



Guide to Using GSHPA Properties

Within this document you will find the below information. It pertains to all GSHPA property reservations and we encourage you to familiarize yourself with the information prior to your stay with us.

- Know before you go
 - Plan in advance
 - Respect for Others
 - Leave No Trace
 - Facilities Capabilities
 - CodeRed Mobile App
 - Lock boxes
 - First Aid kits
 - AED's
 - Common facility troubleshooting steps
- Save water
- Animal safety and tick tactics
- Food Safety
- Dishwashing procedures for outdoor cooking
- Cleaning chemicals and procedures
- Cleaning restrooms
- Fire procedures
- Activity checklists (for reserved activities)

Know before you go:

Plan in advance:

- Review the Safety Activity Checkpoints to ensure that you have the appropriate preparations and trainings for camping and all scheduled activities while at camp.
- Ensure an adult accompanying the troop has taken the Introduction to Overnight Stays at GSHPA Properties (a minimum of 8 weeks prior to the reservation start date).
- With your troop, identify activities for the weekend.
- Review Volunteer Essentials with attention to the Safety Check Points for the activities your troop has planned and to ensure proper adult-to-girl ratios.
- Plan meals, including budget, shopping and safe food storage. Not all sites have refrigeration.
- Provide information for parents: permission slip, pertinent information on camp, unit/building name, emergency contact person, arrival/departure dates and times and personal gear required.
- Plan for weather.
- Identify any special skills needed for the event.
- Identify needed equipment and who is responsible for bringing it. Individual camping equipment and valuables should be labeled with name and troop whenever possible.
- All of our buildings have a listed capacity that meets with local regulations and Girl Scout guidelines. For the safety and comfort of all of our guests, please abide by all listed capacities.

Respect for Others:

Often there are several groups camping at our sites on weekends. Please show respect for other people's belongings and their space. Use only the fire circle and bathroom assigned to the unit you have rented. As a reminder, quiet hours are 7 days a week between 10pm and 8am.

Leave A Place Better Than You Found It:

At Girl Scouts, we believe in responsible behavior and respecting the environment. That's why Leave No Trace is such an important aspect of Girl Scouts! As stewards of natural resources, it is our responsibility to preserve the beauty of our camps and leave them better than we found them. This can be achieved by following the 7 principles of Leave No Trace.

1. Plan ahead and prepare.
2. Travel and camp on durable surfaces.
3. Dispose of waste properly.
4. Leave what you find.
5. Minimize campfire impacts.
6. Respect wildlife.
7. Be considerate of other visitors.

Facilities Capacities:

All of our buildings have a listed capacity that meets with local regulations and Girl Scout guidelines. For the safety and comfort of all of our guests, please abide by all listed capacities

Keeping Camp Clean:

Housekeeping is the responsibility of the groups using the facilities. Please use the Camp Check-Out Form as the guide for cleaning after your visit.

CodeRED Mobile App:

CodeRED is an emergency notification service by which public safety can notify residents and businesses by telephone or cellular phone about emergency situations. The system is capable of sending messages only to specific neighborhoods or the entire community. CodeRED will notify you emergency weather related issue in the area designate. Please click [here](#) to download the app.

Lock Boxes:

Each unit has a lock box for medications or important items. The code for the lock boxes is “350”.

First Aid Kits:

There are First Aid Kits located in each Unit. Please review the First Aid procedures in the [Safety Activity Checkpoints](#).

Common facility troubleshooting steps

Facility Associates and Rangers may be on site during your rental. Below is a list of troubleshooting steps to take for common issues.

Contact information for the facility associates, and local emergency personnel is located in your the Rental Guide and Policies document for your specific camp.

Power Failure or Electrical Issue:

1. The fire alarm panel will sound an alarm. This is normal and will stop when the power comes back on. Please do not attempt to go into the fire alarm panel or the electrical panel box.
2. The emergency lights will come on which is another indication that the building has lost power.
3. If power does not come back on in a reasonable amount of time, you should leave the building.
4. Contact National Grid # 1.800.465.1212 to report the issue. If there is an elevated issue, contact the proper facility associate or ranger for your site. If unable to contact the facility associate or ranger, please contact the GSHPA emergency line.

Heating Issue:

1. Check the thermostat. Each lodge has directions on how they operate. Is the thermostat on and set at an appropriate temperature for use?
2. If the furnace fails to start, contact the proper facility associate or ranger for your site.

Water Issue:

1. If there is a leak or a water pipe bursts, turn off water at nearest knob if possible.
2. If water is brown or seems abnormal, do not use water.
3. Contact the proper facility associate or ranger for your site.

Save Water

While you are staying at on GSHPA property, please be very careful with the use of water. Our wells are able to supply only a limited amount each day.

In the showerhouse or bathroom:

- Turn on faucet for only the water you need to wash and rinse your hands, brush your teeth and rinse off your brush. Don't let the water run.
- Flush toilets once....Report to the Ranger if a tank continues to run after use.
- Showers need to be quick 3 to 5 minute wash (5 to 10 gallons per minute adds up).

In the kitchens and units:

- Wash fruits and vegetables in a container of water... not under a running faucet.
- When washing dishes, please use three bucket method; wash, rinse and disinfect in three sinks or buckets...not with water running.
- If using the dishwasher, please wash full loads.

For other water conservation steps:

- If convenient, you could draw water from a lake if it will not be used for drinking or doing dishes. Some craft projects require water and the fire buckets near a campfire could use lake water.
- If you hear or see a leak in the camp, please report it to the ranger as soon as possible

Animal Safety

Most of Girl Scouts in the Heart of PA's properties are located in areas rich in wildlife, and guests may see a variety of animals while on site. Campers should be aware of the following safety procedures to prevent wild animal encounters, and should know how to react in the case of an encounter with a wild animal.

Bears

A. Prevention

- a. Remove trash from sleeping areas immediately, and clean all dishes and food preparation areas.
- b. Keep all food out of sleeping areas, in locked facilities or "bear bags". Do not leave food in cars.
- c. Hike in groups and don't let campers straggle behind or rush ahead. Keep all children in sight at all times.
- d. Make lots of noise when hiking to avoid a surprise encounter.

B. In case of an encounter

- a. Stay calm.
- b. Keep your distance. Do not attempt to approach, tease, or feed a bear.
- c. Bears are dangerous when surprised, hungry, feeding, injured, or with their cubs.
- d. Identify yourself by talking calmly and in low tones, so the bear knows you are a human, not prey.
- e. Make a wide detour, leaving the bear an escape route. Keep calm and walk away while facing the bear. Do not run or make sudden movements.
- f. Make yourself look as large as possible, and move to higher ground if possible.
- g. A bear rearing on its hind legs is not always a sign of aggression. If it moves its head from side to side, it may only be trying to get your scent. Bears have very poor eyesight and depend on scent and hearing.
- h. Immediately inform the Site Manager if you see a bear. Tell them where and when you

Tick Tactics*

Heading for the trails? Make sure you don't pick up any unwanted baggage along the way—like ticks. Be on the lookout for these pesky creatures that lurk in moist, shaded woods, low-growing brush, dense weeds, or piles of leaves. Ticks can also be found sneaking around your neighborhood—even in your own backyard especially in woodpiles and areas of high grass. One bite from these creepy little critters can cause diseases like Lyme disease or Rocky Mountain spotted fever.

So how do ticks get on you? Ticks don't jump or fly—you can pick them up on your clothes, skin, or hair just by brushing against a leaf or blade of grass they are sitting on. Once they hitch a ride on you, they will look for a place to attach—like on the backs of your knees, your armpits, in your hair (or near your hairline), or behind your ears. Don't get tick'ed off! You can still enjoy being outside with your friends, camping, or hiking. Just make sure you follow these Tick Tactics to keep ticks off of you!

Know your environment:

Be aware of areas where ticks live and thrive. If you're hiking, try to walk in the center of the trail. If you need to take a break, sit on a rock instead of on the ground (follow these rules in your backyard too!). Also, don't be afraid to ask questions! If you're in a park, ask a ranger or guide about where ticks may be lurking—so you can stay clear!

Raise your protective barriers:

Wear long-sleeved shirts and long pants to keep your skin protected from ticks. Throw on a hat (make sure to tuck your hair under it), and wear high boots—ticks are usually found close to the ground, so tucking your pants into your socks or boots may provide extra protection. You should also make sure there aren't any gaps in your clothing that ticks could get into. Try taping these areas that are loose (around the bottoms of your pants or the cuffs of your sleeves) to keep ticks from reaching your skin.

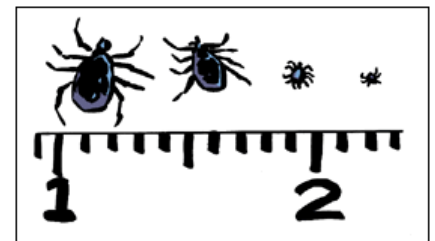
Repel:

Use insect repellent on areas of your body and clothing that may come in contact with grass and brush. Repellents that contain DEET are the most effective, but make sure you rub them on according to the directions. A good rule of thumb from the experts is that kids should use repellents with less than 10% DEET. Get your parents to help you put it on your face so you don't get it in your mouth or eyes. And wash your hands after you apply it. Ask your parents to help you spray all those hard-to-reach spots.

Tick Checks:

When you get back from your hike or from playing outdoors, do a tick check. Check your clothing to make sure there aren't any ticks on it. Ask your parents to help you check the places you can't see like your back, the top of your head, and in your hair. If you wear light-colored clothing, you can see ticks more easily and brush them off before they become attached to your skin. If you find one tick, keep looking—there may be others that you didn't see the first time around. Ticks are hard to see—nymphs (ticks that are not quite adults yet) are the size of a pinhead, and adults are smaller than a sesame seed.

* Source: Center for Disease Control and Prevention, <https://www.cdc.gov/bam/safety/tick.html>



Food Safety Procedures

Storing Food:

- Maintain cold foods at 40°F.
- Maintain refrigeration at 38°F or below.
- Maintain freezer at 0°F.

Preparing/ Cooking Food:

- Cook RAW foods to correct minimum temperature (See Minimum Internal Cooking Temperature chart below).
- Make sure that hot foods remain at 140°F until served.
- Cool leftover hot foods to 70°F within 2 hours and then cool to 40°F or below within an additional 2 hours.
- Reheat leftovers to 165°F within 2 hours.
- Wash hands properly (see Five Steps to Proper Handwashing below) and use disposable gloves and clean, sanitized utensils to prevent contamination of ready-to-eat food from hands.
- Calibrate food thermometers daily to 32°F.

Outdoor Cooking:

- Use the Fire Pits or Fire Circle to cook the food.
- Choose your cooking method- Heat and Eat, Skillet, Foil etc...
- Put out, clean up and secure your site.

Wash, Rinse, Sanitize

- Wash in water at least 110 ° F with a good detergent.
- Rinse thoroughly in clean hot water after washing to remove cleaners and abrasives.
- Sanitize in warm, 75 ° F. water with sanitizer for one minute

Minimum Internal Cooking Temperature

Category	Food	Temperature (°F)	Rest Time
Ground Meat & Meat Mixtures	Beef, Pork, Veal, Lamb	160	None
	Turkey, Chicken	165	None
Fresh Beef, Veal, Lamb	Steaks, roasts, chops	145	3 minutes
Poultry	Chicken & Turkey, whole	165	None
	Poultry breasts, roasts	165	None
	Poultry thighs, legs, wings	165	None
	Duck & Goose	165	None
	Stuffing (cooked alone or in bird)	165	None
Pork and Ham	Fresh pork	145	3 minutes
	Fresh ham (raw)	145	3 minutes
	Precooked ham (to reheat)	140	None

Five Steps for Proper Handwashing



Dishwashing Procedures for Outdoor Cooking

- To make pots easy to clean, rub soap over the bottom and sides of the outside of the pot before it is placed over the fire. A bar of soap or liquid dish soap can be used. (Do NOT soap Dutch ovens)
- Start heating dishwater on your fire soon after the fire is lit, so it will be ready when the meal is finished. In addition to saving time, you will be saving fuel.
- Soak dirty pots and utensils while eating.
- Scrape pots and dishes with a spatula or wipe out with a used napkin/paper towel before washing. This will help keep the water clean.
- Keep dishwater clear by washing least dirty items such as cups and silverware first and pots last. Dishwashing is easier if dishes aren't too dirty. Remember to scrap dishes first.
- Use a splatter screen/colander (not provided) at the kitchen drain (spit pit) for collection of food particles to discard in trash.

Washing and sterilizing (three bucket method):

- Equipment needed:
 - 3 heavy duty dish pans or deep buckets (not provided)
 - Sponge and scrub pads (not provided)
 - Soap (provided)
 - All Purpose Cleaner (provided)
 - Vinyl gloves (optional, not provided)
- Steps for washing:
 1. Using a napkin or rubber spatula, wipe or scrape plate and bowls well and pre-soak pots before washing.
 2. Using first dish pan, wash dishes in hot sudsy water
 3. In second dish pan, rinse dishes in warm, clear water.
 4. Put dishes and utensils in dunk bag.
 5. In third dish pan mix cool water with a sterilizing solution (following directions on package).
 6. Dunk bag by drawstrings in water with sterilizing solution to sterilize dishes. Hands should not go in this water.
 7. Carefully shake excess water from dunk bag and hang on a drying line.

* *NOTE: Do not wash dishes under outdoor water faucets.*

Cleaning Chemicals and Procedures

Cleaning Supplies and Chemicals:

- Camp Archbald: Toilet Cleaner, Window Cleaner, Floor Cleaner and All-Purpose Cleaner.
- Camp Furnace Hills: Disinfectant, Restroom Cleaner, Cleaner/degreaser, Glass/Surface Cleaner
- Camp Happy Valley: Disinfectant, Restroom Cleaner, Cleaner/degreaser, Glass/Surface Cleaner
- Camp Small Valley: All-Purpose Cleaner, Floor Cleaner and Windex

Safety Data Sheets (SDS) are located with cleaning supplies at camps. These are the **ONLY** cleaning supplies to be used at camp, according to state health regulations. Please do not provide your own cleaning chemicals and **do not use bleach**. Please note: Not all camp properties have the cleaning supplies listed below.

Dish Soap - *For dishes, pots & pans*

- Dilute 1 pump of dish soap per 2 gallons of water. Wash dishes thoroughly.
- Rinse.

Dish Sanitizer - *For dishes, pots & pans*

- Dilute 1 pump of sanitizer per 2 gallons of water.
- After washing dishes with the Palmolive Dishwashing Liquid and rinsing thoroughly, immerse dishes in sanitizer for 60 seconds.
- Remove and allow dishes to air dry - do not rinse.

Cleaner/Disinfectant - *For tables, latrines/flush toilets and showers*

- Please wear gloves when using this product.
- Latrines/Flush Toilets: Follow cleaning procedures as noted in site information packet and/or as posted.
- Tables, Bathroom Floor, and Shower: Spray surface until damp, let sit for up to 5 minutes, wipe surface with paper towel.

Glass Cleaner - *For windows*

- Spray on surface, wipe with paper towel.

** NOTE: Children must be supervised at all times when using cleaning products. Gloves should be worn when performing cleaning duties that involve chemicals.*

Cleaning Restrooms

Every group using the facility is responsible for cleaning up after themselves. The following must be performed daily:

Chemicals and Supplies are stored in camp lodge basement:

- Broom
- Bin for trash
- Spray Bottle
- Sanitizer/Disinfectant
- Supply of toilet paper

Sweep and Wash:

1. Always wear protective gloves when performing cleaning duties.
2. Sweep floor with broom provided. Sweep walls.
3. Clean toilet and sink using the following procedures:
 - a. With spray bottle, spray all surfaces with AJAX surface cleaner (3 squirts) until damp.
 - b. Using long handled brush provided, swish toilet bowl and seat. Never pour solution into toilet.
 - c. Wipe off all surfaces with paper towel and discard with trash.
 - d. For outdoor toilets, clean pine needles and leaves out of sink and rinse.
 - e. Discard disposable gloves with trash.
 - f. Return cleaning supplies to storage area

Disposal of Rubbish

- Bag and remove trash/garbage and dispose of it properly.
- Never drop used sanitary supplies of any kind into toilet.
- Trash bin for trash should be left on floor.
- Litter around bathroom area should be collected and placed in unit trash bag.

Replenish Supplies

- Replace soap if needed. Replace toilet paper.

Check and Report

- Report all repairs needed on the Departure Checklist.
- Call the ranger regarding leaking water.
- All doors should always be closed, except when in use.
- REMEMBER: ALWAYS WEAR PROTECTIVE GLOVES WHEN PERFORMING CLEANING DUTIES

Fire Procedures

Firewood Locations:

- Camp Archbald: Across Schoonover Hall
- Camp Furnace Hills: Wood bins located by Whispering Winds, Foxfire Program Centers
- Camp Happy Valley: Wood sheds located at Gobbler's Glen, Skyloft and behind Little House
- Camp Small Valley: Between Mattis Lodge and Maintenance Building

Gathering Safety Equipment:

1. Before building any fire, you should always have adequate safety precautions ready and on hand.
2. You should always have at least two fire buckets filled with water or sand within arm's reach of your campfire at all times.
3. Always extinguish accidental fires on the ground or in clothing immediately. If they're small enough, stamp them out. If they're larger than that, smother them with sand or dirt, or douse them with water. To extinguish clothing fires, follow the "stop, drop and roll" method.

Fireplace Lighting Procedures:

1. Open the flue damper all the way.
2. Prepare a small fire base using dry sticks, kindling, or paper. Note: If the chimney is on an outside wall, the air inside the chimney will be cold. Cold air is heavy, so smoke has a hard time going through it. To reduce the chance of the fireplace smoking, carefully follow step 3.
3. **This step must be performed by an adult!** Take a sheet of newspaper and place it in the chimney above the damper opening. Light the paper. After it completely burns and goes up the chimney, the cold air is gone and it is now okay to light your fire base.
4. When the fire base is burning well, start adding small dry logs to the fire one at a time.
5. Burn all wood completely to ash or leave partially burned log in fireplace.

Fire Procedures, Con't

Preparing an Existing Fire Ring or Pit:

1. If your campsite has a fire circle, ring or pit, be sure to thoroughly clean out any ash, charcoal or other debris.
2. Carefully remove any flammable materials (such as sticks, dry leaves or other vegetation) from around the edges and outside perimeter of the ring or pit up to at least one foot away. You do not have to dig up or remove rooted grass, but you should cut it down to lower than the top edge of the ring or stones, almost flush with the bottom edge, if necessary. If your ring or pit is surrounded by dry, dead grass, you'll have to be extra vigilant for sparks.

Building and Lighting a Fire:

There are many ways to build a fire. Which style you choose depends *on* what you ultimately wish to have a fire for-cooking, celebration, and so on. Here are three basic styles that lend themselves well to a variety of campfire situations:

- **A-Frame:** The ideal fire for cooking. Once started and established, it can be built up to just about any size. The best fire style for a good, general-purpose cooking fire in the shortest amount of time.
- **Teepee:** Produces tall flames, making it ideal for one-pot cooking and pretty bonfires. Especially easy to start in windy conditions. Can be built to any size.
- **Log Cabin:** Easy to build, requires little maintenance once lit, and produces excellent coals. Great for cooking or bonfires, as it can be built to any size.

Fuel: To make a fire, wood of all sizes is needed, and for Girl Scout Outdoor Program purposes, there are three categories:

- **Tinder** is anything small that burns well like very small dry twigs, paper, and so on. This is what you actually set fire to and it will have to generate enough heat to set your kindling on fire. You will need a loose bundle that would over fill a large mug.
- **Kindling** is the next size up; it needs to burn long enough and hot enough to set fire to the fuel around it. Collect enough to fill a baseball cap, and you can use twigs roughly the size of a pencil or larger wood that has been split down.
- **Main Fuel** is the main wood for the fire. The thicker the wood the longer it will take to catch fire but once burning will last longer. How much you collect will depend on the type of fire you are building, and these are covered in the following sections.

Fire Procedures, Con't

Laying an "A" Frame Fire:

Place tinder inside the top triangle of the "A" so that one end of each twig is resting on the floor of the fire pit and the twigs are all leaning against the crossbar of the "A". The result should be a sort of miniature lean-to of twigs. Don't pack your tinder too closely-make sure you're leaving enough space for good ventilation.

Laying a TeePee Fire:

To make a cooking or bonfire sized teepee, start by making a small A-frame in the center of your fire pit. Take small fuel and create a teepee of wood around the A-frame. Make sure you leave at least one opening large enough for you to reach the A-frame inside, and make sure that the sides of your teepee are close enough to the A-frame to catch when you light the fire.

Laying a Log Cabin Fire:

Start by making a small A-frame or teepee in the center of your fire pit. Build a miniature log cabin of small or medium sized fuel around the A-frame or teepee. The size of wood you choose will be determined by the size of the fire you wish to have. Gradually lay the logs toward the center as you build the cabin. Remember to leave plenty of space for good ventilation. In the end it will have the appearance of a pyramid.

Important Campfire Safety Rules:

- NEVER pour flammable fluids onto a flame or source of heat. The fluid can ignite and the flame can (and probably will) run right up the stream of fluid to ignite the container in your hand, with explosive and extremely harmful (if not fatal) results.
- NEVER leave a fire unattended at any stage between lighting and extinguishing. DO NOT go to bed while there is any fire or glow visible in your pit or ring. Left unattended, open flames or glowing coals (even ash-covered embers that don't appear to be glowing) can very easily lead to a spreading fire.
- NEVER put plastic, glass or metal items in a fire. Glass and metal can become dangerous at the worst, and constitute littering at the least. Plastic produces some truly noxious and toxic smoke that can harm people in a wide area.
- NEVER use your fire pit or ring as your trash receptacle. Paper products should not be added at all. Paper is often coated with plastics or impregnated with other chemicals that can produce noxious or toxic fumes, and burning paper smuts can be borne aloft and land somewhere to start more fires.

- ALWAYS be aware of your hair or clothing when working with a fire. Tie your long hair back securely and roll up loose sleeves.
- ALWAYS be aware of the prevailing wind or gusty weather. Watch to make sure that the wind doesn't blow your campfire flames dangerously close to flammable materials.
- ALWAYS be aware of the presence and actions of others around your campfire.

Extinguishing a Fire:

Outside Fire: Stop feeding the fire in a timely manner to allow wood to bum down to embers. Sprinkle with water from a fire bucket. Stir ashes around with a stick. Roll logs over. Place hand over fire circle to check for hot spots. Sprinkle again. Place hand in fire circle. Should be able to pick up pieces of charred wood and place hand flat on ashes. Everything must be cold. If warm, keep sprinkling with water and stirring. Pieces of charred wood may be soaked in fire bucket filled with water to thoroughly extinguish. Check site again at a later time to be sure fire is completely out.

Indoor Fire: Never use water to extinguish fire in stone or brick fireplaces or wood stove. Plan ahead to let a fire in a stone or brick fireplace, or wood stove, bum out naturally. Stop feeding it long before you plan to leave so that it has time to do so. Shovel ashes into a metal bucket. Transfer ashes to an outdoor fire circle. Sprinkle with water to ensure that the ashes are totally out.

Activity Checklists

Activities:

GSHPA properties have a variety of activities available.

Waterfront, archery, climbing wall, zipline and some low ropes activities must be reserved through DoubleKnot. Each of these activities must have a certified facilitator present at all times. Review [Safety Activity Checkpoints](#) for further information. The certification must be sent in a month prior the property reservation.

Camp Happy Valley low ropes, and Camp Small Valley low ropes near Glade and Glen do not require certified facilitators in order to use. Additionally, hiking and gaga on each property do not require facilitators.

Please see samples of the activity checklists below. There will be copies at each activity location.

Archery Activity Checklist

Pre Activity Checklist

- Inspect bow structure for cracks or chips
- Inspect bow string for fraying or warping
- Inspect targets and backstops to ensure they are in good repair
- Ensure girls and adults are not wearing dangling earrings, bracelets, and necklaces that may become entangled in equipment
- Communicate system for control shooting and retrieving with group
- Review all safety procedures with the group

Post Activity Checklist

- Inspect bow structure for cracks or chips
- Inspect bow string for fraying or warping

Climbing Tower Activity Checklist

Pre Activity Checklist

- Inspect ropes for tears, frays, stretching, warping, and or any deformations
- Inspect harnesses for tear and frays
- Check carabineers for cracks or wear and correct operation
- Check helmets for cracks or damage to straps
- Check the wall support structure
- Inspect wall holds and report any loose or damaged ones
- Check the wall for any protruding holds that could cut or harm climber

Post Activity Checklist

- Inspect ropes for tears, frays, stretching, warping, and or any deformations
- Inspect harnesses for tear and frays
- Check carabineers for cracks or wear and correct operation
- Check helmets for cracks or damage to straps

Low Ropes Activity Checklist

Pre Activity Checklist

- Inspect elements for tears, frays, stretching, warping, and or any deformations
- Inspect area for debris such as downed branches, tree limbs and/or big rocks
- Review correct spotting techniques
- Review series of commands

Post Activity Checklist

- Inspect elements for tears, frays, stretching, warping, and or any deformations
- Inspect area for debris such as downed branches, tree limbs and/or big rocks