



CAMPMASTER CORPS

GOLDEN SPREAD COUNCIL

THE PURPOSE OF THIS TRAINING

- To present and discuss the duties of a Campmaster
- To present and discuss the qualifications of a Campmaster
- To familiarize Campmasters with emergency camp procedures
- To review camp policies and procedures
- To review council policies regarding camp
- To familiarize Campmasters with camp infrastructure.

DUTIES OF A CAMPMASTER

- Administers short term camp operations
- Presentations of short term camp programs
- Is Councils' representative while on duty (directly represents the councils' and rangers' attitude and ability to serve boys and units)
- May have to deal with serious accidents or other emergencies
- Will be steward of valuable property and equipment.

ADMINISTERS SHORT TERM CAMP OPERATIONS

- Check units in and out of camp.
 - Review camp rules
 - Confirm two deep leadership
 - Remind units about fires, animals, etc.
 - Ask if the unit has any special needs
- Make sure camp, council and BSA rules are followed.
- Open program areas and buildings as needed.

- Monitor activities in camp.
- Be available to assist units as needed.
- Handle emergencies.
- Act as “Goodwill Ambassador” for the camp, the council and the BSA.

PRESENTATIONS OF SHORT TERM CAMP PROGRAMS

- Presentations of programs should be scheduled ahead of time whenever possible.
- Be prepared to give presentations on short notice.
- Be careful not to assume leadership of the unit. Remember, you are an invited guest assisting the unit.
- If your presentation is pre-scheduled, be prepared.

BEING THE COUNCILS' REPRESENTATIVE

- Set the proper example by how you act, how you look and what you say.
- Be prepared to enforce rules and do so fairly, firmly and with diplomacy.
- Be prepared and willing to take charge in the event of emergencies.

DEALING WITH EMERGENCIES

TYPES OF EMERGENCIES

WEATHER

FIRES

LOST CAMPER

MEDICAL

SERIOUS ACCIDENTS

FATALITIES

WEATHER

- If threatening weather is in the forecast, monitor weather reports.
- Review camp policies of responding to severe weather with units.
- If severe weather becomes immanent, notify units.

FIRES

- The only fires that units should fight are fires that can be easily and quickly extinguished using reasonable methods.
- If a fire becomes out of control, notify authorities (911) immediately.
- Sound camp-wide alarm and assemble all units on parade ground.
- Perform camp-wide headcount. If any campers are unaccounted for, notify Randall County Sheriff's Dept. immediately.

FIRES (cont)

- Do not allow youth campers to search for missing campers. Organize adults to search for missing person(s) while maintaining adequate adult leaders with group at parade ground.
- Maintain contact with authorities in the event evacuation becomes necessary.

LOST CAMPER

- Interview all members of the lost campers' unit to determine most likely location of the lost camper.
- Solicit help from other adults in camp while maintaining adequate adult leadership for all youth.
- If lost camper is not located within a reasonable time period, contact authorities.

MEDICAL EMERGENCIES / SERIOUS ACCIDENTS

- In the event of a medical emergency or serious accident, the first course of action is to render appropriate first aid
- If the situation warrants, call 911. If 911 is called, make sure someone is waiting at the front gate to direct emergency responders to the location of the victim
- Provide the best care possible to the victim until help arrives.

MEDICAL EMERGENCIES / SERIOUS ACCIDENTS (cont)

- If the medical emergency or accident involves unconsciousness or requires that the victim be transported to a hospital, the scout executive should be notified as soon as is practical.
- A written account of the accident or medical emergency should be made by the Campmaster and any witnesses to the event as soon as is practical. These accounts should be taken personally by the Campmaster to the council office.

FATALITIES

- In the event a fatality should occur, the cause of the occurrence should be determined, if possible, so that additional injuries or deaths can be avoided.
- Authorities must be notified immediately
- The council executive should be notified immediately after authorities.

FATALITIES (cont)

- The Campmaster and all witnesses to the occurrence should make detailed written accounts which should be delivered by the Campmaster to the council executive.
- The council executive is *the only* person authorized to talk to any media representative.
- The council executive and/or authorities will be the ones to notify the family of the victim.

CAMP PROGRAM AREAS

- Swimming in the pool at Camp Don Harrington and the lake at Camp M.K. Brown require certified personnel.
- Use of boats and canoes require Safety Afloat, Safe Swim Defense and CPR certification.
- Use of the rifle/shotgun range require NRA certifications .
- Use of rifle range for BB guns is limited to District or Council activities only. (i.e. units may not use the ranges for BB guns.)

CAMP PROGRAM AREAS (cont)

- Archery range requires a trained adult that has been trained by a NCS certified instructor.
- COPE course activities require NCS certified director.
- Climbing tower operation requires NCS certified director.
- All requirements are listed on the Special Use Request Form available at the office and at the CM Building for reference.

CAMP INFRASTRUCTURE

- All buildings have diagrams indicating the location of cut-offs for water, gas and electricity. Campmasters will visit each area to familiarize themselves at the hands on training you will receive.
- There is a Campmaster book in the Campmaster Lodge (Lew Benz) showing emergency cut-offs for utilities not in buildings.
- The Campmaster book contains a list of the utility companies and corresponding telephone numbers for each.

CAMP INFRASTRUCTURE (cont)

- All buildings are required to have fire extinguishers. Remember – fire extinguishers are simply “first aid” for a fire. Do not endanger your life or the lives of others by trying to fight a fire that has grown beyond the capability of the extinguisher. Get everyone out of the building and call 911.

Qualifications of a Campmaster

- Be a registered adult Scouter
- Have extensive camping experience using Scouting methods
- Have completed Boy Scout leader outdoor training
- Have previous experience as a unit leader is helpful
- Be familiar with BSA and council policies relating to health and safety

Qualifications of Campmaster (cont)

- Have knowledge of BSA approved first aid practices
- Have knowledge of camp emergency procedures
- Be certified in BSA Youth Protection (available on line) every 2 years
- Be certified in Safe Swim Defense and Safety Afloat (available on-line)

CAMPMASTER SIGN-UPS

- The Campmaster program suggests that each Campmaster sign up for two weekends each year but you may sign up for more if you like. The council will send out calendars three months in advance so you can plan your schedule accordingly.
- It is not recommended that Campmasters bring their children unless they also bring their spouse. Your primary responsibility as Campmaster is to the camp.
- Campmasters may not bring any pets to Camp and no alcohol is allowed.
- Generally, you will be contacted on Thursday prior to your weekend to go over the upcoming weeks activities, times, special requests etc. If no unit signups are scheduled, you will not be asked to be at camp.

What's next?

- After you have gone through these slides, contact the Camp Ranger (CDH) at 679-9617 and/or MK Brown (MKB) at 826-1024 to schedule a time to meet. He will walk you through the facilities, show you the cutoffs, go over camp specific policies, and answer any questions you may have. Typically, all Campmasters will be based at CDH but occasionally we need one at MKB.
- The Ranger will notify the Council Program Director who has completed the training and he/she will add you to the master listing. Once every three months, you will receive a calendar for the following quarter to request Campmaster service. All instructions will be attached.