the injury is severe, notify the Property Manager to call 911.
- One adult should stay with the injured individual until assistance arrives, and then 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.



GIRL SCOUTS OF EASTERN PENNSYLVANIA WEATHER EMERGENCY PLAN FOR CAMPS

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.



SOME OUTDOOR CRITTERS YOU MAY MEET

MICE, SKUNKS, RACCOONS, DEER, BEARS AND OTHER THINGS THAT GO BUMP IN THE NIGHT

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.

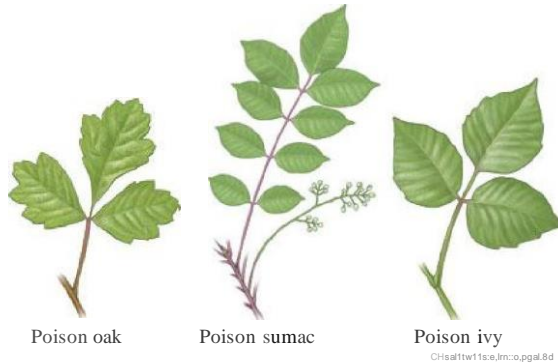
Put garbage in the cans provided. If you have filled your cans or have food garbage in a can, let the volunteer site coordinator or ranger know so he/she can pick up the trash before a bear gets to it.

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.

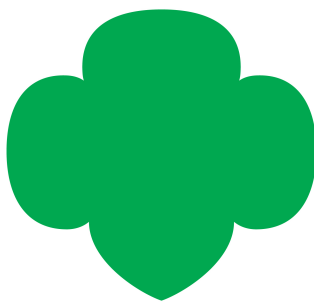
POISON SUMAC

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.



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

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