

# Destination Montana TEAM 315

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### Cancellations and Refunds and Deposits

A \$200 non-refundable deposit is required to reserve a campsite or a date for camp. Deposits can be applied to the balance of fees dues for camp. Any unit or individual Scout canceling prior to June 1<sup>st</sup> may be able to receive a refund of fees less the \$200 deposit and \$75.00 camp readiness fee for each Scout and/or Adult cancellation.

After June 1, no refunds will be issued until after the unit is at camp and refund will be based upon 2 areas. Valid reasons are for death, illness or military orders such as TDA or PCS scout and adults will receive one half of fees. All other reasons will receive a refund of 25% of fees charged and/or paid for each camp.

All fees must be paid on time in order to hold your campsite, the unit may lose their place if they are not on time.

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### General Information

#### 2014 Camp Calendar:

Week One: July 7 -13 K-M/Melita

Week Two: July 13-19 K-M/Melita

Week Three: July 20-26 K-M/Melita

Week Four: July 27-Aug 2 K-M/Melita

Week Five: Melita Island Only Aug 3- 9

Webelos: July 27-Aug 2 Griz Base/K-M

#### Camp Fees and Deposits:

Please refer to Destination Montana Camping Guide for Fee Structure.

#### New Scout Promotions

Units may add new Scouts to their reservation up to one week prior to arrival at camp without penalty (space permitting). However, units showing up at camp with more than they have pre-paid for will be charged a \$30.00 per Scout late add on fee. Contact the camp directly and ask for the Camp Director.

#### Camp Scholarships:

A limited number of camp scholarships are available based on financial need and can be downloaded from the council website (montanabsa.org). A scholarship can be requested for up to half of the camp fees.

Your Campsite Campsites assignments are based upon your request made to the council office/camp director. Most campsites can handle up to 30

Scout/Scouters. If you have less than 30, there will be other units in your campsite. The campsite is large enough to handle more than one unit.

#### Camp Phone #

Telephone services to the camps are limited. Incoming calls for emergencies please leave a return phone number so we may reply. We are not always able to answer the phones. Cell phone coverage is not always good at each camp.

K-M Scout Ranch 1-406-538-9818

Melita Island 1-406-868-8986

Grizzly Base 1-406-654-4350

#### Mailing Address:

K-M Scout Ranch  
P.O. Box  
Hilger, MT 59451

Melita Island  
P.O. Box 124  
Big Arm, MT 59910

Grizzly Base

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### CAMP CHECK IN & OPENING DAY SCHEDULE

Your opening day will be the busiest day of your camp experience. Your troop will be assigned a Troop Guide who will make sure the check in process is smooth and that you are ready to fully enjoy your summer camp experience.

Plan to arrive at camp **no earlier than 12:00 PM and no later than 2:00 PM on your first day.** Check in occurs at the camp office beginning at \*12:00 PM and ending at 2:00 PM. If your unit is unable to make this time frame, **YOU MUST** make prior arrangements. If your unit does not make the prior arrangements, all checks may not be able to be completed. At least one troop leader will report for check in at the Main Lodge and one should remain outside with the Scouts. Then your unit will go to medical checks then to the Aquatics area (open only from 12:30 until 3:00 p.m.). Weeks with Monday starts need see the current schedule that will be posted. Call the camp director or council office for that schedule.

\*Melita Island times will be different.

### Bring with you:

Tour permit, Proof of insurance (out of council units) COMPLETED TROOP ROSTERS, Leaders Guide, and receipts of earlier payments. Also have medical exams (youth & adults) but keep and present to the medical personal.

Final fee payments, (Please pay all final fees with a single check (or cash), not multiple checks

Leaders Guide: Every adult leader who will be attending camp is asked to read before coming to camp the Leaders Guide.

### We will verify the Following Information:

Troop number/Town/District  
Troop roster of Scouts and adults  
Camp fees paid and amount due  
Campsite assigned  
Visitor meals fees  
Special dietary needs  
Every leader has read the leaders guide

### We will hand out the following:

Camp map  
Fireguard plan  
No flames in tent cards  
Merit badge schedules  
Emergency procedures  
Weekly Schedule, other information

### Medical Forms:

BSA policy is "Current BSA Physical history Form signed by physician within 12 months of camp attendance" must be presented by Leadership upon arrival to camp. ***This is for Adults and Youth staying over 72 hours in camp.*** Medical forms contain a form for authorization of emergency treatment. Please make sure it is signed.

If a Scout or Scouters religious faith prohibits the above requirements they must provide written statements from parents and Health provider stating such.

Camp Health lodge provides basic first aid only. Serious injuries or illnesses will be

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sent to the local hospitals. Transportation will be the responsibility of the Unit Leader.

Physicals are not given at camp. Any Scout or Scouter expecting to stay the week without a health form will sent home.

### Prescription Medication:

Scouts who are taking prescription medication are required to notify their leaders and Camp Medical Staff.

Medications will be kept in the Medical lodge with supervision of the Medical officers.

Do not forget to pick up the medication at the end of the week.

### Troop Friends:

Your troop will be assigned a camp Team member during check in, for assistance on Check in day. During the week you will be contacted by the Camp Commissioner. It is their job to make sure that camp is everything you expected and more.

### On the first day your Troop Friend will:

- Greet you when you arrive
- Accompany your troop to your assigned campsite to help you unload and settle in
- Escort your troop to the health lodge for medical checks-**to be done by 2:00 PM**
- Escort your troop to the waterfront to complete the swim checks-**to be done by 2:00 PM**
- Trouble shoot and make right any issues or discrepancies

### First Afternoon Schedule

- 12-2PM check in at camp
- 12:30-3PM medical and swim checks when finished then set up camp sites
- 4:00 Camp Tours with Camp Commissioner
- 5:15 Flag Lowering
- 5:30 Supper- All leaders & staff will eat first
- 7:00 Adult Leaders Meeting
- 8:30 Opening Campfire
- 10:00 Lights Outs

Early arrivals may be allowed with prior approval from the camp director for those units traveling long distances or for religious reasons. Prior to June 15<sup>th</sup> call the council office, after that contact the camp director. Please remember that the program areas are closed and no one is allowed in those areas and that there are no meals until opening day supper.

### Saturday Departure/Check-out procedures

### Before your unit leaves on Saturday

- check out camp site with your troop friend and Senior Patrol Leaders
- haul all garbage to the large dumpster
- evaluations forms are turned in to the camp director
- Flags and Breakfast-check schedule for time
- be sure to reserve your spot for 2015

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-be sure to leave as a group before 10:00 a.m.

### ADMINISTRATIVE INFORMATION & PROCEDURES

#### TWO DEEP ADULT LEADERSHIP & CAMP SCOUTMASTER

Boy Scouts of America **REQUIRES** that a minimum of **TWO QUALIFIED REGISTERED** adult leaders be in camp with the Scouts of each unit for the entire week of camp. One of the adult leaders must be over 21 years of age while the second must be at least 18 years of age **prior to** the beginning of camp. *BSA Youth Protection and Hazardous Weather training is now required for at least one adult present during any event or activity including summer camp.* Please bring your registration and training cards with you to camp. Training can be done on line via [MyScouting.org](http://MyScouting.org) website.

We strongly recommend and prefer that the adult leadership be the registered Scoutmaster of the troop. If the Scoutmaster is unable to attend, the troop committee must name an individual to act as "Camp Scoutmaster." It is NOT recommended that you arrange rotating adult leadership. This tends to degrade the Scout's experience considerably, as their program loses momentum and goals are difficult to meet. If it is absolutely necessary to rotate leadership, all rotating leaders **must be registered** with BSA.

If the Scoutmaster is not able to attend summer camp, then an adult who will be the camp Scoutmaster will act in their place. They will have the full authority of

the regular Scoutmaster including such things to sign off on merit badges.

#### Key Responsibilities of Adult Leadership

- Transport youth to and from camp
  - maintain discipline among youth
  - Remain in camp with youth at all times - Ensure that all safety rules are followed
  - Help each youth with program activities- See that Scouts take prescribed doses of medication
  - Encourage all to do their best
  - attend the daily leaders meetings, including the Sundays
  - Observe advancement opportunities and -follow all BSA/Camp/unit policies
- Sign off appropriate requirements
- Have a great time
- In the event that a unit arrives at camp with insufficient leadership, the unit will have the following options:
- Contact the Camp Director if you do not have 2 deep leadership for other options.**
- The unit must have the additional leadership arrive in camp the same day
- If the unit is unable to obtain additional leadership, the unit will be sent home.** Normal refund policy will be in effect.
- As a rule, campsites do not have Electricity for CPAP machines. Adults will need to bring their own power source. Recharging of batteries is available.

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If you have a very small troop or if leadership is a problem, consider doubling up with another small troop **before leaving home.**

By request we will also provide leader training. We are always looking for carpenters, electricians, plumber and handyman that are willing to lend their skill to the camp. We will have some tools, but if you wish, please bring your own. Call the camp director ahead of time if you would like to see what is needed.

**ONE ATTENDING ADULT MUST BE A REGISTERED MEMBER OF THE BOY SCOUTS OF AMERICA. NO EXCEPTIONS.**

### **YOUTH LEADERSHIP**

The Senior Patrol Leader from each troop is a part of the camp

Patrol Leader's Council, which meets daily, at location specified during Check in day.

They meet with the Program Director, Camp Commissioner, and/or Camp Director and plan camp activities, campfires and games.

If your troop SPL is unable to attend camp, your troop must elect a "Camp SPL."

### **INSURANCE**

Montana Council scouts will be automatically covered by the Mutual of Omaha or Desert Mutual umbrella policy.

Units from other councils must provide proof of insurance for your troop for all registered Scouts and leaders while camping at K-M Scout Ranch, Montana Council

### **TOUR PERMITS**

A tour permit for all Scout Units, validated by your local council, **is required** and establishes that the troop is on an official Scout Trip. This also requires that every precaution has been taken for the safety of the Scouts while traveling to and from camp. This must be presented or registered with Montana Council Prior to your trip. Photo copies of the permit will be made and kept on file for the week at camp. You will keep your original.

### **CAMPSITE FACILITIES**

Each campsite is equipped with a picnic table for each troop, a Fire barrel, latrine, and drinking water. Larger campsites are designed to be shared by multiple troops. Work out your own schedule to keep the latrines clean. While axes are permitted they must be used only in your troop ax yard. We recommend that the units use bow saws instead of axes. **DO NOT CARVE ON OR CUT DOWN GREEN TREES.** Adults that use CPAP machines will need to bring their own power source. We can recharge batteries in the main buildings.

### **EARLY OR LATE TO CAMP**

Camp is open from 12:00 PM on opening day, Sunday until 10:00 am the following Saturday. The camp facilities will be

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closed at other times and no services offered. These closed times are for camp clean up and staff time off.

Troops wishing to check in early, on Saturday for example, must request permission from the Scout Office and the camp director in advance. If approved, these units must provide their own food and cooking until Sunday Supper. ALL PROGRAM AREAS ARE OFF LIMITS and Scoutmasters must provide adequate activities for their Scouts until check in on Sunday. Scouts violating off limits areas may be sent home.

Troops desiring to arrive on Monday morning must notify the Council Office in advance, prior to June 1<sup>st</sup>. After that contact the camp director directly. This will allow arrangements to be made for swim checks and medical screening

Troops traveling long distances and needing to arrive later than 2 PM on Sunday must also make prior arrangements for the above noted reasons.

### UNIT EQUIPMENT

Units are required to bring their own camping equipment, for individual, patrol and troop. BSA Standards require that a minimum of 30 square feet of sheltered space be provided for each Scout for sleeping and storing personal gear. All tents used must meet or exceed fire-retardant specifications.

### FIRE GUARD

Every Scout and leader is responsible for preventing fires. Troop fireguard charts will be provided to unit leaders. They need to be filled out as soon as possible after camp setup and the entire troop briefed. "NO FLAMES IN TENTS" signs will be issued during camp check in. These signs will be affixed to or in the vicinity of every tent. Campfires will be allowed as long as the local Fire Marshal allows. In the past several years, we have had campfires banned for only part of the summer. All fires will be in the fire barrels provided.

### CAMPFIRES

Fires must never be left unattended; each unit will receive a fire guard chart and will fill it out and post the chart on the camp bulletin board. Please bring thumbtacks to attach the fire guard chart to the bulletin board. Each Scout and leader is responsible to see that all fires are properly extinguished, or are attended by a qualified member of the troop. In the event that state or local fire restrictions occur, the camp will operate within those restrictions.

### *PATROL COOKING*

Meals are provided in the dining hall unless arrangements are made **PRIOR TO COMING TO CAMP.**

### *ADVANCEMENT COOKING*

Merit badges or rank advancement that requires cooking will be done in the appropriate area using camp provided equipment. Unless your troop plans to cook in your site or wants cooking

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equipment for special treats (Dutch oven cobblers, etc.) you do not need to bring cooking equipment to Camp. Boys that will be working on the cooking merit badge will eat in the program area and not in the dining hall for those meals that are necessary to meet the requirements of the merit badge.

### LIQUID AND BOTTLED FUEL

If your troop is planning to use propane or liquid fueled stove, lantern or other similar appliances at camp, BSA regulations require that you turn in your extra fuel for mandatory locked storage. While we realize this may be a slight inconvenience, please cooperate with the camp staff in this endeavor. It is a requirement for our camp certification. Operation of chemical fuel appliances should be confined to adults only. (Note: Please put troop number on fuel bottles and cans that are to be stored and remember to pick them up prior to departure).

TRASH PICKUP Units are responsible to ensure their campsite stays clean and that all trash is disposed of properly. Please place all trash in plastic garbage bags and dispose of the bags in the camp dumpster, especially on Saturday before departure. Please keep the area around the dumpster clean.

BUDDY SYSTEM Each Scout is to be with a 'buddy' at all times while at Scout Camp. They should be registered for the same merit badges and attending the same activities together. Scouts may rotate 'buddies' to fulfill their desires, but they must be with a 'buddy' at all times away

from their campsite. Scouts must be thoroughly taught this concept.

Additionally, Scouts are not permitted out of the normal activity areas of camp without the unit leader knowledge. Hikes are encouraged, but adult leadership is required.

### LITTERING

No Littering!!! Please review this with Scouts before and during camp. We are proud of our camps and would like your Scouts to have that same pride. Teach them to practice reverse littering; if you see it on the ground, pick it up. Thanks for your support in keeping a clean camp.

### CAMP DUTY ROSTER

Each day several troops will be designated to perform camp details on the detail roster. These details include morning or evening Flag Ceremony, KP duty, shower house clean up, trash pickup, etc. Completion of these details not only helps the camp, but also provides an opportunity for service for the Scouts.

### **BOARDS OF REVIEW**

If a troop desires to have a Board of Review to advance a Scout in rank, the Scoutmaster should make arrangements with his commissioner in advance. A Board of Review will then be scheduled and conducted in accordance with BSA guidelines.

### MEALS

Meals in camp include first night supper through last day breakfast for a total of



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17 meals. Cost for guest meals is \$5.00 for each meal. Meal tickets should be purchased at the camp office for any guests eating in the dining hall or in your troop site. Please see the Camp Director or go to the trading post and purchase meal tickets as far in advance as possible, so we may keep the kitchen staff informed.

### **CENTRAL DINING HALL**

Full service dining facilities are available at our camps. Scouts will assemble by troop in front of the dining hall 15 minutes before each meal. At this assembly information will be given, flags raised or lowered and a blessing for the meal will be offered. Serving will be cafeteria style and Scouts should sit at tables by troops. KP duty will be assigned to each troop on a rotating basis with each troop providing a minimum of two boys for KP duty. Details on dining hall KP will be discussed at the Sunday evening Leader's meeting.

### **TRADING POST**

The Camp Trading Post will have souvenir items, craft items, merit badge booklets, merit badge cards (blue cards), limited items of Scout uniforms, snack food items, and beverages. They also carry camp T-shirts, targets and tickets for shooting sports. Trading Post hours will be announced and posted.

### **UNIFORMS**

*Why do the Boy Scouts have a uniform? For the same reason that a football or baseball team wears a uniform, a uniform sets a standard, promotes group spirit and designates equality from the start.*

*At camp the official Scout uniform is appropriate dress at any time during the week. We ask all Scouts to be in a class A uniform for evening meals and Retreat Ceremonies. We encourage Scout pants and a troop T-shirt or appropriate scout activity shirt worn during the day. Our Camp tradition requires that all shirttails of Scout Uniforms be tucked in at all times.(check BSA manual).*

*All Scouts and Leaders must wear footwear at all times. Demonstrate your troop spirit and Scouting pride by being the best-uniformed troop in camp! TUCK IT IN AND LOOK SHARP! Along with the uniforms, shoes are required at all times, except in the water front area. You may use Water Type Shoes inside the Water Front Areas times OR in the showers. . NO OPEN STYLED OR WATER TYPE OF SHOES OUT SIDE OF THESE AREAS. THIS RULE HAS BEEN MANDATED BY THE COUNCIL RISK MANAGEMENT COMMITTEE.*

*Some of the merit badges that a scout registers require kits for completion. We have provided costs for you when you register your scout on the TENTAROO form. Your Unit will be billed for these costs during the registration process, through the council office. Kits can be picked up at the Trading Post upon presentation of Scout ID.*

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The trading post will also have limited number of merit badge books on hand, please plan on bringing the merit badge books with you to camp. Parents and leaders often ask how much money we would suggest they bring to camp. We find that most scouts will do well with approximately \$40-\$50.00. The trading post will also be able to accept credit cards. The cards that will be accepted will be Visa, MasterCard & Discover.

### Firearms, Ammunition, Slingshots, Fireworks:

Personal items listed above including archery equipment are not to be brought to camp. Shooting in Scout camp is to be in a controlled environment under the direction of trained staff. Sling shots, wrist rockets and fireworks of any kind are prohibited.

### Knives:

For reasons of safety Knives are limited to folding knives only. Blade length of 3" or shorter are best. **While straight blade sheath knives have their purpose, they are prohibited at camp.**

*Please advise all of your leader's and youth of this policy prior to arrival at camp.*

### Alcohol, Drugs and Tobacco

Alcoholic beverages, and drugs are **not permitted** on any Montana Council Property. Persons found in possession of or under the influence of alcohol or drugs will be asked to leave camp. Smoking is allowed only in the vicinity of the leader's own campsite but away from scouts.

**Visitors:** Visitors are permitted in camp, but only under a very narrow range of circumstances. All visitors will check in at the camp office and will be issued a visitor badge. These badges are **required** to be worn during the duration of their stay in camp. Visitors must check out and return their badges upon departure.

**AQUATICS AREA** Use of the aquatics area is permitted only during program time or by prior arrangement with the Camp Director, Program Director and Aquatics Director, and with authorized Team members present. Buddy tags will be issued at the troop check in and validated following the swim check. These tags must be left on the buddy board and in the correct location.

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### OFF LIMITS AREAS

There are very few areas that are off limits to the Scouts; however, those that are will be strictly enforced. Team Camp living quarters, Team shower house are off limits at all times. Exceptions will NOT be made for Scouts who may be family members of the Camp Team. This is the Team member's home for six weeks and will be kept private open to any leader or scout.

Program Areas, when they are closed and proper staff is not on site, are also off limits.

### ANIMALS/PETS

The Health and Safety Standards of our camp prohibit bringing animals of any type to camp.

(Please make this known to anyone who anticipates visiting the camp. Pets **ARE NOT** allowed).

### ***WILDLIFE AT Camp***

Please properly respect the wildlife in the Camps. While there is no immediate danger from any of this wildlife, do not feed, approach, hinder, harass, or otherwise annoy any of the animals in the area. Please do not leave food on the ground or lying around as it may attract animals. Several of the species could carry

rabies and some may bite if attempts are made to feed them. Please report any animals that appear to be acting strangely to the Camp Director for appropriate action.

Killing of any wildlife, except mosquitoes, flies, gnats, and a few other bugs is strictly prohibited.

We recommend that everyone check themselves daily for ticks. While not a serious problem, it is possible to pick up an occasional tick during the summer in Montana. They may carry several diseases that can be potentially harmful.

### **SCOUTING AND PATCH SWAPPING:**

Patch trading is a tradition in scouting. But we follow some basic guidelines.

Adults swap with Adults, and youth swap with youth. This is to provide protection in both directions of a trade. Be watchful of un-scout like behavior with this activity.

### **CAMP TEAM 315**

The camp Team will be a great resource to leaders and youth during their stay at camp. The majority of the staff is selected from the Boy Scouts or Venturing areas of Scouting. However others who are not Scouts/Scouters can apply. The staff is on

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site to provide incredible program opportunities for Scouts and to assist unit leader in their efforts to strengthen their unit. If at any time during your stay while at camp contact one of the staff members and they will be happy to assist you. If you would like to apply, please go to our website [montanabsa.org](http://montanabsa.org) and download the application or contact the Council office at 406-761-6000.

### VEHICLE RULES & PARKING (Grizzly Base and K-M)

**CAMP SPEED LIMIT IS 5 MPH.**

***NO ONE IS PERMITTED TO RIDE IN THE  
BACK OF PICKUP TRUCKS OR IN TRAILERS.***

Boy Scouts of America Camp Regulations require that all vehicles be parked in an authorized parking area. After the Unit equipment has been unloaded (on the 1<sup>st</sup> day) please move your vehicles to the appropriate lot where they are to remain until departure on Saturday. This pertains to all vehicles. Park with the front of the vehicle facing outwards. This will facilitate Safe operation in the case of emergency.

Unit trailers will be allowed as long as the wheels have been chocked and the tongue of the trailer is secured so that the trailer cannot move at all. It shall be supervised by the unit leaders and it is preferred to have the trailer locked at all times. Travel Trailers, RV's, motorcycles, bicycles and ATV's are **not permitted** in camp at any time. Any exception to these rules must be approved by the Camp Director on a case-by case basis, **PRIOR TO ARRIVAL AT CAMP.**

Please see Melita Island Administration Guide for parking. There are special circumstances at Melita.

### PERSONAL HYGIENE

A Scout is clean. Personal hygiene is a matter for the individual Scouts and their leaders. Showers are provided and personal cleanliness is expected. Each Scout is responsible to have clean hands and face when eating in the dining hall.

### RELIGIOUS OBSERVANCES

Each Scout and Scouter is encouraged to turn their thoughts toward their Creator and reflect on their "Duty to God" throughout the week. Please check the schedule to see what time has been set aside for a non-denominational chapel service. We would ask those not attending the services to respect those who do and remain quiet in the area of the chapel. We ask those attending to respect the quiet dignity of the chapel area during the service.

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### Emergency Procedures

All emergency procedures will be put into effect by sounding the camp siren.

**Note:** The camp siren can be heard throughout the camp the following instructions are for your guidance in case of emergency. Review them with your troop before coming to camp. The siren will be demonstrated at retreat on Sunday evening.

**Note:** Comments and statements to the media will be made exclusively by the Camp Director or District/Council Executive. If approached by News media, direct them to the above individuals. Make no comments, please.

### PROCEDURES for all Camp-wide Emergencies:

1. Any emergency will be reported to the Camp Director, Program Director or an available adult Team member. The Camp Director will **always** be found and notified immediately.

2. The Camp Director will sound the siren, if deemed necessary

3. When the siren is heard, all program areas will close and all Team members will report to a specified area, with the exception of the medical personnel, who will remain at the health lodge to await further instructions. (If the emergency is a lost swimmer, the Aquatic staff will remain at the waterfront and conduct a lost swimmer

### LOST & FOUND

Every year numerous items of clothing and equipment are left at camp. If you happen to find an item in camp, please turn it in at the camp office. If you have lost something, you may check for it at the same location. Please have your scouts inventory the items they bring to camp and then check their equipment before they depart for home. Area directors and instructors have been instructed to bring items found in their areas to the camp office or next camp assembly. Items remaining after camp will be donated to charity.

### Discipline

Discipline in camp is primarily the responsibility of the troop leadership. Essentially the rules of camp are the Scout Oath and Law. The troop leadership and Camp Director will deal with infractions of the camp rules and policies. Serious infractions may lead to having the offender sent home. It will be the responsibility of the troop leadership to provide a way to return him home. In the unlikely event that this will be necessary, a follow-up letter will be sent to the chartered organization and parents.

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exercise under the direction of the Aquatic Director).

4. All Scout and Leaders will report immediately to the field in front of the flagpoles. **No one will return to their campsites for any reason until released.** Once the troops are assembled, each troop will account for their Scouts and leaders. The Troop Friend, Commissioner or other staff member will receive the troop status and deliver it to the Camp Director. This will be accomplished as quickly as possible.

5. Once the troop status and head count have been reported, the Camp Director will issue emergency instructions to the remaining Team members and the assembled troops. Scoutmasters may be summoned for details of evacuation or other immediate emergencies.

6. Team members will stand by for any additional instructions or responsibilities.

### **FIRE:**

**The camp fireguard plan is always in effect**

1. In the event of a small campsite fire, the adult leaders on site will assume responsibility and start fighting the fire with assistance from the members of the troop and available equipment. Send two Scouts to report the fire to the Camp Director/Program and/or other adult staff.

Additional help will be dispatched to assist.

2. If the fire is in a program area, the program instructors will assume responsibility and start fighting the fire with assistance from the Scouts and leaders in the area. Send two Scouts to report the fire to the Camp Director and/or other adult staff. Additional help will be dispatched to assist.

3. If a fire gets out of control and threatens the safety of the camp, the Camp Director will oversee the evacuation of camp with the assistance of the Program Director and Adult Staff. Coordination will take place with local Fire Departments through '911.'

4. The Camp Director will notify the local authorities, as necessary.

5. When the situation is under control, the Camp Director will notify the Scout Executive.

### **LOST SWIMMER:**

*Notify the Camp/Program Director and medical personnel immediately*

1. All actions in the water will be under the direction of the Aquatics Director. Overall responsibility rests with the Camp Director.

2. Upon suspicion of a lost swimmer, scouts will be instructed to pair up with their swimming buddy.

3. After a head count is taken, the swimmers will be instructed to get out of

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the water immediately. Swimmers may be instructed to leave the area or to remain while the situation is resolved.

4. The swimmer's buddy will be interviewed concerning the location of the swimmer or possible misplacement of the swimmer's tag.

5. Upon suspicion of a lost swimmer, send two scouts to notify the Camp Director and medical personnel. Medical personnel will respond to the Aquatics Area and stand by until the swimmer is found.

6. Under the direction of the Aquatics Director, the Team 315 members and designated others will search the entire waterfront area. Appropriate water searches will also be carried out by the Aquatics staff and qualified assistants. Additional staff and assistance may be requested by the Camp Director.

7. The search will be extended to the surrounding area, as required, and, if necessary, a lost camper search initiated by the Camp Director.

### **CHILD ABUSE:**

1. If there are reasonable suspicions of child abuse, it will be reported to the Camp Director immediately. **Do not discuss the situation with anyone else.**

2. The Camp Director will report the suspicions to the Council Executive.

3. The four types of child abuse include: Physical, Sexual, Emotional and Neglect

### **FATALITY:**

1. Send two Scouts or an adult to notify the Camp Director immediately.

2. **DO NOT MOVE THE VICTIM OTHER THAN FOR APPROPRIATE RESUSCITATION PROCEDURES.** This is extremely important in the event the situation becomes a crime scene.

3. When the situation is under control, the Camp Director will collect all the facts and notify the proper authorities:

A. Local Authorities:

B. Council Executive

Note: The Council Executive will notify the parents in the above cases. Team members will not speak to the media concerning any of these situations. Media contact will only be through the Council/District Executives or Camp Director.

### **MISSING SCOUTS or LEADERS:**

*The buddy system is always in effect*

1. Upon suspicion of a lost or missing Scout, the Camp Director will be notified immediately. Please do not attempt to find a missing Scout without assistance. **The problem may be compounded if you delay.** Send two scouts to notify the Camp Director.

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## *Summer Camp Leader's Guide*

2. The Camp Director will coordinate with the troop leaders to account for the members of the unit. The missing Scout's buddy will be interviewed as to the possible whereabouts.

3. Program area staff members will coordinate a search for the lost camper in their areas. The waterfront area will conduct a lost swimmer exercise, if necessary.

4. In the event the missing Scout is not found in the campsites or program areas, the Camp Director will appoint Team members and adult leaders to conduct a camp wide search.

5. If a runaway is suspected, the search will be extended to include all roads leading from camp within a 10 mile radius. The Camp Director will request assistance from the local Sheriff Department as needed.

6. Upon discovery of the missing Scout, multiple blasts on the camp siren will sound to end the search.

7. If the missing Scout is not found in the camp vicinity within a reasonable time, the Camp Director will notify local County Sheriff Department and the Scout Executive.

### **MEDICAL EMERGENCY:**

*Treat the injury and notify medical personnel and Camp Director immediately.*

1. Upon any injury to a Scout or leader, trained Team members at the scene will assume temporary responsibility for the

situation and carry out proper first aid measures. If the injury is serious or involves a potential neck or back injury, **DO NOT MOVE THE VICTIM**, until directed by medical personnel.

2. If the injury is minor, have the person escorted to the medical lodge for further treatment. If the injured must be examined and treated on the scene of the accident, send two scouts to notify the medical personnel and Camp Director. Notification from radio equipped program areas may be made by radio.

3. Upon notification, medical personnel will dispatch to the accident site and provide additional medical care as required. Upon arrival, medical personnel will assume responsibility from on-scene staff. Team members will stand by as necessary to assist.

4. If deemed necessary by medical personnel, and in coordination with unit leaders, arrangements will be made by the Camp Director to transport the victim to the nearest medical facility for further treatment. This transport could consist of a privately owned vehicle from the camp, a camp provided vehicle, an ambulance from local hospitals. Time factors and severity of the injury will govern the selection of transport

5. When the situation is under control, the Camp Director will collect all the facts and notify the proper authorities:

A. Local Law Enforcement in the case of any suspected crime.



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B. Council Executive will be notified of any major accident

Note: The Council Executive will notify the parents in the above cases.

### **SEVERE WEATHER:**

*High winds, hail, tornado, and/or severe thunderstorms*

1. The Camp Director will decide the safest place for the Scouts, Leaders and Staff members depending on the severity of the weather. This information will be relayed to the troops through the most expeditious means, usually the Troop friends and Commissioners.

2. In the event that the Scouts and Leaders need to be assembled in the main buildings, they will do so in an orderly manner under the direction of the Team 315 and troop adult leaders. Instructions will be relayed to the troops concerning any equipment they need to bring with them (e.g. sleeping bags).

### **EVACUATION OF CAMP:**

1. Any evacuation contingency will be under the direction of the Camp Director. While the sole responsibility rests with the Camp Director, any evacuation plans will require complete cooperation of the unit leaders and Scouts. Logistically, evacuation can be a difficult process, so instructions must be carried out correctly and without hesitation.

2. The Camp Director will sound the siren.

3. When the siren is heard, all program areas will close and all staff members will report to the stairs of the Flaming Arrow Lodge.

4. All Scouts and Leaders will report immediately to the field in front of the flagpoles. **No one will return to their campsites for any reason until released.** Once the troops are assembled, each troop will account for their Scouts and leaders. The Troop Friend, Commissioner or other Team member will receive the troop status and deliver it to the Camp Director. This will be accomplished as quickly as possible.

5. Once the troop status and head count have been reported, the Camp Director will issue emergency instructions to the remaining Team members and the assembled troops. Scoutmasters may be summoned for details of evacuation.

6. When all Scouts, Leaders and Staff have been accounted for, the Camp Director will oversee the movement of everyone to the evacuation site. If evacuation time allows, personnel may take **ONLY** those items that are necessary and that they are capable of carrying in a backpack, such as clothing, bedding, and first aid supplies. If time does not allow, then evacuation will take place without returning to your individual campsites.

7. All Scouts, leaders and staff must proceed as quickly as possible and in an orderly manner to the evacuation site. This will be accomplished under the direction of the troop leaders, troop guides and designated staff personnel.

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8. It is extremely important that you keep your groups together while evacuating. All Scouts and adults must go **no faster** than the slowest person in your group. **YOU MUST REMAIN TOGETHER.**

9. The Camp Director will notify proper authorities before leaving camp.



- *For Troop Roster, Adult and Youth see Individual Camp Program Guide.*
- *For Camp Schedule, see individual Camp Program Guide.*
- *For recommended Unit Equipment lists see Individual Camp Program Guide.*
- *For list of Merit Badge Offerings see individual Camp Program Guide (Tentaroo).*

# Destination Montana TEAM 315

## *Youth Roster*

Unit \_\_\_\_\_ Scoutmaster \_\_\_\_\_ Hometown \_\_\_\_\_ Week # \_\_\_\_\_

SCOUT NAME	ADDRESS	PHONE (HOME)	AGE	YR @ CAMP	PARENT CONTACT,

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## *Youth Roster*

SCOUT NAME	ADDRESS	PHONE (HOME)	AGE	YR @ CAMP	PARENT CONTACT,

# Destination Montana Team 315

## *Adult Roster*

Unit \_\_\_\_\_ Scoutmaster \_\_\_\_\_ Hometown \_\_\_\_\_ Week # \_\_\_\_\_

ADULT NAME	ADDRESS	PHONE (HOME)	AGE	YR @ CAMP	PARENT CONTACT,

# Destination Montana Team 315

## *Adult Roster*

ADULT NAME	ADDRESS	PHONE (HOME)	AGE	YR @ CAMP	PARENT CONTACT,