

# Medical



All First Aid Must Be Administered by the Medical Staff at the First Aid Station.

## Medical Do's & Don'ts

### **DO's**

- Send a participant to First Aid, no matter how slight the injury or illness, to receive medical treatment.
- ALWAYS send a BUDDY.
- Drink plenty of water throughout the day.
- Evaluate the exhaustion level of your scouts and adult volunteers on a regular basis.
- Evaluate the fatigue and stress level of yourself!

### **DON'Ts**

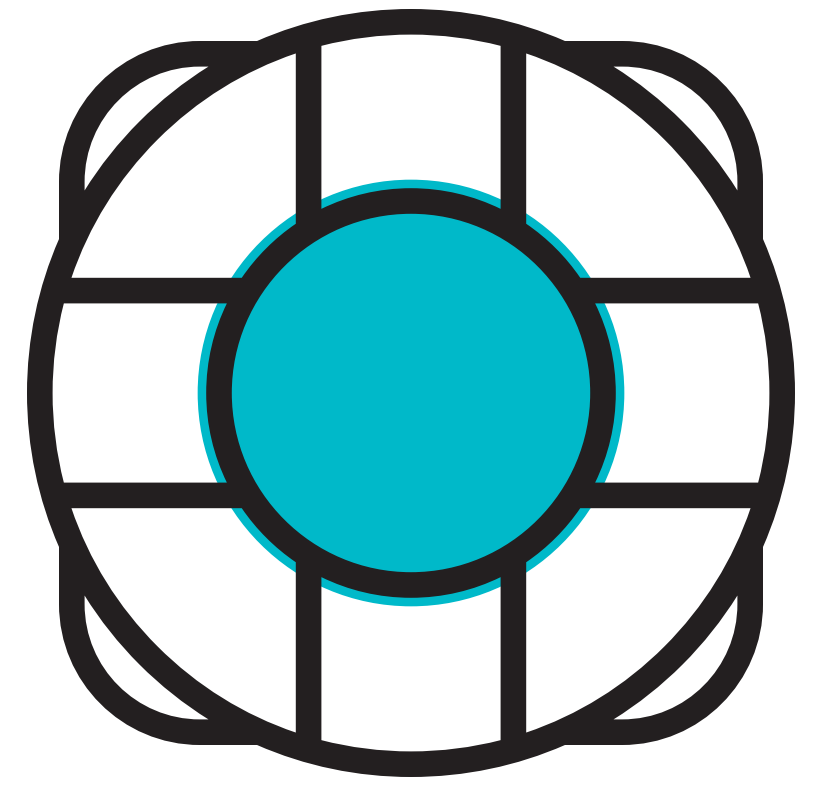
- Apply sunscreen or bug spray to any child other than your own child.
- Administer any first aid. All First Aid, goes to the first aid station.

## Emergency Procedure — Medical Emergency

REMAIN CALM! GET HELP! NOTIFY THE CAMP DIRECTOR! 911 ONLY IF LIFE-THREATENING!

- Administer first aid within the limits of your qualification. Make use of nearby medically trained people.
- **Contact the MEDICAL DIRECTOR. In the event of a SEVERE medical emergency, the medical director or day camp director will call 911.**
- The Medical Director will handle all arrangements for emergency transportation of the injured.
- Seek help from a CPR trained volunteers wearing a red cross on their nametag.

# Camp Rules



## Cautious

## Courteous

## Clean

- ONLY closed-toed shoes
- Please walk!!
- Running ONLY while playing station or den time games.
- BUDDY SYSTEM: USE THE BUDDY SYSTEM AT ALL TIMES.
- OFF-LIMIT SPORTS: No contact sports (tackle football, etc.) are allowed.

### **Water**

- Drink only from designated water stations or personal water bottles.

### **Food**

- Campers should bring a non-perishable lunch and drinks.
- Lunch and beverages are not provided.
- Lunches should be labeled and stored in a cooler in the den area.
- Use the LNT protocol: you bring it in, you carry it home to dispose.

### **Garbage & Recycling: Leave No Trace!**

- Be prepared to 'Bring it in/take it out'
- Dispose of all garbage in the designated areas.
- Each den will be responsible for the garbage in their den and the common den areas.

### **Lost & Found**

- Lost & found boxes will be located at the Admin Tower, @ Crouse, & during opening/closing.
- MARK ALL BELONGINGS!!

### **No Smoking!**

### **Hazardous Areas: Stay Clear of All Hazardous Areas**

### **Boundaries**

- All cub scouts and adults MUST observe the limits of the camp area.

**PARK IN DESIGNATED PARKING AREAS ONLY**

# Emergency Plan

## Fire in Camp



REMAIN CALM! GET HELP! NOTIFY THE CAMP DIRECTOR! 911 ONLY IF LIFE-THREATENING!

### Immediately notify the Day Camp Director!

- A steady blast from an air horn or a general announcement over the camp PA system, will sound.
- All dens must return to the Ceremony Hill area for muster, if safe.
- An alternate safe mustering area will be the den camp sites.
- Den Leaders will take ATTENDANCE and notify the staff of anyone who unaccounted.
- Units will remain at the muster site until issued further instructions
- **The Director**, will determine if camp can continue as scheduled, be modified, or to end.
- The Day Camp Director will file an Incident Report.

# Emergency Plan

## Stress Management

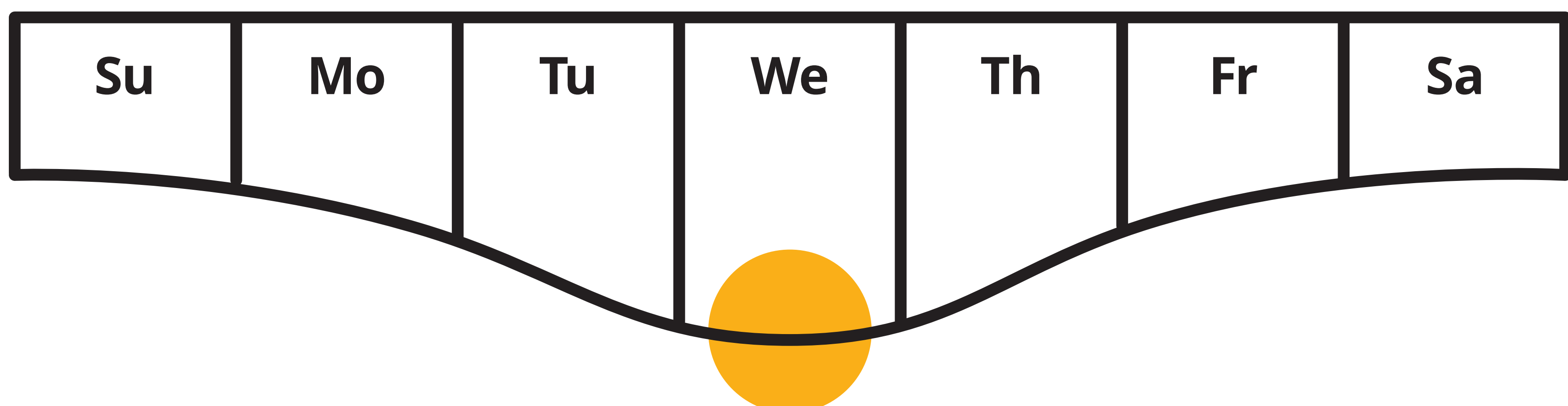


REMAIN CALM! GET HELP! NOTIFY THE CAMP DIRECTOR! 911 ONLY IF LIFE-THREATENING!

- NEVER be ashamed to admit you need a break.
- If you find you are “on your last nerve”, **please contact a member of the Day Camp Staff immediately.**
- NEVER walk away from your den and leave the scouts unattended.
- NEVER wait until you “lose your cool” to ask for a break.
- Most importantly, remember it is okay to ask for help!

**If you see another den leader or adult volunteer who is suffering from stress overload, please do the following:**

Contact a member of the Day Camp Staff immediately who will evaluate the situation.

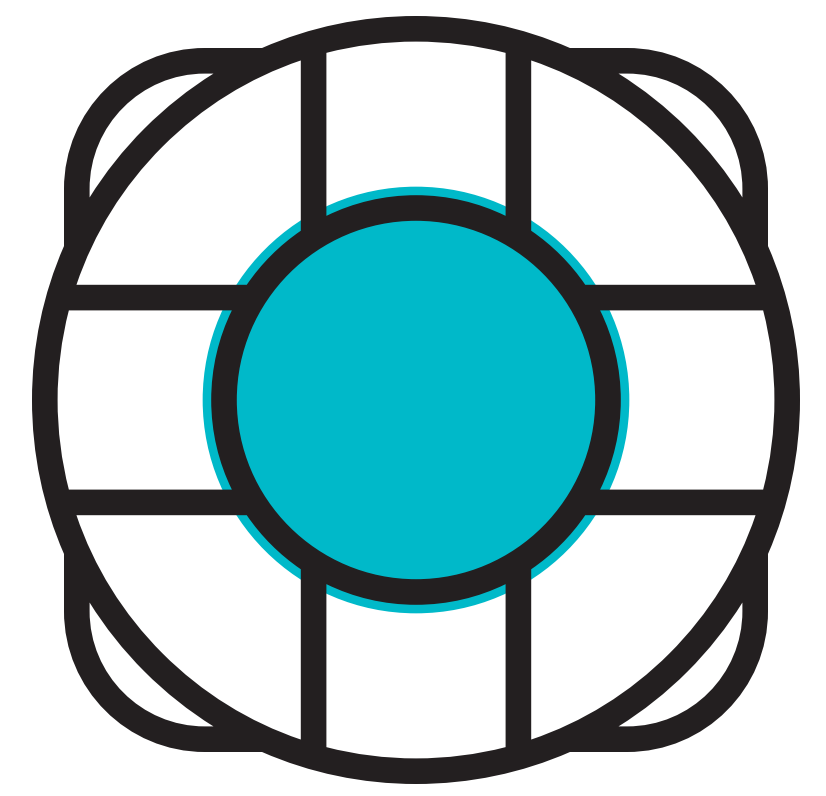


### SLUMP DAY:

Lastly, be aware of “slump day”. There is usually an emotional “slump” at camp mid-week. Usually, it is Wednesday when adults and kids alike may “hit the wall” from being overtaxed emotionally, physically and socially. This means that, unfortunately, you may encounter some crankiness (from the kids too) and more C<sup>3</sup> issues that day. (Caution, Courteousness, Cleanliness).

# Emergency Plan

## Lost Person



REMAIN CALM! GET HELP! NOTIFY THE CAMP DIRECTOR! 911 ONLY IF LIFE-THREATENING!

- Remain where you are.
- **IMMEDIATELY** notify the **Day Camp Director**.
- Account for all persons under your supervision.
- Determine who is missing and where they were last seen.
- Maintain control of the remaining children.
- Leaving the scouts with 2 responsible adults conduct a quick search of the immediate area the scout(s) were last seen.

### ***If the Person Is Still Missing...***

- The Day Camp Director will issue a camp wide alarm, a steady blast.
- All dens will return to the Ceremony Hill area.
- Den Leaders will take ATTENDANCE & notify the staff if anyone is unaccounted for.
- Tag-A-Longs will send a representative to verify that all Tag-a-longs are accounted for and no other child is in the Tag-A-Long building.

### ***If the Person Remains Missing After an Accurate Muster and Camp Search Has Been Conducted...***

- The Day Camp Director will request the assistance of the State Police or local authorities.
- Assist the police as requested and follow all directions exactly.
- Refer any news media to the **Harford District Executive**.
- Day Camp Director will contact the parents and file an Incident Report.

# Emergency Plan

## Stranger On-Site



REMAIN CALM! GET HELP! NOTIFY THE CAMP DIRECTOR! 911 ONLY IF LIFE-THREATENING!

**Participants at day camp can be identified as follows:**

Campers	Blue Scout Day Camp T-Shirt & Name Tag
Tag-A-Longs	Gold Tag-A-Long Day Camp T-Shirt & Name Tag
Youth Volunteers	Sapphire Day Camp Shirt & Name Tag
Weeklong Leaders	Orange Adult Day Camp T-Shirt & Name Tag
Day Camp Staff	Lime Green Polo Shirts & Name Tag
Daily Adult Volunteers	Daily Volunteer Wristband
Visitors	Visitor Badge

**All Visitors Must Sign-In At Headquarters.**

***If you suspect there is a stranger onsite use the following procedure:***

1. First attempts to approach the stranger should always be in a positive manner.
2. Notify a Camp Staff Member (polo shirts) of your actions above giving the staff member a general description and location of the stranger.
3. If the stranger becomes confrontational or appears to be suspicious then contact the safety director IMMEDIATELY.

# Emergency Plan

## Severe Weather Warning



REMAIN CALM! GET HELP! NOTIFY THE CAMP DIRECTOR! 911 ONLY IF LIFE-THREATENING!



Watch - Severe Weather Possible



Warning - Severe Weather Occurring

**In the event of imminent severe weather (a WARNING, including but not limited to floods, tornadoes, storms, lightning, etc.), the following procedures will be implemented:**

- Once an announcement of a storm emergency has been made (via the PA system, SMS, or radio to all staff) all on site should proceed safely to the nearest marked shelter.
- The shelter manager proceeds to shelter and opens all doors. The shelter manager is in charge. Please refer to the emergency plan map attached to your clipboard for designated safety shelter areas.
- Den leaders take attendance, notify the shelter manager of your rank and den number (i.e. Wolf Den 2), and notify shelter manager if anyone is missing. The shelter manager will notify Camp administration of the locations of each den. Remain in shelter until released by the Shelter Manager. There will be a “rainy day” box of activities in each shelter.
- After the storm, the Director and staff will do a damage assessment to determine if camp can continue as scheduled, be modified, or be dismissed.
- If no damage is present, the “all clear” will be announced over the PA or SMS; if damage is present, the Director will sound the “report to muster area” (steady blast) signal.

**If a local severe weather WATCH (conditions favorable to severe weather), camp MAY be evacuated:**

- A steady blast from an air horn, an SMS message or a general PA announcement will be made.
- Dens will return to the Ceremony Hill area IMMEDIATELY.
- Den Leaders will take ATTENDANCE and inform the Director that everyone is accounted for.
- The Day Camp Director or Safety Director will issue all procedures to follow.
- Camp will evacuate in an orderly fashion per directions of the Day Camp Director &/or Safety Director.

**If severe weather occurs at or just before dismissal we will still follow these procedures. Parents are asked to stay in their cars while we secure camp and account for everyone.**

# Emergency Plan

## Active Shooter



**REMAIN CALM! GET HELP! CALL 911!**

### **Assess the Situation**

**Evacuate or hide!!!**

**Be sure to:**

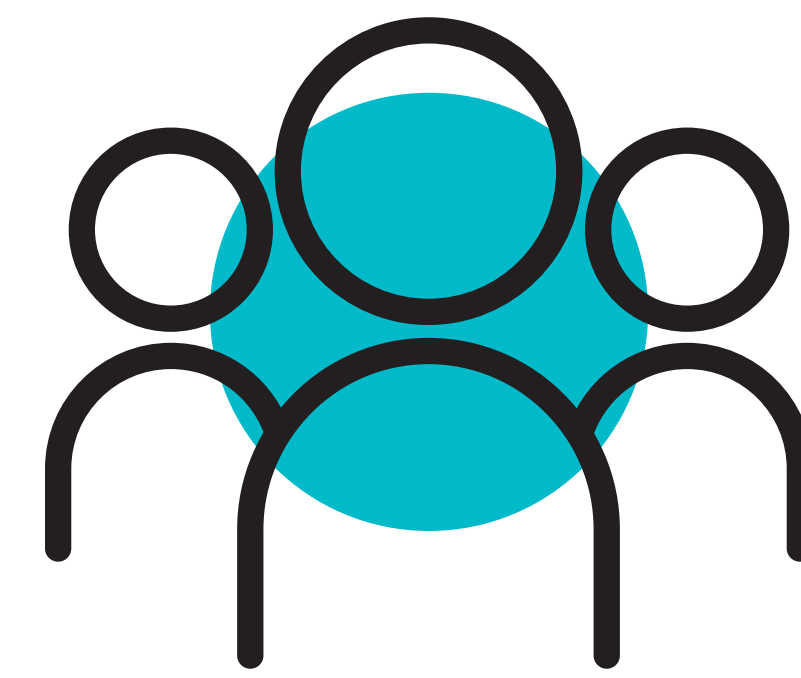
- Have an escape route and plan in mind before leaving
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

**Information to provide to law enforcement or 911 operator:**

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location



# Station Leader



## Before Camp

Read your station guide **BEFORE** camp!  
Be adaptable to ages and abilities!  
Ask for help if you need it!

## Arrival Routine

- Drop off and sign-in your Tag-A-Long, if applicable, at the Tag-A-Long building
- Drop off and sign-in your scout in his den area
- Report to your designated station **IMMEDIATELY**
- Unpack and check your station supplies. If you need something, contact the Program Director.
- Please wear a name tag so that other adults and scouts know how to address you!
- Re-read any instructions for running the station (instructions may have been adjusted)

## Station Procedures

- Usually 2 dens at a time (max 24 youth) but there could be more
- **Each time limit is only 45 minutes. Late arrivals CANNOT stay late; it interferes with the overall schedule. If available, they can come back at a free time.**
- **Execute the station with energy and enthusiasm!** Let the scouts do as much for themselves as possible. It doesn't need to be perfect, they just need to Do Their Best!
- Take a breath, then prepare for your next group.

### Last station of the day

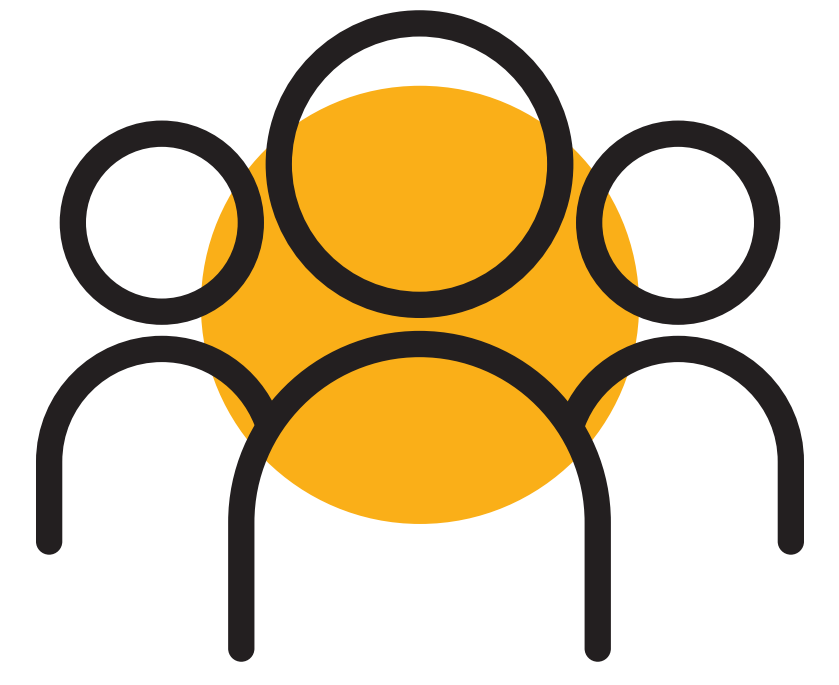
- Organize station items in the bag/container provided and store where directed. In case of inclement weather, take your station items to the nearest shelter where directed.
- Complete a Station Evaluation (inside front cover). Return to the Admin tower or the Crouse Building.

### \*\*\*\*\*Last station of the week\*\*\*\*\*

- Dispose of anything no longer usable: please recycle when appropriate.
- Inventory your station

# Den Leader

## Before Camp



### Be Prepared!

- Call or e-mail all the scouts' families in your den. Introduce yourself as their child's den leader. This will help put the scout and parents at ease and makes a positive start for everyone!
- Remind parents to pack a non-perishable lunch (if possible) and hydrating drinks (in a gallon sized zip lock bag) marked with their child's name. Water will be available throughout camp to refill bottles.
- Coordinate a snack schedule, collect money, or remind parents to send an afternoon snack. (YOUR CHOICE!) The youth start to run out of steam about 2:30 p.m. in the afternoon. Fresh fruit pulled out of the cooler is a great hit.
- Other reminders: Apply sunscreen at home, bug spray, money for the trading post, CAMP CHAIR
- **Ice will be available for purchase at the TP for \$1.50/7lb. bag**
- **Tee Shirts/hats/bags will be distributed at Leader Training or picked up at the Scout Shop; DL are RESPONSIBLE for labeling all tees/hats/bags**
- Make labels ahead of camp!
- Relate to parents:
  - Leave no trace
  - MARK ALL BELONGINGS

### Develop a Plan for Day Camp

**Decide on a POSITIVE behavior management plan before camp.  
Small bribes work!**

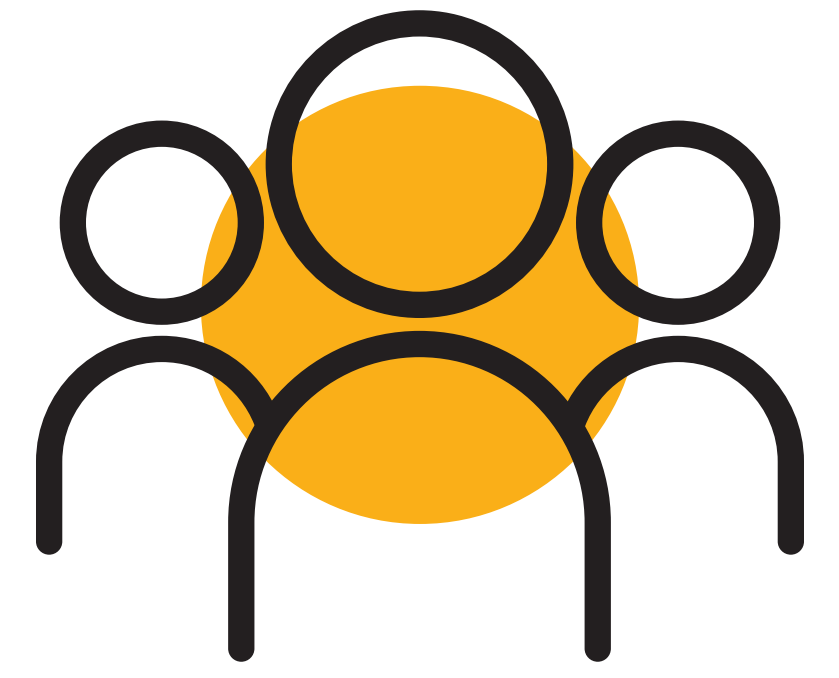
**Think of jobs or responsibilities to keep the scouts engaged  
and prepare a fair and equitable schedule**

- Engineer - flag holder, line leader o Caboose
- Lunch helper / clean-up
- Snack helper / clean-up
- Others!

**Review the C<sup>3</sup> procedures to make sure your rules are  
in line with the camp wide policies.  
COURTEOUS | CAUTIOUS | CLEAN**

# Den Leader

## Den Area



## See Map for Designated Area

**The den area is 20'x20'**

**5' walkways between dens**

### **Den areas**

- “Drop off/pick up” location for parents. Scouts must be signed in and out with the DL each day.
- Place to store lunches and other den supplies.
- Where dens will eat their lunch each day.
- General resting and gathering place for the den.

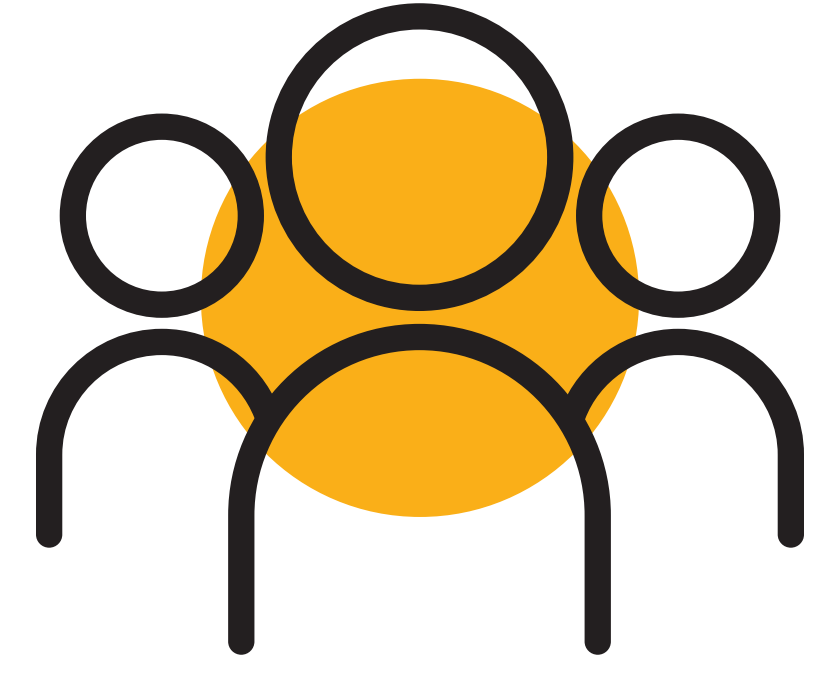
### **Suggestions of things to bring for your den area: (If you don't have the items yourselves, pull resources from the families in your den)**

- Canopy, gazebo or tarp to provide shade or rain shelter
- Folding Table
- Camp Chairs (each youth can bring their own)
- A few old towels to dry tables and chairs if need be and to rest on
- 2 Coolers (for drinks and lunches)
- Water cooler (water stations will be located throughout camp as well)
- **ICE! Ice will be on sale at the TP for \$1.50/7 lb. bag.** Freezing empty gallon milk jugs or plastic juice bottles works great! Hand washing station supplies, wipes or hand sanitizer
- Paper towels
- TRASH BAGS!
- Wagon or some other carrying system
- Plastic or vinyl table cloth
- Treats for Scouts (helps them to sit still for short periods) i.e. lollipops, licorice, etc.
- Sharpened pencils or pens – Sharpies (black)
- Masking or duct tape (you'll be surprised what you will tape!)
- Cell phone and/or walkie-talkies
- Rank Handbook (Tiger, Wolf, Bear, or Webelos) • THIS LEADER GUIDE!
- Any decorations for your den

**There will be over 60 dens in this area....remember to LABEL EVERYTHING!**

# Den Leader

## Den Setup



**Sunday from 1pm until 5:00pm.**

- Gates won't open again until 7:00 a.m. on Monday morning.
- See map to determine the den area for your rank.
- Individual den signs in the den area will designate pre-assigned den areas.
- **Please make sure your den is marked with your rank and den number either by the provided den sign or some other method.**

## Den Box

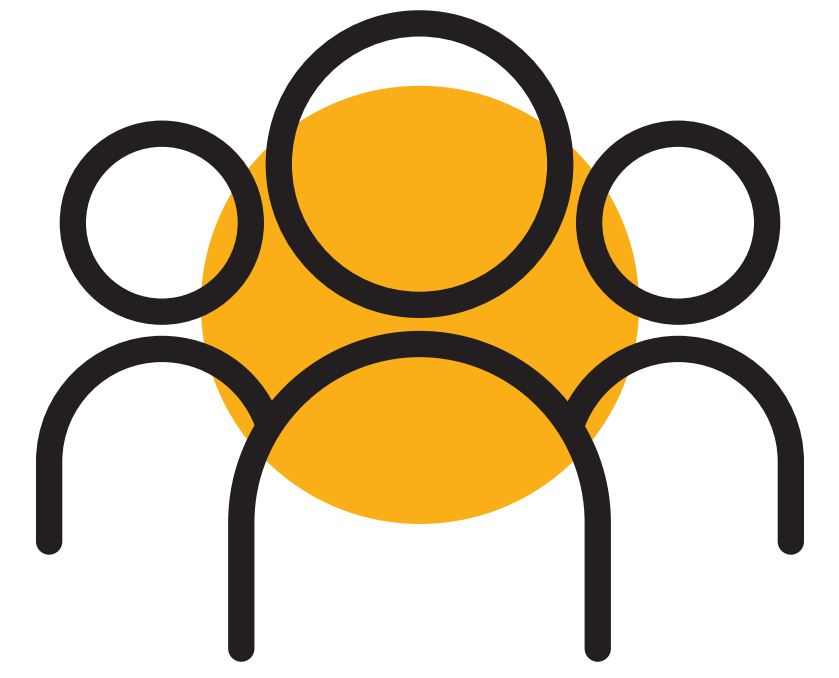
- Pick up each morning at the Crouse Bldg. (up the hill past the restrooms).
- Return the den box to the Crouse Building at closing.
- Put your den box in the appropriate rank area!

### Den boxes will include:

- **T-shirts (on Monday morning)**
  - For scouts
  - For adult den volunteers (4-5 day volunteers & purchased shirts)
- **Hats (scouts )**
- **Bags (scouts & 4-5 day volunteers)**
- **Names tags, baggies for name tags and pins**
  - Scouts
  - 4-5 day volunteers
- **Wristbands (different band daily for 1 – 3 day volunteers)**
- **Sharpie**
- **Clipboard with Emergency contact numbers on the back • Sign-in & Sign-out Sheets**
  - Den Roster / Sign-in Sheet – Registration Copy and Den Copy - Sign-out Sheet
- **Den Master Schedule (2 copies)**
- **Camp map and Emergency Shelter map**
- **Achievement Trackers**

# Den Leader

## Arrival Routine



### Arrival at 8:15am

- 1. 8:15am: Sign-in and drop off your Tag-A-Long, if applicable, at the Tag-A-Long building**
- 2. Pick up your den box and sign in at the Crouse Building**
- 3. Immediately proceed to your den area**
- 4. Check your den box to make sure all contents are included. Den box contents are included in the previous section.**
- 5. Wait for and welcome the scouts in your den**
- 6. Scouts will begin to arrive at 8:30 a.m. or earlier, if the scout is the child of another leader. Everyone will not arrive at the same time. BE FLEXIBLE. Have games or activities planned.**
  - Sign-in the scouts and volunteers on BOTH den rosters (Den Copy & Registration Copy). Mark a “check” if present, an “A” for a “known absence” and mark a “C” to indicate to “Call, unknown absence” on the Den Roster. Administration will call any scouts marked “C” to verify their whereabouts.
  - Leave the Registration Copy of the Den Roster in the marked box near the stage.
  - **Keep the second sign-in sheet with you at all times** so you have record of who you are responsible for on each given day.
  - Make sure lunches are marked and store them
  - On the first day of camp, distribute t-shirts, hats, and bags contained in your den box. Items will be marked with the recipient’s name. Distribute daily wrist bands if applicable.
  - Pin name tag to the BACK of scouts’ shirts. Den leaders should wear name tags too! (You will quickly learn that all boys look the same when they are all wearing the same color shirt, a hat, and have their back to you!)
  - MAKE BUDDY ASSIGNMENTS

### New! AM/PM Ceremony Hill Instructions

- **Listen for the bugler’s call to gather (Réveille) – then march to ceremony hill for opening ceremonies.**
- **All dens march to ceremony hill at the Bugler’s call.**

# Den Leader

## Cub Code of Conduct (C<sup>3</sup>)



### At Day Camp, I will be... Cautious

- Use the buddy system at all times.
  - Walk in camp.
- Don't throw dirt, rocks, sticks or other objects.
- For your safety, only authorized persons are allowed on golf carts.

### Courteous

- Be respectful to all adults, at all times.
- Be kind to one another; don't hurt someone on the inside or outside.
- Be patient; wait your turn and don't interrupt.

### Clean

- Leave no Trace. Keep your surroundings in as good or better condition than you found them.
- Keep your behavior clean. No nasty jokes or bad words.  
Don't stick your tongue out or spit.

### Discipline

We don't want any den to feel overwhelmed by a youth who is negatively affecting other's day camp experience. Discipline at Day Camp should be a progressive system with clear consequences. This will only work if we are all using the same method and consequences, please work within these guidelines so that difficult issues can be quickly resolved.

1. Remind all the scouts of the C<sup>3</sup> at the beginning of each day.
2. Give a verbal reminder to any scout not following C<sup>3</sup>, letting the scout know that they controls their ability to enjoy their time at Day Camp and that continued violations will interfere with their participation and fun.
3. If the reminder doesn't result in better behavior, give a verbal warning of the C<sup>3</sup> violation, letting the scout know that they now risks a 10 minute "time out" if another violation occurs.
4. If the scout violates C<sup>3</sup> again, have them sit to the side, removing them from the activity for 10 minutes.
5. If the scout violates C<sup>3</sup> again, please contact Admin and someone will come and assist.
6. At that point, we may remove the scout from activities for a while or assign a personal chaperone. The objective is always to improve the behavior so that the scout can successfully return to his den.

# Den Leader

## Den Time - First Day



The first day of camp will begin with Den Time.

### Den Time allows Den Leaders time to:

- Meet and get to know the scouts in their den
- Sign-in all scouts and volunteers
- Mark lunches and store them
- Distribute t-shirts, hats, and bags
- Attach everyone's name tags
- **Review C3 procedures and consequences with your den:**  
**Cautious | Courteous | Clean**
- **Stress that we all need to know the rules so that EVERY SCOUT will have a great week!**
- MAKE BUDDY ASSIGNMENTS and review how the buddy system works
- Review the cub scout sign and what it means ("when the sign goes up, the mouth goes shut"). Establish any den rules
- **REVIEW CAMP LAYOUT INCLUDING:**
  - Tour of home base
  - Portable restrooms
  - Point out hazardous or off-limit areas
- **REVIEW SAFETY PROCEDURES & EMERGENCY PLANS**
- Review den duties for each day
- Acquaint yourself with the master schedule and day camp map for station locations.
- **LABEL EVERYTHING**

### Great "Get to Know You"/ Downtime Activities / Supplies include:

Huge ball (beach ball)

Chess set

Journals

Small crafts

Beads

Sing a well-known song  
or camp song

Make up a den cheer  
or song

Frisbee

Cards

Word searches and/or  
crossword puzzles

Pencils

Card games

Plan "get acquainted" games

MAKE YOUR DEN FLAG

Scheduled 'down' time includes Morning, Lunch, as a station,  
if/when you CHOOSE NOT to go to a station

# Den Leader

## Master Schedule



## The Official Day Camp Schedule

The master schedule is the OFFICIAL day camp schedule. A copy of the master schedule will be in your den box on the first day of camp. A copy of the whole camp schedule will be posted at Admin and the Crouse buildings each day.

- Den Leaders should follow the schedule of “what” stations to attend “when”.
- All stations will be staffed with a Station Leader, either a youth volunteer or adult.
- You may choose as many, or as few, stations as you wish to attend. Since this is an option, it is important that you keep track of the achievements you have completed on your tracker! You may not decide to go to a station at a time that is different than listed on your schedule. If you need to do this, please consult the program director first to make sure the station has an opening.
- Any questions or problems with your master schedule should be directed to your rank’s program director. (see the back of your clip board for contact information)

## End of the Day Routine

- Collect trash from your den area and take home.
- PLEASE COLLECT ALL NAME TAGS FOR USE THE NEXT DAY!
- **Have the legal parent or guardian or an authorized transporter (as listed on the sign out sheet) sign out each scout they are taking home. Sign out sheets should be placed in your den box or turned in at headquarters.**
- If a person other than a name listed on the sign-out sheet comes to pick up a scout, please send them to HEADQUARTERS. Even if the parent provides a signed note, they must still report to HEADQUARTERS. Signatures will be matched. If no note is present, a phone call will be made to the parent(s). The person picking up the scout or tag-a-long will be required to show identification.
- Whenever you feel the need, ASK FOR IDENTIFICATION! ALWAYS err on the side of caution!
- Close up chairs, stash den items under the table and lower canopies for overnight.
- This will help keeps the den area drier and keep items from blowing away in the event of bad weather.

## Rest

- Den time after lunch is important to ‘regroup’ and ‘take a breather’ Be prepared to have a quiet activity for scouts to do.
- Not all stations assigned on the master schedule must be completed.
- USE SOUND JUDGMENT OF THE SCOUTS FOR WHICH YOU ARE RESPONSIBLE.