

EMERGENCY PROCEDURES

Gamehaven Scout Reservation

All emergencies are to be reported to the Camp Director or the Program Director; once you have reported the emergency to the Camp Director, they handle it from then on.

Fire

In case of fire, the bull horn siren will be alternately on/off sounded. Follow these steps if you hear this signal:

1. All senior staff report to the Commissary. Check in with the Camp Director and await further instructions. Camp Director and Health Officer will remain at the Commissary to coordinate operations.
2. Hosts will report to your assigned campsites and assist the adult leaders in lining up the campers and taking head counts. Make sure you account for all your boys! If any boys or adults are missing, be sure to tell the Camp Director.
3. If the Camp Director determines the camp needs to be evacuated, all campers and adult leaders will be moved to the parking lot area. The Program Director, or designee, will be your contact at the parking lot. Check in with her/him to make sure you did not "lose" anyone on the way. **Do not** get in your cars or the adult leaders' cars or try to move them; this will create a traffic nightmare for any fire trucks and other emergency vehicles or services.
4. Camp Staff will remain with their units until instructed otherwise by the Camp Director or designee, or until the boys are released to their parents in the event of camp closure. Staff will provide assistance and information to adult leaders.
5. Telephone use is prohibited except for emergencies.

Hazardous Chemical

Move all unprotected Scouts, leaders, and staff to an area clear of immediate danger of future contamination. Isolate the area of danger! The Camp Director will report any incident, as required, to the Council Scout Executive and appropriate authorities.

Youth Protection

In the event of any youth protection violations, notify the Camp Director who will immediately isolate the alleged perpetrator. Remain calm until the Council Scout Executive or his designate arrives in camp to assume responsibility. The Council Scout Executive is the designated spokesperson and will notify the authorities.

In all cases of serious injury, fatal accident or illness, hazardous chemical emergency or a youth protection incident, do the following:

1. Take care of the immediate needs of the camper, leader or staff member
2. Secure written statements from all witnesses and injured persons if possible. Have reports signed and dated.

Severe Weather

Severe weather is defined as either a Severe Thunderstorm Warning or a Tornado Warning. Reports are given via the weather radio, with alert system, located in the Camp Director's and Ranger's quarters. Staff members will also carry handheld radios with the NOAA weather alert system. In the event of severe weather, the camp siren will be continuously sounded. Follow these steps if you hear this signal:

1. Discontinue whatever camp activities are in progress. All swimmers must get out of the pool and/or shower room immediately.
2. Assigned staff will report to assigned campsites to assist leaders in getting head counts.
3. An assigned staff member will take either the camp vehicle or an airhorn and using sets of three horn blasts, circle around the reservation and inform any group to report to their assigned areas if the camp siren doesn't work.
4. After head counts are complete, the staff member will escort campers to their assigned areas. Walk calmly and quickly. Insure the groups stay together. Take another head count to insure all are present when arriving at assigned area.

Assigned areas are as follows:

Deer Lodge (Shelter 2)	Hawk Point, Hidden Well, Deer Crossing and Turkey Ridge
Pheasant Lodge (Shelter 3)	Overlook, Oakview, and Stormy Hill

In case of limited warning time, latrines can serve as emergency shelter. If you see a funnel cloud while walking to your shelter, don't wait, get into the nearest culvert, ditch or ravine. Lie down flat and cover your head with your arms.

5. At night, staff will be awakened first.
6. The Camp Director will give the official "All Clear".

Injury

Any staff member or adult leader may treat minor injuries (small cuts, scratches, and minor burns) at the campsite or program area. Make sure all minor injuries are logged on the sheets that accompany the First Aid Kits. *The Camp Health Officer or Camp Director will review and sign all health logs daily.*

Major injuries (large area or deep burns, fractures, sprains, strains, penetrating injuries or severely bleeding wounds) require extra care. Start emergency treatment immediately on site and send another staff person or an adult leader to get the Health Officer. Do not move the injured person. The Health Officer will notify the Camp Director of any serious injury or illness and will take over the treatment upon arrival. Under no circumstances should a camper with a major injury be moved from where they received the injury to the Health Lodge for treatment. The risk of them collapsing from shock is too great. A major injury is defined as: a possibility of sprains of the knees or ankles, a victim that is unconscious, suspected broken bones, second or

third degree burns, and bleeding injuries that do not stop within one to two minutes of direct pressure being applied or that require application of pressure to a pressure point.

The Health Officer or Camp Director will notify the parents of the injured child, if the parents are not in camp as a leader. They will explain the nature of the injury/illness and ask where they would like their child to be treated. If the parents are not available, injuries will be treated at one of the following locations:

From 8:00 a.m. to 5:00 p.m. weekdays:

**Olmsted Medical Group,
210 SE Ninth St. (across from K-Mart)**

At all other times, or for serious emergencies during the day:

**Emergency Department
Olmsted Community Hospital
1650 SE Fourth St.
(Across the street from the RCTC Heinz Center)**

Mayo One GPS coordinates to field next to the parking lot:

N 43 degrees 56' 52.5" W 92 degrees 25' 14.6"

The Health Officer or Camp Director notifies the medical care facility that a camper is in transit, and the nature and extent of the injury. The Camp Director must be notified of all cases treated offsite of the Gamehaven Scout Reservation.

When transporting a non-seriously injured camper to emergency services, make sure the Health History form is taken along for use by the medical facilities.

Serious or Fatal Accident or Illness

Contact the Camp Director immediately. He will notify the Council Scout Executive, at (507) 287-1410 ext 101 or (507) 696-1860. If the Council Scout Executive is not available, then the Council President or the Council VP for Risk Management will be contacted. The Council Scout Executive and Camp Director will contact all necessary authorities and give any additional instructions. Do not contact or discuss the accident/illness incident with anyone. Off-the-cuff remarks in this type of situation could lead to unfair, unwarranted, and unwanted publicity, and possible legal action that could jeopardize our program and others like it.

REMEMBER our first and foremost concern is for the injured or deceased person, their families and our campers and leaders. Everything else is addressed secondary to that issue.

Lost Boy Plan

- A. Once it has been determined that a camper is not with his group, not where he is supposed to be, and is nowhere in the general area of the group:
 1. Immediately notify the Camp Director.
 2. If the Camp Director is not available, notify the Program Director, Professional Staff Advisor, or other senior camp staff.

- B. The Camp director secures the help of two or three staff members to serve as runners and messengers. He gives them the camper's name and any other identifying information, and has them do the following (aided by program area staff):
1. Pool – do a buddy check and check the bottom of the pool.
 2. Waterfront – do a buddy check and check the surrounding areas
 3. Program Areas – check inside all buildings and latrines.
 4. If loss occurred when moving from one program area to another and the possibility of the camper taking the wrong trail is likely, have someone check trails.
- C. Interview the unit leadership. If general area checks fail to turn up the boy, get the leader in charge of the camper's unit to determine the following:
1. Was the camper subject to, or threatened with, disciplinary action at camp or home? (If so, this is not the time to discuss it.) Was the camper subject to teasing or harassing by the other unit members?
 2. Try to determine whether this is a voluntary or involuntary loss.
 - a) Involuntary
 - (1) Unlawful custody resulting from a divorce action and the camper leaves with a parent.
 - (2) The camper climbed into a vehicle that left camp, whether a camp or a private vehicle.
 - b) Voluntary:
 - (1) Is the camper is a chronic wanderer?
 - (2) Is the camper a chronic runaway?
 - (3) Could the camper have taken a wrong trail and gotten lost?
 - (4) Has the camper shown some attraction to some nuisance area?
- D. If the camper has not turned up by now, it is time to go to the next level of procedure.
1. Gather all the units in camp for a general meeting or other previously selected activity while the following steps are taken:
 - a) Have the staff check with each unit leader to account for all their campers.
 - b) Notify in the following order, the Scout Executive, Assistant Scout Executive, Council President, other professional staff.
 - c) Using all available camp staff and a camp grid map, have the staff search the entire sector in which the camper was last seen. The staff should work in a line close enough to see the next person plainly. Check everything – on top of something – under something.
 - d) Notify parents. Determine whether there are problems at home. Was there a problem in getting the camper to attend camp? Maybe he went home?
 2. At the discretion of the Camp director or Scout Executive, notify the Sheriff's Department for assistance.
 - a) Give as accurate a description of the camper as possible.
 - b) Tell how long the camper has been missing.
 - c) Ask them to mobilize a search party.

3. The following factors could require that authorities be notified at an earlier point in the procedures:
 - a) Health – diabetes, epilepsy, etc.
 - b) Weather – impending storm or cold front.
 - c) Time of day – close of daylight.

- E. The Camp Directors duties are to:
1. Stay near the phone and camp radio.
 2. Stay in one place
 3. Direct search operations
 4. Continue the search using camp staff until the camper is found or a large-scale search is mobilized.

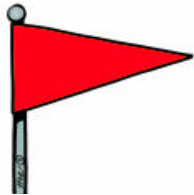
Refer all media contacts to the Scout Executive. Issue all statements to the media through one authorized source, either the Scout Executive or the Council President.

Procedures For Activity in Extreme Heat / Cold

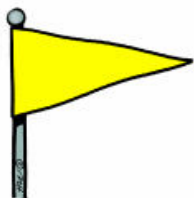
To protect our youth and staff, Gamehaven Council adopts the following guidelines for use at all Council and District sponsored activities. Units are encouraged to adopt the same guidelines.



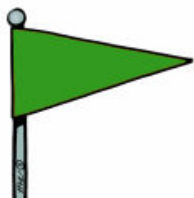
When the heat index is greater than or equal to 105 F or above cancel all activities except water activities (e.g., recreational swimming, but NOT swim races or lessons).



When the heat index is between 90 F – 105F, minimize strenuous activities. Take rest breaks at least every twenty minutes and assure adequate hydration is available (that is, there is not a shortage or limited amount of water).



When the heat index is between 80 F – 90 F, take brief breaks at least every thirty minutes, reduce strenuous activities, and assure adequate hydration is available.



When the heat index is below 80 F, enjoy yourselves. Take normal safety precautions.

Cold

When the absolute temperature is equal to or less than 0 F, all exposed skin must be able to be covered. Wear no metal jewelry. Eye protection should be worn. When the absolute temperature is equal to or less than -20 F **or** the wind chill is equal to or less than -40 F, cease all outdoor activity and seek warmth.

Hydration

Over-hydration **is** a problem in heat -- You can drink so much water that you dilute your blood. Not only has this happened in marathon runners, this has been documented to occur in Scouts at Scout camps during extreme heat. This is particularly a problem when youth are drinking large amounts of fluid without eating. The solution is when we reach very high heat levels, drink sports drinks (NOT soft drinks, soda, or pop), eat some salty foods, or add some salt to your drinking water.

Hydration is also important in cold weather. Cold air is very dry. You can easily become dehydrated in cold weather, too. Please note, soft drinks, soda, and pop are not considered adequate hydration. Caffeinated beverages are not considered adequate hydration. The levels of sugar, artificial sweetener, or caffeine in them cause increased urine production and result in overall fluid loss.

Limitations on Activities During Smog Alerts

In the event of a smog alert all strenuous activities will be scaled back to reduce the exposure to airborne pollutants. Campers will continue to participate in non-strenuous activities and take short breaks every 20 minutes.

Threats to Aquatics Programs

At the first sign of lightning or thunder all water activities are canceled until 30 minutes after the last sign of lightning or thunder. In the event of a small craft warning or dangerously high water all water activities will be canceled until the threat has gone away.

Floods / Swift Water

In the event of a flood affecting GSR all activities will be limited to the Cub Scout portion of camp and all activities on the water front will be canceled. Leaders and staff will be instructed to keep their Scouts away from the flooded stream and waterfront. Any flooding will not affect the day to day program with the exception of the waterfront.

Swift water will only be a concern when the creek is flooded. All leaders and staff will keep Scouts away from the flooded creek. In an emergency arises requiring a swift water rescue, the Rochester Fire Department is our swift water rescue team.

Lightning

When lightning occurs within 6-12 miles of camp all activities not held under a shelter will be moved indoors if possible. All Scouts, leaders and staff will be required to go indoors and stay indoors until the threat has passed.

Shotgun Range Procedures Emergency Call Sheet Information

The following information will be posted at the range to be used in the case of an emergency.

SHOTGUN RANGE

Address: Gamehaven Scout Reservation
5015 Simpson Road SE
Rochester, MN 55904

County: Olmsted

Telephone Number for EMS	<u>9-911</u>
Telephone Number here at camp	(507) 287-1517
Telephone Number GSR Ranger	(507) 287-1516
Telephone Number Scout Office	(507) 287-1410
Telephone Number of Scout Executive	(507) 287-1410 (x 101)

Name of Property owner: Gamehaven Council BSA

Directions to camp: 2.5 miles south on County Road 1 (11 Ave S.E.) from the intersection with HWY 52

Directions to Shotgun Range:

Enter camp front gate.
Turn Left past the Rangers house and Maintenance Shed
Range is approximately ½ mile south of main entrance

GPS coordinates to the range:

N 43 degrees 56' 34" W 92 degrees 25' 13"

WHEN YOU CALL 911, TELL THEM:

“There has been an accident with injuries at the shotgun range at Gamehaven Scout Reservation. Please send help.”

“The reservation is at 5015 Simpson Road.”

“Go 2.5 miles south on County Road 1 from the intersection with U.S. Highway 52.”
“Enter the camp front gate. Turn left past the Ranger’s house and maintenance shed.”
“The shotgun range is approximately ½ mile south of the main entrance, on the camp road”
“GPS coordinates to land a helicopter are North 43 degrees, 56 minutes, 52.5 seconds; West 92 degrees, 25 minutes, 14.6 seconds.”

Stay on the line until the dispatcher tells you that you may hang up

Gamehaven Staff/ C.I.T Check-Out Policy

All staff under the age of 18 may leave camp during normal check-out hours if they:

- Have Camp Director approval
- Tag is moved to the “Out” position
- Move your tag from “Out” to “In” upon returning to camp
- Sign-out sheet is completed
- Have parental permission to leave camp and ride with an individual 18 or older.
- Staff under 18 years of age must be back on the reservation property by 10:45 pm.

All staff 18-20 years of age may leave camp during normal check-out hours if they:

- Have Camp Director approval
- Tag is moved to the “Out” position
- Move your tag from “Out” to “In” upon returning to camp
- Sign-out sheet is completed
- Return to camp by 10:45 pm to be in bed by 11:00 pm lights out

All staff 21 years or older may leave camp during normal check-out hours if they:

- Inform the Camp Director
- Tag is moved to the “Out” position
- Move your tag from “Out” to “In” before breakfast the following morning
- Signing out is required
- No curfew is set, however, you must return at an adequate time and sound mind so you are able to perform your next day’s duties. Abuse may result in new requirements.

- All staff is responsible in making sure fellow passengers or riders comply with the sign-out and return time policy for their age group.
- C.I.T’s may leave camp only on their night and day off, and on special occasions. All under 18 requirements for check-out must be met.
- All check out policies apply for days off.
- Failure to follow these procedures by any staff member will result in the loss of checkout privileges for a period decided by the Camp Director.

Fuels and Fire Prevention

Chemical Fuels

Because serious accidents can happen when using gasoline in lanterns and stoves and igniting fires with liquid starters, adult supervision is required when chemical fuels are being used for lighting and cooking.

Guidelines for Safety Using Chemical Stoves and Lanterns

1. Use compressed or liquid gas stoves or lanterns only with knowledgeable adult supervision and in Scout facilities only where and when permitted.
2. Operate and maintain according to manufacturer's instructions included with the stove or lantern.
3. Store fuel in approved containers and under adult supervision. Keep all chemical fuel containers away from hot stoves and campfires, and store below 100 F.
4. Any containers of fuel over 1 quart must be stored in boom shack by Turkey Ridge.
5. Let hot stoves and lanterns cool before changing cylinders of compressed gases or refilling from bottles of liquid gas.
6. Refill liquid gas stoves and lanterns a safe distance from any flames, including other stoves, campfires, and personal smoking substances. A commercial camp stove fuel should be used for safety and performance. Pour through a filter funnel. Recap both the device and the fuel container before igniting.
7. Never fuel a stove or lantern inside a cabin; always do this outdoors. Do not operate a stove or lantern in an unventilated structure. Provide at least two ventilation openings, one high and one low, to provide oxygen and exhaust for lethal gases. Never fuel, ignite, or operate a stove or lantern in a tent.
8. Place the stove on a level, secure surface before operating. On snow, place insulated support under the stove to prevent melting and tipping.
9. Periodically check fittings on compressed gas stoves and on pressurized liquid gas stoves for leakage, using soap solution before lighting.
10. When lighting a stove, keep fuel bottles and extra canisters well away. Do not hover over the stove when lighting it. Keep stove valve quickly for two full turns and light carefully, with head, fingers, and hands to the side of the burner. Then adjust down.
11. Do not leave a lighted stove or lantern unattended.
12. Do not overload the stovetop with heavy pots or large frying pans. If pots over 2 quarts are necessary set up a separate grill with legs to hold the pot, and place the stove under the grill.
13. Bring empty fuel containers home for disposal. Do not place in or near fires. Empty fuel containers will explode if heated and should never be put in fireplaces or with burnable trash.

Flammability Warning

No tent material is completely fireproof. It can burn when exposed to continued, intense heat or fire. The most important safeguard is to keep flames away from canvas materials. For this reason, the following safety precautions are emphasized:

1. Only flashlights and electric lanterns are permitted in tents. No flames in tent is a rule that must be enforced.
2. Never use liquid fuel stoves, heaters, lanterns, lighted candles, matches, and other flame sources in or near tents.
3. Do not pitch tents near an open fire.
4. Do not use flammable chemicals near tents-charcoal lighter or spray cans of paint, bug killer, or repellent.
5. Be careful when using electricity and lighting in tents.
6. Always extinguish cooking campfires promptly.
7. Obey all fire laws, ordinances, and regulations

Extinguishers

If fire breaks out, it must be quickly and properly suppressed. To do this, you must know the three classes of fires and how to combat them:

Class A-Fires that involve normally combustible materials such as paper, wood, fabrics, rubber, and many plastics. These fires can be quenched with water or insulated with tri-class chemical or foam extinguishers.

Class B-Fires that involve gasoline, oil, grease, tars, paints, lacquers, or flammable gases. The oxygen that supports this type of fire must be cut off by tri-class, regular dry chemical, foam, or carbon dioxide (CO₂) extinguishers. Water is dangerous, as it spreads the fire.

Class C-Electrical fires involving heated wire or arcing. These fires must be suppressed with dry chemicals or Co₂-never water, which is a conductor.

Fires in any one class may involve materials of other classes, so more than one type of extinguisher should be available. Because of the danger of lethal fumes, carbon tetrachloride (CCl₄) extinguishers must not be used. Dispose of these extinguishers as recommended by fire officials.

Extinguishers should normally be mounted near a doorway and approximately at shoulder level.

In a camp setting, the unit leader is responsible for training Scouts in fire prevention, fire detection and reporting, and fire fighting. All youth members and adult leaders should have unit fireguard plan training.

Fireworks

The Boy Scouts of America prohibits the securing, use, and display of fireworks in conjunction with programs and activities except where fireworks display is conducted under the auspices of a certified or licensed fireworks control expert.

Local councils may not authorize any group or chartered unit activity for or on behalf of its members, units, or district to sell fireworks as a fundraising or money-earning activity.