



# GIRL SCOUTS OF CENTRAL ILLINOIS

## SITE RESERVATIONS

### Camp Safety Procedures

Girl Scouts of Central Illinois  
3020 Baker Drive  
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#### For Reservations:

Data Entry Specialist  
877-231-1446 x1602  
[siterental@girlscouts-gsci.org](mailto:siterental@girlscouts-gsci.org)

#### For Questions about our properties:

Visit our website at  
[www.girlscouts-gsci.org](http://www.girlscouts-gsci.org) for  
more information on our sites  
and facilities.

#### Welcome!

*Failure to comply with procedures will jeopardize you group's future use of Girl Scouts of Central Illinois (GSCI) sites.*

#### Check In & Out

For safety and insurance purposes, a roster of participants must be brought with the group and turned in to Site Manager.

#### Payment

Full payment is due at time of reservation.

#### Insurance

##### Non-registered participants

(Non-member children or adults, outside consultants, visitors, etc.) If non-Girl Scouts are attending, additional activity insurance must be purchased. You may purchase this by contacting GSCI.

**Non-Girl Scout groups** must complete a facility usage agreement form and provide proof of liability insurance coverage.

#### Weather & Hazardous Conditions

Users are reminded they are renting exposed sites subject to changing weather conditions. The council reserves the right to cancel reservations due to hazardous site conditions, or other conditions beyond its control. In such cases, **all fees** will be refunded.

#### Cancellations

Groups who wish to cancel their reservation must provide notice by the cancellation deadline: **10 days prior to the event for groups renting individual units, or 30 days for groups renting entire camps.** If this deadline has been met, payment may be applied to future reservations within one year or a non-refundable \$25 processing fee will be charged. Excessive cancellations will jeopardize future rental privileges. The council reserves the right to cancel events because of hazardous site conditions. In this case, all fees will be refunded.

#### Cleaning Checklist

All troops/groups must clean up after themselves. Cleaning instructions are posted at all buildings. Groups will be charged for damages incurred by negligence or vandalism.

#### Transportation

Transport campers only in vehicles designed to carry them. Do not transport participants in backs of trucks or campers. The on-site speed limit at all sites is 10 mph.

#### Smoking

Due to fire hazard, all GSCI sites are smoke free.

#### Weapons

Firearms, air guns or projectile weapons, ammunitions or explosives are not allowed on council properties at any time.

#### Alcohol

Alcoholic beverages are not permitted at Girl Scout-sponsored activities. Non-Girl Scout groups must receive approval from CEO. Illegal drugs are not allowed on sites.

#### Animals

Site users may not bring pets onto council property.

#### Sports Equipment

Should be stored and handled safely for the protection of all individuals and should only be used in the presence of trained personnel in the specific sport. (includes archery, bats, hockey sticks, climbing gear, etc)

### Restricted Areas

Instruct campers to stay on marked trails and roads to avoid falls and poison ivy and to prevent erosion and disturbance to plant life. (Be sure everyone can recognize poison ivy.) Children should be supervised when near creeks or other water areas. Stay out of buildings or areas not assigned to your group.

### Kitchen Rules

Kitchens have basic cooking utensils, pots and pans. Equipment may be used and should be washed, dried and stored appropriately.

Additional rules apply to commercial kitchens.

1. One member of your group must attend and obtain food service sanitation manager certification. The state of Illinois has approved courses for certification.

2. The kitchen shall be cleaned according to instructions provided before leaving the site.

### Waterfront/Pool Rules

Swimming is allowed in swimming pools or the lake waterfront only when under the supervision of an adult (18 years or older) holding current life guard, CPR and First Aid certifications.

1. There shall be one certified lifeguard and two watchers to every 25 swimmers. One additional watcher is required for every 10 additional swimmers.

2. Available emergency equipment includes a rescue tube, ring buoy and shepherd's hook.

3. A first aid and CPR certified person must be present at all times.

4. The buddy system or other safety system to account for all swimmers must be in use at all times.

5. No food, drink, gum, tobacco or glass bottles are allowed in the pool area, beach or bathhouse.

6. All jewelry and band-aids must be removed before entering the pool.

7. No shoes allowed in the pool, on the pool deck or in the bathhouse.

8. A complete soap shower is required of all bathers before entering the pool.

9. Bathers who leave the pool area must shower before entering the pool.

10. No running on pool deck or in the bath house.

11. No rough play, dunking or pushing people into the pool.

12. No hanging or climbing on the rope in the pool.

13. No diving in the pool or natural body of water. Look before jumping.

14. No backflips or backdives in the pool.

15. No spitting water or blowing nose in the pool.

16. No soap or lotion in the swimming pool or on the pool deck. Sunscreen lotion is an exception.

17. Proper attire is required of all bathers on deck or in the pool.

18. Admission to the pool is refused to all persons having any contagious diseases.

19. Wheelchairs in the pool area must have the brake set and a wooden block in front of the wheel to prevent accidental rolling.

21. All boaters must wear a personal flotation device (PFD)

22. For natural bodies of water, swim only in roped areas.

23. All swimmers must be given a swim test to determine what area(s) in which they may swim freely.

24. The lifeguard is in charge of the pool at all times. Any other supervising staff are under lifeguard's supervision.

### Emergency Preparation

Ensure all persons are prepared for an emergency and familiar with the procedures listed here. Be aware of the location of site telephone(s) and emergency numbers posted nearby. The main emergency number is 911.

### Alarm

1. The alarm signal at all sites is a continuous bell or horn.

2. The supervising adult in each area should assemble participants and ensure all participants are accounted for.

3. If you are not near a phone, proceed to the designated safe place with your group.

### Fire

Use RACE....

R: Rescue

Camper in immediate danger should be moved to safe place. Stay calm, never run.

A: Alarm/Alert

- Immediately call **911**
- Notify Site Manager immediately

C: Contain Fire/Close Doors

- Close all doors in the area where the fire is located.
- Ensure that all doors in all areas remain closed.

E: Extinguish and/or Evacuate

- Use a fire extinguisher to extinguish fire if you can do so without placing yourself at risk. (small fires)
- Evacuate the area by moving to the closest safe assembly area.

### Evacuation Points

Each site has different evacuation procedures. They are listed in the site description sheet. They should be reviewed prior to going to camp and as soon as your group arrives.

**Waterfront Emergencies**

*Swimming Pool*

In the event of a serious accident (especially head or neck injury, or loss of consciousness):

- Direct all campers out of the water.
- Use appropriate method to bring victim to surface and begin first aid.
- Activate the group’s emergency plan—send runner to notify leaders or supervising adult.
- Call 911 for outside assistance
- Call the site manager
- Maintain comfort of victim until help arrives
- Complete Incident Report.

*Lake Swimming*

Missing Person

Lifeguard takes the following action:

- Directs swimmers out of water
- Check the buddy board for identification of the missing camper.
- Staff begin search procedures as outlined by ARC Waterfront Module training course.
- After 20 minutes, if a person is not located, call the nearest Search and Rescue Unit.

Swimming Accident

- Visually search area from swim do
- Use bottom search method as outlined by American Red Cross, criss-cross swimming area

Boating Accident

- Visually search boathouse, boat dock and swim dock
- Use motorized rescue boat and row boat with two adults per boat in line formation, no more than 20 feet apart
- Conduct search, criss-cross lake

**Lost or Missing Camper**

All staff should stress the buddy system and the responsibilities that buddies have for one another.

When someone is believed to be missing, the person(s) aware of it report first to the adult in charge. The designated person will organize search procedures.

**FIRST CLASS SEARCH:**

1. Check the obvious places: a. Living Unit, b. Pool, c. Lake, d. Bathrooms, e. Dining Hall, f. activity areas and building.
2. Check is made troop leader or adult in charge.
3. If child is located, notify the troop leader or adult in charge.

**SECOND CLASS SEARCH:**

1. Notify Site Manager.
2. Check obvious places with more precision.
3. Retrace person’s last known activities.
4. Check with other people for clues:
  - a. Where last seen?
  - b. Clothing worn?
  - c. Indications of possible runaway or general unhappiness?
5. Group leader will designate person(s) to search surrounding roads.

**THIRD CLASS SEARCH:**

1. Call the police, 911.
2. Provide description of child (sex, age, hair color, clothing) to police.

PREVENTION: Notify Site Manager immediately of any suspicious person who loiters near where children are present.

