



# Weekend Camping Agreement

For Troops, Service Units, and Families

Camps Bette Perot | Gambill | Kadohadacho  
Whispering Cedars, home of The STEM Center of Excellence



This booklet contains important **pre-trip information** for group leaders to **review and share with other adults** in the group.

Dear Campout Leader,

Thank you for your willingness to make camping possible for Girl Scouts! We look forward to welcoming you to camp, and we hope this will be a wonderful adventure for your group.

Please review the information in this packet, use it for planning, and share it with the other adults in your group prior to the campout. If you have any questions, please [contact us](#).

Sincerely,  
The GSNETX Camp Team

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At Girl Scouts of Northeast Texas, we live by the Girl Scout Promise and Law, we value diversity and inclusion, and we are committed to creating a culture of belonging for all.<sup>1</sup>

Please review our [camp culture code](#).

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<sup>1</sup> ACA CR.1.1

# GSNETX Camp Properties & Driving Directions



**Camp Bette Perot**  
2008 Anderson County Road 458  
Palestine, TX 75803

(214) 770-1452  
[campbetteperot@gsnetx.org](mailto:campbetteperot@gsnetx.org)

To Bette Perot, take TX-19 South from Athens (21 miles) or TX-19 North from Palestine (14 miles). Turn west onto An. Co. Rd. 459, where there is a camp sign on the west side of the highway just south of the turn. Travel 2 miles until the road Ts and turn left onto An. Co. Rd. 458. Drive 0.5 miles to camp entrance on the left.



**Camp Gambill**  
47 Camp Gambill Drive  
Sumner, TX 75486

(972) 922-0116  
[campgambill@gsnetx.org](mailto:campgambill@gsnetx.org)

To Gambill, from US-82 traveling east towards Paris, take FM 38 North to FM 2820 East. Travel 4 miles to camp entrance on left side of the road shortly past the Gambill Wildlife Refuge. Or from US-82 West from Paris, take FM 79 West to FM 2820 West. Travel 1 mile to camp entrance on right.



**Camp Kadohadacho**  
119 Hidden Acres Trail  
Pottsboro, TX 75076

(972) 922-0116  
[campgambill@gsnetx.org](mailto:campgambill@gsnetx.org)

To Kadohadacho, from TX-289 (Preston Road) in Pottsboro, take FM 120 West (5 miles). Turn left on Locust Road, where there are billboards for Paradise Cove and Mill Creek Resort. Travel 1.5 miles to the 4-way stop. Turn right on Mill Creek Road (1 mile). Turn left onto Hidden Acres Trail. Look for canoe sign for Camp Kadohadacho. Entrance is 100 yards past bushes on the right.



**Camp Whispering Cedars,  
home of The STEM Center of  
Excellence**  
6010 Whispering Cedar Drive  
Dallas, TX 75236

(469) 998-5484  
[campwhisperingcedars@gsnetx.org](mailto:campwhisperingcedars@gsnetx.org)

To Camp Whispering Cedars, traveling south or west on Ledbetter Dr. in South Dallas, turn west onto Whispering Cedar Dr. Drive less than 0.5 miles, turning left at the fork and proceeding to camp gate at end of road.

# Packing Lists

## Group Packing List

- ☐ Basic first aid kit for minor medical needs
- ☐ Hand sanitizer
- ☐ Food and beverages for all meals and snacks, plus ice for ice chests (drinking water is easily accessible at camp)
- ☐ Dip buckets, dish soap, and sponge for dishwashing
- ☐ Cooking utensils, such as pots/pans, knives, serving spoons, potholders
- ☐ Kitchen towels
- ☐ Group games or activity supplies
- ☐ Extra plastic bags for packing to go home, wet items, etc.
- ☐ Tents, stakes, and ground tarps if camping at Camp Kadohadacho

## Camper Personal Packing List

### Clothing

- ☐ Shirts
- ☐ Pants (required for horseback riding at Bette Perot) and shorts
- ☐ Pajamas
- ☐ Underwear
- ☐ Socks
- ☐ Close-toed shoes
- ☐ Flip flops or sandals for showers
- ☐ Hat
- ☐ Raincoat or poncho

### Toiletries

- ☐ Medications
- ☐ Ziptop bag or small toiletry bag
- ☐ All personal toiletry items: toothbrush/paste, comb, ponytail holders, soap, shampoo, deodorant, menstrual supplies as needed
- ☐ Sunscreen
- ☐ Bug spray

### Linens

- ☐ Sleeping bag OR blanket and twin sheets
- ☐ Small pillow
- ☐ Bath towel

### Other Items

- ☐ Small backpack or fanny pack for use around camp
- ☐ Water bottle
- ☐ Flashlight or headlamp and batteries
- ☐ Mess kit (spoon, bowl, plate, and cup in mesh bag)
- ☐ Bandana
- ☐ Sit upon
- ☐ Book, optional
- ☐ Swimsuit and towel, if swimming (Modest swimsuit that covers stomach or modest trunks)



## Arrival & Lodging

### Pre-arrival email from camp

About one week before your campout, you'll receive an email (provided your UltraCamp forms are complete and your balance is paid in full). This email will include:

1. **Gate code** – The front gate of camp remains closed for camper safety. Share the code only with other adult drivers in your group.
2. **Arrival information** – A reminder of your group's check-in times and where to go upon arrival.
3. **Formstack roster link** – Use this link to submit your final group roster prior to arrival and acknowledge Weekend Camping Agreement.
4. **Packing List** – A checklist of what campers and adults should bring for the weekend.
5. **Burn ban notice** – If a burn ban is in place by the county, you will receive notice so that you can plan cooking and activities accordingly.

### Primary contact responsibilities

The primary contact (reservation holder) is the main point of contact for your group. This person is accountable for the group's stay at camp and for ensuring that all participants follow the Weekend Camping Agreement.

The primary contact must:

- **Remain at camp** for the entire campout.
- **Receive and review all pre-arrival communications** from camp (gate code, roster link, packing list, burn ban notices, etc.)
- **Submit the final roster** prior to arrival through the Formstack link.
- **Ensure group compliance** with camp rules, guidelines, and safety procedures.
- **Communicate with camp staff** if any issues or emergencies arise.

### Check-in and unloading

Friday evening **self-service check-in is from 4:00 pm to 9:00 pm**. We encourage people to please plan to arrive by 9:00 pm if possible. Please plan for your group to arrive together and to assume supervision of all campers upon arrival.

#### **When you arrive:**

- 1) Drive to your reserved lodging area. A welcome sign with your troop or SU# will be posted on the door.
- 2) Unload your gear, then move vehicles to designated parking in main parking lot (see details below).<sup>2</sup> Only vehicles accommodating someone with a disability may remain in the unit area.
- 3) Locate your unit binder in the unit shelter. It contains important camp information, the Camp Departure Checklist, emergency contacts, and maps.
- 4) Settle in and enjoy your weekend!

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<sup>2</sup> ACA AD.4.1

## Vehicles at camp<sup>3</sup>

Speed limit is **10 mph** at all times. Please watch for people at all times, especially after dark. After check-in and unloading, campers walk around camp.

### **Parking:**

All vehicles park in the designated parking lot. Camping groups no longer park a vehicle at the unit unless accommodating someone with a disability. This ensures clear access for service and emergency vehicles.

- Camp Bette Perot – at marked parking lot between dining hall and Palomino
- Camp Gambill – at front of camp behind Director's Cabin
- Camp Kadohadacho – at front of camp by latrine
- Camp Whispering Cedars, home of The STEM Center of Excellence – beyond Observation Tower and flag poles on right

### **Towing:**

- Drivers are responsible for the cost of towing if a vehicle becomes stuck in the mud or otherwise immobilized.
- **Camp Kadohadacho:** Avoid driving past the latrine if the ground is muddy.

## Check-out and Departure

### Camp departure checklist

Before leaving camp, please complete the **Camp Departure Checklist** found in your unit binder and posted by the door. This helps keep camp clean, safe, and ready for the next group.

For Camp Kadohadacho, the checklist will also be sent in the pre-arrival email.

### **When you're ready to leave:**

- 1) Complete the Camp Departure Checklist (includes cleaning, trash removal, returning camp equipment, etc.)
- 2) Remove all personal items from your lodging.
- 3) Leave all areas as you found them – free of trash and personal belongings.
- 4) Report any damages or missing items immediately to the camp email.
- 5) Return the unit binder to its original location inside the unit shelter.
- 6) Vehicles may be driven to reserved lodging areas for loading and departure.<sup>4</sup>

### Check-out time

Sunday morning **self-service check-out is by 12:00 pm (noon)**. Please ensure your group has completed the *Camp Departure Checklist* before fully departing.

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<sup>3</sup> ACA AD.16.1 C

<sup>4</sup> ACA AD.4.1

# Life at GSNETX Camps

## Camp life<sup>5</sup>

In the unit(s) you reserved, you will have access to:

- Your cabins, lodge rooms, or platform tents with bedframes and mattresses
- Latrine with sinks, toilets, and showers associated with your unit
- Unit shelter building with kitchen and group room. This is space shared among other groups camping in the same unit.
- Fire circle(s)

Camp units are equipped with the following:

- Oven with 4-burner stovetop
- Refrigerator with thermometer (please verify temperature is  $\leq 40^{\circ}$ )
- Assorted cast iron Dutch ovens and skillets, plus oil for cleaning; scrub cookware without soap
- Limited additional cooking supplies (please bring any specific items you will need)
- Fire tools: hoe, rake, shovel, and bucket
- Cleaning tools: broom, mop, and dustpan
- Water hose

Camp Kadohadacho: you will have access to:

- Latrine with sinks, toilets, and showers
- Shelter with refrigerator and fire circles
- Avoid pitching tents directly next to the latrine due to septic system drainage.

## Campfire safety

Campfire safety is of utmost importance at camp. Please follow fire safety guidelines as taught in troop camp training.

- Adult volunteers must monitor fires at all times.
- All fires must be completely extinguished.
- Outdoor fires are prohibited during burn bans.

## Sleeping arrangements

The following **sleeping arrangements** apply, except for designated family camp events:

- Girls share cabins or platform tents with other girls within their reserved unit.
- Female volunteers may share cabins or tents with girls only if the entire unit is reserved exclusively by their group and if all GSNETX policies are followed, including having at least two unrelated female adults present.
- **Male volunteers** have separate designated housing and latrines and cannot be counted towards safety-wise ratios. Male adults may be present in camper units from 8 am to 10 pm.

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<sup>5</sup> ACA AD.19.1 B

If you have reserved the platform tents in Raccoon Ridge at Camp Bette Perot, camp will provide **mosquito bed nets** for each camper and can be found in caddies on the beds. Return bed nets to their original bag in the cabin during check-out.

## Sharing camp spaces

Lodging is exclusive, but common areas (unit shelter including kitchen, refrigerator, oven, and stove) are shared with other groups in the unit.

If you'd like to share lodging costs or coordinate with other groups to fill a unit, you may do so voluntarily by connecting with other volunteers via the [GSNETX Rallyhood Cabin Connection](#).

When using shared spaces, please:

- ☐ Clean up after your group has used common spaces.
- ☐ Share refrigerator space (consider bringing ice chests and ice for extra food storage).
- ☐ Coordinate time to use the oven and stove.

Remind your group that camp spaces are shared. Expectations for **successful group living**:

- ☐ Girl Scouts leave a place cleaner than they found it.
- ☐ Girl Scouts respect camp property (no graffiti).
- ☐ Set a time for lights out for your group. Those wishing to stay up later can do so quietly in their cabins or tents.
- ☐ Use the buddy system to ensure no camper is alone at camp.
- ☐ Adults are responsible for supervision of girls at ALL times at camp, including maintaining safety-wise ratios during activities and while walking around camp.

## Trash

Campers are responsible for their own trash:

- ☐ Tie trash in plastic bags.
- ☐ Place trash in designated trash bins.
  - **Camp Bette Perot** – trash bins next to unit emergency parking spaces
  - **Camp Gambill** – multiple green trash bins available at the road near both unit shelters and behind the dining hall
  - **Camp Kadohadacho** – take trash home for disposal (no trash bins at camp)
  - **Camp Whispering Cedars home of The STEM Center** – dumpster at main parking lot

## Maintenance issues

If you notice a maintenance issue, please notify camp staff by texting or calling the [camp phone number](#).

# Planning Your Campout

## Group plans

- ☐ Destination research: accommodations, latrines, cooking facilities, activities, how you will get around
- ☐ Menus and shopping lists for all meals and snacks
- ☐ Transportation plans to accommodate all campers
- ☐ Group games and activities, plus any supplies needed
- ☐ Weather forecast for planning and packing purposes
- ☐ Back-up plans for:
  - Rainy weather: alternative activities and/or rain gear
  - Wet firewood: fire starters and/or charcoal for cooking
  - Burn ban: cooking in unit shelter kitchens instead of over fires
- ☐ Financial resources, such as budgeting cookie money
- ☐ Camper [health forms](#) (part of annual troop paperwork for parents/caregivers)
- ☐ Camper [permission forms](#) (part of annual troop paperwork for parents/caregivers)<sup>6</sup>
- ☐ Reflection time after campout to optimize growth

## Adult camper readiness

- ☐ One troop camp trained adult (required for troops and service units) (TR301)
- ☐ One certified adult First Aider with CPR/AED (required for troops and service units)
- ☐ All adults completed the Protecting Our Girls Training (TR402)
- ☐ All adults must have background check on file with GSNETX
- ☐ Read all information in this booklet and share to other adults
- ☐ Share emergency contact information and emergency plans to all parents/caregivers
- ☐ Willing to camp in rustic outdoor environment

## Girl camper readiness

- ☐ Willing to participate in camp kapers (chores)
- ☐ Willing to take responsibility for personal belongings and personal hygiene
- ☐ Agree to expectations for sleeping arrangements
- ☐ Practice using kitchen tools
- ☐ Practice washing dishes
- ☐ Willing to camp in rustic outdoor environment (wildlife, darkness, sounds, weather)

## Parent/caregiver checklist (for troops and service units)

- ☐ Logistics for weekend:
  - Transportation – departure and return times and locations
  - What girls will be doing at camp
  - Packing list
- ☐ Emergency contact information (group leader's phone number, camp phone number)
- ☐ Emergency plans (for camper injury/illness, inclement weather, etc.)
- ☐ Gate code and parking procedures (if they are driving campers to/from camp)
- ☐ Submit [health form](#) to group leader
- ☐ Submit [permission form](#) to group leader

<sup>6</sup> ACA AD.44.1



## Activities at GSNETX Camps<sup>7</sup>

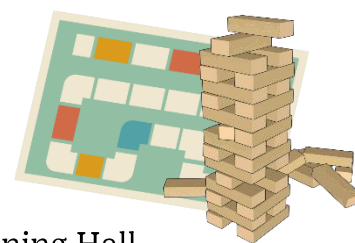
Consider a balance of structured activities (such as planned games or reserved activities), free play, and rest. Remember that cooking meals and doing kapers will take time and attention. You are welcome to bring supplies for any games or crafts you'd like to do with your group.

### Free activity opportunities

You will have access to some free activity opportunities at camp. Please return all items neatly once finished.

#### Camp Bette Perot

- Lawn games in porch closet of Palomino Lodge
- Books and board games in Dining Hall
- Marked hiking trails



#### Camp Gambill

- Porch and lawn games in screened arcade attached to Dining Hall
- Books and board games in Dining Hall
- Marked hiking trails

#### Camp Whispering Cedars, home of The STEM Center of Excellence

- Books and board games in the Welcome Center
- STEM walk backpacks in the Program Building
- Geoquest geology self-guided trail walk via smart tablet
- Energy and Motion mini golf course
- Soundscape
- Reflection area
- Butterfly Garden



### Camp Project Partner Patch

If your group would like to complete a service project at camp, you can [contact us](#) prior to your campout to discuss projects and request approval. These projects are typically larger in scale and may require specific skills or many participants to complete (examples include clearing trails, sanding/refinishing tables, or building new benches).

To purchase the patch, the retail shop will need to see an email from camp staff indicating your project completion.

### Meals

Meals are available for purchase on some weekends at some properties in UltraCamp. All campers are responsible for bringing and preparing their own meals, unless camp meals are purchased ahead of time in UltraCamp.

#### Mealtimes for Camp Bette Perot:

Breakfast 8:00 am  
Lunch 12:45 pm  
Dinner 5:45 pm

<sup>7</sup> ACA AD.41.1

All **dietary needs** should be uploaded to the UltraCamp reservation by two weeks prior to your campout. We are able to accommodate most dietary needs such as vegetarian or dairy free. Please be advised that we are not a dedicated allergen-free kitchen, and all foods are prepared in shared workspaces.

## **Reserved activities**

All reserved activities are led by GSNETX staff with appropriate certification and training<sup>8</sup>. Equipment is provided and participants must follow all safety guidelines.

### **Challenge course activities (giant swing, high ropes, etc.)**

- A properly fitted harness and helmet are required.
- GSNETX camp staff will determine whether a harness fits safely.

### **Horseback riding**

- For safety, participants must not exceed 250 lbs.
- Helmets and other required gear will be provided.

### **Age and registration requirements**

- Age restrictions follow camper program grade levels, as listed in the UltraCamp reservation system.
- Adults must register as adult participants, not under a girl's program grade level.
- Adult spaces are limited to prioritize girl experiences.

### **Scheduling and participation**

- Activity schedules are available in your UltraCamp reservation.
- Please arrive on time and dressed appropriately (see activity clothing chart below).
- Accommodation for late arrivals is not always possible.

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<sup>8</sup> ACA AD.38.1 C

# Activity Clothing Chart

Activity	Clothing	Bette Perot	Gambill	Whispering Cedars
<b>Waterfront:</b> Boating Canoe Kayak Paddleboard	<ul style="list-style-type: none"> <li>• Clothes to get wet</li> <li>• Water shoes (strap-on sandals or aqua socks)</li> <li>• Life vest provided at boat house</li> </ul>		Seasonal	
<b>Challenge course</b>	<ul style="list-style-type: none"> <li>• Tennis shoes</li> <li>• Long hair pulled back</li> <li>• No loose jewelry</li> <li>• Helmet provided at course</li> </ul>	High ropes Low ropes		High ropes Low ropes Giant swing
<b>Equestrian</b>	<ul style="list-style-type: none"> <li>• Long pants</li> <li>• Socks</li> <li>• Shoes with heel (boots for borrow at barn)</li> <li>• Helmet provided at barn</li> </ul>	Daisy round pen Trail rides And more		
<b>Fishing</b>	<ul style="list-style-type: none"> <li>• Close-toed shoes</li> </ul>	Fishing	Fishing	
<b>STEM workshops</b>	<ul style="list-style-type: none"> <li>• Close-toed shoes</li> <li>• No loose jewelry</li> <li>• Long hair pulled back</li> <li>• Safety glasses and gloves provided</li> </ul>			Variety
<b>Swimming</b> Includes swim skills assessment	<ul style="list-style-type: none"> <li>• Modest swimsuit that covers stomach or modest trunks</li> <li>• Towel</li> <li>• Sunscreen</li> <li>• Water shoes (strap-on sandals or aqua socks) at Gambill</li> </ul>	Seasonal	Seasonal	Seasonal
<b>Target sports:</b> Archery Slingshot Axe & Knife throwing	<ul style="list-style-type: none"> <li>• Close-toed shoes</li> <li>• Long hair pulled back</li> <li>• No loose jewelry</li> </ul>	Archery Slingshot	Archery Slingshot Axe & Knife throwing	Archery Slingshot ART-chery Cadette Archery Badge

# GSNETX Camp Procedures

## FAQs and guidelines

- For **FAQs** related to GSNETX camp reservations, please click [here](#).
- For **comprehensive guidelines** related to camping with Girl Scouts, please click [here](#).

## Burn bans

Burn bans are occasionally implemented at local levels for the protection of life and property. During burn bans, **no outdoor campfires** can be built for cooking or recreation. Only indoor and solar cooking are permitted.

Your **pre-arrival email** will notify you if a burn ban is in place.

You can monitor burn bans by county [here](#).

## Changes, cancellations, and refund requests

- Modifications to a reservation can be made up to **two weeks prior to campout** arrival date.
- During this period, cancellations are refundable **minus the 25% initial deposit**.
- Within two weeks of a campout arrival date, cancellations are non-refundable.

If your group will not be attending, please let us know as soon as possible so that we can plan accordingly.

**Illness or injury:** If sick, please stay home! Campers experiencing symptoms (COVID, flu, strep, stomach flu, etc.) must stay home until fully recovered. A refund can be issued for illness/injury with doctor's note or positive COVID test is provided. Thank you for helping keep everyone safe.

**Weather:** GSNETX does not refund camping or activity fees if visitors choose not to participate due to weather. Reserved activities are usually rescheduled during the weekend. GSNETX only issues weather-related refunds in the rare event that camp closes activities or entire camp for inclement weather.

## Group responsibilities<sup>9</sup>

The following are the responsibility of GSNETX volunteers (for troop or service unit camping) or parents/guardians (for family camping):

- First aid care and seeking emergency care as needed. Troop and service unit groups must have a volunteer certified in First Aid/CPR/AED and bring their own first aid supplies.<sup>10</sup>
- Emergency transportation.

<sup>9</sup> ACA AD.38.1, ACA AD.43.1 A,B,C

<sup>10</sup> ACA AD.42.1

- Supervision of campers at ALL times at camp, maintaining [safety-wise ratios](#) during activities, while walking around camp, and during unstructured time in campsite units. Follow the rule of 3 to avoid a one-on-one situation between an adult and a girl.<sup>11 12</sup>
- Complete supervision of group and individual behavior. Appropriate camp behavior includes respect for people, properties, and policies and living by the Girl Scout promise and Law. Group adults have authority to arrange departure from camp for any camper whose participation is deemed unsafe due to environmental, physical, emotional, or other endangerment to themselves, other campers, or staff. Camp staff also reserve the right to dismiss a camper from camp, at camper expense, for these same reasons.
- Following emergency procedures as outlined in this booklet.

## **Health and medications**<sup>13</sup>

Every Girl Scout must have an annual [health history form](#) completed by parent/guardian and filed with the troop leader.

Volunteers must have **written permission from the parent/guardian to dispense medication** for a camper under age 18 at camp.

All medications (prescriptions, over-the-counter, vitamins, herbal products) brought to camp must be:

- ☐ Stored in the original container
- ☐ Prescribed for the person taking it, if prescription medication
- ☐ Unexpired
- ☐ Stored under lock except when in controlled possession of the person responsible for administering (exception: limited amount of medication for life-threatening conditions may be carried by camper or leader, eg epi-pen or asthma inhaler)

## **Nursing infants**

We understand that some adult caregivers have nursing infants and can only attend camp with their Girl Scout's group if they are able to bring their infant with them. Please [contact us](#) if you need to make arrangements to bring a nursing infant to camp. Please bring any supplies and equipment you need to care for your baby, such as a bassinet and portable changing pad or towel.

 Caregivers actively caring for an infant **cannot count toward safety-wise ratios** for their group.

## **Personal property and prohibited items**<sup>14</sup>

Campers are responsible for their own belongings. GSNETX is not responsible for items that are lost, stolen, damaged, or left at camp. For this reason, we recommend leaving valuables at home.

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<sup>11</sup> ACA ST.35.1

<sup>12</sup> ACA ST.36.2

<sup>13</sup> ACA AD.16.1 A, ACA AD.44.2

<sup>14</sup> ACA AD.16.1 A,B,D,E



The following are **not permitted at camp**:

1. No smoking (cigarettes, electronic vaping, or other substances).
2. No alcoholic beverages.
3. No illegal drugs.
4. No firearms, fireworks, or weapons (except council-provided target sports activities).
5. No pets. Registered service animals are welcome.

## Safety and Emergency Procedures<sup>15</sup>

Please be advised that camp properties are natural outdoors spaces with unpredictable weather and wildlife and physical activities that involve some risk.

**Emergency procedures, phone numbers, and hospital directions** are located in unit shelters.

### Emergency communication and general guidelines

#### Communication

1. An emergency may be signaled by constant ringing of camp bell, constant honking of car horn, or announcement over two-way radio system.
2. To report emergency, contact camp staff via two-way radio in unit or by calling [camp phone number](#).
3. Keep two-way radio with group during emergency. Avoid unnecessary chatter on radio.
4. If camping at a property without camp staff, or if camp staff cannot be reached, please report emergencies to the **GSNETX after-hours emergency line: (214) 353-4017**.

#### 911 calls

1. Adult volunteers call 911 if needed. Adult volunteers notify camp staff immediately if 911 has been called.
2. Identify yourself and briefly explain the situation.
3. Share camp address and specific location on camp.
4. Do not hang up until call-taker tells you to do so.
5. Coordinate for an adult to meet 911 at front gate and escort to emergency location.

#### Care

1. Trained First Aiders provide first aid care as necessary. Avoid moving someone who may be critically injured. Move someone only if location is unsafe.
2. Have at least one adult remain at scene of emergency if safe to do so.
3. If area is unsafe, organize group in buddy line, move group away from danger and conduct headcount. Remain calm and stay with group. Wait for all-clear call from camp staff.

#### Follow up

1. Adult volunteers notify camper parents/guardians as necessary.
2. Work with camp staff to complete incident report.
3. Camp staff follow crisis communications tree, notifying department director and chief officers as necessary.
4. Make NO statement of any kind to media (do NOT share names or information).

<sup>15</sup> ACA AD.19.1 C,D, ACA AD.43.1 D, ACA ST.23.1

### **Active aggressor**

1. Get away. Evacuate the immediate area, if possible, by running away from danger.
2. Barricade. If running away is not possible, hide in a protected space where the shooter cannot see you (close and lock doors, block doors and windows, hide behind furniture, remain quiet).
3. Take action. If your life is in danger, disrupt or incapacitate the shooter.
4. Call 911 and call camp staff.

### **Bomb threat call**

1. Assume the threat is real.
2. Keep the caller on the phone while obtaining as much information as possible. Document details.
3. Call 911 as soon as possible.
4. Organize group in buddy line, move group away from danger, and conduct headcount.

### **Chemical exposure or spill**

1. Avoid skin contact, eye contact, and inhalation.
2. Provide first aid as needed.
3. Organize group in buddy line, move group away from danger, and conduct headcount.
4. Notify camp staff.
5. Camp staff notify property staff and call 911 as necessary.
6. Camp staff notify campers about avoiding area as necessary.

### **Evacuation**

1. Organize group in buddy line and conduct headcount.
2. Move entire group to location indicated by camp staff and conduct headcount.
3. Notify camp staff when group reaches evacuation point.

### **Fire (large or uncontrolled)**

1. Organize group in buddy line, move group away from danger, and conduct headcount.
2. [Call camp](#) staff to report fire details.
3. Camp staff call 911 as necessary.
4. If the fire can be safely extinguished, camp staff and adult volunteers cooperate to gather equipment and extinguish the fire.
5. Wait for all-clear from camp staff.

### **Lightning**

1. Weather is monitored via The Weather Channel.
2. End outdoor activities for lightning within a 10-mile radius. "When thunder roars, go indoors."
3. Stay indoors and avoid use of electric appliances and running water.
4. Wait for all-clear call from camp staff.

## **Medical emergency**

1. Provide first aid. Do not move injured person unless location is unsafe.
2. Adult volunteers or camp staff determine whether to seek emergency medical services and call 911. Adult volunteers [notify camp staff](#) immediately if 911 has been called. If camper is transported to emergency services by adult volunteers or camp health staff, still notify camp staff of transport to hospital.
3. Provide injured person's health form to emergency responders.
4. Keep camp staff informed of transport for care, person's condition, and return to camp or discharge to parents/guardians. Document details of hospital and treating physician.

## **Missing person**

1. Check latrines and bunk. Check other groups and other activity locations.
2. [Call camp](#) and give information about the last-known location.
3. Camp staff will organize a search.
4. If missing person is not found within 30 minutes, camp staff will call 911 and notify council leadership. Call sooner for extenuating concerns.

## **Suspected or disclosed abuse**

1. Assume any disclosure is real.
2. Stay calm. Assure privacy but not confidentiality.
3. Notify camp staff privately and immediately.
4. Work together to make prompt report (within 48 hours) of concerns to Texas Department of Family and Protective Services Abuse Hotline at (800) 252-5400 or at <http://www.txabusehotline.org/>.
5. In life-threatening situation, adult volunteers or camp staff call 911.

## **Tornado or high wind**

1. Weather is monitored via The Weather Channel.
2. During a tornado watch (weather conditions concerning but not tornado reported), gather group indoors and continue with indoor activities. Conduct headcount.
3. In event of a tornado warning (tornado reported in area), remain in a sheltered space. Sit on floor away from windows in latrines, storage closets, kitchens, etc. Protect head and neck with hands or bedding. Conduct headcount.
4. Wait for all-clear call from camp staff before leaving shelter.

## **Unexpected visitor**

1. [Call camp](#) staff to share that unexpected visitor is present.
2. Call camp staff to investigate and determine whether visitor is authorized or unauthorized.
3. Unauthorized visitor will be escorted off property by camp staff with second adult present.
4. If unauthorized visitors do not exit camp promptly or they create further threats, adult volunteers or camp staff call 911.

## **Water rescue**

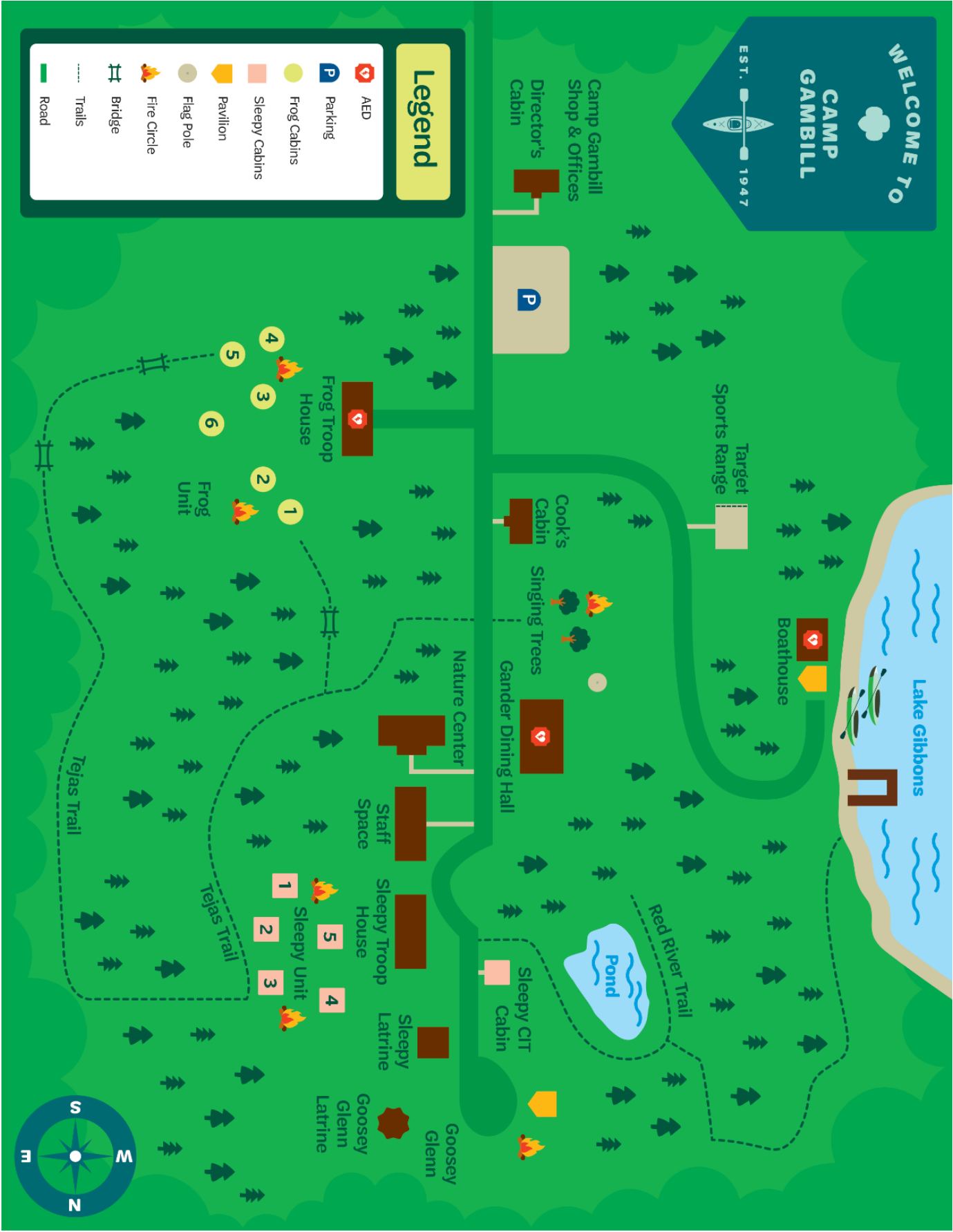
1. If at a designated swim time while lifeguard is on duty:
  - a. Signal emergency with whistle.
  - b. Call for backboard, AED, and 911 notification.
  - c. Other lifeguards clear the water.
  - d. Rescue person onto backboard and out of water.
  - e. Provide CPR, AED, and other first aid as needed until 911 arrives.
2. If not at designated swim time (no lifeguard present):
  - a. [Call camp](#) staff to request any available lifeguards, entry into locked pool areas as needed, and AED and backboard if not at designated swim area.
  - b. If possible without endangering yourself, try to assist person out of water.
  - c. Get backboard and AED if accessible. Call 911.
  - d. Provide CPR, AED, and other first aid as needed until 911 arrives.
3. Clear group from the area.

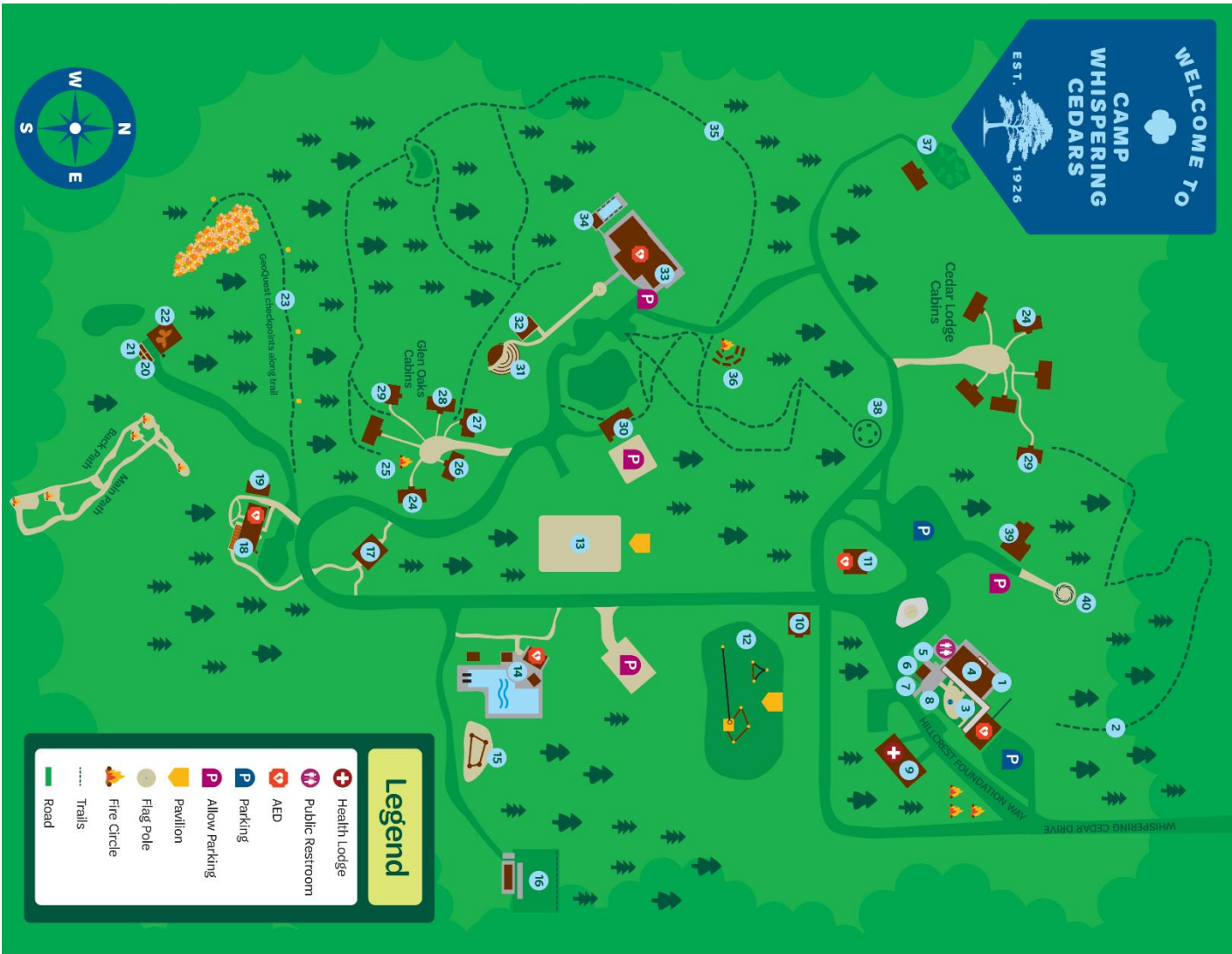
Camp maps<sup>16</sup>



<sup>16</sup> ACA AD.19.1 A







- |   |   |
|---|---|
| 1 The Rees-Jones Foundation<br><b>WELCOME CENTER</b>      | 22 Hillcrest Foundation<br><b>BUTTERFLY PAVILION</b>              |
| 2 Katherine C. Carmody Trust<br><b>TEXAS TREE TRAIL</b>   | 23 <b>GEOLOGY TRAIL</b><br>by Lynne Mabry in Honor of Amy Frazier |
| 3 The Boone Family Foundation<br><b>COURTYARD</b>         | 24 <b>UNIT SHELTER</b>  |
| 4 The Hoglund Foundation<br><b>PROGRAM CENTER</b>         | 25 The Real Estate Council<br><b>FIRE CIRCLE</b>                  |
| 5 The Moody Foundation<br><b>OBSERVATION TOWER</b>        | 26 Elizabeth A. Schartz<br><b>LEADER CABIN</b>                    |
| 6 Rosline Sammons<br><b>OBSERVATION DECK</b>              | 27 Katherine C. Carmody Trust<br><b>CABIN</b>                     |
| 7 <b>TOWER CLASSROOM</b>                                  | 28 Kit & Frank Addleman<br><b>CABIN</b>                           |
| 8 Jennifer K. Bartowski<br><b>OUTDOOR CLASSROOM</b>       | 29 <b>LATRINE</b>   |
| 9 The Dallas Development Fund<br><b>LEADERSHIP CENTER</b> | 30 Harry Bass Jr. Foundation<br><b>HICKORY HOLLOW LODGE</b>       |
| 10 <b>OUTDOOR ACTIVITIES OFFICE</b>                       | 31 Lisa K. Simmons<br><b>AMPHITHEATER</b>                         |
| 11 <b>EDUCATION OFFICE</b>                                | 32 <b>DAY USE SHELTER</b>   |
| 12 AT&T<br><b>ROPES COURSE</b>                            | 33 <b>TEXAS LODGE</b>   |
| 13 Roger & Marianne Straubach<br><b>SPORTS FIELD</b>      | 34 Katherine G. Putrah<br><b>CONNECTED BOTANY SPACE</b>           |
| 14 <b>AQUATICS CENTER</b>                                 | 35 Nita Prothro Clark<br><b>NATURE TRAIL</b>                      |
| 15 <b>LOW ROPES COURSE</b>                                | 36 Rosline Sammons<br><b>FIRE CIRCLE</b>                          |
| 16 Serena Connelly<br><b>ARCHERY RANGE</b>                | 37 Millie and Allan Bradley<br><b>ENERGY IN MOTION ZONE</b>       |
| 17 Texas Instruments<br><b>INNOVATION CENTER</b>          | 38 Dallas Foundation<br><b>OUTDOOR SOUNDSCAPE</b>                 |
| 18 Crystal Charity Ball<br><b>EXPLORATION CENTER</b>      | 39 Templeton Family<br><b>LODGE</b>                               |
| 19 <b>MAKEHER SPACE</b>                                   | 40 Scottie Hubbard<br><b>REFLECTION AREA</b>                      |
| 20 <b>FOSSIL DIG</b>                                      |   |
| 21 Short Family<br><b>NATIVE PLANT GARDEN</b>             |   |