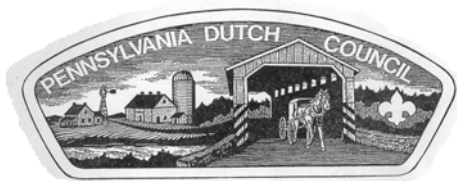




CAMPMASTER PROGRAM GUIDEBOOK



Pennsylvania Dutch Council, B.S.A.
630 Janet Avenue, Suite B114
Lancaster, PA 17601-4582
(717) 394-4063 office (717) 394-7776 fax



TABLE OF CONTENTS
CAMPMASTER GUIDEBOOK
Revised August 2008

Emergency Phone Numbers	2
Purpose of Program	3
What is the Campmaster Corps?	3
Requirements for Campmaster Corps	3
General Duties of a Campmaster	4
Duties for Non-Scouting Units	5
Hunting & Mountain Biking at Camp Mack	5
General Information Regarding Camp Facilities	6
Tent Camping / Campsite Selection	7
Cabin / Lodge Rentals	7
Aquatic Programs	8
Shooting Ranges	8
COPE & Climbing	9
GPS Units	9
Dining Hall & Kitchen Use	9
Guidelines for Use of Campmaster Cabins	10
Campmaster Weekend Routine Schedule	11-12
Forms Descriptions	13
Emergency Procedures - Weather / Medical / Natural Disasters	14-15
Medical Treatment/ Insurance	16
Camping Guidelines / Policy & Procedures	
Permits & Paperwork	17
Unit / Group Leadership Requirements	17
Water & Restroom Facilities	17
Latrines / Outhouses	17
Automobiles & Parking	17
Smoking	18
Alcohol & Drugs	18
Knives / Axes / Saws	18
Firearms & Weapons	18
Hunting & Fishing	18
Motorized ATV's	18
Fireworks	18

Fires	18
Firewood	19
Tree Cutting	19
Chainsaws	19
Trash	19
Camp Service Projects	19
Vandalism & Damage	19
Personal Property	19
Pets	19
Insurance Coverage	19
Campmaster Corps Sample Forms	
Permit for Use of Camp Facilities	20
Local Tour Permit	21
Check In and Check Out	22
Incident Report	23
HSR Insurance Form (In-Council Troops)	24

TELEPHONES

No public phones are available at either camp. In the event a call must be placed, telephones are located at the camp office and maintenance shop but the Campmaster will need to unlock these buildings for access.

EMERGENCY TELEPHONE NUMBERS

Ambulance / Police / Fire - <i>Bashore or Mack:</i>	911
Edward Rasmuson, Council Executive	717-898-7936 home
Mark Barbernitz, Assistant Scout Executive	717-519-7970 cell
Win Hall, Campmaster Program Chairman	717-354-0062
Gary Guare- Ranger, J.E. Mack Scout Reservation	717-626-5674 home 717-626-8711 camp
Dave Matterness- Ranger, Bashore Scout Reservation	717-865-7928 home 717-865-4583 camp 717-304-5796 cell

PURPOSE

The purpose of the Campmaster Corps is to first provide a program to the units using the camps for the weekend. Your direct involvement with the youth will be important to their weekend enjoyment. Second, you are relieving the Rangers of unit responsibilities for the weekend, freeing them for other work, as well as personal time. The camp Rangers are responsible for the upkeep, maintenance, and proper use of all camp facilities. The support you give to the Rangers will greatly add to the overall effectiveness of the Rangers and the quality camping experience of the units. And last, you are acting as the council/camp representative to the units for the weekend. Your presence will make a world of difference as to how the scouts and leaders perceive our camps and council. You are a crucial part of the units' camping experience through your direct interaction with the youth, assisting the units in their camp experience and representing the council and camps to our thousands of scouts and scouters. Please remember that in the relationships with units in the camps on weekends, it must be kept in mind that a unit should maintain its own identity and be encouraged to carry out its own programs.

WHAT IS THE CAMPMASTERS CORPS?

Campmasters comprise a group of registered and trained scouters who volunteer to serve at our council camps whenever troops, venture groups, or Webelos dens are using the camps on a short-term basis. The Campmasters are a select group of volunteers, who are chosen to serve in this capacity by the chairperson of the Campmasters Corps and the Council Camping Committee. Campmasters are selected on the basis of their ability in several areas: outdoor skills, specialized knowledge of nature and conservation, and leadership skills. All Campmasters must have a record of demonstrated ability to get along with people, to lead and to act in an emergency. All Campmasters must have a working knowledge of Scouting, troop, team and den operations, scout advancement and Webelos camping. Experienced and registered scouters, with the exception of unit leaders, are eligible for consideration as Campmasters. (It is generally conceded that a unit leaders' major concern must be the particular unit served.)

Training is held once a year for all involved persons and all members are expected to attend. The Campmaster schedule operates from the second weekend in September to the last weekend in May. Campmasters select their frequency of service, serving one or two weekends per year.

REQUIREMENTS FOR CAMPMASTER CORPS:

1. Must attend Campmaster training before performing duties. Youth Protection Training is also required. First-Aid & CPR training is desired.
2. Be willing to serve as a Campmaster a minimum of one or two weekends per year at the J. E. Mack Scout Reservation and/or the Bashore Scout Reservation. (Rotation depends naturally on the number of members in the Corps.)
3. Must be a registered Scouter at least 21 years of age.
4. While serving as a Campmaster for weekends assigned must be willing to stay in the Campmaster cabin. Immediate family members only are welcome to stay with the Campmaster- sorry, no pets.
5. Campmasters will provide their own transportation, bedding and food for the weekend assigned.

GENERAL DUTIES OF A CAMPMASTER

1. Render "Commissioner" type service to units in camp, working with and through the boy leaders and adult leaders.
2. Remain on Camp Property at all times in order to be available to assist units with problems or emergencies.
3. An annual roster and schedule is developed by the Corps in conjunction with the chairperson of the program providing the names, addresses and telephone numbers of the Corps members as well as the dates assigned to serve the camps. The camp Rangers and chairperson of the Council Camping Committee maintain a copy of the roster and schedule. In the event of a conflict in scheduling the individual assigned for the specific weekend will arrange for their substitute among other corps members. Notification to the chairperson of the change is recommended.
4. Campmasters are responsible to the chairperson of the program. They are directly responsible to the Camp Rangers when working in the camps. Campmasters are not by virtue of their position members of the Council Camping Committee, but through their chairperson have representation on the Committee.
5. In addition to the required Campmasters training, the individuals must be familiar with Scouting, troop, team, and den operations, advancement and Webelos camping requirements.
6. Campmasters are responsible for the security of the camp. They are entrusted with a master key that will permit access to almost any area of camp. Please do not abuse this privilege by going into areas that are normally off limits unless Camp Ranger is present. Otherwise, doors, gates, and locks can accidentally be left open, which could allow theft and vandalism or injury could occur to campers. Never give your key to others.
7. Campmasters coordinate the work of any specialties or merit badge counselors present for the weekend assigned. They may also opt to provide a short program for the troops, i.e.: cooking demo, orienteering course, shooting sports (if qualified) or whatever else he/she is willing.
8. Open and operate the Trading Post for units wishing to make purchases. (Usually requires a maximum time of 1 hour depending on the number of units in camp.) Responsible for security, and maintaining cash box as well.
9. Campmasters will provide a written evaluation of the weekend experience to the Camp Ranger and the chairperson of the program.

DUTIES OF A CAMPMASTER FOR NON-SCOUTING UNITS

Non-Scouting units will on occasion be using the camps on weekends during the Campmasters stay. These groups will register with the Council Service Center and follow and abide by all the rules and regulations covering camp use. The Campmasters role in interfacing with these groups will be the same as afforded to scouting units with the following exceptions:

1. Campmaster does not provide program assistance to the group.
2. Camp work projects are not made available to the groups.
3. Provide information and access to rented facilities, ensure compliance with camp policies.
4. These groups are not covered under the BSA insurance programs so in the event of an accident or emergency the Campmaster does not issue insurance forms. The groups provide their own insurance and hold harmless agreements to the Council Service Center as part of their registration.

SPECIAL ACTIVITIES / CLUBS AT JE MACK SCOUT RESERVATION

At Camp Mack there is an organized group of hunters that have exclusive rights to hunt on the property. Each person pays yearly dues to the club and receives a badge to wear while hunting. Specially designated areas are open to hunting by these persons on weekends. Please see Gary for maps and additional details. Campers should be advised of the possibility of coming in contact with hunters.

There is also an organized group of Mountain Bikers at Camp Mack. These persons have permission to ride bicycles in camp, provided they have purchased a permit from a local bike shop. Anyone biking in camp without that permit should be advised of the program and asked to leave. Please ask Gary for additional details.

GENERAL INFORMATION PERTAINING TO CAMP FACILITIES

Please observe the following guidelines pertaining to camp operation:

- a. Camp Truck / Tractor / Mechanical Equipment / Power Tools are not to be used by anyone unless specific permission and instructions have been given by Camp Ranger.
- b. If you use the last of any supplies or materials or if you notice them getting low, please let the Camp Ranger know so more can be purchased or ordered.
- c. If anyone reports or you notice anything that might require the Camp Ranger's attention- (downed trees, leaky faucet, burned out lamp, etc...), please make a note of it. If it looks like a safety problem or seems like an emergency issue, call the Camp Ranger or one of the Emergency Contacts listed in the front of this booklet.
- d. The PA Dutch Council has a list of vendors and suppliers that we deal with on a regular basis. If an emergency situation arises (need propane, heating oil, furnace or well pump broken, sewer blockage, etc...) please contact the Camp Ranger or one of the Emergency Contacts who will then tell you how to proceed. (Issue a P.O.#, give names of supplier or repair person, authorize expenditure / repair, etc...)
- e. If there is a problem with a particular unit or person in camp, you have full authority to deal with it within the guidelines of the Campmaster Program. If you need assistance resolving a particular situation, please do not hesitate to contact the Camp Ranger or designated emergency contact person for advice or help. Also, please document any unusual situations on an INCIDENT REPORT.
- f. BSA Standards of Privacy- The official BSA policy states:

"All volunteers and adults attending Scout outings are expected to conform to behavior that reflects Scouting's high standards and traditional values. Male and female leaders require separate sleeping facilities unless they are married and appropriate facilities are available.

Male and female youth participants must not share the same sleeping facilities. When tents are used, no youth will stay in the tent of an adult other than his or her parent or guardian. When housing other than tents is used, separate housing must be provided for male and female participants. Adult male leaders must be responsible for the male participants, and the female leaders are responsible for the female participants."

Some cabins have separate sleeping facilities for men/women. Hanging curtains or tarps is not an acceptable method of partitioning for proper privacy. Units are responsible to provide additional accommodations if renting a cabin/lodge that has no separate sleeping quarters.

- g. Weekend camping at Mack or Bashore is available from Labor Day to the weekend of Memorial Day. Camps will be closed during the regular big game hunting season and certain holidays, as determined by the Camping Committee and approved by the Executive Board. See Campmaster schedule for dates.

TENT CAMPING / CAMPSITE SELECTION:

Please allow units to camp only in the designated area, as assigned by Campmaster or Ranger.

- a) Please respect the privacy of neighboring campsites and local homes.
- b) Tent platforms are not to be used for short-term camping.
- c) Picnic Tables may be moved, however they must be returned to original location before checkout.
- d) Be especially observant of fire / firewood policy.
- e) No driving / parking in campsites. Stay on durable surfaces only!

CABIN/LODGE RENTALS

1. **Cabins have Assigned Capacities-** Please make sure that units comply with posted capacities and do not allow extra campers to put up extra cots or sleeping bags in the aisles. Overflow accommodations should be tents provided by the unit.
2. **Smoke Detectors & CO2 Alarms** must never be tampered with. Batteries should remain in alarms at all times. Stress to the leaders their liability should an emergency occur while they have disabled an alarm. Occasionally batteries die during the course of a weekend, the Camp Rangers always keep an extra supply on hand.
3. **Wood-burning Stoves** in the cabins and lodges are not to be used as cooking stoves. You may heat water for washing on the stoves. Units are to replace firewood used. At Bashore, instructions for using the woodstoves are posted on the wall next to the stove. If followed, stoves will be safer and use less wood.
4. **Electrical Appliances and Heaters** are not permitted. Due to the limited capacity of the electrical systems, and expense of operation, items that are not provided by the camp are prohibited. In the past, circuits have been overloaded and literally melted the outlets.
5. **Cabins are equipped** with a Broom, Shovel, Dust Pan, Brush, Bow Saw, and Scout Axe, as well as Trash Cans.
6. **Bunks-** All cabins are furnished with metal army-style bunk beds with mattresses. It is important during checkout that mattresses are inspected for cuts/tears/damage or dampness.
7. **Other Furnishings-** such as tables and benches, chairs, etc. may not be moved where they will block emergency exits or paths. All furnishings must be returned to original configuration.

AQUATIC PROGRAMS

1. Swimming

Bashore Lake – swimming is allowed in the designated area of the lake. Units must meet the requirements as set forth in the Safe Swim Defense plan. The unit must request the use of the swimming area in their camp use permit, before arriving in camp. Normal time frame for use will be May 15 to September 15.

The Pool at both Camp Mack and Camp Bashore can be available during the period the pool is in operation, outside of the time of summer camp programs or camp rentals. A fee for the use of the pool will be charged. Unit must meet all requirements of the Safe Swim Defense Plan, including a qualified lifeguard.

2. Canoes & Rowboats

At both camps the canoes and rowboats can be used on the lakes in the camp with prior arrangements and with proper leadership (Safe Swim Defense Plan and Safety Afloat programs must be completed and followed). A nominal fee will be charged for their use. This will be noted on the reservation form.

Rental of Canoes for Scout use off of camp properties is available, but is limited to six, specifically dedicated canoes. A fee will be charged for the rental of the canoes, lifejackets, and paddles, for off property use. Safe Swim Defense and Safety Afloat plans must be completed and followed, including the presence of a currently certified lifeguard for all aquatic activities. These canoes are stored at Camp Bashore- see Ranger for additional info.

3. Ice Skating and Ice Fishing

Ice-Skating and Ice Fishing in designated areas on the lakes at either camp will be permitted only if the ice depth meets safety requirements and is approved by the Camp Ranger. Generally the Ranger will let you know if skating is being permitted on any particular weekend. Adult supervision on shore must be present for any activities.

SHOOTING RANGES

Due to insurance and liability reasons, no weapons of any kind may be brought onto camp property.

1. Rifle Range

Use of the range at camp is available under properly certified supervision (certified NRA Instructor and 21 years of age). Use of camp supplied equipment only, for a fee set by the Camping Committee. Prior approval must be secured from the Council Program Director. Equipment is to be returned cleaned to the Camp Ranger or a deposit per gun will be forfeited. Groups provide their own targets and ammunition.

2. Archery Range

Is only available to District or Council events under properly certified supervision (Certified NAA instructor 21 or older). Use of camp supplied equipment only, for a fee set by the Camping Committee. Groups are financially responsible for any damages incurred.

C.O.P.E. & CLIMBING PROGRAM

Is available at Camp Bashore only with prior reservations thru the Pa Dutch Council office. Sometimes groups (both Scouting and non-Scouting) may reserve the course and not stay for the weekend. The Camp Ranger will notify you if the COPE Course or climbing wall will be open. A copy of the rental agreement will be provided for your records. Please be aware of the following:

- a. COPE / Climbing Instructors will be contracted by the Council and must be onsite while program occurs. DO NOT UNLOCK ANY PROGRAM FACILITIES AHEAD OF TIME.
- b. Camp Ranger will provide a key for you to give access to the instructor.
- c. Instructors will be responsible to collect any necessary paperwork (Hold-Harmless agreements) from participants and set-up / tear-down and storage of equipment.
- d. Persons with "Climb-On Safely" training are not qualified to run the area. They may assist the COPE / Climbing Director.
- e. Do not loan out any of the COPE or Climbing equipment (including ropes)- they are very expensive and must be logged and inspected before and after each use by trained personnel.
- f. DO NOT LET ANYONE USE THESE FACILITIES WITHOUT PRIOR APPROVAL OF THE COUNCIL.

GPS UNITS

Each camp has GPS units that may be signed out and used by troops while in camp. At Camp Mack, there are 2 units and at Bashore there are 5. Instructional videos are also available. Remember to collect these GPS units before the group leaves camp.

DINING HALL AND KITCHEN

These facilities at both camps are available for use by District/Council events or special approved functions and are available pending some restrictions throughout the year. (No water is available from October 15 to April 15 – weather restricted).

1. Due to the expense of operation and the high investment in equipment, only those persons who have been trained and authorized by the Camp Ranger may use the kitchen equipment. Cooking equipment (utensils, pots, pans, etc. are not available to units).
2. Certain amounts of food and supplies are inventoried and stored in the commissary. These items are many times earmarked or stored for district or council events and are not to be used for personal consumption or to be given to units. Groups that are using these facilities are responsible for providing their own supplies and food items.
3. Bashore Dining Hall - Occupancy Permit and State Health Laws do not allow sleeping anywhere in the building. This includes the commissary area as well as the conference / meeting room.

USE OF CAMPMASTER'S CABINS

Both the J. E. Mack Scout Reservation and Bashore Scout Reservation have assigned cabins as Campmaster quarters for the weekends. We ask that you treat the cabins as you would your own home. Please carry out the following list of chores before you leave.

1. Cleaning materials are provided for the kitchen areas. Please keep the kitchen areas clean and sanitary. Don't forget to clean the refrigerator and take unused food home.
2. Please wash, dry and put away any dishes, pots or pans that you may have used. If anything gets broken, notify the Ranger so it can be replaced in time for the next weekend.
3. Bathroom areas must be kept free of mildew. Please clean sinks, toilets, showers and floors with provided materials.
4. Vacuums, brooms, dust pans, etc. are provided to keep floors and carpets clean. Please wipe feet before entering cabins.
5. The furniture isn't the finest in town, it does suffice. Please help us make it last.
6. Take all personal garbage to the dumpsters.
7. Be conservation minded. When not in the cabin, turn off lights and other unneeded appliances. At the end of the weekend, please make sure all lights are out, thermostat turned back, fires out, etc...
8. At last, remember "Leave a place a little better and a little cleaner than you found it."
9. If the Camp Ranger is not in camp when you leave, please lock your key, clipboard and cash box inside the cabin in a location you have both agreed on.

All chores should not take more than 15 or 20 minutes. This is a small time investment. If you have any problems with the cabins contact the camp Rangers.

CAMPMASTER'S WEEKEND INSTRUCTIONS

FRIDAY

1. Campmaster contacts Ranger early in the day to inquire as to which units will be in camp for the weekend. This is done to determine the arrival time of the earliest unit.
2. Arrive in camp before units do. If this is not possible arrangements must be made with the Rangers to cover until you arrive.
3. Upon arrival meet with the Ranger to pick up keys, check in and check out sheets, trading post cash box, and list of possible work projects that could be done over the weekend and any other additional details.
4. Check-in at your Campmaster cabin and await the arrival of units while preparing yourself for your program or activities.
5. Check-in units (see forms enclosed for complete procedure). Be sure the forms are filled out completely.
6. While checking in units:
 - Fill out check in form, collect **Tour Permit** (out of council units), copy of **Camping Permit**, and a **Unit Roster**.
 - Arrange trading post hours with the units. Try to keep it the same for all units.
 - Establish your program time, place and length with unit leaders.
 - Tell units (and show them if needed) where to find you in the event of an emergency.
 - Make such announcements and give instructions to each unit as are necessary and advisable for the weekend.
 - Inform unit leaders that trash is to be bagged and taken to the dumpsters.
 - Provide any special instructions pertaining to lodge use.
 - Inquire as to checkout times.
 - Offer each unit the opportunity to work on a camp project.
 - Answer any questions the unit may have.
7. Meet with any unit that may have come prior to your arrival and cover number six above.
8. Settle in to your cabin for the night and RELAX!!!!

SATURDAY

1. Visit each unit, ask if they have any questions or needs. ASK THEM WHERE THEY GO TO SUMMER CAMP!! Make sure to get contact information if they are interested, or direct them to the camp or council website. Offer a copy of the Camp Promotional DVD if available. (see Rangers for extra copies)
2. Provide your program at the prearranged time.
3. Open and operate trading post at scheduled time.
4. Handle any problems that may come up for the units.
5. The rest of the day and night should be yours, ENJOY.

SUNDAY

1. Check the units out preferably at scheduled times. If you must leave before the last unit checks out, please notify the Ranger.

Perform a walk-through of site / cabin with the unit leader and/or SPL, check for lost & found items, shut off gas valves, turn off lights, ensure fires are out & cold, litter is picked up, all tools in place, etc.

Please be sure to look for any damage to surrounding area- broken or moved platforms, extra fire-rings, fresh cutting of live standing trees, relocation of picnic tables, etc...

After you are satisfied that everything looks good, have unit leader and SPL sign checkout form. Note any damages on back of form.

2. Turn all money, paperwork and keys back to the Ranger. If Ranger is not in camp, please lock your key along with the clipboard and cash box inside your cabin in a location you both agree on.
3. THANKS FOR A JOB WELL DONE!!! NOW GO HOME AND BRACE YOURSELF FOR THE REAL WORLD!!!

FORMS YOU WILL BE USING:

The following is a list of forms, which will be on hand at the Campmaster cabins. At the back of this booklet is a sample of each form you may need. If supplies are running low in the Campmaster cabin, please notify the Camp Ranger to replenish.

- **Unit Camp Registration Form-** Unit leader should present this upon arrival, along with Roster, and Tour Permit if from another council.
- **Check-in and checkout Form-** Used for any group with site or facility reservations, should be signed by unit leader and SPL on arrival and departure.
- **Incident Report-** Anytime an unusual or emergency situation occurs- please give as much documentation as possible. (Examples: Injuries, Vandalism, Theft, Non-Compliance of BSA or Camp Policy, etc...)
- **Insurance Claim Form-** Whenever a PA Dutch Scout or Scouter is sent for medical treatment. An incident report should also be filled out as well.
- **Camp Maps-** Should be given out to units on arrival, please note special features of camp, or property lines, etc.

EMERGENCY PROCEDURES IN CAMP:

The best defense against any emergency is preparedness. Being prepared, understanding the policies and practices governing our actions is one of the most important responsibilities of a Campmaster. The Health, Safety and well being of each and every camper is our primary concern.

In an emergency, the first step (after calling 911) is to notify the Camp Ranger. If he is not on the property, you should notify the designated emergency contact, or Scout Executive. The second step is to ensure the safety of all the campers. Keep them out of harm's way. Get help and cooperation from other adults in camp for traffic control, directing emergency personnel to the scene. You or someone should remain close to a phone until the situation is resolved. Radios are always charged and ready to go in the camp offices. Document everything on an Incident Report.

MEDIA CONTACT: Understandably, your first reaction will be to try and be as helpful by providing as much information as possible. You can be even more helpful to the situation by referring all questions to the proper persons. Sometimes personal opinions get in the way of facts, which in today's litigious society can prove detrimental to both you, and to all parties involved in the situation.

In Emergency Situations, Campmasters, Campers or Leaders should not contact or allow themselves to be interviewed by the media. In these instances, the Camp Ranger or Scout Executive is the only designated spokesperson. This policy ensures accurate portrayal of the policies and viewpoints of the BSA and the Council, keeps unfounded rumors to a minimum, and eliminates unnecessary worry of parents and the public.

COOPERATION WITH LOCAL OFFICIALS / LAW ENFORCEMENT: It should go without saying that we want to be good citizens and cooperate fully with any investigations by answering all questions openly and honestly. Avoid injecting personal opinions and hearsay- in other words just stick to what you know to be factual.

Lost Camper(s): When a person is reported as "missing", all members of the unit should report to the campsite and the Camp Ranger should be notified. Determine where the lost camper(s) was last seen and check that area thoroughly. At the same time verify that he has not checked out of camp at the office and check the pool and lake thoroughly as well as restroom areas. Check all tents in the unit's campsite. If not yet found, the Camp Ranger will call the State Police and Scout Exec. If camp Ranger is not on property, call State Police and Scout Executive immediately.

Fire: Report any fire to the Camp Ranger. If it is a serious fire such as a building or forest fire, CALL 911 IMMEDIATELY. At no time is a Campmaster, Scout or Scouter expected to risk life or injury by fighting a fire. Fire extinguishers are located near the exits in every building in our camps- if the fire cannot be extinguished that way, call 911.

Drowning / Fatality / Major Accident : CALL 911 IMMEDIATELY. Notify Camp Ranger who will then notify the Scout Executive. If camp Ranger is not on property, call Scout Executive immediately.

Severe Storms: The Campmaster or Camp Ranger warns all units in camp. In the event of high winds, campers will be advised to get to low protected areas or shelters. All enclosed buildings in camp are considered to be safe areas to retreat in a severe storm. Keep campers away from windows. A weather alert radio is located in the camp office for updated information.

Lightning: The waterfront and pool must be evacuated of all campers from the water, and the area will remain closed until the storm has passed. Stay away from open areas and avoid touching metal objects such as tent poles.

Extreme Temperature: When temperatures reach extreme high or low temperatures, advise unit leaders of temperature, wind chill factor, and projected forecast if known. In some instances it may be in the best interest of the boys to end their activity early. Watch for heat exhaustion, hypothermia, frostbite, sunstroke, etc... Clothing Dryers and dry sleeping bags are available at both camps if needed.

Mass Illness: Notify the Camp Ranger who will contact 911 or the Camp Physician who will provide directions.

Flood: Campers will be directed to remain on high ground and stay away from water. The Camp Ranger will notify the Scout Executive.

Earthquake: Contact the Camp Ranger, then assist campers in moving to a safer area away from buildings, power lines, lakes and downstream areas. The center of an open area is best. Everyone will be instructed to sit down, putting their head between their knees with their hands and arms crossed over their head.

Child Abuse: Any incident or suspicion of abuse must be reported immediately to the Camp Ranger. If not available, call the Scout Executive or Assistant Scout Executive directly. Reports will be kept confidential.

Hazardous Material Spill: Report spills to the Camp Ranger who will call 911 to get the local hazardous material crew to the scene along with the local fire company and ambulance. Everyone in direct line of the spill will be evacuated to a safe site. The same applies to everyone down-wind. The surrounding area will be cleared of personnel for at least 200 yards.

Blood Borne Pathogens: Always avoid contact with blood or other body fluids of another person and wash your hands after any direct contact with these fluids. If exposed, wash the exposed area immediately and report the incident to the Camp Ranger. A surface area or equipment contaminated with blood or body fluids must be washed with detergent and water as well as a 10:1 Water/Bleach solution.

Contact With Wildlife: If you come in contact with an animal that is behaving strangely, (staggering, lying still -not trying to flee, seems sickly, foaming at the mouth, etc.) IMMEDIATELY REPORT IT TO THE CAMP RANGER. DO NOT ATTEMPT TO PICK UP OR TOUCH THE ANIMAL. Certain animals that are nocturnal (seen only at night) may be seen during daylight hours, a possible indication of illness.

If you are bitten or scratched by any wildlife immediately report it to the Camp Ranger or seek immediate medical treatment. Animals can carry serious diseases such as Rabies that must be treated as soon as possible. Never pick up or touch an animal that is injured or dead. You put yourself at great risk in doing so. Instead, report the incident to the Camp Ranger.

EMERGENCY MEDICAL TREATMENT:

In both Camps, the Rangers are Certified and Licensed EMT's for First Aid Response. There are First Aid Supplies stocked in the Health Lodge. First Aid Kits and AED's are also kept in the Campmaster Lodges. If a camper is treated by a Council Employee or Volunteer other than his unit leader, it must be recorded in the First Aid Logbook in the Health Lodge.

If a camper has an accident and must leave camp for medical attention send an adult with them, ensure 2-deep leadership is in place and assure that adequate adult leadership is available for the rest of the unit. (If going by ambulance, then attendant(s) qualify as additional adults for 2-deep coverage.)

- a. **PA DUTCH COUNCIL UNITS:** Send an insurance form along to the treatment center or hospital with the unit leader. Make sure that unit leader has the opportunity to properly notify the parent or guardian of the scout. Fill out an Incident Report with as much detail as possible.
- b. **OUT-OF-COUNCIL UNITS:** Provide assistance with directions to nearest medical facility. Out-Of-Council Units are not covered under PA Dutch Council's insurance policy. They should have their own information with them- do not issue one of our forms.
- c. **NON-SCOUTING GROUPS:** Provide assistance with directions to nearest medical facility. Non-Scouting Groups are not covered under PA Dutch Council's insurance policy. They should have their own information with them- do not issue one of our forms.

Should the Campmaster have to leave due to an emergency the Ranger, Council Executive or Campmaster Chairperson must be contacted. The Camp should never be left unattended.

PENNSYLVANIA DUTCH COUNCIL, BSA CAMPING GUIDELINES

Pennsylvania Dutch Council camps are operated for the benefit of all registered Scouts and Scouters in accordance with standards of the council. Rules for acceptance and participation in camp programs are the same for everyone without regard to race, color, creed, or national origin. Towards that end, policies and procedures have been established that pertain to everyone in camp.

These guidelines are meant to help all of us preserve the camping facilities for the future use of the Scouts and Scouters of the Pennsylvania Dutch Council and its guests. The rules of Scout camps everywhere are based on the Scout Oath, Scout Law, and common sense.

Every precaution is taken to insure the safety of all campers and every effort is made to make their camp stay a pleasant and memorable experience. Please insure you and your unit follow these basic guidelines and enjoy your stay in our camps.

Permits / Paperwork: All units must have an approved, in advance Camp Permit to use the camp facilities. This must be presented to the Ranger/Campmaster, when arriving in camp. (Before proceeding to the reserved campsite or cabin, not after!). Tour Permits for out of council units as well as Unit or Group Rosters are required at check-in as well. All units / groups must physically check out with the Camp Ranger/Campmaster before leaving the camp.

Unit/Group Leadership: All units / Groups must have at least 2 adult leaders in camp at all times, one of which is 21 years of age or older.

Water & Restroom Facilities: For convenience, heated Men's and Ladies restrooms are open year-round. At Camp Mack, they are located next to the maintenance building and at Bashore the President's Room is available. Please monitor cleanliness, and notify Campmaster or Ranger of any problems. Other facilities in camp are seasonal and are normally drained and winterized to prevent freeze damage. Never open or allow use of facilities that have been winterized without permission of Camp Ranger. Check with Campmaster or Ranger for the most convenient location to get water for a particular Cabin or Tent Site.

Latrines / Outhouses: are located in close proximity to each campsite or cabin. They are not to be used to dump leftover food or trash. This results in extra expense to the Council when they are pumped out.

Automobiles & Parking: According to national policy on transportation of Scouts, the following guidelines will be enforced at camp:

Drivers must be 18 years old or older and possess a valid license. Vehicles must have a valid inspection sticker, be in good mechanical condition, and carry minimum liability insurance of \$50,000 - \$100,000. Neither truck beds nor trailers may carry passengers. There will be only one passenger per seat belt. Traffic regulations must be adhered to and driving should be done during daylight hours.

Private vehicles are not permitted to park in campsites or on the access roads into camp. All vehicles must be returned to the parking lot after loading or unloading gear during check-in and checkout. At Camp Mack, parking spaces are provided at each of the lodges, otherwise all vehicles must be parked in the lot.

Those who are physically disabled and require a vehicle for mobility will be issued a special permit by the Camp Ranger or Campmaster, and must agree to abide by the rules in order to maintain the privilege. The permit is hung from the rear-view mirror of the vehicle while it is in camp.

Smoking by adults over the age of 18 is approved only in designated areas. Designated smoking areas are in campsites at the campfire ring, out of view of youth members. Please be responsible for properly disposing of your waste. Youth under the age of 18 are not permitted to smoke.

Alcohol & Drugs: The Boy Scouts of America have some firm policies regarding alcohol and drugs, which are not debatable. Any staff member, leader, or camper unwilling to abide by these policies will be removed from camp immediately. Possession, consumption, or being under the influence of alcohol, illegal, or non-prescription drugs will not be tolerated on property of Boy Scouts of America. Anyone facilitating or participating in the aforementioned will be dismissed from camp immediately.

The Pennsylvania Dutch Council, Boy Scouts of America, supports all local laws, codes, and ordinances of the government bodies in whose territory we operate facilities. Additionally, the council supports the National Council, BSA policy on drug abuse.

Knives, Saws & Axes may be used only in campsites and program areas. Sheath knives are not permitted at camp. Proper axe-yards and Totin' Chip rules should be followed.

Firearms / Weapons may not be brought to camp. Only single shot bolt action 22 cal. Rifles or Shotguns and Bows provided by the camp will be used. Only ammunition/arrows provided by the camp can be used. Other Firearms, BB guns, Paintball Guns, Slingshots, Bows, Crossbows, Blow Guns, or weapons related to martial arts or personal protection will be confiscated and turned over to the PA State Police for proper disposal.

Hunting & Fishing: Hunting is permitted only on weekdays by permission of the Ranger. Weekend hunting on camp property is prohibited. If you see anyone hunting on camp property during your stay, please record the location, description of hunter and license number (if possible) and report it to the Ranger. Fishing is permitted from any part of the lake except the dock / boat launch areas which are roped off. Fishermen of the age of 16 must be properly licensed.

Motorized ATV's (snowmobiles, 4-wheelers, dirt bikes, etc.) are not permitted on camp property. If you see anyone using these please get a description of the person / vehicle as well as a license number and report it immediately to the Camp Ranger.

Fireworks of any type are prohibited in camp and are against the law in the Commonwealth of Pennsylvania. Items will be confiscated and turned over to the PA State Police for proper disposal.

Fires are a potential hazard in camp, particularly if drought conditions or high winds exist. Camp Ranger at his discretion may restrict or prohibit fires under these circumstances. Please observe the Fire Danger sign. Campfires may be built in any established fire ring or fireplace. Do not move fire rings or build new ones without permission of Campmaster or Camp Ranger. Please observe fire safety rules at all times- never leave fires unattended.

Firewood is provided at the lodges as a courtesy to those renting them. Please use this wood in woodstoves only- NOT for outdoor campfires! There is an ample supply of firewood in the surrounding woods. Any fallen timber may be cut up and utilized as needed. Remember the next campers- a "Courtesy Pile" would be appreciated. Any group that cuts down or damages live or standing timber will be held financially responsible.

Tree cutting is to be done only with permission of the Camp Ranger. No live trees are to be cut. (No chain saws are permitted in camp without prior approval- see policy below.)

Chainsaws: may be used only by adults in accordance with BSA policies- Eye & Hearing protection as well as proper protective clothing must be worn. See Camp Ranger for clarification.

BSA National Camp Standard #M-54 states: Any person who operates a chainsaw or fells a tree more than three inches in diameter must be approved by the Camp Ranger. Operators must be at least 18 years old and meet one of the following requirements: (1) be a professional forester, (2) be a certified arborist, (3) have received training in these techniques from the Ranger section of National Camp School, (4) have written documentation of having other training in these techniques that is recognized by the state or federal government, (5) successful completion of BSA Chainsaw Safety Training course (No. 20-136)

Trash: All garbage is to be bagged, tied and placed in the dumpster. If for some reason, the unit is not able to comply, have them place it along the road nearest the campsite or lodge. The Ranger and the Campmaster will coordinate trash pickup and delivery of trash to the camp dumpsters. *** **DISPOSABLE PROPANE CYLINDERS** *** PLEASE put next dumpsters- the Ranger will properly dispose of these. Pack out any dead batteries- (flashlight, radios etc...)

Camp Service Projects: The Ranger will provide you with ideas for camp projects. The tools to accomplish these and other chores around camp will be located at the maintenance shops. All tools and gear must be returned to these areas prior to checkout. The Campmaster is responsible to assure that tools and gear are returned and in good shape.

Vandalism and Damages: All vandalism and destruction of property will be reported to the camp Ranger. The Campmaster will fill out an incident report and route the form to the Ranger. Units responsible for vandalism and destruction of property will be billed through the Council Service Center for the replacement cost of the damage.

Personal Property: Pennsylvania Dutch Council cannot be responsible for loss or damage to personal property at camp. It is recommended that campers have insurance coverage for property brought to camp. Most homeowner's policies include coverage.

Pets are not permitted to stay overnight in camp and are not permitted in buildings. Any pets brought in to camp for a visit must be properly licensed, immunized and under the handler's control at all times (on a leash). This policy does not pertain to pets of permanent camp residents or service animals. Owners are responsible for any damage or injuries caused by their pets.

Insurance Coverage: All PA Dutch Council units are covered under Council insurance. If an accident should occur send an insurance form with the unit leader. A supply of these forms is on hand at the Campmaster cabin. Non-Scouting units that may be using the camp during the weekend have provided to the Council Service Center their insurance information and Hold Harmless Agreements so no forms need to be issued.