



Waterfront Manual and Emergency Action Plan





Girl Scout Mission

Girl Scouting builds girls of courage, confidence and character, who make the world a better place.

Girl Scout Promise

On my honor, I will try:
To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law

The Girl Scout Law

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout

Girl Scouts of Eastern Missouri

2300 Ball Dr.
St. Louis, MO 63146

Camp Cedarledge

8501 Girl Scout Rd.
Pevely, MO 63070

Camp Fiddlecreek

553 Daisy Ln.
Labadie, MO 63055

Camp Tuckaho

163 Tuckaho Ln.
Troy, MO 63379

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Waterfront Manual Overview

The Girl Scouts of Eastern Missouri (GSEM) Waterfront Manual contains the Emergency Action Plan (EAP) and waterfront guidelines central to safely using GSEM camp lakes. All trained volunteers and staff using camp lakes must familiarize themselves with the information contained in the Waterfront Manual.

A copy of the Waterfront Manual and EAP may be requested from Camping Services or other camp staff members (Camp Director or Waterfront Director during summer overnight camp) who have responsibility for waterfront programs. It is also part of the training materials for Small Craft Safety and Basic Water Rescue courses.

While at camp, the Waterfront Manual is located at all lakefronts, as well as the camp supervisor’s quarters. Rules and regulations are also posted at the lakefronts, and should be reviewed and followed by all aquatic activity participants.

**Emergency
Action Plan**
Council-Owned Lakes

Emergency Action Plan for Council-Owned Lakes

An Emergency Action Plan (EAP) is a written plan detailing how members of a group are to respond in case of a major emergency. Major emergencies are defined as those requiring immediate medical care (ambulance, paramedics, EMTs). Calm and clear action on the part of trained personnel is critical during each step of the EAP.

Examples of major emergencies include:

Cardiac arrest	Severe bleeding
Critical burn	Severe head injury
Diabetic emergency	Stroke
Heart attack	Sudden or suspected illness, like fainting
Heat stroke	Suspected major fracture
Near drowning	Suspected spinal injury
Obstructed airway	Unconscious victim
Seizure in the water	

Minor accidents, such as cuts, bruises, abrasions, etc., are not covered in this EAP. Waterfront personnel should follow standard first aid procedures for minor accidents.

An EAP has three basic phases: preparing for an emergency, actions during an emergency, and emergency follow-up.

Emergency Preparation

Follow these emergency preparation steps before beginning an aquatic activity at one of our camp lakes:

- Ensure the trained personnel requirements, adult-to-girl ratios, and other required responsibilities from Safety Activity Checkpoints for the activity are met, and that all required training is current
- Decide on the emergency signals to be used during the activity, and have adults and girls practice these signals and other emergency procedures before engaging in the activity
- Prior to the activity, the trained personnel in charge at the waterfront should delegate emergency responsibilities to the other trained personnel and watchers participating in the activity. All waterfront personnel should understand what their responsibility will be in the event of an emergency. Examples of emergency responsibilities include rescuing the victim, calling 911, contacting the camp supervisor/camp director, locating additional safety equipment, providing emergency medical care, or supervising girls not involved in the emergency
- Ensure all safety equipment at the lakefront is present and in good working condition
- Check all the small craft you plan to use for your activity for damage
- Have an additional small craft (usually a canoe) with paddles and a throw bag ready at the shoreline in case of emergency
- All activity participants must wear a properly-fitted, U.S. Coast Guard-approved personal flotation device

During an Emergency

The following are the steps that should be taken in the event of a major emergency:

STEP 1: RECOGNIZE THE EMERGENCY

- Trained personnel in charge is alerted to or witnesses a potential major emergency
- Trained personnel in charge alerts other waterfront personnel of the emergency using the predetermined signal and delegates responsibilities as planned
- Girls are not to be left unattended at any time

STEP 2: IMMEDIATE RESCUE AND EMERGENCY CARE

- Using techniques learned during Basic Water Rescue (BWR), Small Craft Safety (SCS), Lifeguarding, or other equivalent training, provide rescue assistance to victim, if rescue is required. Use the appropriate rescue techniques (in-line stabilization) for suspected head/neck/spine injuries
- Move victim in or out of water only to the minimum amount their injuries will allow
 - **Special camp-specific rescue advice:
 - At Camps Cedarledge and Tuckaho, water rescuer(s) may stay in the water with victim to help stabilize a suspected head/neck/spine injury, provided the water is warm enough and CPR or rescue breathing is not required
 - At Camp Fiddlecreek, water rescuer(s) should NOT stay in the water to help stabilize a suspected head/neck/spine injury. Victim should be removed from the water immediately
- Trained personnel should never attempt a rescue beyond their physical abilities or training experience
- Designated waterfront personnel should retrieve safety supplies or equipment as planned
- Use techniques learned in Adult & Pediatric First Aid, CPR/AED, Lifeguarding, or other equivalent training to provide care to victim appropriate to the suspected emergency
- Close area to all other participants to prevent further emergencies or accidents. If victim is a child, the responsible adult (leader or parent) must remain with the child

STEP 3: CALL 911 AND RADIO CAMP SUPERVISOR/CAMP DIRECTOR

- Trained personnel in charge determines if the emergency requires activating the Emergency Medical System (EMS)
- If activating EMS is required, designated waterfront personnel will call 911 using the lakefront landline phone or a mobile phone. Lakefront phones are located in the boathouses at Camp Cedarledge and Camp Tuckaho, and in the telephone lock box next to the canoe rack at Camp Fiddlecreek
- Other designated lakefront personnel will contact Camp Supervisor/Camp Director on the camp radio; first requesting that Camp Supervisor/Camp Director switch to a secondary radio channel, then calmly informing them of the emergency and actions taken so far.

Camp Cedarledge
8501 Girl Scout Rd.
Pevely, MO 63070

Take I-55 South to State Highway Z (Pevely exit). Turn right onto Z and travel nearly two miles to Sandy Creek Rd. Turn right and follow the camp signs approximately three miles to Girl Scout Rd. Turn right and follow road into camp.

Camp Fiddlecreek
558 Daisy Ln.
Labadie, MO 63055

Take I-44 West to Highway 100 (Gray Summit exit). Turn right onto Highway 100. Travel through Gray Summit for approximately 2.6 miles to the camp road. At the camp sign, turn left onto Daisy Ln. (Near Bahr's Discount Food Store's parking lot).

Camp Tuckaho
163 Tuckaho Ln.
Troy, MO 63379

Take I-64/Highway 40 or I-70 west to Highway 61 (Wentzville). Take Highway 61 north about two miles beyond Troy. Turn left onto State Highway KK and follow about three miles. Follow KK as it makes a right turn and continue .8 miles. At the Girl Scout Camp sign, turn right onto camp road.

When calling 911:

- Give exact location or address of emergency, providing specific directions to emergency site
- Give caller's name and phone number from which they are calling
- Explain what happened, how many are injured, and extent of known injuries
- Describe care being given
- Be prepared to give the following location information and directions to EMS dispatcher:

STEP 4: SUSTAINED CARE

- If victim is no longer in life-threatening danger after rescue and immediate care, trained personnel providing care should stay with them, continually monitoring their injuries and providing comfort and reassurance, until EMS or other help arrives to take over
- If victim is able to communicate, waterfront personnel in charge should determine from victim what happened. Writing down this information is recommended to help explain the situation to EMS when they arrive, and to later assist in completing an incident report
- If victim is not able to communicate, other designated waterfront personnel may gather information about what happened to cause the emergency from witnesses
- If life-threatening danger persists after victim is rescued, trained personnel should continue providing emergency care while waiting for EMS to arrive
- Continue to keep area closed to all other participants to prevent further emergencies or accidents

STEP 5: EMS TAKES OVER

- Trained personnel should transfer care of victim to EMS in an orderly fashion
- Adult responsible for victim should accompany them if EMS transports them to a medical facility

Emergency Follow-Up

Follow-up begins immediately after an emergency ends, and may last hours, days, or weeks, depending on the severity and consequences of the emergency. Follow-up tasks at the waterfront may be performed by waterfront personnel other than the trained personnel in charge if that individual left with EMS or is otherwise no longer available.

At the waterfront:

- Check in with all remaining adults and girls participating in the activity to make sure their physical and emotional needs are being met
- When they are composed and ready, interview witnesses to the emergency and document their observations
- Inspect equipment and supplies used in the emergency, and return them to the proper place in good working condition. Note any damaged equipment or consumable first aid supplies that must be replenished and provide this information to the Camp Supervisor/Camp Director
- Waterfront personnel should not contact the caregiver of the victim; the Camp Supervisor/Camp Director or other council authority will perform this task
- Only after the emergency situation has been totally handled and rescue equipment is restored should any consideration be given to re-opening the lake. The Camp Supervisor/Camp Director and/or Camping Services will determine if the lake is to be re-opened

Away from the waterfront:

- As soon as possible after the emergency, all waterfront personnel involved in the rescue should complete a Standard Incident Report form and submit to the Camp Supervisor/Camp Director. Standard Incident Report forms are located in the aquatic boxes in the boathouses, and an example of this form is included in this manual (Appendix A)
- Camp Supervisor/Camp Director will report the incident to council
- Incidents should not be discussed with campers or adults not involved in the incident, and should not be discussed on camp radios
- Make no statements, orally or in writing, which could be interpreted either as an assumption or rejection of responsibility for an accident
- Refer all media (press, radio, TV) inquiries to the Chief Membership and Marketing Officer at the Girl Scout Service Center (314.592.2300)
- Those responsible for the troop/group involved in the emergency should assess and evaluate actions taken during the emergency by trained personnel and girls to determine what worked and what did not during rescue and care, and what actions could be taken or avoided to prevent a similar emergency in the future
- Those responsible for the troop/group involved in the emergency should monitor girls and adults involved in or witnessing the emergency for signs of critical incident stress (acute stress that overcomes an individual's ability to cope)

Sudden Illness

Signs of sudden illness include:

- Restlessness, talkativeness, irritability
- Altered consciousness
- Slurred speech, poor coordination
- Moist or flushed skin
- Chills, nausea, vomiting
- Dizziness, confusion
- Irregular pulse
- Irregular breathing
- Loss of consciousness
- Behavioral changes not otherwise explained
- Sudden mood changes

Activate the EAP and call 911 if:

- Participant is unconscious, confused, or seems to be losing consciousness
- Participant has breathing difficulty or is breathing irregularly
- Participant has persistent chest pain or pressure
- Participant has pressure or pain in abdomen that does not go away
- Participant is vomiting or passing blood
- Participant has a seizure, severe headache, or slurred speech
- Participant engages in violent behavior
- You are unsure about what to do
- You are unsure about the severity of the problem

When assessing a victim, remember the acronym “SAM” as you interview the victim or witnesses to the sudden illness:

- **S** – Signs and Symptoms: what are the victim’s signs and symptoms?
- **A** – Allergies: does the victim have any known allergies?
- **M** – Medications/Medical Conditions: if the victim takes medications, when/how often are they taken and what are they for? Does the victim have any known medical conditions?

Substance abuse:

As with any sudden illness, you may not know the exact cause of particular individual’s reaction. There are a wide range of drugs, both prescription and illegal, that affect people physically and mentally. However, do not assume that an illegal drug is involved; many prescription drugs can cause reactions. The best course of action is to treat the situation like any other case of sudden illness.

Basic care:

- Calm and reassure the person
- Try to minimize shock, and keep the person from getting chilled or overheated
- If shock is suspected, have the person lay down and cover them with a blanket
- Contact the Camp Supervisor/Camp Director if you need assistance determining what other care may be needed or if the person needs to be removed from the waterfront by vehicle
- If the sudden illness rises to the level of an emergency, activate the EAP

Waterfront Guidelines

Council-Owned Lakes

Safety is of the utmost importance during waterfront activities at our camp lakes. GSEM requires adherence to all safety guidelines and recommends a variety of waterfront best practices to ensure safe and enjoyable aquatic activities for all. These guidelines and best practices are detailed on the following pages.

Note that due to the size of our lakes and the number of small craft available at camp, the maximum number of individuals who may be in craft on our lakes at one time is 24.

Trained Waterfront Personnel

There are four essential waterfront personnel roles: primary trained personnel, secondary trained personnel, watchers, and general first aider. The primary trained personnel takes the lead during a waterfront activity, supervising participants and training other waterfront personnel in their responsibilities. The secondary trained personnel serves as the primary rescuer during the waterfront activity, whether that be from the shore or from a craft on the water.

There must be one primary and one secondary trained personnel present during any waterfront activity. There must also be a minimum of one watcher present, depending on the number of girls participating and their program level(s). Consult the boating trained personnel ratio table that follows for the exact number of watchers needed. There must also be at least one general first aider present during any waterfront activity. Any of the other waterfront roles may also hold the general first aider role. All training must be kept current to qualify as primary or secondary trained personnel or general first aider.

For multi-level troops or combined troops using camp lakes, use the adult-to-girl and watcher ratios for the lowest program level participants present.

Required Waterfront Personnel Training

Primary trained personnel (supervision): Must have completed the Girl Scouts Small Craft Safety (SCS) learning path relevant to the activity (SCS: Canoeing or SCS: Sailing) and signed Appendix D of the Waterfront Manual. This individual must be at least 18 years old.

Secondary trained personnel (rescue): Must have completed one of the following and signed Appendix D of the Waterfront Manual:

- Basic Water Rescue
- SCS: Canoeing or SCS: Sailing (learning paths already include Basic Water Rescue)
- American Red Cross (ARC) lifeguard certification plus GSEM Lifeguard In-Service Training

This individual must be at least 16 years old (18 for lifeguards). Only ARC lifeguard certification is recognized by GSEM.

Watchers: No outside training required, but the primary trained personnel will instruct watchers of their waterfront responsibilities and role expectations before the aquatic activity begins. Watchers must be at least 16 years old.

General First Aider: Must be certified in ARC Adult & Pediatric First Aid, CPR/AED or hold an equivalent certification recognized by GSEM. The general first aider may also serve as one of the other required waterfront personnel.

Watcher Expectations

A watcher's job is to act as an extra set of eyes at the lakefront, and should be alert and aware of everything occurring around them. If a watcher spots unsafe or emergency situations, they are to notify trained waterfront personnel immediately using predetermined signals (see EAP).

Watchers on duty are expected to:

- Stand or sit in designated areas to observe the lakefront and craft in the water
- Be ready to move to different areas around the lake to ensure proper coverage
- Not participate in aquatic activities
- Never turn their backs to the lake
- Not engage in long conversations. If asked a question or addressing someone on shore, keep eyes toward participants in the lake
- Not be distracted by mobile phones
- Be prepared to act in case of emergency, following trained waterfront personnel instructions and implementing predetermined steps of the EAP

Watchers NOT on duty are expected to:

- Assist waterfront activity participants with life jackets, paddles, etc.
- Help participants board their craft
- Help supervise girls when they are not in the water

Primary trained personnel will instruct watchers of their waterfront responsibilities and role expectations before the aquatic activity begins. In addition to the expectations listed above, this instruction should include:

- A review of all posted waterfront rules and regulations
- A review of reaching assists and throwing assists, stressing the importance of “reach, throw, but don't go” and rescuer body position during these assists
- A review of EAP procedures, such as their specific emergency role(s), how to notify trained waterfront personnel in the event of an emergency (emergency signals), and location of the lake phone
- The specific area of the lake for which the watcher will be responsible

Adult-to-Girl Ratios for Boating on Council-Owned Lakes

Program Level	Adult-to-Girl Ratio	CANOEING Required Personnel	SAILING Required Personnel
Daisies (K-1)	1:6	<ul style="list-style-type: none"> • 1 primary trained waterfront personnel • 1 secondary trained waterfront personnel • 1 watcher • 1 additional watcher to each additional 1-4 girls over the first 6 • An adult in each canoe containing Daisies 	N/A
Brownies (2-3)	1:12	<ul style="list-style-type: none"> • 1 primary trained waterfront personnel • 1 secondary trained waterfront personnel • 1 watcher • 1 additional watcher to each additional 1-6 girls over the first 12 	N/A
Juniors (4-5)	1:16	<ul style="list-style-type: none"> • 1 primary trained waterfront personnel • 1 secondary trained waterfront personnel • 1 watcher • 1 additional watcher to each additional 1-8 girls over the first 16 	<ul style="list-style-type: none"> • 1 primary trained waterfront personnel • 1 secondary trained waterfront personnel • 1 watcher • 1 additional watcher to each additional 1-8 girls over the first 16
Cadettes (6-8)	1:20	<ul style="list-style-type: none"> • 1 primary trained waterfront personnel • 1 secondary trained waterfront personnel • 1 watcher • 1 additional watcher for 21-24 girls 	<ul style="list-style-type: none"> • 1 primary trained waterfront personnel • 1 secondary trained waterfront personnel • 1 watcher • 1 additional watcher for 21-24 girls
Seniors (9-10)	1:24	<ul style="list-style-type: none"> • 1 primary trained waterfront personnel • 1 secondary trained waterfront personnel • 1 watcher 	<ul style="list-style-type: none"> • 1 primary trained waterfront personnel • 1 secondary trained waterfront personnel • 1 watcher
Ambassadors (11-12)	1:24	<ul style="list-style-type: none"> • 1 primary trained waterfront personnel • 1 secondary trained waterfront personnel • 1 watcher 	<ul style="list-style-type: none"> • 1 primary trained waterfront personnel • 1 secondary trained waterfront personnel • 1 watcher

Opening the Lake

“Opening the lake” means to prepare the lakefront for safe aquatic activities. It happens each time a group arrives at the lake for activities. To make this task easier, the Checklist for Lake Personnel and the Lake Maintenance Check In/Out Report are located in this manual (Appendices B and C).

All equipment needed for lakefront activities are located at the lake and are stored in or around the boathouse. This includes small craft, life jackets, paddles, knee pads, rescue equipment, and an aquatics box. Aquatics boxes contain a Waterfront Manual, first aid kit, Standard Incident Report forms, and scissors. Any supplies to be replenished or equipment to be replaced should be brought to the attention of the Camp Supervisor, Waterfront Director, or Camp Director.

The keys to the boathouse and boat locks are stored at the camp supervisor’s quarters. To open the lake, trained waterfront personnel in charge will:

- Acquire the lake keys from the Camp Supervisor/Camp Director (who will have previously reviewed all waterfront personnel training completions or certifications)
- Open the boathouse and unlock the craft to be used
- Ensure all appropriate first aid supplies are available and easily accessible
- Check that all equipment to be used is in good working condition. Items deemed NOT in good condition should be removed from the rest of the equipment
- Review all posted rules and regulations and the Waterfront Manual
- Conduct a general survey of the lake and its facilities for overall safety
- Check that the lake phone is working
- Convey to watchers the responsibilities and expectations of their role during the activity and in the event of emergency
- Place rescue equipment in the rescue craft at the shoreline
- Share posted rules and regulations, waterfront behavior expectations, and activity instructions with all participants

To close the lake after an aquatic activity:

- Return all supplies and equipment to the boathouse or boat racks
- Lock up the boathouse and craft, unless the next group is present to take control of the lakefront
- Inform the Camp Supervisor, Waterfront Director, or Camp Director of damaged equipment or supplies to be replenished using the Lake Maintenance Check In/Out Report (Appendix C)
- Leave the lakefront better than you found it
- Return the lake keys to the camp supervisor’s quarters, unless the next group is present to take control of the lakefront and custody of the keys

Lake Safety Guidelines

- EVERYONE must wear an appropriately-sized life jacket (child size: under 50 lbs., adult size: over 50 lbs.). Personal life jackets may also be used if they are U.S. Coast Guard-approved, appropriately-sized, and in good working condition
- An experienced adult must be in each canoe containing Daisies
- Everyone must kneel when canoeing. For adults, at least one knee should be on the bottom of the canoe. If adults are unable to kneel (despite using knee pads), they are allowed to sit on the canoe seat
- Posted safety rules and regulations should be reviewed with all participants before engaging in an aquatic activity
- Appropriately-trained waterfront personnel must be present at the waterfront, in the correct ratios for the number of participants and their program level, for all aquatic activities
- There is NO SWIMMING in the lake
- There is NO STANDING in any craft
- Do not overload the craft
- There is NO HORSEPLAY on the lake or at the shoreline
- Do not change positions in the craft while on the lake
- Boaters should stay with the craft if it capsizes
- Review emergency signals with all participants
- For whistle emergency signals:
 - ▶ One short whistle blast—rule violation
 - ▶ Three short whistle blasts—group time is up
 - ▶ One long whistle blast—emergency, clear the lake
- Fishing in camp lakes is not allowed during aquatic activities

Canoeing Guidelines and Best Practices

Basic canoeing safety, strokes, embarking, disembarking, and self-rescue in case of capsizing or swamping should be reviewed on the shore before the participants enter their craft. When trained waterfront personnel and watchers are ready, the participants may enter their craft and leave the shore.

The following canoeing guidelines and best practices cover a variety of canoeing and safety topics. This information is also covered in the SCS: Canoeing learning path in gsLearn.

Choosing Life Jackets and Paddles

- All participants should be wearing appropriately-sized life jackets
- Ensure all life jackets are tied and clipped tightly, then checked by trained waterfront personnel
- Paddle selection: with the blade resting on the foot, the grip should come between the chin and eyes
- Review parts of the paddle: tip, blade, throat, shaft, and grip
- Review hand position on paddles: one hand on grip, the other near the blade or throat

Un-racking/Racking Canoes

- All canoes must be racked with keel up and locked until trained waterfront personnel arrive to open the lake, and must be returned to this position on the rack when canoeing is over
- Stress the importance of safety, communication, and working together when lifting canoes from the rack
- Demonstrate two- and four-person carries and have participants un-rack/rack canoes
- Demonstrate how to put a canoe in the water. Do not set a canoe on the bank, but slide it into the water stern first with the bow remaining partially on the bank

Basic Stroke Information

- Review forward stroke, reverse stroke, and stopping
- Explain paddling on opposite sides, and switching sides and hand positions
- Review turning a canoe using sweeps and by partners using different strokes
- Stress the importance of communication with canoe partner
- Review J-stroke (if participants are more experienced canoers)

Parts of the Canoe and Embarking/Disembarking

- Review parts of a canoe: bow, stern, hull, thwarts, gunwale, painter, keel
- Demonstrate proper embarking/disembarking procedures:
 - ▶ Stress the need for participants to stay low in the canoe and move about the canoe using three points of contact
 - ▶ Passengers should place equipment in the canoe prior to entering
 - ▶ Bowman sits on the bow deck to steady the canoe for other passenger(s) entering the craft
 - ▶ Once all passengers are in position, the bowman enters the canoe and pushes off from shore (with assistance from waterfront personnel if not strong enough to push off on their own)
 - ▶ The process is reversed when the canoe returns to shore

Storing Equipment

- All paddles, life jackets, and kneeling pads should be stored in the boathouse properly, noting that paddles and life jackets are typically organized by size
- Canoes must be properly racked and locked

First Aid

- Review the EAP in the Waterfront Manual for more details on administering first aid during a major emergency, as well as proper post-emergency follow-up
- First aid equipment is stored in the boathouses and should only be used by trained waterfront personnel
- Non-life-threatening injuries should be reported to the Camp Supervisor/Camp Director using a Standard Incident Report form

Canoeing at Night

- Participants should use flashlights to un-rack and rack canoes
- Trained waterfront personnel must be on the lake in a canoe along with participants—they cannot stand on the shoreline
- Canoeing must be completed and the boathouse locked by 10 pm

Sailing Guidelines and Best Practices

As sailing is a highly-specialized boating skill, trained waterfront personnel should refer to their training materials from the SCS: Sailing learning path for guidelines and best practices.

Paddleboat Guidelines and Best Practices

Paddleboats are available at some GSEM camp lakes. Paddleboat use is recommended for Juniors and older due to the size of the craft and the abilities needed to propel the craft through the water.

All standard waterfront safety guidelines and best practices also apply to paddleboats, including trained personnel requirements and adult-to-girl ratios. Refer to the Canoeing Guidelines and Best Practices section for more details.

What to Bring to the Lake

Waterfront activity participants should bring:

- Towel
- Water shoes or closed toe/closed heel shoes
- Sunscreen
- Filled water bottle
- Hat

Waterfront personnel should bring:

- Towel
- Water shoes or closed toe/closed heel shoes
- Sunscreen
- Filled water bottle
- Sunglasses
- Hat or sun visor
- Whistle (if using whistle emergency signals)

Prohibited items at the lakefront:

- Glass or metal objects
- Valuables
- Jewelry
- Suntan oils
- Cell phones (for participants)

Cell phone use is not permitted by trained waterfront personnel (including watchers) at the lake while supervising participants. Reserve cell phone use for emergencies and monitoring weather conditions.

Severe Weather

Weather can affect the safety of those participating in waterfront activities at GSEM camp lakes.

The following personnel are responsible for deciding if weather conditions permit lake activities:

- Overnight and Family Camp: Waterfront Director and Camp Director
- Troop camp and district/neighborhood events: primary canoe instructor and Camp Supervisor

In the instance of:

First sight of lightning: Clear the lake. Do not allow participants to re-enter the lake until 30 minutes have passed since last sight of lightning. The clock restarts upon each subsequent sight of lightning.

First sound of thunder: Clear the lake. Do not allow participants to re-enter the lake until 30 minutes have passed since the last sound of thunder. The clock restarts upon each subsequent sound of thunder.

Heavy rain or hail: Clear the lake. Do not allow participants to re-enter the lake until heavy rain or hail has ceased.

Fog: Check for clear visibility. If visibility is impaired, clear the lake until clear visibility returns.

Excessive heat: The lake will close when temperatures exceed 95 degrees Fahrenheit with a heat index over 100 degrees Fahrenheit.

Buddy System

The buddy system is an important part of safety for all Girl Scout programs. It is helpful for members of similar age to pair up as partners. If there is an odd number, three participants should be buddies. Each Girl Scout is responsible for staying with their buddy throughout an activity, as a buddy can get immediate assistance when the situation warrants it.

Trained waterfront personnel are responsible for ensuring the buddy system is followed by girls while participating in aquatic activities at GSEM camp lakes. It may be helpful for an adult to check in boaters if they are part of an unfamiliar group to ensure the buddy system is being followed.

Preventing Recreational Water Illness

Recreational water illnesses are caused by germs (bacteria, parasites, viruses) found in water that has been contaminated by fecal matter. Some of these germs include the bacteria *Escherichia coli* (*E. coli*) and *Shigella* family members, and the parasites *Giardia duodenalis* and *Cryptosporidium* (*Crypto*) family members. These germs are known to cause gastrointestinal distress and diarrhea, which may be severe.

These germs are found in the intestines of infected animals or humans. *E. coli* are normally present in animal and human intestines and are usually harmless. However, some *E. coli* variants may cause severe illness. These germs are introduced into recreational water through fecal matter from humans or animals, or by introducing sewage into recreational water through storm water run-off or illegal cross-connection between recreational water circulation and sewage systems.

If fecal matter is introduced into lake water, it can be neutralized through proper sanitation and oxidation. Aquatic professionals in the St. Louis region, in collaboration with the St. Louis Health Department, have developed procedures to contain human fecal matter and assure safety. To control fecal matter exposure at GSEM camp lakes:

- Have participants use the restroom before entering the lake and wash hands with hot soapy water
- Do not allow diaper changing at the lakefront
- Participants should not enter the lake if they have active diarrhea

If lake contamination by human fecal matter occurs:

- Clear all participants from the lake
- Contact the Camp Supervisor, Waterfront Director, or Camp Director (or Camp Ranger if there is no Camp Supervisor) immediately
- Wearing appropriate personal protective equipment (PPE), the Camp Ranger should clear away fecal material, disposing of it in biohazard waste bags or in a sanitary sewer
- Disinfect any equipment used to remove the fecal matter (including rakes or skimmer nets)
- Camp Ranger will treat the affected area. Participants should not re-enter the area for at least 30 minutes for formed-stool accidents, and at least 30 hours for diarrhea fecal accidents
- Trained waterfront staff on duty must complete a Standard Incident Report form

If you have any questions about recreational water illnesses or contamination prevention measures at GSEM camps, please contact the Director of Camping Services (314.592.2300).

Missing Boater

If a boater is reported missing at the lake:

- Perform a buddy check. A boater may have left their buddy for a moment and does not know they are “missing”
- Trained waterfront personnel in charge assigns other trained waterfront personnel or watchers to supervise the evacuation of the lake, keeping the group together
- Get a physical description and last known sighting from the missing individual’s buddy
- Starting with the last known whereabouts of the individual, perform a thorough search of the immediate area around the lakefront
- If a search of the immediate area is unsuccessful, alert the Camp Supervisor/Camp Director that a camp search must be performed. The Camp Supervisor/Camp Director will notify Camping Services. Trained waterfront personnel will continue searching the waterfront area, while other camp staff/camp volunteers may be called upon to search common areas and restrooms around camp
- If the individual has not been found by camp staff/camp volunteers, the Camp Supervisor/Camp Director will notify Girl Scout Service Center that additional emergency personnel, such as police, fire departments, or local search and rescue squads are needed

To search shallow areas of a lake:

- Have trained waterfront personnel and other adults put on life jackets, link arms or hold hands, and form a line in the water
- The whole line moves slowly across the area together starting with the area where the person was last seen
- As the search line moves forward, searchers gently sweep their feet across the bottom with each step

Small Craft Activities NOT on Council-Owned Property

Careful planning and emergency preparation is needed for Girl Scouts to safely participate in aquatic activities away from council-owned property.

- If canoeing on Class I or Class I/II rivers, trained waterfront personnel must have completed the SCS: Moving Water learning path in gsLearn
- Consult Safety Activity Checkpoints (SAC) for guidance on how to safely undertake your chosen small craft activity and what training is required
- Use the knowledge gained in SCS: Canoeing, SCS: Sailing, or SCS: Moving Water to:
 - ▶ Thoroughly plan the time of year and location of the aquatic activity, learning as much about the area and typical weather as possible
 - ▶ Create your own EAP (you may use the EAP from the Waterfront Manual as a guide)
 - ▶ Create emergency signals and practice them and other small craft or emergency techniques well-before the activity
 - ▶ Have on hand all safety, first aid, and small craft equipment and supplies needed for the activity
- Scout the river, lake, or pond area for potential hazards before embarking
- Follow the same adult-to-girl ratios and trained waterfront personnel ratios for canoeing or sailing on lakes or ponds that are found in the Waterfront Manual. Consult SAC for these ratios when canoeing on moving water
- If it will take EMS more than 30 minutes to reach the location of your small craft activity during an emergency, the waterfront personnel trained as a general first aider must also be certified in ARC Wilderness and Remote First Aid
- A Certificate of Insurance (COI) may be required for aquatic activities at certain locations. Consult the [Insurance](#) section of our website for more details.
- When aquatic activities are combined with camping, you must submit a [Camping on Non-Council-Owned Sites Application](#) for camping experiences of less than one week in duration that take place no more than 100 miles beyond GSEM boundaries. For trips more than 100 miles beyond GSEM boundaries, instead submit a [Troop Trip Application](#). Submission instructions accompany each of these applications.

Waterfront Manual

Appendix

Appendix A – Standard Incident Report

Appendix B – Checklist for Lake Personnel

Appendix C – Lake Maintenance Check In/Out Report

Appendix D – Waterfront Manual Acknowledgement



Standard Incident Report

This form should be used to report any incident, injury or accident involving any person(s) participating in a Girl Scout activity, even when no medical attention is required. The completed form should be submitted as soon as possible to the Council staff member with whom you are working (such as your district's Community Engagement Manager) or to Lisa Namnath, Senior Manager of Risk Management at lnamnath@girlscoutsem.org.

Location of incident: _____

Name of program: _____

Date of incident (day of week and mm/dd/yyyy): _____ Time: _____ am / pm

Type of incident (check) Verbal Physical Accident Other (describe): _____

First and last name of primary person involved: _____

Date of birth (mm/dd/yyyy): _____ Age: _____ Sex: _____

Best phone # (including area code): _____

Email: _____

Address: _____

City/state/ZIP: _____

- Other involved person(s):
1. _____
 2. _____
 3. _____

If primary person involved was a minor:

Name of parent/guardian: _____

Date/time parent/guardian was notified: _____ How? _____

By whom (name and position—Troop Leader, Event Director, First Aider, etc.)? _____

Parent/guardian response: _____

If parent/guardian not notified, why not? _____

Describe detailed sequence of activity, including what involved person(s) was/were doing at time of incident. _____



Where did incident occur? Specify exact location of person(s) involved and any witnesses. Attach drawing, if possible. _____

Was any equipment involved? If yes, what kind? _____

Were there any injuries? If yes, specify to whom, type of injury and part of body affected. _____

Emergency procedures that were followed at time of incident: _____

By whom (name and position—Troop Leader, Event Director, First Aider, etc.)? _____

Was medical treatment sought? If yes, describe. _____

Could incident have been prevented? No Yes If yes, how? _____

Additional comments? _____

Witnesses (attach signed statements, if possible):

Witness 1 (name and position): _____

Best phone # (including area code): _____ Email: _____

Witness 2 (name and position): _____

Best phone # (including area code): _____ Email: _____

Council staff notified (e.g. Community Engagement Manager, Camp Senior Manager, Program Manager, etc.):

Name: _____ Date notified: _____

Name: _____ Date notified: _____

Report submitted by (name and position): _____ Date: _____



Checklist for Lake Personnel

Name: _____ Date: _____ Camp: _____

Before Canoeing

- Before arriving at camp, read the *Waterfront Manual and Emergency Action Plan*
- Arrive 45 minutes before the first scheduled group

Check In

- Report to the Camp Supervisor, Waterfront Director or Camp Director
- Show current Lifeguard, First Aid and CPR certifications
- Obtain pool key, schedule and radio

Opening the Lake

Lake

- Open lake shed
- Check phones
 - Camp Cedarledge, at boat house
 - Camp Fiddlecreek, at canoe rack
 - Camp Tuckaho, at boat house
- Place rescue tubes along lake front
- Recheck phones frequently
- Unlock paddleboats (if being used)
- Layout and check PFD's, paddles and kneeling pads
- Unlock and un-rack canoes (may request assistance from the first canoe group)

Watchers

- Have watchers read lake rules
- Explain what the responsibilities of a watcher are
- Train watchers to use rescue equipment
- Assign watchers to specific areas of the lake
- Remember: Watchers must be positioned to have a clear view of the lake at all times

Rules and Regulations

- Review rules and regulations with all participants.
See Lake Procedures at Council-Owned Camps, C-3

Appendix B

Closing the Lake

- Instruct troops/groups to remove personal items from the lake front area
- Put rescue equipment in storage area
- Lock storage shed
- Lock paddleboats
- Lock the gate area
- Rack and lock canoes (may have last troop/group help)
- Ask troops/groups to pick up litter in and around the lake front area
- Lay equipment in the sun to allow drying (as much as possible)
- Put equipment in the storage shed

Lake Closure

- Report any maintenance problems to Waterfront Director, Camp Director or Camp Supervisor
- Report any accident to Waterfront Director, Camp Director or Camp Supervisor
- Report any needed supplies to Waterfront Director, Camp Director or Camp Supervisor
- Return lost items and keys to: Troop or District Neighborhood Event/Family Camp Supervisor
Resident Camp: Waterfront Director

**Return to Camp Supervisor, Camp Director or Waterfront Director
when completed.**

Lake Maintenance Check In/Out Report

Name: _____ Date: _____ Camp:1 _____

	Yes	No	Action Taken
Safety equipment in good repair			
Rescue tubes			
First Aid station clean; supplies well stocked			
Telephones working/emergency #'s posted			
Campers belongings removed			
Canoes and/or other boats locked and secured			
Life jackets in good repair			
Equipment returned to storage shed			

To assist us in keeping camp in good repair, indicate items that need attention.

Repairs Needed (be specific):

Buildings:

Latrines/Bathrooms/Showers:

Equipment:

Other:

NOTE: Items that need immediate attention, such as clogged toilets or replacement of light bulbs, please contact your Camp Supervisor, or Camp Ranger if there is no Camp Supervisor, as soon as possible.

Return to Camp Supervisor when completed.

Girl Scouts of Eastern Missouri Memorandum

To: Lifeguards and Small Craft Safety Certified Adults
From: Camp Department
Subject: Waterfront Manual and Emergency Action Plans

Before you can lifeguard or instruct boating activities for Girl Scout activities at council-owned property, this form must be completed and returned as indicated below or during in-person training:

Volunteers: Return this form to:
Camp Department
Girl Scouts of Eastern Missouri
2300 Ball Drive
St. Louis, MO 63146

Overnight Camp Staff: Return this form to Waterfront Director/Camp Director at Overnight Camp during pre-camp training.

If you have any questions or need clarification, please contact the Senior Manager, Camping Programs at 314.592.2353. If you are an Overnight Camp lifeguard or small craft instructor, contact the Waterfront Director/Camp Director.

I have read and understand the Waterfront Manual and Emergency Action Plan in its entirety and agree to abide to its rules.

Date: _____ Print Name: _____

Signature: _____ 16-17 years: _____ Adult: _____

Certification(s): _____ Expiration Date: _____

Home City: _____

Would you be willing to act as trained waterfront personnel for other troops?: Yes _____ No _____

Phone: _____ Email: _____

Hepatitis B Vaccine Determination (Please Sign)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I understand that upon exposure I am to contact the Overnight Camp Office or the Girl Scout Service Center immediately and a confidential medical evaluation with follow-up will then be made available. Included in this medical evaluation will be the opportunity to receive the Hepatitis B vaccinations at no charge to me.

I have not had or received the full series of Hepatitis B vaccinations:

Signed: _____ Date: _____

I have previously received the full series of Hepatitis B vaccinations:

Signed: _____ Date: _____