We believe that it is always best to be prepared for the health and safety of our scouts. We have several different plans for both prevention and response to unwelcome visitors, hazardous weather, medical incidents, and the spreading of illness. Our protocol is made up of information from the BSA organization, the American Camp Association, the CDC, and local law enforcement, as well as those on our council committees as of 5/4/2022. This preparation is part of our approval process to run camp. Any updates made to these procedures will be communicated to registered participants and published to our website in real time. Please be aware that these plans may change based on new information/resources. Note that any disruption to the enforcement of these procedures or refusal to comply with Staff instruction will result in removal from camp.

**Unwelcome Visitors**

We want parents to know that scouts are with. Only registered youth and adult participants/ registered guests may enter campsite or program areas. We identify individuals by wrist band color. Adult and Youth participants are identified by RED wristbands. Registered guests are identified by a GREEN wristband. Staff are identified by YELLOW Wristbands. Each person receives one wrist band upon arrival, and it is to be worn during the duration of your time at Wehinahpay. Conscious removal or transfer of a wristband will result in removal from camp.

We ask that your Troop match one another as much as possible. Avoid Forest Green T-shirts (to help better identify staff) and bring enough shirts for your stay OR take advantage of our Camper Shirts for purchase in the Trading Post! 1 shirt free at check-in, each extra shirt $12 each, or 5 shirts for $50. Persons not identifiable by matching shirt will be approached by staff and can then be identified via wristband. If an individual is seen without a wristband, we’ll escort them to the Camp Office to issue them a new one using their Troop photo (taken at check-in) to verify their registration or the sign-in book for guests.

In the event of an Unwelcome Visitor

* All staff return to their program areas with scouts to continue program until instructed otherwise.
* The Camp Director, Medic on Call and the Ranger will become involved and assist in the removal of the individual from camp property.
* Law Enforcement may be called at the discretion of the Camp Director, Medic or Ranger
* If the situation escalates, other precautions such as Lock-Down or Evacuation may be initiated.

The Lock-Down and Evacuation protocols for escalated situations, possibly armed trespassers, or missing Scouts are not published publicly and are given to registered Adult Leaders upon arrival. This is to ensure the safety of staff, leaders, and participants in these events.

Please note that any communication with Law Enforcement should be initiated by Camp Administration.

**Hazardous Weather**

The New Mexico sky can be hard to predict. Our staff are prepared to respond to, and continue program through, many scenarios of unfortunate weather. Rain or shine, we plan on having a blast at camp. However, we know that there are some storms that are better to wait out. We have a Flash Flood, Fire, and Extreme Wind safety plan that is discussed and communicated each week to all participants (based on upcoming weather patterns and Forest Service guidance). In the event of hazardous weather, the staff will expect full cooperation in any evacuation or shelter processes. It’s a full group effort and requires patience and focus but can be the difference between an interrupted day of program and a stressful situation.

**Medical Incidents**

As it happens, playing in the woods can come with its risk of scraped knees and bruised elbows. It’s our responsibility to respond to a range of medical scenarios and have made it our mission to be prepared to do so. During check-in, all Health Forms will be given to our Medical Services staff. There is not an exception for this piece of paperwork. No scout, visiting parent or leader is permitted to stay overnight on our property without it. It’s vital that our medical staff have access to that information in the event of an injury or illness. This paperwork is referenced and used to determine the best care for each individual, so it’s best for the paperwork to be filled by a guardian for youth or by the adult whose name is on the form.

Any medical evacuation from camp will result in a pause in program and notification of the persons’ emergency contact.

**Spreading of Illness**

None of us are strangers to the importance of hygiene and consistent monitoring of illnesses in a camp setting. While participants at camp may not be bathing every night, there are ample opportunities to wash hands or sanitize throughout the day and after using our latrines or facilities. Wehinahpay staff always have hand sanitizer with them and are great resources for extra wipes, masks, soap, or sanitizer for your personal use at camp.

We have a strict policy on respecting personal space both with participants and with staff. This is to create an environment where we check in regularly with one another to stop the spread of seasonal illness and germs. You may be asked to give one another space, where a mask, occupy different areas of a room, or our spaces may have signs to limit the number of people there/take certain precautions. These policies vary from program area to program area and will be communicated both verbally and in writing/signage at camp.

Like all the best Scouts, we encourage you to “be prepared” with 2-5 facemasks (including bandanas or neck gaiters), personal sized hand sanitizers, adequate under garments and socks for your stay, toiletries, allergy medication (if applicable), personal tissue packs, and of course your water bottle!

Staying hydrated once you are at camp is an important part of staying well throughout your session. Sharing water bottles is strongly discouraged and scouts will not be permitted in program areas without a water bottle of their own.

**FINAL PREPARATIONS (LEADERS’ GUIDE EXCERPT)**

COVID-19 SPECIFIC PREPARATIONS

To ensure the wellness of other participants and the staff, we are providing Covid-19 tests to be taken as close to your travel as possible. We also require a Covid-19 Waiver signed by a scout’s parent or guardian and a Questionnaire for your Unit when you meet up to travel to camp.

WHAT DOES THAT LOOK LIKE?

* Take some time to review the Covid-19 specific policies with everyone in your group at the last meeting before you leave for camp
* Take your at-home rapid tests as a Troop when you meet up to leave for camp and have parents sign the waivers before dropping off their scout OR distribute tests to parents and scouts so they can take them at home the day of travel and submit the waiver to their SMIC when they drop off their scout for camp

Individuals without a testing date and signatures on our HEALTH AND SAFETY WAIVER will not be allowed to enter Wehinahpay property. Units without a filled COVID-19 PARKING LOT QUESTIONNAIRE will not be allowed to enter Wehinahpay property. One individual arriving to camp without this paperwork OR with a positive test result could force a whole vehicle or entire Unit to be turned away.

**ALL ILLNESS RELATED CANCELLATIONS WARRANT A FULL REFUND AT ANY TIME**

**PARENTS, DOWNLOAD OUR COVID-19 WAIVER HERE:**

<https://www.wmc-boyscouts.org/_files/ugd/35bea0_82b4f8250a0c499bbf0c98194af5d5ff.pdf>

**SCOUTMASTERS IN CHARGE, DOWNLOAD THE PARKING LOT QUESTIONNAIRE:**

<https://www.wmc-boyscouts.org/_files/ugd/35bea0_c7711378fffb4d498a56288e05e3e151.pdf>

REVIEW “SPREADING OF ILLNESS” ON PAGE 33

Contact [Kim.merry@scouting.org](mailto:Kim.merry@scouting.org) with any concerns regarding Covid-19 specific preparations.

We’re here to make this process as smooth as possible.

**EMERGENCY PROCEDURE QUICK STEPS**

**FIRE**

1. Determine location and size of fire.

2. Notify Camp Director, Program Director, Camp Commissioner or Camp Ranger.

3. If the Camp Director, after consultation with the Camp Ranger, determines that the fire is too

close to the main part of camp or is uncontrollable, the fire alarm is sounded and authorities are involved.

4. FIRE ALARM PROCEDURE

A. The fire alarm switch is located in the Dining Hall area.

B. For a fire, the siren will be sounded continually (ON/OFF BLASTS) for at least five (5) minutes.

5. WHEN THE SIREN IS SOUNDED

A. All areas close immediately.

B. All Scouts, leaders and staff move quickly to the front of the Maddox building.

Assemble by vehicles.

For Campers: The vehicle they arrived in.

For Staff: Their designated evacuation vehicle

C. Director of Medical Services assembles health forms and remains at the health lodge unless directed to

report to an alternate location by the Camp Director.

D. Program Director assembles troop rosters from the Camp Office and assists the Camp

Director as required.

E. Camper vehicles will be dismissed when all passangers are accounted for to follow 1 staff vehicle.

F. Once arrived at location Scoutmasters, Scouts, and staff standby for planned actions.

G. Ranger and Camp Director leave when all vehicles are gone from parking lot.

Vehicles that are missing individuals may be dismissed while Ranger and Camp Director wait for them behind.

6. Notify Scout Executive.

**EVACUATION PLAN (LOUD)- More detail**

Upon determining that evacuation from the camp premises is necessary due to natural disaster, such as fire, the following steps will be taken:

1. Campers muster at The Maddox, Head count is taken by SMIC or Staff member at each of these vehicles

2. Wait for directional instructions via radio: on foot evacuation skip to #6

3. Instruct drivers to begin unhooking trailers and clearing seats as needed.

4. When all passengers have been accounted for, that vehicle will be dismissed to follow a staff vehicle.

5. The Ranger, Medic and Camp Director must keep record of unaccounted for persons and be prepared to collect these individuals from other safety locations on their way out and possibly provide stabilization in the event of an injury. The Camp Director must make the judgment to continue the evacuation with who they have or wait for others. This should be with the advisement of SAC/WEED Fire Dept.

6. Notify the Scout Executive that a loud evacuation has been initiated.

**SCOUT UNACCOUNTED FOR**

1. Notify Camp Director.

2. Get all information on scout in question, including:

* Who: name and troop number
* What: do they look like? What are they wearing?
* Where: last seen
* How: the last activity they were doing/expected to be doing, how long since last sighting Possibility of merit badge work -- nature hike, wilderness survival overnight, Order of the Arrow, etc.
* Why: Any known reasons they may have wandered off? Any reason to be concerned about their safety?
  + not getting along with others in the troop home sickness medications etc.

3. How thorough have we been so far? Go through this list.

* Has the entire campsite been checked, including all tents, latrines, shower rooms etc.
* Friends in other troops he could be visiting
* Any personal equipment missing
* Favorite program area

4. Organize search group - start with the main part of camp (Trading Post, Camp Office, Health

Lodge, Lake Area, Dining Area and search campsites again).

5. Command post set up at the Camp Office.

6. Search expanded to other program areas including Fields Sports, Outpost Camps, etc.

7. If, after one hour from the original report, the boy has not been found:

- Notify Scout Executive

- Notify Sheriff Department (as directed by Scout Executive)

- Notify boys parents (as directed by Scout Executive)

- Assemble entire camp via the fire siren and take a head count to determine if any

others may be missing and with the scout

8. Expand the search to other campsites.

9. If search must be conducted at night, outlying area will be searched only by vehicles with

radio communications. No foot searches will be conducted in outlying areas at night.

10. All search groups will consist of at least four people and 1 staff member. Keep radios on.

11. If missing boy occurs on a hike, send two Scouts to camp to report. The rest of the group stays

where they are and establishes a base camp. Follow steps 2-10

If search is expanded to include Sheriff Department, a "Lost Camper Report" must be filled out and sent to the Council Office.

**MEDICAL OR ACCIDENT**

1. Give first aid withing the scope of your training and stay with the Patient.

2. Send two (2) people to report to the Medical Office, including the following information:

- Patient name and troop number

- Type of injury or illness

- Location of incident

3. Notify the Camp Director (Scout Executive if necessary).

4. Deliver transportation, Send rescue group, or assign triage roles (as necessary)

6. Transport to medical facility, if necessary.

A. Camper Vehicle

- Wehinahpay Vehicles are not to be used to transport patients to medical facilities.

- For patients who are staff, another staff personal vehicle will be taken.

B. Ambulance

- Medical officer or Camp Director calls

- Notify parents or guardians

- Send health form

- If possible, send troop leader with patient

- Notify Scout Executive

- Notify parents or guardians

C. Helicopter

- Medical officer or Camp Director calls

- Notify Sheriffs Department

- Call ambulance for support

- Landing area located up pepper canyon rd

- All scouts remain in campsites or program areas until instructed otherwise

- Notify Scout Executive

- Notify parents or guardians

7. Log all medical incidents completely in medical logbook.

If a camper is admitted to the hospital a copy of the "Fatality, Injury or Accident Report" must be filled out and sent to the Council Office.

8. In the case of Serious or Fatal Accident or Illness fill out the report in the pink folder "Report of

Fatal or Serious Accident or Illness" no. 19-147. Follow directions printed on cover.

9. If staff member, fill out Workman’s Comp Insurance paperwork

**FATALITIES**

1. In all cases, patients are assumed to be alive and proper first aid is to be given. No person on camp staff is qualified to determine (legally) if a person has passed.

2. If an outside agency has pronounced death:

A. Contact Scout Executive (Council President if SE not available)

B. Contact legal authorities (as directed by the Scout Executive)

C. Gather facts and names of witnesses

D. Complete National Reports

E. All news releases will be accomplished though the Council Service Center.

No reports or comments will be made by camp personnel to the news media unless directed by the Scout Executive

If a camper is declared dead, a copy of the "Fatality, Injury or Accident" report must be filled out and sent to the New Mexico Department of Social Services within 48 hours.

3. In the case of fatalities refer to the pink folder "Report of Fatal or Serious Accident or Illness"

no.19-147. Follow directions printed on cover.

**SEVERE STORM (Lightening & Rain)**

1. Determine severity and possible path of storm.

2. Close program areas and relocate if necessary (each staff member has the ability to relocate if they so choose. Mandatory relocation of program will be communicated by Upper Leadership).

3. Medical Officer prepare for first aid and hypothermia in severe rainstorms. Trading post and Lake lodge will start fires as warming areas.

**EARTHQUAKE**

1. Ensure all Scouts and staff find shelter near an inside wall away from glass. Get under sturdy

furniture.

2. If outside, stay away from buildings and power lines. Go to a field away from objects that could

fall.

3. After tremors have stopped, everyone report to the Dining Hall for a head count.

**SECURITY**

1. All persons entering camp property must check in at the Camp Office.

2. Camp Staff notify Camp Office of unidentified individuals. In pairs (with radio)

3. No camper may leave camp without the permission of their troop Scoutmaster (leader) and Parent/Guardian.

4. The Camp Director is responsible to know the location of all campers, leaders, and staff. All are

considered to be "in camp" unless signed out noting date, time out of camp, destination, and

estimated time of return.

**EVACUATION PLAN (Silent)**

Upon determining that a silent evacuation from the camp premises is necessary due to a threat, such as an unwelcome and possibly armed individual, the Radios will call three times for a “Silent evacuation.” Notifying the Local Authorities immediately

1. Upon hearing the “silent evacuation call” The staff member will immediately turn their radio off and remove the battery, keeping both on their person for later.

2. Utilizing nearby adult leaders, staff will initiate the evacuation

3. Staff will identify and designate adult leaders who are to walk toward the edge of property and wait at the fence-line

4. others will be instructed to follow these adults and then walk STRAIGHT past the fence line until they reach a road.

5. Staff will canvas their Area of Responsibility sending others to the fence-line, instructing them to walk along the fence until they reach a designated adult leader (who will repeat step 4, sending these individuals toward the group)

6. As Staff clear their AOR, they will make their way to the fence and collect the nearest adult leader and both will make their way to that group.

6. As staff members meet with huddles they will continue across the road, to a hidden area, or the nearest civilization and wait where they can see the road (but a passer by would not see them). While waiting, they’ll turn on radios, take names and Troop numbers from the people in their huddle in preparation for a final headcount later on.

Staff should not identify themselves or the group’s location unless they visually confirm an Emergency vehicle. Do not wave down or reveal your location to a Wehinahpay vehicle on the road until AFTER the radio call saying that the scene is safe.