



GIRL SCOUTS OF NORTHEASTERN NEW YORK, INC.

8 Mountain View Avenue, Albany, NY 12205

(518) 489-8110; Toll Free: 1-888-4GSNENY; Fax (518)489-8065 www.gsny.org

CAMP WOODHAVEN SITE ORIENTATION

CWH is located one mile north of Galway on Alexander Road (off Route 147). It has nearly 250 acres, with three half-screened cabin/tenting units, a Troop House, Long House, and other small buildings. There is a small pond, usable for swimming and boating, and a marked nature trail. The camp offers an outstanding area for nature study. The property is used for summer day camp, troop camping and day use, council and association events, and outside group rental.

Caretaker: The caretaker is available for emergencies only on the weekends; his number is posted near each phone for emergencies. The caretaker will take care of any non-emergency concerns during the week.

Parking: Most cars should be parked in the main lot near the entrance to camp. **One** vehicle only may remain parked near each unit/lodge, **facing out**, for emergency use only. The camp roads are one-way lanes and **must** be kept open for emergency vehicles. The one vehicle that will stay in the unit may transport food and heavy gear.

Cars in winter, roads will be closed due to slippery conditions. It is best to leave **ALL** cars in the parking lot in winter. If cars get stuck, it is up to the individual to get the vehicle out. **WE DO NOT PROVIDE TOWING SERVICE.**

Temperature: The large rooms in each side of the Troop House are heated by wood burning stoves. Thermostats in the kitchens and bathrooms are intended to provide heat in winter only.

Wood Stoves: Heating with stove doors closed is most efficient. Regulate the fire by using the draft controls located on the doors.

Electric Heat: In winter the kitchens and bathrooms are heated electrically. Doors to kitchens and bathrooms should be kept CLOSED to retain heat.

***When leaving camp**, please be sure thermostat is turned down to 50 degrees and bathroom doors are closed.

Trash: Papers may be burned using extreme caution. **ALL OTHER TRASH MUST BE TAKEN HOME**, unless the dumpster fee is paid. In outdoor units trash bags should be kept sealed and placed in a vehicle each night, out of the reach of animals. Grease needs to be placed in cans until cool and then stored with other trash in vehicle. **(Grease should never be dumped in "grease pits.")**

Building etiquette: When camping in a building, shoes and boots should be wiped upon entering. Boots need to be left near the door and not worn indoors.

Check out list: A clean-up checklist is sent to troop/group leader before the trip. This checklist should be consulted when setting up as well as when closing camp. (Everything should be cleaned and returned to its proper place before leaving.)

****Check out list and keys must be returned to the Albany Service Center within 2 weeks of your camping trip or your security deposit will be forfeited. Any site problems need to be reported to the Outdoor Learning Specialist (489-8110) as soon as possible.**

First Aid: Troops should bring a first aid kit to camp. If an accident or incident should occur, please fill out an Accident Report immediately and return this to a Council Service Center. Please notify the Outdoor Learning Specialist as soon as possible by phone if an accident requiring professional medical attention occurs.

Food: Food in outdoor units should be cleared away immediately after meals and stored in airtight containers, out of the reach of animals (preferably in a car). Toothpaste and perfumed toiletries should also be stored in airtight containers. **THERE SHOULD BE NO FOOD LEFT IN TENTS OR OUTDOOR SHELTERS.**



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Smoking and Alcohol: Smoking is only permitted off camp and away from children. There is no consumption of alcohol on GSNENY properties at any Girl Scout function where girls are present.

Firewood: Plenty of fallen wood is available at the camp. A supply of tinder, kindling, and fuel (enough for two small fires) needs to be left, under cover, for the next group's use. A limited amount of cut wood is available for the woodstoves. **New York State has a regulation prohibiting the transport of firewood more than 50 miles from its source.** Please keep this in mind when transporting firewood.

Latrines: While the Troop House sides have flush toilets, other units have latrines. Single-ply white toilet paper should be used in all latrines. Small plastic bags need to be available for disposal of sanitary napkins, tampons, etc. which **must not be dropped into latrines or toilets.** In outdoor units, hand washing should be done under running water whenever possible. **NEVER USE A COMMON BAR OF SOAP.**

Telephone: Dial 911 for emergency services. In many areas of camp cell phones can receive service. A land-line telephone is located in the Troop House. Emergency procedures are posted near the phone. All other calls must be made through the operator (collect or credit card). The camp phone number is 882-9351.

Water: Water is available in all outdoor units (except primitive) from approximately APRIL 15 until OCTOBER 15. For outdoor units, hoses should be picked up from the Barn (for Gypsy) or from Long House (for other units). At no time should lake water be used. Hot and cold running water are available at all times in the Troop House, but should be turned off when you leave. The main shut-off and the hot water tank for both sides are located under the kitchen counter. ***Both the hot water heater(s) and the main shut-off need to be turned off when leaving.***

Equipment: Outdoor units are equipped with mattresses, brooms, pails, plastic john pail, shovel, dustpan, garbage can, and fire extinguisher, all of which must be **picked up from the Barn (for Gypsy) or from the Long House (Boat House) (for other units).** Troops need to bring its own supplies or everything else (cooking, serving, eating, housekeeping, etc.), including an airtight container for food storage. The Troop House sides are fully equipped with mattresses, pots and pans, coffee maker, microwave, etc.

Animal Safety: No pets are allowed at camp. Most campers are aware of it but they still need to be reminded **NEVER TO TOUCH OR TRY TO FEED A WILD ANIMAL.** Rabies has been spreading locally. If a person gets bitten, wash the area with soap and water and take to the hospital. Ticks in this area have been found to carry Lyme Disease. Campers (or their parents) should tell the health care provider they've been to camp if they come down with fever, flu-like symptoms, or a rash within a month of camping. Long sleeve shirts and pants in the woods and girls checking themselves when changing, will help prevent ticks from attaching and possibly infecting the person with the disease.

Campfires: Fires **must** be built in fire circles or woodstoves **only.** A full pail of water must be nearby before fire is lit. Campers with long hair need to tie back their hair when near the fire. Also, use caution with loose clothing around fires.

Woodstoves: Before use, clean out ashes from woodstove, after use, put fire completely out

- Leave ashes in fireplace for next group to clean out
- Close the air baffles and doors tight when leaving
- Leave wood for next group

Lanterns and cookstoves: Lanterns and cookstoves may be used in kitchen shelters, if desired. If propane fuel or "Coleman" fuel is used, **adult supervision must be maintained. LANTERNS AND STOVES SHOULD NEVER BE LEFT BURNING WITHOUT SUPERVISION.**

Hazards: The area close to the dam is off limits to campers. Also, because there is moving water beneath the ice, **NO ONE IS PERMITTED ON THE ICE AT ANY TIME, FOR ANY REASON.**

Gate: For the security of all concerned, the camp gate is to be locked before dark and kept locked until early morning. If part of the group is arriving late and/or coming in early, arrangements must be made to meet them at the gate. Gate key should be with the director or person in charge at all times.



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CAMPING UNITS:

BUILDINGS (year-round)

Troop House Side 1 and Side 2 - sleeps 15 and 25 respectively, the Troop House, overlooking the scenic pond, is an excellent place for year round gatherings. The Troop House has two sides, which can be closed off and separate for privacy during multiple group camping experiences, or can be opened up for a large group. Each side has a large program and/or sleeping room with heat, electricity, running water, bathroom facilities, shower, a full kitchen (stove, oven, microwave, coffee maker, fridge/freezer, dishes, pots and pans), mattresses, and a woodstove.

OUTDOOR UNITS (mid/late-April – mid-October)

Each outdoor unit has a covered shelter area for cooking and activities during inclement weather, drinking water, and an outhouse. These units are available in the warmer months between mid/late-April – mid-October. Outdoor units are equipped with mattresses, brooms, pails, plastic john pail, shovel, dustpan, garbage can, and fire extinguisher, all of which must be **picked up from the Barn (for Gypsy)** or from the **Long House (Boat House) (for other units)**.

Gypsy – sleeps 22, located near the Troop House Gypsy has 2 cabins with screens, a large covered kitchen and smaller covered activity shelter. This is a great place to practice outdoor cooking skills or as a place to practice camping before trying a night in the platform tents.

Lumber Jill – sleeps 19 (27 with tents), Farther along the trail lies Lumber Jill, which has three cabins similar to the ones in Gypsy, but also has 2 platform tents, 2 outhouses, and a large covered kitchen shelter.

Pioneer – sleeps 24, Test out your camping skills like the pioneers who ventured west in Pioneer unit. Located on the opposite side of the pond from the Troop House with 6 platform tents, this is a great place to relax under the stars and let the crickets lull you to sleep.

Long House – sleeps 13, You'll love the view from the porch of the Long House this summer! Situated right on the pond, this cozy building is great for program space or as a sleeping spot. There is a woodstove to fight off the chilly fall nights, a refrigerator, water, and latrine out back.

Frontier – Try your hand at really roughing it and pitch a tent in this beautiful forested area.

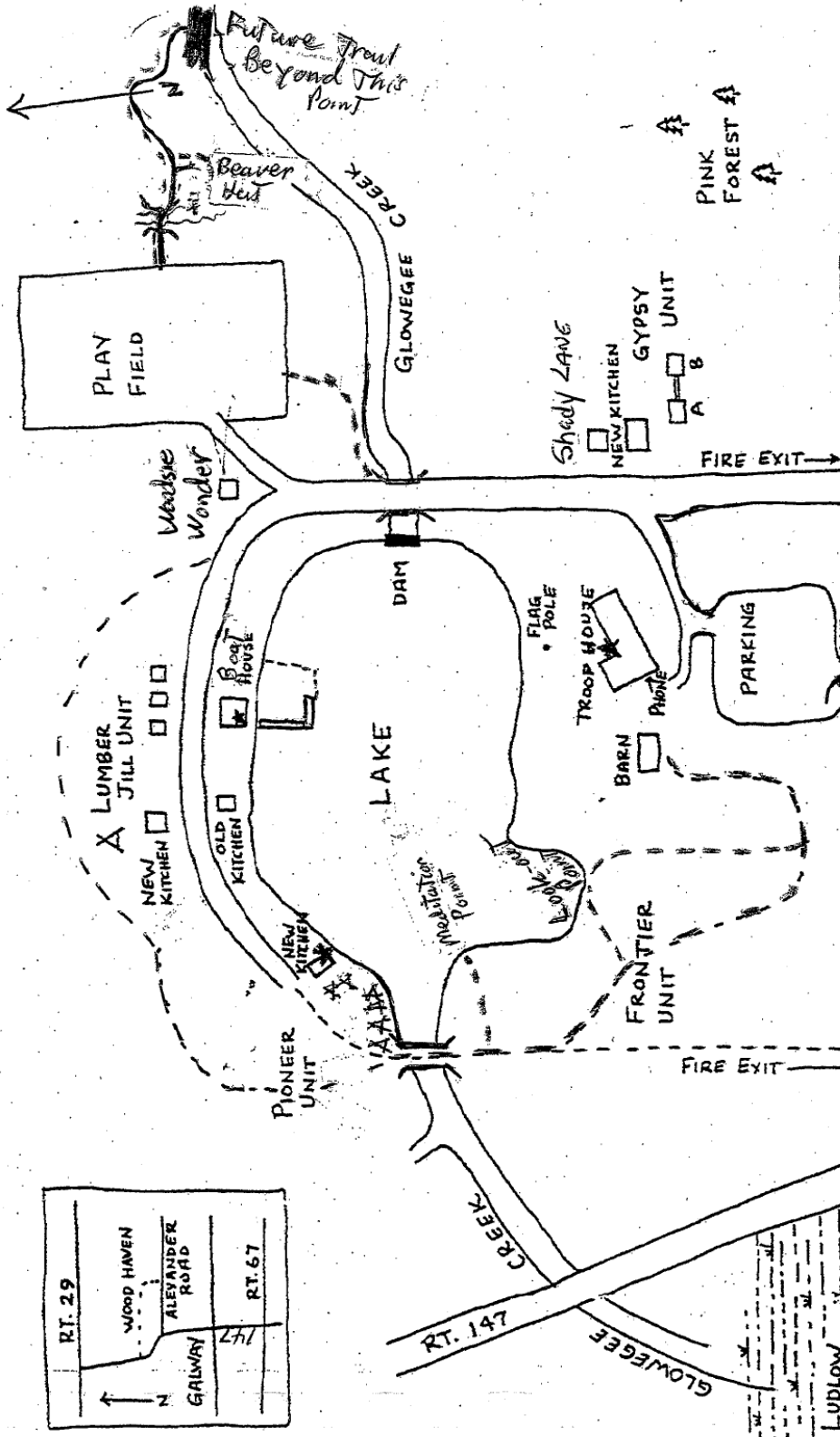




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LEGEND (102 ± ACRES)

- ★ FIRE ALARMS (ON EXTERIOR OF BUILDINGS)
- X TENT UNITS
- TRAILS

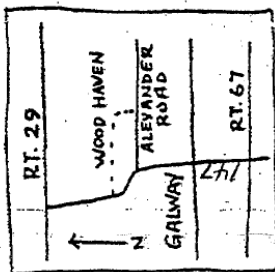
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Phone 1882-9351

CAMP WOOD HAVEN

2015 ALEXANDER RD

RT. 147





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EMERGENCY PROCEDURES

Leaders taking girls camping should have with them a current Health Examination form. It is recommended that adults also have a completed Health Examination Form. A camping troop also needs a First Aider, as well as a First Aid Kit. For First Aid requirements, see *Outdoor Training Needed by GSNENY Volunteers*.

CRISIS CONTACT INFORMATION

For WH

- Amsterdam Memorial Hospital 518 - 842-3101
- Health Dept. 518- 793-3893
- Galway Village Police 518- 882-9181
- Sheriff 518- 885-6761
- Poison Control 1-800-222-1222

Emergency Contact Instructions

Emergency Contact Instructions

For after hours questions or concerns regarding a property please contact:
Heather Kisselback, COO (518) 222-3073

For all other serious emergencies please follow the instructions below:

What to do in the event of a serious accident, emergency or fatality:

- Give priority to securing medical attention for the injured person
- In the event of a fatality notify police and leave the victim and surrounding area undisturbed
- **Telephone the CEO, Chair or other council official to report the emergency and secure assistance**
- Refer all media (newspaper, radio, TV) inquiries to the CEO, Chair or council-designated person. Do not discuss the incident, place any blame, or accept liability.

Kerry Connolly, CEO (518) 587-7723 (res); (508) 237-1668 (cell) please note different area code

Jennifer Gilston, Board Chair (518) 883-5443 (res); (518) 209-3115 (cell)

Ellen Schell, 1st Vice Chair (518) 834-5131 (res);

John Prybylowski, 2nd Vice Chair (518) 877-7121(res) (518) 395-4692 (work)

Valerie Trudeau, CDBO (518) 891-9760 (res); (518) 332-8463 (cell)

MEDICAL EMERGENCY PROCEDURES

ILLNESS: Notify the parent and request they pick up their child. If parent is unavailable, contact emergency number given for child. If neither parent nor emergency contact is available, isolate child from group and keep comfortable until contact is made. First Aider should record date, time, symptoms and any action taken. NO medication is to be given to a child without written parental permission.



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INJURIES: Simple injuries not requiring a doctor or medical assistance are treated by the designated First Aider. First Aider records date, time, nature of injury and treatment given. A copy of written information is sent home to the parent.

Injuries requiring more than first aid, but not requiring an ambulance – administer necessary first aid and call parent for instructions (i.e. possible stitches, x-rays, etc.). First Aider should proceed accordingly, recording all action taken, conversations held with parent and instructions given.

Injuries requiring immediate treatment beyond basic first aid – first call rescue squad (number listed by phone). Then notify parent, explain situation and ask them to remain available by phone until rescue personnel decide what action is needed. If parent cannot be reached before ambulance arrives, confirm to which hospital child will be taken. Notify parent or emergency contact, ask them to meet child at hospital and remind parent to take necessary medical information with them.

** **ALL** injuries must be reported, in detail, to GSNENY Service Center within 24 hours of return. Should the Service Center be closed (holiday, weekend, etc.), a message may be left on the answering machine. A written accident report and insurance form must be submitted to the Service Center promptly.

MISSING CHILD

In the event of a missing child, a quick search should be made of the entire premises and facilities. Should this search not be successful, the parent, State Police and Council Service Center should be notified at once. If the Service Center is closed, contact one of the persons whose number is listed as Crisis Contact Information.

Prevent this situation:

Assign specific campers to each adult to supervise.

Count campers periodically to be certain all are accounted for, especially when moving from one area to another or when out of camp on hikes, trips, etc.

Use the buddy system.

Establish rule that all campers are to check in regularly with their adult and to always ask permission to go anywhere away from the group.

If a child is missing:

Conduct an organized search of the immediate area, including tents (look under the beds!!), latrines, building, etc. If not successful, notify encampment director and/or camp ranger immediately.

They will organize a search of the other units and all common areas in camp (waterfront, play field, lodge, etc.).

Everyone else should stay where they are until further notice to avoid confusion during the search.

RISK MANAGEMENT/LIGHTNING SAFETY/WEATHER RADIO

WARNING – towering, cumulonimbus clouds – “thunderheads”, darkening skies, lightning, thunder, rising winds

PRECAUTIONS –

INDOOR SAFETY

1. Stay indoors or go indoors, if possible. Inside a closed car is excellent protection.
2. Stay away from doors, windows, walls, fireplaces, heaters, metal pipes, sinks and plug-in appliances.
3. Crouch with feet together in the center of the room. Avoid metal bunks.
4. Do not use plug-in appliances, telephone or run water.

OUTDOOR SAFETY

1. Seek protection in a low spot or under head-high clumps of trees.



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2. Avoid single large trees, flag poles, hilltops, open spaces, wire fences and low areas with streams running through them.
3. If you must stay in the open, crouch with your feet together. Group members should be approximately 30 feet apart.
4. Stay out of the water, no swimming or boating.

IMMEDIATE SAFETY

If lightning and thunder are simultaneous, if you feel an electrical charge, if your hair stands on end or skin tingles, if you smell the odor of ozone – drop to the ground immediately.

COMMON SENSE

Keep an eye on the weather, listen to weather reports.

If a storm is coming closer to you, i.e. the time between the flash of lightning and the sound of thunder is decreasing, begin to take precautions – don't start on a hike, bring activities closer to shelter.

SEVERE STORMS – Severe Thunderstorms, Tornadoes, etc.

Keep an eye on the sky and an ear to the wind!! If a storm appears to be approaching, listen to the weather radio.

Get everyone out of the water and boats and off the beach immediately.

Go to the nearest building.

Gather in center of building, crouch down with feet together.

Stay away from walls, windows, plumbing, electrical equipment, telephones, fireplaces, stoves, flush toilets, etc.



If caught outside and away from a building:

Find a ditch, ravine, depression, or lowest area possible. If woods are nearby which have trees of the same size, go into the woods.

Crouch down, head down, feet together, and arms around legs.

Stay off hills, open rocky ground and away from lone trees or small groves, electrical poles and wires, wire fences, etc.

FIRE SAFETY

Do not place any objects on or near electric heat sources at any time, even when heat is turned off. Keep fuel supply and all flammable objects away from wood stoves and fireplaces. Keep building exits clear at all times. Report any perceived fire hazards or discharged fire extinguishers to the Council immediately following trip. Be careful of clothing near fires – most clothing is extremely flammable. Ensure all campers know of the stop, drop, and roll procedure to use if clothing ignites. Be familiar with the recommended fire exits, as posted in the unit kitchens.

If fire is suspected, first evacuate the area, then sound an alarm, then dial 911. **NEVER REPORT A FIRE FROM THE BUILDING THAT IS ON FIRE.** When evacuating the area, remember that fire truck is longer and wider than a normal vehicle. Keep people well off the road to allow fire apparatus ample room.



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Before coming to camp:

- A. Familiarize yourself with the layout of the camp and where the established roads and paths are in relation to your unit.
- B. Familiarize yourself with the fire alarm system.
- C. Familiarize yourself with the location of the phone(s).
- D. Familiarize yourself with the location and availability of fire-fighting equipment. Familiarize yourself with how to use a fire extinguisher.
- E. In case of a **VERY SMALL** fire that can be extinguished, assign one leader to be in charge of evacuating campers immediately, before the other leader attempts to fight the fire. Be prepared to sound the alarm and evacuate if fire is unmanageable.
- F. Know how many campers will be in your units so you can be sure all have been evacuated, if the need arises. You should also know who the campers are, in case someone is missing, you will know who she is.
- G. Know and practice with your girls the **STOP, DROP, AND ROLL** procedure.

FIRE DRILLS

- A. Each group should hold a practice drill within the first 6 hours of camp.
 1. Discuss the location of fire alarms, the preferred exit path(s) and the meeting point outside of camp as soon as possible after arriving at your unit/building.
 2. Decide on a signal to use for your fire drill (NOT the actual fire alarms, unless you need to alert the whole camp.)
 3. Decide in advance where the girls will meet in response to the “mock” alarm. (In troop camping situations you might decision, for example, to meet at the entrance to your unit and not actually leave the camp. Circumstances vary; use your judgment.)

If you are attending an established Service Unit Encampment an all-camp drill must be planned by the Encampment Director.

PROCEDURES FOR EVACUATING UNITS/LODGES:

- A. If you discover a fire (or hear a siren from another unit), **SOUND YOUR FIRE ALARM** (if you have one nearby) and:
 1. Quickly and quietly assemble campers, count them, and proceed to the pre-arranged meeting place. One adult should lead. Use the buddy system.
 - a.) At **Camp Woodhaven**, the Pioneer, and Frontier units meet at the end of the path which runs from the foot bridge to Alexander Road. Everyone else should meet in the parking lot out of the way of incoming emergency vehicles.
 2. Stay on established roads and trails. Remember to keep campers out of the way of emergency vehicles.
 3. One adult should stay behind to be sure all campers are out of tents, latrines, and ensure doors are closed at the lodge, etc. That adult “brings up the rear” as the group exits camp.
 4. Once campers are assembled outside of camp, count heads again. Send one adult from your meeting place to report any missing campers to the fire fighters, rangers, or camp director. (Know who they are so the searchers will know for whom to look).
 5. The first adult out should call the fire department.
 6. **DO NOT** return to the camp until the okay is given by the firefighters (or person in charge of drill). When you return, shut off the fire alarm if it is still sounding.



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WATERFRONT PROCEDURES

Lifeguards: Adult lifeguards certified in **Waterfront Lifeguarding** (or Lifeguard Certification plus Waterfront Lifeguard Module) are required for all swimming activities on GSNENY property: one lifeguard for **every 25 swimmers**, plus one watcher. Lifeguards may only supervise boating activities if they hold Small Craft Safety Certification or the equivalent.

Watchers: Watchers are adults helping to supervise swimming activities. Watchers must assist the lifeguards with swimmer surveillance and assist in emergency situations as instructed by the lifeguards. American Red Cross Basic Water Rescue Training is recommended for all watchers.

Boating Supervisors: Adults certified in Small Craft Safety, or with documented experience supervising boating activities, are required for boating on GSNENY property: one supervisor is needed for **every 12 people** on the water in boats. Boating Supervisors do not need to be certified in lifeguarding, and must not supervise any swimming activities nor conduct swim tests.

Boaters: Youth and adults who wish to boat should be comfortable in the water, and must practice boating skills on land prior to entering the water. Swim tests are not required, though boaters should be confident in the water. It is always best for the adult in charge to know the swimming abilities of all boaters. All boaters, youth **and adults**, must wear a life jacket at all times on the water regardless of swimming ability. One adult, who is a deep-water swimmer and who is experienced in handling a boat, must be in the boat with non-swimmers or novice swimmers. When the weather permits and a lifeguard is available, participants should practice putting on a life jacket, entering the water, righting themselves, and coming to the surface; as well as practice floating with a life jacket on.

Troops and Service Units are able to find qualified volunteers to run these activities for them, or are able to request certified individuals from the Outdoor Learning Specialist for a fee. Copies of the appropriate certifications must be on file with council for a volunteer to be eligible to supervise waterfront activities on GSNENY properties. Regardless of whether or not an individual volunteers their time or receives a fee, all individuals supervising waterfront activities on a GSNENY property must be or become registered members of the Girl Scout movement. **Lifeguards and Boating Supervisors may contact the Outdoor Learning Specialist to obtain a take-home guide and test, and to obtain paid or volunteer work.**

Swimming and boating equipment are expensive to maintain in good condition. Everyone can help by:

- Not sitting or hanging on the swimming area ropes.
- Using dock ladders rather than pulling themselves up onto the docks.
- Returning all boats/canoes to the small craft area after each use and properly tying or racking them.
- Returning all oars, paddles and life preservers to where you found them and storing them carefully.



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**PROCEDURES TO BE FOLLOWED BY GROUPS ENCOUNTERING STRANGERS
(Hunters, fishermen, hikers, riders, motor bikers, hecklers)**

1. Ask politely what their business is and if you can help them.
2. Inform them that they are on private property, that it is posted and used as a children's camp.
3. If they state they have permission to be on camp property, ask to see identification and write down their name and address and inform Council of their presence when you send in the report.
4. If, after requesting the trespassers to leave, they refuse to do so, or if steps above present an imminent danger, call the State or local police.

UNDER NO CIRCUMSTANCES ARGUE OR ATTEMPT TO PHYSICALLY REMOVE THE TRESPASSER.

5. While waiting for the police, write down all pertinent data – date, time, place, witnesses, and what was said. Try to obtain car license number and/or, if a hunter, the number of the hunting license.
6. Inform Council (list is by the phone) of what has happened.
7. If police ask if you are willing to file charges, inform them that you must first check with the Council. Bear in mind that such charges do not have to be filed immediately.
8. Sign no papers until you have talked with Council.

PROCEDURES TO FOLLOW WHEN ENCOUNTERING ANIMALS ON CAMP PROPERTY

Each of our camp properties is home to a variety of animals living in their natural environment. The age-old Girl Scout procedures still apply: any animal encountered is to be left alone and given every opportunity to seek safety and security on its own. It is to be respected for what it is – an animal living in the “wild” which will protect itself and its young if threatened.

This is especially true of animals that appear “friendly”, sluggish, or unconcerned by the presence of people. In all likelihood, any such animal is sick and should definitely be left alone.

Occasionally a neighbor's pet dog or cat may wander onto our property. Girls should be told to leave these animals alone as well.

Much has been written recently about the increased number of reported rabies-infected animals within the counties of our council jurisdiction. Should you, while on our camp property, observe any animal that appears to be acting unnaturally, or aggressively – please do the following:

- Be certain no one approaches the animal and have everyone quietly and calmly leave the immediate area.
 - In the event any individual is scratched or bitten, obtain professional medical attention immediately.
 - Identify the animal (i.e., raccoon, etc.) and note where on the property the animal is seen (be as specific as possible) and approximate time.
 - Please call the Council Service Center (518-489-8110) during the next available business hours with the following information:
1. Your name and phone number where you can be reached.



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2. Which camp you attended.
3. What animal you saw, how it was behaving, where on the property, and approximately what time, you saw the animal.
4. If you called someone for assistance, whom you called and what action they took.

EVERYONE CAN HELP – By following the basic camping and site procedures regarding the storage of food and disposal of garbage, you help discourage all animals from becoming attracted to and comfortable in our main camp areas. Youth, especially, need to be reminded not to have food in their tents or shelters. As always, scrub down tabletops (or cover with a plastic sheet or tablecloth) before preparing food and eating and again afterwards to remove any food particles.

PROCEDURES REGARDING BATS AT THE CAMPS:

- Before troops arrive troop leader will do a visual inspection of all sleeping quarters to be used. Inspect all crevices (use flashlight) both inside and outside tents/cabins and between tents and flies.
- The Encampment Director, or troop leader, must also be certain all tent fly ropes are properly tied to insure that the fly does not rest on the tent near the ridge pole. (This is the bat's favorite nesting site.) If ropes are missing, caretaker should be notified.
- Campers and adults should be taught that bats have an important role in the natural world by reducing the insect population. It is common to see bats swooping over the lakes at twilight as they hunt for food. Bats are able to avoid objects and will not try to land on people. However, active (non-roosting) bats found in the day are unusual and should be reported. Most bats are not rabid and do not carry the disease, but caution is always prudent.
- If a bat or bats are found in closed quarters during waking hours, the adult in charge should calmly remove the campers from the area. Capture/removal of the bat may be attempted **if the adults deem the safety risk to be minimal**. If bat is not removed the safety of the girls or adults is at risk, the caretaker should be notified. If you cannot reach the caretaker, you should contact local animal control.
- Bats may be captured by placing a can or pot over the bat, then slipping a flat piece of cardboard over the opening and securing the container tightly.
- If a child awakens to find a bat in her sleeping quarters, the situation is treated as if she were bitten (because bat bite marks are so small). The Health Department requires all individuals within the sleeping quarters to also receive the rabies vaccine unless the bat is captured and tests rabies free. The Council must be notified immediately of such an incident, and the incident must be reported to the appropriate Health Department.
- If the bat is captured or killed, it should be taken to the local County Health Department for testing (this can only be done if the head remains uncrushed).



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SUPPLEMENTAL ACCIDENT REPORT

To be completed for any reported serious accident involving substantial medical care and/or potential major insurance claim.

** ALL injuries must be reported, in detail, to GSNENY Service Center within 24 hours of return. Should the Service Center be closed (holiday, weekend, etc.), a message may be left on the answering machine. This written accident report must be submitted to the Service Center promptly.

Name of Injured _____ If child, age _____
Check if adult _____

Address _____
_____ Zip _____

Home Phone _____ Work Phone _____

Name of Parent/Guardian (if child) _____

Date of accident _____ Date Reported _____ Time of accident ____AM
____PM

Describe exact location of accident (name of camp, recreation, business, or other facility; specifically what part of facility; etc.) _____

If accident occurred outside, describe the specific conditions (rain, snow, ice, wet, dry, warm, cold, sun, clouds, etc.) _____

Please list names of any other persons involved in accident and whether they had injuries.

Name

Injury (if none – so indicate)

Please describe the nature of the injury.



GIRL SCOUTS OF NORTHEASTERN NEW YORK, INC.

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What medical attention was sought or obtained and how quickly was it summoned? (Rescue squad, paramedics; taken to hospital; by whom? etc.)

Please describe clearly how the accident occurred (draw diagram, if helpful).

In your opinion, what was the immediate cause of this accident (what action or failure to act and/or conditions contributed most directly)?

Witness(es)

Name _____ Home Phone _____

Work Phone _____

Name _____ Home Phone _____

Work Phone _____

Any of the above witnesses a relative to the injured? If so, who and what is the relationship?

Name of person completing above portion _____

Home Phone _____ Business Phone _____

THANK YOU for your help and cooperation!!