

Welcome to  
**Camp Cody**



Troop  
1 BSA



# CAMP CODY STAFF MANUAL

Committed to Making This Year  
"The Best Camp Cody Ever"



Scouting America

Camp Cody  
Since 1937

**This Staff Manual MUST BE READ by every Staff Member!**

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**Camp Cody is fully accredited by the National Camp Accreditation Program (NCAP) and operates under health, safety, and management guidelines established by the Scouting America, El Dorado County, State of California, and Federal Government.**

# ACRONYMS

CCC	Camp Cody Chair
CLAC	Cody Lake Alpine Climbing
CLASS	Cody Lake Alpine Shooting Sports
CLYC	Cody Lake Yacht Club
EMT	Emergency Medical Technician
JCD	Junior Camp Director
JO(s)	Junior Officer(s)
KP	Kitchen Patrol
MBC	Merit Badge Counselor
MD	Medical Doctor
PFDs	Personal Floatation Devices
PD	Program Director
SCD	Senior Camp Director
SM	Scoutmaster

# CAMP CODY STAFF MANUAL

## **INTRODUCTION**

Thank you for volunteering your time at Camp Cody! Since 1937, we have learned a lot about what works and what doesn't, and we continue to learn more every year. This is your chance to share your skills and knowledge. Please join us in helping to make this year the "Best Camp Cody Ever".

This Camp Cody Staff Manual is intended to provide guidelines and standard operating procedures, so that all Staff members have a clear understanding of both the organizational structure of camp, and the expectations that will be placed upon them. This manual is by no means complete, but is intended to serve as a guide to prepare all Staff members. Each staff member is responsible for reading and understanding the content of this manual. If anything is unclear, please ask any seasoned staff member for clarification.

## **PURPOSE**

Camp Cody is Troop 1's premier outdoor education center. Its primary purpose is to serve Troop 1 and guest troops by providing facilities and leadership that promote both personal growth and Scouting advancement. Camp Cody is a special place where Scouts learn to work together and develop skills to be successful and self-reliant.

## **AT-WILL VOLUNTEERISM**

Volunteering at Camp Cody is entirely at the will of the Senior Camp Director (SCD) and the Cody Committee Chair (CCC). As such, volunteers are free to resign at any time, with or without reason. Similarly, Camp Cody may terminate a volunteer at any time with or without reason. This manual is provided to the Staff members of Camp Cody so that they may be informed of its current policies; it is neither a contract nor a guarantee that Camp Cody will continue any policy or practice described herein. Adult supervision and guidance is central to scouting and essential to any camp staff. Although we wish every adult scouter and parent could attend Camp Cody, adult attendance is limited. The SCD and CCC are charged by the Cody Committee to fit the right skills, knowledge, and training into our staff to deliver a quality program for our Scouts. Adults may attend only by written invitation of the SCD and CCC.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Camp Cody is an equal opportunity employer and makes employment decisions on the basis of merit. We want the best available person in every job. State of California law prohibits discrimination based on race, religious creed, color, national origin, ancestry, sex, marital status, age, physical handicap, disability, medical condition (except where physical fitness is a valid occupational qualification), denial of family and medical care leave, genetic information, gender, gender identity and gender expression, and sexual orientation, or any other consideration made unlawful by federal, state, or local laws. Camp Cody is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the camp and prohibits unlawful discrimination by any employee of the camp.

## **ELIGIBILITY**

In order to be selected as a Camp Cody Staff member, all Scouts must either go through the Junior Officer (JO) selection process, and all adults must be invited by the SCD or CCC. Once an invitation has been received, it is the responsibility of the individual to notify the SCD or CCC of their acceptance.

## **REQUIREMENTS**

All Staff members accepting positions at Camp Cody must meet the following requirements:

- Be a Scoutmaster, Assistant Scoutmaster, Committee Member, or Scout of Troop 1 (or invited Scouts BSA troop).
- Complete and submit the camp application and appropriate medical forms.
- Pay the required camp fee.
- Possess/provide the current training completion certificates as outlined on [Table 1 - Adult and JO Mandatory Training Requirements](#)

- Possess a current CPR/AED and First Aid card indicating competency in these areas by the American Red Cross, American Heart Association, or similar organization.
- If teaching a merit badge, complete the appropriate Merit Badge Counselor training and possess/provide proof of a completed Merit Badge Counselor Application prior to the start of Camp.
- Be present for Work Weekend (exceptions granted on a case-by-case basis by the SCD or CCC).
- Be present for Staff Week (all JOs, only adults invited by the SCD or CCC).
- Be present on the final Sunday of camp to assist with packing activities.

## **HEALTH & SAFETY**

The following guidelines must be followed at all times:

- Whenever Staff members feel ill, or incur an injury of any type, they must report to the Camp Health Officer located at Silvius Lodge immediately.
- Staff members should not attempt self-first aid as the sole means of treatment.
- Any injury or illness of a Staff member and/or camper must be reported to the Camp Health Officer immediately.
- Staff members are expected to get enough rest to prevent fatigue, illness, and injury.
- No drugs/alcohol/illegal substances may be brought or consumed at Camp Cody at any time, including tobacco.
- Prescription drugs are to be administered by the Camp Health Officer only. Staff members are not permitted to keep prescription medications with them or in their quarters (although exceptions exist for emergency inhalers and/or EpiPens).

## **ITEMS ALLOWED FOR STAFF AT CAMP CODY**

Cell phones may be used with discretion away from camp activities. The ultimate decision on the appropriateness of usage lies with the SCD or CCC.

## **ITEMS NOT ALLOWED AT CAMP CODY**

Please do not bring any of the following:

- Firearms and ammunition
- Fireworks
- Inappropriate literature/magazines
- Tobacco products
- Alcohol
- Anything items forbidden by Scouting America Policy and the Guide to Safe Scouting.

If you are found to have brought these items to camp, they will be confiscated, removed from camp and you will be relieved of your position. Please note that this list is not inclusive and the ultimate decision on the appropriateness of items brought lies with the SCD, and/or CCC.

## **ACCOMMODATIONS**

All Staff members at Camp Cody will be provided with a tent and a cot. JOs will sleep in the JO campsites. Adults will sleep either in Shady Acres, Creekside Gardens or in designated adult campsites on the hill. Scouts will request permission before entering adult campsites. It is expected that all Staff will keep their living area neat and clean in order to set an appropriate example.

## **MEALS**

Meals will be provided to all Staff and Scouts at regular times. Three (3) meals will be provided daily by the Cody Kitchen Staff, along with occasional snacks and dessert. JO and Adult Staff eat after all of the campers have received their meals.

## **SHOWERS**

Showers may be taken up to one (1) hour before meals and no sooner than one (1) hour following meals, because of hot water limitations. It is recommended that you check the amount of hot water in the tanks before showering to prevent any unexpected shortage of hot water. Please consult with the Cody Fireman if you are unsure if there is enough hot water for your shower. Additionally, because only one (1) shower facility exists for the entire camp, please adhere to and respect the posted shower times for Scouts/Adults and male/female.

## **WORK SCHEDULE**

Your work schedule will be determined by the SCD, CCC and/or PD and is subject to change as conditions warrant. When possible, attempts will be made to accommodate requests for free periods and time off, but because of the nature of the camp schedule, this is not always possible. Please remember that we are here, first and foremost, for the Scouts, and we must fulfill our responsibility to provide them with a quality program whenever possible. This will be the primary consideration when scheduling merit badge classes and work schedules. Requested time off is a secondary consideration.

## **TIME AWAY FROM CAMP**

All members of the Camp Cody Staff must seek the approval of the SCD or CCC before leaving camp for any reason. Additionally, all Staff members must sign out and in on the sign out/in sheet on the door of Hetherington Lodge. For adults, a trip to the parking lot does not require approval or notification, but please take a buddy.

## **BEHAVIOR**

As a Staff member, you are expected to conduct yourself in accordance with the Scout Oath and Law. Please remember that you are here as a leader and you must set an example at all times. If you behave in a manner that the SCD or CCC deems unsatisfactory, they have the absolute authority to relieve you from your responsibilities at Camp Cody and arrange for your departure.

## **HARASSMENT/HAZING**

Harassment and/or hazing of any type will not be tolerated at Camp Cody. Any Staff member found engaged in such behavior will be removed from Camp Cody immediately. Such behavior is wholly inappropriate and will not be tolerated.

## **GENERAL DUTIES & RESPONSIBILITIES**

As a Staff member at Camp Cody, it is expected that you will:

- Embody the Scout Oath and Law in all tasks performed and treat others with RESPECT.
- Possess a thorough understanding of the material and or task for which you are responsible. This includes all merit badge requirements, advancement skills, life guarding, assisting with rock climbing, assisting with shooting sports, etc.
- JOs must be present for Work Weekend, Staff Week, and Camp. If this is not possible, the SCD, CCC and the PD must be notified in writing a minimum of two (2) months before the start of Camp.
- Be a willing and enthusiastic participant in all aspects of Camp Cody. This involves keeping a positive attitude at all times, not letting personal business interfere with your role and responsibility at camp, not speaking negatively about camp where campers may overhear your conversation, attending and participating in all camp-wide activities, etc.

## **PUNCTUALITY**

All Staff members are expected to be on time to all meals, activities, and assemblies. We are here, first and foremost, for the Scouts, and we must fulfill our responsibility to provide them with a quality program whenever possible. Oversleeping, other obligations, and not hearing the bell are not acceptable excuses. If we expect the Scouts to be on time, we too must act accordingly.

## **UNIFORMS**

There are two (2) uniforms that are worn at Camp Cody – Class A (i.e., Field uniform) and Class B (i.e., Activity uniform). UNIFORMS ARE REQUIRED TO BE WORN BY ALL STAFF MEMBERS. PLEASE SET A POSITIVE EXAMPLE. Class A uniforms are required at breakfast and dinner assemblies and meals. Class B uniforms must be worn at all other times. Please see below for a definition of each type of uniform.

- Class A: Scout uniform shirt (light brown), neckerchief and slide or bolo, Staff hat, Scout or Camp Cody belt, Scout uniform shorts or pants, Scout socks, and boots.
- Class B: Camp Cody t-shirt or activity-specific t-shirt, Staff hat, Scout or Camp Cody belt or, Scout uniform shorts or pants, (camouflage pants JOs only), Scout socks, and boots.

## **NATIONAL CAMP SCHOOL CERTIFIED STAFF**

Several of the adult Staff at Camp Cody have attended a week long training sessions at National Camping School. The certifications that the following individuals have received are a mandatory requirement for the continued operation of Camp Cody. The following individuals have helped to meet this requirement:

- Primary Certified Staff:
  - Senior Camp Director – Michael Quillici
  - Program Director – John Cargile
  - Aquatics (CLYC) Director – Frank Anselmi / Andy Domek
  - Climbing (CLAC) Director – Bryce Binger / Robert Young

## **WHAT TO BRING TO CAMP CODY CHECK LIST!**

### **ADDITIONAL NECESSITIES:**

- ( ) Map of Desolation Wilderness
- ( ) Hawaiian Shirt for Hawaiian Night
- ( ) A chair of some sort for Campfire

## **REMEMBER TO LABEL EVERYTHING!**

*Camp Cody/Troop 1 is not responsible for loss or breakage of any personal gear brought to camp.*

# **Standard Operating Procedures**



## APPENDIX A

### WILD ANIMAL PLAN

Welcome to a very wild Camp Cody. Throughout camp you may see numerous animals, including squirrels, chipmunks and common birds. Undoubtedly the opportunity to observe a deer, eagle or even a black bear will provide a lifetime memories.

Animals often will be an exciting part of your adventures. Seeing them in their natural habitat is always a pleasure, but it is wise to remember that they are the permanent residents of the backcountry while you are a visitor. Treat them with respect, give them enough space so they do not feel threatened by your presence, and they will seldom present a threat to your safety. When an animal feels frightened, threatened, or trapped, it may fight for its life by attacking, scratching, and biting. In the event you are injured, seek treatment quickly, for a qualified medical professional must determine whether rabies treatments will be necessary.

Each of the animals living and roaming in the area of Camp Cody has its own characteristics and pattern of behavior. Potentially, a black bear may wander through camp. Despite the name, they are not always black. They may be honey-colored, blond, or brown.

The presence of bears and most wildlife can be summed up in one word - FOOD. If an animal doesn't find abundant food, it will move on. Most conflicts between people and wildlife, especially bears, are linked to careless handling of food or garbage. We must live responsibly with wildlife by properly managing food and garbage.

Young wildlife may occasionally stray from their parents and appear to be lost or abandoned. In most cases, however, the parents know is the exact location of their offspring. Moving an apparently lost or abandoned young animal usually does more harm than good. Wild animals are best left in the wild. If the animal is obviously sick or injured, notify the camp staff.

#### **CAMP RULES FOR WILDLIFE AND HABITAT STEWARDSHIP:**

- Hike only on designated trails.
- Keep your campsite clean.
- Keep food and smellables out of your tent.
- At night hang food and smellables in a bear bag at least twelve (12) feet above ground.
- Never approach or follow "wild animals".
- Do not attempt to take close-up pictures of wild animals.
- Avoid aggressive behavior:
  - Avoid direct eye contact, even though a camera.
  - Do not walk directly towards an animal.
  - Do not follow an animal that has chosen to move away from you.
  - Do not circle around an animal.
- Do not feed wild animals.
- Don't mistake a passive animal as a sign of safety.
- Never tease or attempt to pick up wildlife.
- Leave young animals alone; a protective mother a usually nearby.
- Stay away from dead animals as they may harbor disease.
- Notify camp staff or SCD of large animal sightings.

**FOR ADDITIONAL INFORMATION OR ASSISTANCE CONTACT THE SCD. YOUR SAFE CAMP CODY EXPERIENCE IS OUR PRIORITY.**

## **APPENDIX A**

### **RODENTS:**

Plague, a disease of rodents transmitted by fleas, is widespread in the western United States. Plague is regularly detected in several species of ground squirrels and chipmunks. The incubation period is two to six (2 – 6) days. Flu-like symptoms include fever, chills body aches and trouble breathing. Consult with the camp medic or physician if any sudden unexpected illness occurs while at camp. Illness from plague can be treated successfully and cured if it is diagnosed early.

- Do not feed or entice any rodent or rabbit species into your camp,
- Do not catch, play with, or attempt to hand feed wild rodents,
- Avoid contact with all sick or dead rodents and rabbits,
- Report infested areas to camp staff or the SCD,
- Wet down areas that need to be cleaned before mopping or sweeping them with a bleach and water solution.

### **MOUNTAIN LIONS & COUGARS:**

Mountain lions are also known as cougars or pumas. They are carnivores, a powerful predator at the top of the food chain and their actions are often unpredictable. Mountain lions are potentially dangerous and should never be approached. In defense of food, a lion can suddenly become aggressive. Lions cover unconsumed portions of their food with soil and litter. These food caches should be avoided and reported to the camp staff or SCD.

Mountain lions are most active at dusk and dawn, but you may see them traveling at any time of the day or night. The shape of a lion track is basically round, only slightly wider than they are long. The tracks have four, tear-drop-shaped toes and three distinct lobes at the base of the heel pads.

Most of you will camp without ever seeing evidence of a mountain lion much less have a confrontation with one. Most lion-human confrontations begin with lions coming in contact with human food, garbage, pet food or small pets. The following recommended responses will minimize the likelihood or attack or chances of injury:

- Do not attract deer into your camping area. Lions are attracted to deer.
- Do not leave dogs or cats out where they might attract lions. Mountain lions eat pets and domestic animals.
- When you walk or hike in lion habitat, go in groups and make enough noise to prevent surprising a lion.
- Never approach a mountain lion.
- Do not run from a mountain lion or crouch down - either may trigger an instinctive predatory attack. Slowly back away and make no sudden moves.
- Do not turn your back on the lion. Face the lion and remain in an upright position. Do all you can to enlarge your image.
- If a mountain lion behaves aggressively, arm yourself with a large stick, throw rocks, and speak louder and more firmly. The object is to convince the lion that you're not prey.

### **BEARS:**

Bears are intelligent and curious. They can see colors, form, and movement. Although their vision is good, they generally rely on their acute senses of smell and hearing to locate food and warn them of danger. If a bear stands upright or moves closer, it is detecting smells in the air. This isn't necessarily a sign of aggression.

Black bears typically roam over large areas. Some home ranges cover hundreds of square miles. Black bears eat both plant and animals, but the bulk of their diet is usually plant material. Animal foods are usually ants, grubs and animals already dead or partially decayed. Above all, the black bear is an opportunist and will take advantage of almost any readily available food source.

## **APPENDIX A**

Bears may be active anytime, day or night, most often during the morning and evening twilight. They like to stay concealed in thick cover such as dense brush or in the depression left by an uprooted tree. In late summer, black bears are attempting to fatten up for winter hibernation. During this period they may be actively feeding for up to twenty (20) hours per day.

Coming between a mother bear and her cubs can be dangerous. If a cub is nearby, try to move away from it. Be alert - other cubs may be in the area.

### **PROTECTING FOOD AND PROPERTY:**

The best way to prevent food pilfering by most animals, especially bears, is to keep a clean camp. The less food odor in your campsite the less chance the animals will linger when they make their rounds. Wash dishes immediately and dump the water away from camp. Dispose of garbage immediately in camp trash cans. Never bury it or throw it in a latrine. Wipe your table and clean up immediately after eating.

Store your food safely. When possible, store food and coolers in a car trunk or suspended from a tree at least twelve (12) feet off the ground and six (6) feet out from the tree. Don't underestimate the ingenuity of a bear!

Most black bears will not enter a tent with people in it, but it is still a good idea to keep food and food odors out of tents and sleeping bags. To be on the safe side, wash food from your face and hands before going to bed and hang clothing beyond reach of bears if it has food or cooking grease on it. To a bear, even toothpaste, camera film, and sunscreen are food. Store it accordingly.

When leaving your campsite, tie tent flaps open so bears can easily check inside.

### **CAMP SITE PROCEDURES:**

1. Keep site clean and remove trash to dumpsters frequently.
2. Clean tables, fireplaces, grills and areas around them: leave no scraps of food. Clean all cooking and eating utensils.
3. Do not leave food of any kind inside or outside your tent.
4. Do not store or eat food in your tent.
5. Do not dump fat drippings or food scraps in your fire pit, on the ground, or in the woods.
6. Do not place food to attract raccoons, squirrels or other wildlife.
7. Store all food properly as instructed.

### **IF A BLACK BEAR VISITS:**

A black bear in your campsite requires caution but not necessarily great alarm. Most are timid enough to be scared away by yelling, waving, and banging pans. Make sure the bear has a clear escape route and then yell and wave. Do not rush toward the bear. Do not throw rocks, use flash bulbs or approach the bear.

If you awaken to discover a bear nearby, do not play dead and do not strike the bear. Talking in a calm tone of voice will let the bear know you are alive and well. If the bear is several feet away, you may be able to slip out of your sleeping bag and retreat. Back away slowly. Never run away from a wild animal. Running may provoke a bear.

Although black bears are generally shy and avoid human contacts, there are some precautions you can take to avoid encounters. You are responsible for doing all you can to prevent conflicts with bears.

## **APPENDIX A**

### **IF YOU MEET A BLACK BEAR:**

1. Stay calm. Do not throw rocks, use flash bulbs, or approach a bear.
2. Back away slowly. Avoid direct eye contact.
3. Don't run or make sudden movements.
4. Speak softly with a calm, deep voice. Try not to show fear.
5. Give the bear plenty of room to escape.
6. Report to an adult immediately.

### **BEAR SUMMARY:**

California, especially the area of Camp Cody, has been home to black bears since their earliest ancestors evolved in North America. These large powerful animals play an important role in the ecosystem.

Today, increasing numbers of people routinely live and play in bear habitat country. For many Scouts and leaders, seeing a bear is a rare event and may be one of many highlights of your camp experience. Learning about wildlife and being aware of their habits will help you fully appreciate these unique animals and the habitat in which they live.

### **COYOTES:**

Coyotes are wild carnivores. Coyotes usually travel in packs. They define their ranges with scent markings and vocalizations such as growls, yips, barks and their legendary howl. Coyotes eat small animals like mice and squirrels, domestic animals and animals that are dead and decaying.

### **BATS:**

Youth camps, of all types, are usually located in areas that are prime habitat for bats and other wildlife. The type of construction in camp buildings is often conducive to roosting bats.

The buildings at our camp are regularly inspected for evidence of the presence of bats. Their presence does not necessarily preclude a dangerous situation, but they should be avoided. Many bats are infected with rabies and some have been known to carry the plague virus. Camp personnel will take necessary steps to remove bats using prescribed techniques.

Campers should never attempt to have contact with bats at any time. Their presence should be reported to adult leadership. In the unlikely event a camper comes in direct physical contact with a bat, especially if bitten, report to the Camp Health Officer immediately. All bat-related incidents will be reported to the County Health Department.

For question about handling incidents, or to immediately report those that may require rabies treatment, the local County Health Department should be contacted.

### **BEE, YELLOW JACKET, AND WASP STINGS:**

Avoid areas where bees, yellow jackets or wasps are nesting. If stung, scrape away the stinger with the edge of a knife blade. Don't try to squeeze the stinger out. That will force more venom into the skin from the sac attached to the stinger. An ice pack might reduce pain and swelling.

### **MOSQUITOES:**

There are many different types of mosquitoes. The most common breeding environment for the mosquito is stagnant water. In order to minimize the risk of mosquito bites follow these rules.

1. Minimize outdoor activities between dusk and dawn.
2. Wear long-sleeved shirts and long pants, whenever spending time in likely mosquito habitats such as woods or wetlands.
3. Always use an insect repellent containing DEET according to label instructions. In no case should DEET be directly sprayed on children's skin.

## APPENDIX B

# INFECTIOUS DISEASES EXPOSURE CONTROL PLAN

Any staff member identified as a first responder will be trained in dealing with infectious diseases and bloodborne pathogens. This training will include identification of the risks of contact with infected blood or bodily fluids and ways to protect themselves against such risks.

Any staff member who may have occasion to perform first aid but is not designated as the first responder will be acting as a "Good Samaritan". As such, he/she has certain rights and responsibilities to be aware of. His/her first responsibility is to his/her own personal health and safety. To ensure their own health and safety, the following procedures must be followed.

Latex-free gloves must be worn at all times when treating the patient.

Immediate protective measures must be taken if contact with blood or other bodily fluids occur. These measures include washing or showering and washing and disinfecting of clothing and exposed articles.

Hepatitis B vaccinations are recommended for all who may come in contact with bloodborne pathogens.

### **PRECAUTIONS TO PREVENT SPREAD OF INFECTIOUS DISEASES IN THE CAMP SETTING:**

The California State Department of Education and the National Center for Disease Control (CDC) recommend the following procedures regarding the handling of body fluids. **THE BODY FLUIDS OF ALL PERSONS SHOULD BE REGARDED AS POTENTIALLY INFECTIOUS.** The term "body fluids" includes: blood, semen, vaginal secretions, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (such as nasal drainage), and saliva.

### **UNIVERSAL PRECAUTIONS:**

Universal precautions are precautions used in all situations and not limited to use with individuals known to be carrying a specific virus such as HIV or the virus causing Hepatitis B. In the camp setting, those precautions should include; hand washing, using gloves, careful trash disposal, using disinfectants, and modification of cardiopulmonary resuscitation (CPR).

### **HANDWASHING**

1. Thorough hand washing is the single most important factor in preventing the spread of infectious diseases and should be practiced routinely by all camp personnel and taught to campers as routine hygienic practice.
2. All staff should wash their hands in the following circumstances:
  - Before handling food, drinking, or eating.
  - After toileting.
  - After contact with body fluids or items soiled with body fluids.
  - After touching or caring for campers, especially those with nose, mouth, or other discharges.
3. Scheduling time for campers to wash hands before eating is suggested to encourage the practice.
4. How to wash hands: Wet hands with running water and apply soap from a dispenser. Lather well and wash vigorously for fifteen (15) to twenty (20) seconds. Soap suspends easily removable soil and microorganisms, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse well under running water with water draining from wrist to fingertips. Leave water running. Dry hands well with a paper towel and then turn off the faucet with the paper towel. Discard the paper towel.

### **FIRST AID INVOLVING BODY FLUIDS AND CPR:**

Avoid direct skin contact with body fluids. If direct skin contact occurs, hands and other affected areas should be washed with soap and water immediately after contact has ended. To the extent practicable, use running water, liquid soap and disposable gauze, towels or tissues.

## **APPENDIX B**

Disposable single-use gloves should be used when contact with body fluids is anticipated (such a bloody nose or scrape). Gloves should be standard components of first-aid supplies in the camp so that they are readily accessible for emergencies and regular care given in the Camp Health Lodge.

Any soiled clothing should be placed in a separate plastic bag, sealed and placed in a plastic bag labeled with the camper's name and sent home with camper.

### **TRASH DISPOSAL**

Place soiled tissues, pads, gauze bandages, towels, etc., into a plastic bag and tie or seal the bag. Place it in a second plastic bag and leave unsealed.

If needles, syringes, or lancets are used in the camp setting, arrange for a puncture-proof container. Place intact needles and syringes into the designated container. Do not bend or break needles. Do not recap needles. Contact your Health Department for directions about disposal of contaminated materials.

### **USING DISINFECTANTS:**

Environmental surfaces contaminated with body fluids should be cleaned promptly with disposable towels and approved disinfectant. Disposable gloves should be worn. Disposable items should be discarded in a plastic-lined wastebasket. Mop solution used to clean up body fluid spills should consist of the approved disinfectant. Used mops should be soaked in this solution thirty (30) minutes and rinsed thoroughly before reusing. After clean-up, remove gloves and wash hands.

### **HEPATITIS B:**

Hepatitis B is an infection of the liver caused by a virus present in blood and other body fluids of infected persons. Less than fifty percent (50%) of persons who become infected show symptoms of the illness. The symptoms are like those of Hepatitis A and include fatigue, mild fever, muscle or joint aches, nausea, vomiting, loss of appetite, and abdominal pain. In some patients the urine turns dark and the skin becomes yellow. The onset of symptoms may appear six (6) weeks to six (6) months after becoming infected with the virus. Death is uncommon in Hepatitis B, but ten percent (10%) to fifteen percent (15%) of those infected become long term virus carriers. Up to twenty-five percent (25%) of carriers may develop serious chronic liver disease.

### **HOW IS HEPATITIS B SPREAD?**

An infected person can transmit Hepatitis B as long as the virus remains in the blood. Transmission may occur as early as four (4) weeks before any symptoms occur. A small number of people will carry the virus in their blood for years and are known as chronic carriers. Hepatitis B is transmitted by:

1. Sexual activity involving semen, blood, or vaginal secretions,
2. Sharing unsterile instruments used to penetrate the skin such as tattooing, ear piercing, and razors with someone who is infected,
3. Sharing intravenous (IV) needles and/or syringes with someone who is infected,
4. Direct contact of infected blood with mucous membranes of the eye or mouth,
5. Direct contact of infected blood with broken skin (e.g., cuts),
6. Accidental needle sticks with needles containing blood from a virus carrier,
7. Being born to an infected mother.

### **HIV/AIDS:**

AIDS (Acquired Immune Deficiency Syndrome) is the advanced stage of HIV (Human Immunodeficiency Virus) infection. The virus attacks the body's immune system, leaving it vulnerable to life-threatening opportunistic infections and malignancies. The virus also may directly attack the central nervous system. Persons infected with HTV frequently have no apparent symptoms and usually appear to be in good health. A percentage of persons in the United States who have been diagnosed to have AIDS (the advanced stage of HIV infection) have died.

## **APPENDIX B**

### **HOW IS HIV INFECTION SPREAD?**

The possibility that HIV/AIDS will be transmitted in camp, the workplace or other public gatherings is remote. HIV/AIDS infection is not transmitted from one person to another through everyday activities. You will not get AIDS by being around or working with a person who is infected or by having ordinary daily contact with an HIV infected person.

Everyone infected with HIV, even a person without apparent symptoms, is capable of transmitting the infection. HIV infection is transmitted by:

1. Any sexual activity involving direct contact with semen, blood or vaginal secretion of someone who is infected,
2. Sharing intravenous (IV) needles and/or syringes with someone who is infected,
3. Penetrating the skin with needles that have been used to inject an infected person,
4. Direct contact on broken skin with infected blood,
5. Receiving a blood transfusion or blood products from someone who is infected (a screening test has been used since 1985 that has reduced this risk to one (1) in 68,000 in California [AIDs Update, December 1988], and
6. Being born to an infected mother.

### **COVID-19:**

SARS-CoV-2 is a strain of coronavirus that causes COVID-19 (coronavirus disease 2019) a respiratory illness responsible for the ongoing COVID-19 pandemic. Although the pandemic is not over the restrictions and testing requirements have relaxed, but Camp Cody will adhere to the current COVID-19 guidance issued by federal, state, and local government entities, and additional guidance issued by Scouting America. This guidance will be reviewed in advance of Camp and relevant best management practices will be implemented. Additional requirements necessary for managing the spread of COVID-19 will be shared with Camp personnel and parents before the start of Camp.

### **HOW IS COVID-19 SPREAD?**

COVID-19 is mainly transmitted when people breathe in air contaminated by droplets/aerosols and small airborne particles containing the virus.

## APPENDIX C

# CAMP CODY FIRE PLAN

### **PURPOSE:**

The purpose of this plan is to outline channels of responsibility for:

1. Suppression activities
2. Setting up an effective attack procedure in the event a fire is discovered.
3. Account for all campers and staff and prepare to move everyone to safety if needed.

### **OBJECTIVE:**

1. To prevent all man-caused fires within Camp Cody. In the event a fire should start on or in the vicinity of the camp area, suppression action will be prompt, energetic, and thorough.
2. Account for all campers and staff and move them to safe areas away from the fire.

### **RESPONSIBILITIES:**

1. Fire Chief will be the SCD, who shall be responsible for:
  - A. All fire activities in the camp area and vicinity.
  - B. Will ensure proper prevention measures and suppression actions are in accord with this fire plan and the state fire laws.
  - C. Will direct all fire control actions and operations until relieved by a designated US Forest Service Official.
2. Assistant Fire Chief will be the Camp Medical Officer, who shall:
  - A. Assumes the duties of Fire Chief in the SCD's absence.
  - B. Handles other assigned duties.
3. Camp Dispatcher (Fireman)
  - A. Route personnel, equipment, and supplies to the fire as requested by the Fire Chief.

### **PROCEDURES:**

1. Camp Dispatcher (Fireman)
  - A. Rings camp bell and immediately notifies the SCD.
  - B. Remains on duty to handle messages and initiate action upon requests until relieved or released by the Fire Chief.
2. Fire Chief (SCD)
  - A. Will immediately send the first available adult staff member and one (1) JO to call the El Dorado County central emergency dispatch center at 9-1-1.
  - B. Will continue to direct fire control operations, utilizing personnel and equipment available, until relieved by a US Forest Service Official.
3. Program Director (PD)
  - A. Does roll call of campers and staff.
  - B. In consultation with SCD, decides if and where to move campers and staff not involved with fire suppression activities.
  - C. The medical forms should be taken with campers.
4. All Adult Personnel;
  - A. Will work as firefighters as directed by the Fire Chief, or his/her assistants.



**APPENDIX C**

**FIRE FIGHT LEADERS:**

Fire Chief	Senior Camp Director
Assistant Fire Chief	Camp Medical Officer
Camp Dispatcher	Camp Fireman

**EQUIPMENT AVAILABLE:**

<b><u>ITEM</u></b>	<b><u>LINK</u></b>
Shovels	8
Axes	2
Rakes	2
Maddocks	2
Water Hoses	2-2 inch
Water Back Packs	5 5 gal

**MANPOWER AVAILABLE:**

Adult staff members 30\*  
*\*These numbers are approximate depending on the number of staff positions filled!*

**FIRE PREVENTION MEASURE:**

1. Camp Firefighting Organizational Plan
2. Unit Fireguard Plan

**ASSIGNMENTS:**

<b>EQUIPMENT:</b>	<b>ADULT</b>
Air Horn	
Bell Ringer	
Fire Pump	
Indian Pumps	
# 1	
# 2	
# 3	
# 4	
# 5	
Fire Hose	
Fire Hose	
Fire Extinguishers	Kitchen Staff
Fire Tools	
# 1	
# 2	
# 3	
# 4	
# 5	
# 6	
# 7	
# 8	

## APPENDIX D

# CAMP CODY CONSERVATION PLAN

### **SCOPE:**

The Camp Cody conservation plan is intended to fulfill today's broader scope of conservation issues and the changing attitudes of the Scouting America pertaining to wise and proper use of camp properties. Issues include pollution control, use of materials that minimize waste, as well as the proper use and disposal of hazardous materials. Recycling is another issue that Camp Cody has aggressively adopted to minimize impacts to local landfills.

This plan makes the following assumptions pertaining to proper use of Camp Cody property and the environment:

1. Our use of the camp property must represent the minimum impact on the land, air and water resources, including wildlife and native plants as possible.
2. The camp shall practice water conservation measures throughout to reduce water waste, minimize impact on the lake system, reduce demand on the water supply, and protect the quality of surface and ground water.
3. The camp shall institute buying practices which concentrate on bulk purchases as opposed to individual containers in order to reduce impact on the landfills.
4. The camp shall initiate and practice an aggressive recycling program.
5. The camp shall adapt plans that reduce the amount of waste created by unnecessary use of disposable goods. The camp shall cooperate fully with the local refuse disposal company that sorts the Camp Cody waste products into recyclable products.
6. The camp shall eliminate any unnecessary burning. Campfires shall be kept small to reduce use of forest materials. All significant forest debris shall be removed to minimize potential of fires. Air pollution caused by burning is a second reason for reducing burning. Smaller campfire programs can easily burn scrap wood product left over from camp construction projects as an alternate source of fuel.
7. The camp shall remove all dead and dying trees to remove them both as a fire hazard and to reduce potential of trees falling on campers.
8. Maximum soil conservation measures shall be initiated to identify all sources of soil run-off into the lake and to identify abatement programs such as critical area vegetative plantings to stop or reduce erosion problems.
9. Plans to repair and evaluate the shower and wash stands leach fields to ensure they are properly functioning will take a high priority.
10. This conservation plan is stored on a computer disc and will be updated as additional conservation measures are identified. The Camp Cody Conservation Plan, while addressing and establishing proper use of the camp environment, shall also serve as a good working example of intelligent conservation and pollution control measures for the Scouts and Scouters using the area and hopefully will inspire campers to take examples learned at camp back home. Soil and water conservation, a "green" environment, safe and wise use of resources, minimizing waste, respect for the wildlife and plant populations, and control of pollution are serious issues facing the citizens of the 21<sup>st</sup> Century. Camp shall be used as an example of the "right way" to use our planet wisely.

### **PROJECTS:**

The following items are current high priority issues within the basic Camp Cody conservation plan.

#### **1. DEAD TREES:**

Drought and pest conditions which have existed in the California Sierras since the mid-1990s have taken their toll on several trees in the area of Camp Cody. Dead trees pose a hazard to occupants of the camp and must be removed. Per our U.S. Forest Service lease and permit, we periodically request the Forest Service to walk the greater camp area to identify and mark trees for felling.

## APPENDIX D

Following their guidelines, it will be determined who can fell which trees. Properly trained/experienced Scouters are allowed to remove trees as long as safety guidelines are followed, otherwise, a professional tree feller will cut the remaining dead trees prior to the camping season. The slash will be used for forest floor composting. The harvested trees will be used as timber or firewood.

### 2. **TRAILS:**

There are several trails throughout the property. The trails range from approximately two to five feet wide. To minimize erosion, the trails will be physically stabilized and covered with forest duff. Erosion risks will be greatly decreased and run-off into the lake will be minimized.

### 3. **RE-VEGETATION PLAN:**

A re-vegetation plan has been initiated, under the direction of a soil conservation specialist. The unused trail areas have been seeded with appropriate high Sierra native grasses and mulching materials will be spread over the surface to reduce run off and dust. The Adult campsites, JO Flats, and the main parade grounds will be reseeded with native grasses. The re-vegetation plan is expected to take several years.

### 4. **INTENSIVE USE AREAS:**

Inspect camp for areas of high use or poor ground cover. Plant vegetation, grasses, shrubs, and trees where necessary for erosion prevention. Apply forest duff mulch or decomposed granite on intensive use areas.

### 5. **SOIL EROSION:**

Consider structural and/or vegetation measures to reduce soil erosion on highly eroding areas and protect areas such as trails and disturbed areas by placing water barriers, diversions and water bars, etc. to direct water from eroding areas to areas containing vegetation or forest debris. Plant slanting stripes of vegetation (vegetation buffer strips) on the down-slope edges of slopes that have the potential to erode or are presently eroding and are allowing water and sediment to runoff.

### 6. **EXCESSIVE TRAIL WEAR:**

Inspect all camp trails. Relocate and close worn trails. Begin the process to restore worn trails through vegetative plantings along with barriers to prevent traffic.

### 7. **FOREST LITTER:**

Discourage disturbance of forest litter except where absolutely necessary around fire or buildings as required for fire prevention reasons.

### 8. **INSPECT THE CAMP TREES:**

An ongoing element of the camp nature program is to regularly inspect the camp trees for insect damage, fire damage and potential limb or windfall. Report concerns to camp staff.

### 9. **FIRE PREVENTION MEASURES:**

Remove fuel, grasses, shrubs and litter, etc., from around camp-fire bowls, camp and buildings.

### 10. **TREE DAMAGE:**

Remove nails, rope, wire or twine from trees to prevent girdling.

### 11. **CAMPSITE INSPECTIONS AND NATURE INVENTORY:**

Tour all campsites to observe the principal habitats of various wildlife species. Note areas which should not be disturbed by development or intensive use. This might include dead trees, downed logs, nesting trees, deer brush, grasses and other vegetation, cone caches or critical sources of good water. Plan a tent site rotation plan for each campsite to give an area of each campsite a "rest" each year to foster recovery.

## APPENDIX D

### 12. **NESTING SITES:**

Create brush piles to be used as nesting sites for birds and other wildlife. Use existing dead trees, brush, and other natural litter. Develop nesting sites that provide habitat and plant edible plants if possible.

### 13. **PREVENTING LITTERING:**

In order to reduce littering, place ample trash containers throughout the camp to collect trash. Of particular concern are products that may injure wildlife.

### 14. **FEEDING THE ANIMALS:**

Discourage feeding of wildlife. Collect all garbage daily and place in animal-proof garbage containers for removal to proper landfills.

### 15. **CAMPFIRES:**

Enforce campfires no larger than absolutely necessary and restrict campfires to designated areas to minimize loss of forest mulching materials. Encourage camping stoves for campsite cooking to reduce consumption of forest debris materials and to reduce air pollution.

### 16. **PROTECT LIVING PLANTS AND ANIMALS:**

Discourage any activity that may harm any of the plants and animals living in or near camp.

### 17. **PROTECT HEAVY USE AREAS:**

Mulch heavy use areas to avoid soil compaction and to reduce dust and erosion.

### 18. **KEEP MANMADE IMPROVEMENTS TO A MINIMUM:**

Disturb as little of the forest areas as possible with any camp improvements. Keep improvements well away from the lake. Remove trash and piles of clutter.

### 19. **CONSERVATION TOUR:**

Add serious conservation issues to the first day camp tour for incoming Scouts. Show campers areas where conservation measures are needed to repair damage etc.

## **APPENDIX E**

# **CAMP CODY MAINTENANCE PLAN**

### **PURPOSE:**

The Camp Cody maintenance program is intended to assist in keeping the camp safe and in proper operating condition. It is designed to ensure that all camp facilities are in proper working condition. Proper maintenance procedures and proper records management in camp are vital to an efficient maintenance plan. The camp maintenance plan shall be available in camp. As changes and additional maintenance concerns are identified and developed during camp, the plan will be modified immediately to keep the plan current. The Cody Committee Chair shall approve the maintenance plan.

### **RECORDS MANAGEMENT PLAN:**

A Records management plan assures the following:

1. That Camp Cody complies with Scouting America, local, state, and federal guidelines as they pertain to maintaining camp facilities.
2. The CCC, upon examination of maintenance records can determine needs for equipment replacement or major repair, what tools and parts might be necessary to order and what the maintenance budgetary needs will be for current long-range planning.

### **MAINTENANCE PLAN:**

The maintenance plan will be implemented as follows:

1. The Maintenance Director shall be responsible to the SCD to assure maintenance records are being maintained throughout the camp.
2. The maintenance records will be kept in a maintenance journal log. The log shall be loose-leaf binder divided into sections to keep track of maintenance activities by use areas.
3. The Maintenance Log shall be used to record routine maintenance as well as repairs.
4. The Maintenance Log shall be used to record inspections of facilities and use areas as well.

### **MAINTENANCE JOURNAL:**

Use areas in the Camp Maintenance Log shall be:

1. Lodge buildings including kitchen and food storage
2. Leach fields
3. Water system (including water tank, lines and pumps)
4. Shower area
5. Aquatics area (including boat & paddle repair)
6. Field Sports & Shooting Sports (including documentation of rifle & shotgun trigger testing and repair)
7. Handicraft Equipment
8. Nature and Scoutcraft equipment
9. Health Lodge
10. Camp Bloops (latrines)
11. Patrol campsites
12. Tents
13. Camp administrative equipment (radios telephone, solar panel, batteries, etc.)
14. Maintenance equipment

Additional use areas can be added as needed. The maintenance log shall show the date of maintenance/repair, a description of the repair performed, parts used, additional comments and name of person performing maintenance. A maintenance form is attached to this plan.

## APPENDIX E

### **ROUTINE MAINTENANCE PLAN:**

The following daily and weekly schedule is established to permit the Senior Camp Director (SCD) and the Maintenance Director to insure the health and safety of the campers is being met and that all systems within the camp are operational at all times.

1. **CAMP VEHICLE - DAILY:**

- Check oil. Add as needed
- Check tires
- Check radiator
- Visually inspect for damage
- Check seat belts, flashlight, first aid kit, flares

2. **SHOWER - DAILY:**

- Hose and sweep floor
- Remove any trash and empty containers
- Remove any clothing etc., to lost and found
- Inspect each shower. Check for leaks. Repair as needed.
- Check floor-boarding. Check for loose nails or splinters. Repair as needed.
- Check water supply and hot water temperature. Adjust as needed.

3. **BLOOPS – TWICE DAILY:**

- Is there paper and hand sanitizer? Replace as needed.
- Clean bloops with disinfectant as needed.
- Dig new hole as required, move bloop, backfill, and mark old hole location.

4. **PATROL CAMPSITES – DAILY:**

- Inspect for trash or litter
- Check fire barrel and buckets

5. **TROOP BULLETIN BOARD:**

- Fireguard chart attached and filled out
- Troop fire control tools (shovel and rake and broom) are present
- Check that trash can has been emptied daily

6. **TENTS – Daily:**

- Visually inspect all camp tents for rips or holes. Make repairs as needed to prevent further damage.

7. **MEDICAL LODGE - DAILY:**

- Sweep floor
- Empty trash
- Check fire extinguishers
- Check Medical Logs for completeness

8. **WATER SYSTEM - DAILY:**

- Check pumps. Are they operational? Turn on pumps as needed.
- Check storage tank. Are there leaks? Is the water supply adequate?
- Check all valves and exposed piping? Are there leaks or obvious signs of damage? Repair immediately.
- Check drinking fountain. Check for loose fittings, loose, or missing parts, leaking valves or faucets. Repair immediately.
- Check fire hose standpipes. Leaks? Missing equipment? Valves operational?
- Take chlorine samples as required.

## APPENDIX E

### 9. **FIRE CONTROL - DAILY:**

- Check all back pumps. Test each. Fill with water as needed.
- Check all fire tools. All present? Are all in good repair? Repair as needed.

### 10. **PROPANE TANKS - DAILY:**

- Check for leaks or problems with valves.
- Check fuel levels. Replace as needed.

### 11. **GARBAGE - DAILY:**

- Collect garbage from campsites and Health Lodge daily.
- Remove garbage to dumpster each evening before dark.
- Check dumpsters for damage.
- Check dumpsters and call collection company as needed.

### 12. **CAMP MAINTENANCE AREA - DAILY:**

- Check fire extinguishers.
- Inspect all containers of hazardous materials daily for leaks and proper storage.
- Store all tools in proper location. Keep handles of all tools properly fitted and replace wooden handles if cracked or broken.
- Sharpen chains for chain saws as needed.
- Keep all storage areas and repair facilities locked when not occupied.

### 13. **AQUATICS AREA - DAILY:**

- Check condition of docks. Are there broken parts or other hazards?

### 14. **KITCHEN/MAINTENANCE BUILDINGS - DAILY:**

- Test smoke and CO detectors
- Check stairways for loose railings
- Inspect fire extinguishers
- Check all doors. Do they work properly?
- Check floor boarding. Is it loose? Are there splinters or other damage?
- Check tables and benches for obvious damage
- Check for obvious hazards
- Check hot water storage tanks. Is there any leaking from the pressure relief valve?
- Check around stoves for fuel leaks
- Check pilot lights on stoves and ovens
- Check sinks for flow and leaking faucets. Fix as needed.
- Check refrigerators. Do doors work properly? Check compressors. Check thermometers. Are they functioning properly? Check the "Keep it Cold" chart. Are temperature readings within specified safe range? Adjust as needed.
- Check freezers. Is temperature range correct? Are the thermometers functioning properly? Check the "Keep It Cold" chart. Is it within the proper range?
- Inspect windows, doors and screens. Are there holes, etc.? Repair.

## APPENDIX F

# MISSING PERSON/LOST CAMPER PLAN

### **PURPOSE:**

Every precaution is made but it remains possible that a Scout or someone else will become lost or separated from Camp Cody. The following plan is designed to quickly locate a missing person.

### **ONCE A PERSON IS IDENTIFIED MISSING:**

1. Notify the SCD or next in command (PD, or SM).
2. Notify all staff on radio net of a missing person.
3. The SCD will assign search teams for area checks as follows:
  - General Area:
    - Four (4) Staff assigned to look in;
      - Buildings
      - Waterfront
      - Crafts Area
      - Dining Area/Wash Area>Showers
      - Rock
      - Parking Lot and Trail
  - Camp Sites
    - Six (6) Staff assigned to search campsites;
      - Three pairs will move through the campsites via the three trails simultaneously.
        - Pair 1 will go up the waterfall searching Rocky Point through Fallen Log.
        - Pair 2 will take the central trail checking the Tunnel, Red Fir, Deer Flat and Deer Cliff.
        - Pair 3 will climb to JO Flats and then to Eagle Rock.
      - Each pair will radio back with search results.

### **INTERVIEW PROCESS:**

While the area search is ongoing, the SCD will interview the Patrol Leader, Patrol members and associated adults to determine if the lost person is a wonderer, having problems, or is homesick. Information will be passed to searchers via the radio.

### **IF THE MISSING PERSON IS NOT FOUND THEN:**

1. Notify Parents/Guardians/Significant Other
2. Notify Law Enforcement
3. Notify Council Executive



## **APPENDIX G**

### **VERIFICATION OF "NO SHOWS" PLAN**

#### **PURPOSE:**

The purpose of this plan is to outline the course of action to follow in the event a minor Scout registered for Camp Cody does not show up at camp at check-in time.

#### **RESPONSIBILITIES:**

The SCD is responsible for each Scout once the Scout is checked into Camp Cody. The legal parent or guardian is responsible for the Scout until check-in. The Check-In Crew will keep accurate records to determine if any Scout is absent at check-in. The Check-In crew will provide the SCD with the completed roster and list of "no-shows" after check in is complete. The SCD will verify the "no-show" Scouts are not attending camp.

#### **PROCEDURES:**

1. Upon arrival, all Scouts will check in with Check-In Crew for confirmation of arrival, to check medical forms and complete the medical screening process.
2. The JCD will verify each Scout has arrived by checking their name off the registration list. When the registration period is complete, the JCD will provide the SCD a list of "no-shows".
3. The SCD will contact the adult leader of the "no-show" Scouts for confirmation that the "no-show" Scout is not attending Camp Cody.
4. If the adult leader of the "no-show" Scout believes the Scout is in camp or is supposed to be in camp then the following actions will be implemented.
5. A camp-wide role call will be conducted to verify the "no-show" Scout has not been overlooked.
6. The Parking Lot and trail will be visited to verify the Scout is not waiting.
7. The SCD will call the "no-show" Scout's home to verify the Scout is not in camp. If the "no-show" Scout is scheduled to be in camp, then
8. The "Missing Person" Emergency Plan will be implemented.

## **APPENDIX H**

### **EARLY RELEASE OF CAMPERS PLAN**

#### **PURPOSE:**

The purpose of this plan is to outline the course of action to follow in the event a minor Scout must be released from Camp Cody to a parent or to a person other than the legal parent or guardian during Camp Week.

#### **RESPONSIBILITIES:**

The SCD is responsible for each Scout once the Scout is checked into Camp Cody. The legal parent or guardian must notify the SCD in writing at check-in that they intend to remove or have the Scout removed from Camp Cody before the close of camp. The legal parent or guardian must also identify in writing anyone else authorized to pick up the Scout.

#### **PROCEDURES:**

1. Upon arrival of the adult having permission to pick up the camper from camp, the adult must check in with the SCD.
2. The SCD will verify the identity of the adult by reviewing and recording appropriate proof of identification.
3. The SCD will notify the adult leader of the unit for confirmation that this is the correct individual identified to pick up the Scout.
4. If the adult picking up the camper is the correct person confirmed by the adult leader, the Scout will then be contacted and released to the adult by the SCD and/or his/her designee.
5. If an adult camp leader is taking a Scout home during Camp Week, he/she must check out with SCD and must inform the SCD upon his/her return to camp. If the child is not directly related to the adult leader, two-deep leadership guidelines as stated in the youth protection training must be followed.
6. In the case of an emergency situation such as death or serious illness in the family, an Early Release Form will be completely filled out and signed by the camper's adult unit leader and the SCD.
7. All Early Release Forms will be filled out and signed by the SCD and/or his/her designee and kept in a permanent file.
8. The SCD may use his/her best discretion to attach additional requirements appropriate for the needs of the camp or released camper.

# VISITOR/INTRUDER POLICY PLAN

## **PURPOSE:**

The purpose of this plan is to outline the course of action to follow when visitors arrive in camp or in the event an unwanted intruder is in camp. It must be stated that Camp Cody is on a small parcel of leased U.S. Forest Service land, astride a popular trail and adjacent to a popular lake. We are not allowed by U.S. Forest Service rules to keep citizens from traveling through our camp on the trail. Our goal will be to stay alert for and aware of visitors and travelers and make sure our Scouts understand the need to quickly report intruders.

## **RESPONSIBILITIES:**

The SCD is responsible for each Scout once the Scout is checked into Camp Cody. All of the adult staff is responsible for checking visitors in at the camp office, keeping track of visitors, and for reporting all intruders to the SCD. JOs are responsible for reporting to the SCD or nearest adult all reports by Scouts of any intrusions by visitors into Scout campsites. The SCD is responsible for determining if the intrusion is significant and subsequent actions. The SCD will review Visitor/Intruder Policy with staff each morning and all Scouts at opening day lunch.

## **PROCEDURES:**

1. Upon arrival, all Visitors will be checked into the camp office. Visitors and travelers will be welcomed and informed of our camp rules. Visitors may utilize some of the camp facilities (i.e. waterfront) if the particular program leader accompanies them and if the visitor agrees to follow all camp rules for that particular program.
2. Visitors may not stay overnight in camp except for Visitors Day (last Saturday). Visitors who do stay overnight on Visitors Day will sleep on the "flats" adjacent to Creekside Gardens. No visitors are allowed to stay up the hill in their respective Scout's Campsites.
3. Visitors must be accompanied by adult staff when visiting Scout campsites. Two (2) adults minimum.
4. Adult staff will locate and accompany any reported Intruder to the camp office. If an Intruder refuses to leave or acts in any way that may endanger staff or Scouts, the SCD will call 9-1-1 and report the incident to the El Dorado County Sheriff's Office. Sufficient adult staff will watch the Intruder and limit the Intruders ability to move about camp until the Sheriff Officers can arrive and escort the intruder from Camp Cody.
5. All staff and Scouts will wear either the issued Camp Cody t-Shirt and Patrol hat or Scouting America uniform while in camp. Adult staff will also wear the issued adult leader hat while in camp.