

# *Winter Camp*



# *Event Procedures*

*Inaugural Edition - 2021*

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# **Winter Camp Event Procedures**

**Procedures and guidelines for safely holding the world's  
most successful chapter event.**

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**Some parts extracted from various Scouting publications, particularly the Guide  
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**This is the inaugural edition.**

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## Foreword

In 2021, Scouting mandated that events involving multiple units would have to complete a review by a Short-Term Camp Administrator to ensure compliance with the requirements for such events.

Several Winter Campers took this training, and it was clear that our rainbow series fell short on a few of the requirements, even some which had been in place for a while. It wasn't that we didn't do these things, we had just never documented them (similar to the other books). There are some new requirements as well.

Steve Donohue, viewing this review and our potential shortcomings, as an existential threat to Winter Camp, once again took to the keyboard to document our current practices and create some new ones to ensure that we would be in compliance with the safety guidelines.

The book was vetted by a cadre of long-time Winter Camp advisers and a few recent youth leaders to ensure completeness, clarity, and accuracy.

## Revision History

- April 10, 2021** First draft completed and sent to the team for review.
- November 9, 2021** Correct various spelling and grammatical errors.



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## Introduction

This manual exists to document the procedures we use at Winter Camp to ensure the safety of campers. It covers normal procedures like check-in and check-out and also formalizes our response to a number of potential emergencies. It also discusses activities and how best to have fun while remaining safe.

## Terms

For clarity, here are the definitions of specific terms as used in these procedures.

<b>Term</b>	<b>Our Definition</b>
<b>Adult</b>	A registered Scouter over the age of 18. This does not match the Order of the Arrow definition, but it more closely aligns with youth protection standards.
<b>Adviser</b>	The adviser for Winter Camp. The adviser must be over 21 and a member in good standing of the Order of the Arrow.
<b>Advisers</b>	Any person over 21 attending Winter.
<b>Camper</b>	Anyone attending Winter Camp regardless of age.
<b>Guest</b>	A person who attends Winter Camp on a part-time basis. They must meet all the requirements for attendance based on their age. Some guests may spend the night.
<b>Scout Team</b>	An Arrowman who has not yet reached the age of 18.
<b>Transitional</b>	A group comprised of youth and adults which typically works together to prepare meals and, in most theme-based activities for the week.
	We sometimes refer to Arrowmen between 18 and 20 (inclusive) as Transitional Adults or transitionals for short. This is because the Order treats them as youth for many purposes, but in other ways, they are treated as adults.
<b>Visitor</b>	A visitor is a person who attends Winter Camp for some limited period of time which does not include an overnight stay. They are not expected to spend more than a few hours at camp and cannot spend the night. Visitors may be younger children of campers. Visitors must be known to Winter Campers regardless of their status. If a visitor brings other visitors, the known visitor is responsible for all members of his group.
<b>Youth</b>	An Arrowman who has not yet reached the age of 21.

## Arrivals

On arrival, all campers must check in with the Adviser and the Youth Leader.

Campers will be checked against the roster to ensure they appear and to enable us to have a complete list of campers. There are no walk-ins at Winter Camp and there never have been. Those attempting to walk-in will not be admitted. One of the reasons Winter Camp can remain affordable is that there is not extra food in case of walk-ins.

Check in will include a review of all applicable forms, distribution of schedules, manuals, meal lists, and other items as appropriate for that year. Campers will also be assigned a sleeping area; campers who are tenting will be noted and will be asked to provide a location and identifying information for their tent. External signs for tents are preferred.

Campers who have cell phones will be reminded that they can only use them in public areas and may not share photos without permission. The roster will include cell phone numbers for those campers who have one at camp for use in an emergency.

Youth checking in will be asked about medication and their registration form will be checked. All medications will be collected into the Medication Box and their requirements noted on the Medication Log. The sole exception is for medications which might be needed on an emergency basis such as epi-pens, asthma inhalers, and nitroglycerin tables.

This will also include a review of the list of banned items as personal gear which includes:

- Firearms:** Rifles, shotguns, pistols (including off-duty law enforcement), bows, crossbows, etc.
- Shooting Sports:** Wrist rockets, slingshots, tomahawks, throwing knives, etc.
- Ammunition:** Bullets, slugs, shot-shells, BBs, arrows, etc.  
(Ammunition is never allowed outside of the range area in any form)
- Fireworks:** Poppers, firecrackers, fountains, mortars, etc.
- Climbing:** Harnesses, helmets, gloves, carabiners, belay devices, rope, etc.
- Aquatics:** Lifejackets, personal watercraft + paddles & oars, lifesaving equipment, etc.
- Vaping and Tobacco:** These items are restricted to use by adults. Adults may not use tobacco or vaping products indoors or in the sight of youth campers. Every effort should be made to set the example by neither vaping nor smoking.

- Firearms, Shooting Sports items, Ammunition, and Fireworks are a zero-tolerance infraction at Winter Camp and will result in removal from camp.
- The restriction on Firearms includes service pistols.
- Although MCC bans a list of items, aquatic items are unlikely to appear at Winter Camp and are included solely for completeness.

## Sleeping Arrangements

The sleeping arrangements will be arranged across rooms and cabins to ensure separation by age and gender. This means there will be separate areas for Adult Males, Adult Females, Youth Females, and Youth

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Males. The actual room/cabin assignments will be made based on the size of each group with larger rooms being given to larger groups.

Typically, we have put adult males at James E. West, with youth males and females getting the larger rooms at Jack Lord. The two remaining rooms are assigned to adult females and males.

Campers sleeping in tents must follow standard Youth Protection Rules, including youth being of the same sex and having no more than 2 years age difference. The adviser has the duty to discuss equipment and safety with youth tenters and if their gear seems inadequate for the weather, they may be told to sleep in a cabin.

### Emergency Gathering Location

At the time of check-in attendees will be told where to gather in the event it becomes necessary to leave the cabin in an emergency (such as a fire). All campers are expected to comply with the gathering rules, even if we later determine a different option would be better. In the vast majority of cases, we have two cabins nearby; in that case, we will use the other cabin as the gathering location.

### Guests

Winter Camp frequently has guests who stop by. Those people are generally welcome to share a meal or two if they participate in activities and maintain a positive attitude. The youth leader and adviser determine if a guest is welcome or not. To be welcome, a guest must be registered with Scouting and the Order of the Arrow and have completed Youth Protection Training if they are an adult. They may not be disruptive to the event in the eyes of the leader and adviser. Meals are not guaranteed, and they may be asked to eat last.

### Visitors

Occasionally, an adult will come as a visitor with a younger child. We generally allow this provided the visitor is known to us and with the understanding that neither they nor their children can be disruptive to camp activities or morale.

### Part-time Campers

Some campers, particularly adults, may come for a night to two. They pay at a higher rate determined by the Adviser. They must comply with the requirements for attending Winter Camp just like full-time campers.

### Departures

Campers cannot depart camp without first consulting the adviser. If adults are leaving with plans to return, they should also consult the kitchen staff to see if we need any program or food supplies. Leaving and returning is open only to adults.

The registration form includes the ability to record departure time and ride home and should be completed prior to camp.

Campers who are departing camp will have their medication removed from the locking box, their departure noted on the medication log, and their medication returned to their parent or guardian with the time/date of their last dose. In the event a youth is not travelling with their guardian (for instance having driven themselves), then medication will be returned to them or to the driver of the vehicle for return at home.

Winter Camp is not responsible for transportation to or from camp. This includes those who might be asked to leave early due to behavioral issues.

### Forced Departures

We have never sent anyone home from Winter Camp, but it could happen. Campers who violate the rules of camp through unacceptable behavior of any kind may be asked to leave camp. In the event this happens to a youth, their parents are responsible for arranging transportation. In these cases, campers will be asked to pack and will be taken to the Administration building by two advisers to ensure youth protection while we wait for their ride and to separate them from other campers.

## Winter Camp Behavior Policies

As with all Scout-related camping trips, the first obligation is for all campers to live by the tenets of the Scout Oath, Law, Slogan and Motto as well as the Outdoor Code and the Obligation of our Order. Beyond these basic standards of behavior, there are policies for specific situations detailed below.

All rules, except where specifically noted, apply to both youth and adult campers. For purposes of these policies, those 18 and over will be considered adults regardless of their Order of the Arrow membership status.

### Youth Protection Compliance and Reporting Policy

Anyone 18 or older attending camp must have a current Youth Protection Certification and must include a copy of the document with their registration. Failure to comply will be grounds for denial of registration and entry to camp.

Any suspicion or belief that any child is or has been physically, emotionally, or sexually abused, exploited, or exposed to any form of violence, threat, pornography or obscene material will be reported to the local authorities AND to the Scout executive. At Winter Camp, the adviser for the event must also be notified. The adviser is not responsible for reporting events – that is left to the person who witnessed the issue.

The Michigan Department of Human Services hot line number is 855-444-3911. This toll-free number allows you to report abuse or neglect of any child or adult any time day or night. In the event the Council Executive can't be reached or if guidance is needed, the Scouts First Helpline is available at (1-844-SCOUTS1)

### Drugs & Alcohol

Winter Camp, like Michigan Crossroads Council, has a zero-tolerance policy for the use of illegal drugs and alcohol of any sort. Any person found to be in possession, or under the influence of alcohol or an illegal substance will be removed from camp in a safe and sensible manner. Criminal prosecution may also be pursued by local authorities.

Campers who take prescription medication must turn it into the Health Officer upon their arrival at camp. Medications will be dispensed by the Health Officer and their consumption noted on the Medication Tracker.

**Marijuana Is considered an illegal drug even if prescribed for a particular camper.**

### Tobacco and Vaping Supplies

Youth may not use or possess either while at Winter Camp. Adults may have them but are expected to refrain from using them indoors or in the presence of youth. Every effort should be made to ensure youth don't see anyone smoking or vaping.

### Illegal, Immoral, And/or Unacceptable Acts

Because our goal is to build character and we have been entrusted with youth Arrowmen by their parents, illegal, immoral, or other activities generally considered unacceptable by society have no place at Winter Camp. This includes all forms of hazing and initiation.

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### Violent Behavior

Winter Camp has a zero-tolerance policy for fighting and any campers found to be fighting or engaging in violent or destructive behavior will be sent home. The advisers will attempt to de-escalate situations but are not experts in remedial treatments for such behavior. If a camper is unable to control their behavior, local authorities may be contacted.



## Food Preparations and Dining

All food preparation takes place under the supervision of the Kitchen Adviser or his designee. Winter Camp has a detailed plan for meals which should be followed to ensure success.

### Teams

Each team will have a roughly equal number of campers with adults and youth intermixed. Everyone on the team is expected to participate in all cooking activities. Cooking is generally done by team with each team responsible for the complete execution of their meal from advanced preparation to preparation, service, and cleaning of all dishes and kitchen and dining room surfaces.

See the *Winter Camp Kitchen Manual* for more information on meal preparation, service, and proper cleaning.

### Food Service

Most meals are served cafeteria style. The prepared food is moved to the counters and campers line up by table. The actual food is served by the team doing the cooking using appropriate utensils. After everyone has had firsts, there may be seconds. These are generally self-serve.

### Coffee

Unlike most Scout events, Winter Camp does not provide coffee for adults. Similarly, there is no hot cocoa station. Those who enjoy such things are welcome to bring them, but their preparation and consumption may not interfere with activities or meals.

### Activities

Winter Camp has a wide range of activities which are held both indoors and outdoors. Activities must comply with the Guide to Safe Scouting. In addition, all activities have a youth leader and an adult supervisor who are responsible for setting up and executing the plan.

Most activities at Winter Camp fall into one of three major categories: outdoor hike, outdoor sporting activity, or indoor game. Each activity requires its own risk assessment and mitigation plan, but there is a generic one for each major category.

Many of the potential hazards for 4-way Volleyball and Snow Soccer are similar, so the included documentation includes some default risks to consider. Other potential hazards should be added for specific events (such as the nets and ropes used in 4-Way Volleyball) and appropriate mitigations noted.

### General Mitigations

Winter Camp is an event which holds outdoor and indoor activities. There are some common mitigation practices which we use for most events.

For outdoor events, we watch the weather and if it is exceptionally cold or there is a combination of cold and rain, then we adjust the event. We either shorten it or, if needed, we substitute an indoor event. Similarly, for outdoor events, we expect participants to have and use appropriate gear. For events at night, we expect participants to have flashlights. If we're using woods tools, we expect all our campers to have completed totin' chip training.

Two things that works strongly in our favor are the membership requirements of the Order of the Arrow and the longevity of our advisers. Since all out attendees are members of the Order of the Arrow, they are First Class Scouts and experienced campers. Winter Camp was first held in 1977 and has been held every year since. There is a core of advisers who have attended 20 or more camps and they provide a strong resource for safety and for guidance of the youth. Winter Camp is probably one of the few events in the world where 30 people forming teams based on Scout rank have to divide the Eagle Scouts based on how many palms they have earned.

### Personal Responsibility

At any event, participants need to think about their own safety. The group can work to make things safer, but individual campers may have their own requirements. Before participating in each event at camp, campers should ask themselves the following questions and be able to answer them all in the affirmative.

**Do I understand what is expected of me for this activity?** It is not important that campers know the rules to 4-way volleyball, but it is important that they know it will be held outside, near the cabin, for about 2 hours. This lets them evaluate things objectively. If you aren't sure what is expected, then ask someone or check the Winter Camp Manual.

**Do I have the right gear to participate and is it ready for use?** The answer to this one probably starts as a yes, but sometimes things change. Maybe a camper has run out of dry boots, socks, or gloves. Remember that others may have spares, so do not be afraid to ask to borrow something from someone else. Do make sure to return it when you are done using it.

**Can I personally participate in this event safely?** Not every event is for every camper and not everyone is ready for an event. If you are already hurt or have some pre-existing condition that make an event

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dangerous or unlikely to be fun, then participating isn't a great idea. Winter Camp is not as remote as some places, but avoidable injuries and conditions are always best avoided. There is nearly always something which needs to be done for the next meal or dishes to be finished from the last meal. If an activity is dangerous for you, then offer to take on one of those tasks and let someone else participate who can do so safely.

The first two questions apply to every camper all the time. The third question often becomes more important with age, but it is a good question for anyone to ask.

### Addressing the Winter in Winter Camp

Although Winter Camp is an event with a lot of scheduled activities, it is an event which sometimes has snow. Because of that, a couple of general mitigations are in order.

#### Throwing Snow

If there is enough snow, a snowball fight is inevitable. Just a couple of things to remember:

1. Throwing snow is okay, but there shouldn't be ice or rocks inside the snow.
2. Snow shouldn't be aimed at someone's head.
3. The bottom line: throwing snow should never be done with the intention of hurting someone.

#### Sledding

Sledding is also an uncommon event at Winter Camp, but it does happen. There are a few rules for sledding that should always be remembered:

1. Sledding should only happen in designated areas. There should be no sledding on or across roads or any other unsafe area, including the lakes.
2. When sledding, designate one side of the hill as the sledding area and the other as the climbing area – walkers should not have to dodge sleds.

#### Departure

Weather is important all week, but it can have more impact as we prepare to return home. Extreme conditions can make it difficult for parents to arrive to pick up their Scouts. It can also make the drive home treacherous for those departing camp. In the event of adverse road conditions, we need to consider leaving earlier and potentially adjusting rides to avoid parents making the round-trip to D-bar-A.

## Program Hazard Analysis

### Purpose

This evaluation process is used to systematically identify, assess, and resolve hazards associated with program activities that support the vision, mission, and goals of the Boy Scouts of America. An analysis should be conducted for new program activities, for modifications to or expansions of existing activities, or for existing program activities with newly recognized hazards.

### Process

#### Define the Program Activities

The first step in the analysis process is to clearly, completely, and concisely define the physical and functional characteristics of the activity being considered. These characteristics should be presented in terms of the activity's equipment and materials, procedures, participants, and environment. Knowledge of how these elements interface with each other is essential to identify all potential hazards associated with the activity.

Define the scope of the program activity as clearly and concisely as possible. For example, analyzing "expanded use of pellet guns in a Webelos resident camp program" is both manageable and an efficient use of resources. Defining the program too broadly can lead to numerous tangential paths that are neither efficient nor effective. For example, "Cub Scout pellet gun shooting" is too broad a topic. The champion for the program is responsible for defining the scope of the program activity.

#### Identify Hazards

The second step in the process is to identify the hazards and determine their causes. Hazards can exist in many forms, including physical hazards such as an element of a facility or equipment design, chemical hazards, human error, and procedural hazards such as operating procedures that allow an action that causes an accident, injury, illness, or significant environmental damages.

Any of the five basic methods of hazard identification may be employed.

- Review data from previous accidents or existing operating experience.
- Develop a scenario and employ the judgment of experts.
- Use generic hazard checklists.
- Employ formal hazard analysis techniques. Examples include failure mode and effects analysis (FMEA), preliminary or operational analysis (PHA, OHA), and fault tree analysis (FTA).
- Review design data and drawings.

In this step, the whole universe of potential hazards must be identified and documented. Leadership should direct a cross-functional team or task force within the council to tackle this part of the process. Combinations of groups from program, management, camping, properties, health and safety, etc., tend to provide the best mix of expertise and operational experience for thorough hazard identification.

#### Assess the Identified Hazards

The third step in the process is to assess the identified hazards in terms of both the severity and consequence of each type of hazard and the probability of its occurrence. A classification system based on MIL-STD 882 system safety program requirements will be used as follows.

Hazard Severity

Hazard severity provides a qualitative measure of the worst credible result of the hazard. The following identifies the hazard severity categories that are used in this analysis and provides a definition for each.

<b>Program Hazard Analysis – Hazard Severity Rating</b>			
<b>Category</b>		<b>Industry Standard Description</b>	<b>BSA Relevance</b>
Catastrophic	<b>I</b>	Death, facility, or system loss or severe environmental damage.	Fatal or lifetime impairment, loss of sight or limb. Permanent facility loss. Events with multiple critical incidents. > \$1 million financial impact.
Critical	<b>II</b>	Severe injury; severe occupational illness; or major facility, system, or environmental damage.	Temporary impairment requiring rehabilitation and/or lifetime partial impairment, loss of use of but not loss of a limb. Facility not a total loss but must be rebuilt or remediated. Events with multiple marginal incidents. < \$1 million > \$100,000 financial impact.
Marginal	<b>III</b>	Minor injury, minor occupational illness, minor system, or environmental damage.	Injury requires physician to treat a temporary impairment, with complete rehabilitation possible. Sutures, clean fractures, injuries requiring transport to offsite medical facilities. Events with multiple negligible incidents. < \$100,000 > \$1,000 financial impact.
Negligible	<b>IV</b>	Less than minor injury or occupational illness, or less than system or environmental damage.	First-aid injuries not requiring medical professional intervention. < \$1,000 financial impact.

Hazard Frequency

The probability that a hazard will be experienced during the planned life expectancy of the program or system can be estimated in potential occurrences per unit of time, events, population, or activity. The following identifies the categories used and the definition of each.

<b>Program Hazard Analysis – Hazard Frequency Rating</b>			
<b>Descriptive Word</b>	<b>Level</b>	<b>Industry Standards Within Specific Individual Items, Fleets, or Inventories</b>	<b>BSA Relevance</b>
Frequent	A	Likely to occur frequently. MTBE* is fewer than 1,000 operating hours. Continuously experienced.	Expected to occur in a unit, district, council, program, or activity.
Probable	B	Will occur several times in the life of an item. MTBE is equal to or greater than 1,000 operating hours and fewer than 100,000 operating hours. Will occur frequently.	Will occur in the majority of councils conducting the program.
Occasional	C	Likely to occur sometime in the life of an item. MTBE is equal to or greater than 100,000 operating hours and fewer than 1 million operating hours. Will occur several times.	Likely to occur in a couple of councils/the program annually.
Remote	D	Unlikely but possible to occur in the life of item. MTBE is greater than 1 million operating hours and fewer than 100 million operating hours. Unlikely, but can reasonably be expected to occur.	Might happen once a year within the entire organization/program.
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced. MTBE is greater than 100 million operating hours. Unlikely to occur, but possible.	Might happen once in the lifetime of the BSA.

\* MTBE is Mean Time Between Events.

Risk Assessment

Once severity and frequency are established for a given hazard, a risk matrix can be used to decide whether to accept the risk or to implement hazard elimination or control measures.

Frequency of Occurrence	Catastrophic (I)	Critical (II)	Marginal (III)	Negligible (IV)
Frequent (A)	IA	IIA	IIIA	IVA
Probable (B)	IB	IIB	IIIB	IVB
Occasional (C)	IC	IIC	IIIC	IVC
Remote (D)	ID	IID	IIID	IVD
Improbable (E)	IE	IIE	IIIE	IVE

Hazard Risk Index	Acceptance Criteria
IA, IB, IC, IIA, IIB, IIIA	Unacceptable
ID, IIC, IID, IIIB, IIIC	Undesirable
IE, IIE, IIID, IIIE, IVA, IVB	Acceptable with Review
IVC, IVD, IVE	Acceptable

After the hazards are evaluated, a resolution plan is developed based on an assessment of the risk associated with each hazard. There are essentially four choices in the hazard resolution process.

**Unacceptable.** For the most serious hazards (those with a rating of IA, IB, IC, IIA, IIB, or IIIA), controlling measures will be developed. No Program Hazard Analysis form is needed as this activity cannot be held.

**Undesirable.** If the hazard is less serious (rating of ID, IIC, IID, IIIB, or IIIC), the hazard will be evaluated for corrective action and a decision will be made whether to correct or to accept the hazard. Program Hazard Analysis form must be completed, and mitigations evaluated; this activity MAY be permitted depending on the mitigated risk level.

**Acceptable with review.** The hazard resolution is closed based on an evaluation of the final risk, and the re-evaluation of the frequency and severity after the corrective action is included. A Program Hazard Analysis form must be completed to mitigate risks; this activity will typically be one we can hold once risk is mitigated.

**Acceptable without review.** The least serious hazards are accepted as identified, and no corrective action is required. No Program Hazard Analysis form is required as this activity is considered safe.

### First Aid

Winter Camp must have a qualified health officer. The officer must have completed the online Camp Health Officer training and be one of the following:

1. Licensed physician
2. Licensed nurse practitioner
3. Nurse (RN, LPN, or LVN).
4. Licensed physician assistants
5. Paramedic
6. Emergency medical technician (basic, intermediate, or paramedic)
7. Emergency medical responder, i.e., current state license from the state in which the camp is located or current Nationally Certified First Responder listed on the National Registry of Emergency Medical Technicians ([www.nremt.org](http://www.nremt.org)) or, until 2017, eligible for certification on the National Registry.

Winter Camp has a first aid kit which includes appropriate items for most common injuries as well as a log for incidents. The first aid kit must be stored in a central location accessible to all campers and everyone needs to know where it is in case of an emergency. Travelling kits should be taken on any hike or other event which requires us to leave the general area of the cabin. If they are used, the usage must be reported in the log. The Health Officer is responsible for noting any shortage of supplies and ensuring they are corrected.

Any injury requiring first aid must appear on the log. It is up to the Health Officer to make the decision if an injury is more serious than can be handled at camp. In those events, the injured person will be transported to appropriate medical care and parents notified. In the event a Scout becomes ill and must go home, parents are responsible for transportation home. Campers who leave due to illness will not be allowed to return.

In the event that someone requires more extensive treatment than Scout-rendered first aid, then an incident report must be completed online:

<https://www.scouting.org/health-and-safety/incident-report/>



## Medication Log

Winter Camp maintains control over the medication of campers and logs when it is taken. This is necessary to ensure that campers take their prescribed medication as prescribed, neither missing a dose nor taking extra doses.

### Check In

Upon arrival at camp, any campers with medication will check in with the Health Officer who will enter the medication in the log and on the timing sheet. The medication and log will be stored in a locked box to prevent unauthorized access. The timing sheet will be kept in a designated area to ensure we have reminders to dispense medication. There may also, given the nature of Winter Campers, be a technological solution.

### Distribution

Medication will be distributed based on the timing sheet. Each dose will be recorded on the medication log. For medications administered on an “as needed basis”, the log will be used to record the receipt of a dose and to verify timing between doses.

### Check Out

As campers are being picked up in preparation for departure, their medication will be returned to a responsible adult or guardian along with the date/time of their last dose for each medication based on the data shown in the log. The log sheets will be retained by Winter Camp as evidence that doses were administered properly.

## Emergency Procedures

Winter Camp has plans in place for a variety of potential emergencies. It should be noted that most of these procedures have never been deployed due to the caution of Winter Campers and their leaders.

### General Guidelines

In an emergency, we need to treat the situation as serious until we know better. In addition, we need to communicate two things to the Scouts: first, that we believe them and second, that this situation will be resolved with their cooperation. All emergency procedures need to start with a few key steps.

- 1) Calm everyone down
- 2) Identify the emergency, including Who, What, When, and Where things are happening. Why is typically not important until afterward.
- 3) Consult the Event Procedures book for the process to follow based on the situation.

### Lost or missing persons

The first step in any missing persons emergency is to try contacting the person using their cell phone. Many people will be carrying phones and a quick call can resolve many issues if they have service. If reaching them by cell isn't possible, then engage the remaining procedures.

- 1) Determine who is missing, how long they've been missing, and where they were last seen.
- 2) With the group assembled ask if the person(s) had mentioned plans to do something.
  - a. Dispatch a buddy pair or trio to that location to look for them in their announced destination. Use vehicles where practical. Make sure the dispatched group has a working phone.
- 3) Check all the sleeping areas to ensure they are not just napping. This should include outdoor sleeping areas and any snow structures which might have been built. When checking sleeping areas, verify that the person's gear is still in the cabin at the designated spot. Missing gear typically means they've left voluntarily and have not followed procedure to alert the Adviser/Leader of their departure.
- 4) At this point, we have an actual missing person. A report should be made to the ranger and/or camp director.
- 5) The Health Officer and at least one other adult must stay at the cabin to ensure we're prepared if the missing person returns or is found injured and needs attention.
- 6) We need to dispatch people to look at some specific areas:
  - a. Parking Lots. If the person drove a car, look to see if it is still in the parking lot. If it is not, searching for it in other places around camp is a strong start.
  - b. Lakes – look for footprints on the surface and/or nearby if there is snow. If the lake is frozen, check for signs of someone breaking through the ice.
  - c. Shower buildings and bathrooms. It is always possible someone has decided to take a shower in a different building than expected.
  - d. Other Cabins and structures. Starting with the cabins nearest our own, conduct a building-by-building search to ensure they aren't in a different building.
- 7) If those locations are all clear, it is likely time to begin sweeping areas geographically. Using a camp map, start by forming a line along a road and moving forward to the next road. Don't be afraid to call out the name of the person who is missing.

## Winter Camp Event Procedures

- 8) Depending on weather and timing, it will be necessary to notify parents and local authorities for help. This step should be taken after contacting the Council Executive.

### Extreme weather conditions, including appropriate shelter

Weather conditions and shelter at Winter Camp are often less of an issue than at other Scout encampments since the majority of the event is held in cabins. This makes most weather less of an issue than it might be during other events. Nonetheless, it is possible to have inclement weather impact our events. The most likely things are extremely cold weather and blizzard-like conditions. The procedures for both are largely the same.

- 1) Those who are outside in tents, hammocks, or shelters should move indoors, even if they believe they are prepared for the weather.
- 2) Activities may be limited based on temperatures and conditions. Even activities deemed safe to pursue will be held closer to the cabins to provide the opportunity for rapid warming if needed.
- 3) In extreme situations which may delay our departure, food will be rationed to provide adequate meals for as long as possible.

### Structural Fire

In the event of a cabin fire, campers should stay low and proceed to the nearest safe exit. Taking a coat or sleeping bag for warmth is acceptable only if doesn't slow your exit. Likewise, pulling on boots or shoes is wise.

- 1) Campers should make as much noise as possible during their exit to ensure others are awake to exit.
- 2) Campers will congregate at the other cabin (we usually have two) or at a designated area.
- 3) A buddy group will be dispatched to alert the rangers to the fire. Another person will contact the local fire department to alert them to the fire.
- 4) Campers should not engage in fire-fighting efforts unless the fire is very small and contained.

### Wildfire

- 1) In the event of a wildfire, campers should report to the Camp Office for directions on how they can help.
- 2) If they aren't able to help and it is deemed safe, they can return to their cabins, but must remain there until the all-clear is given by the rangers.

### Communicable diseases and infection outbreaks

In the event of a communicable disease outbreak, the following steps should be taken:

- 1) Separate those who are still healthy from those with signs of the disease while still respecting YPT training.
- 2) Consult the council Scout executive.
- 3) Consult parents of all Scouts to determine the parent's preferred course of action. In serious cases, the parent may not have a choice.
- 4) Step up handwashing and disinfection procedures while the issue lingers.
- 5) If any camper goes home, we need to fill out an incident report online:  
<https://www.scouting.org/health-and-safety/incident-report/>

## Winter Camp Event Procedures

### Hazardous materials exposure

Winter Camp largely avoids this by not using materials considered hazardous. We use household cleansers and sometimes paint, but nothing more serious than that. If we do use something more dangerous, it will be during our Service Project and the camp should have appropriate Safety Data Sheets on hand. Use of hazardous materials by youth is not permitted.

### Dangerous encounters with wildlife

Winter Camp is held at Scout owned camps which are typically free of species which pose a deliberate threat to humans. For all other wildlife campers are expected to keep their distance and apply the tenets of Leave No Trace Camping and the Outdoor Code.

In the event a potentially dangerous animal is encountered the area will be declared off-limits and the rangers will be notified of the potential issue.

### Intrusions (including active shooters)

Strangers in camp is a broad topic and somewhat fluid. Strangers who have arrived as guests for camp must comply with the standard rules for attending Scout events as called out in our procedures.

In the event of an unwanted person, the situation can be dangerous. For someone who is unknown but does not appear to constitute an armed threat, they will be asked to leave by the Adviser or his designate. Their presence in camp will also be reported to the Ranger staff and other camp officials who may have more information about their presence and whether or not it is authorized. Unknown persons will not be allowed to associate with youth attending camp, nor will they be allowed to enter any building or structure under our control.

In the case of an armed intruder, they will not be confronted by those attending Winter Camp. A call will be made to the rangers and may be followed up by a call to 911. If possible, campers will stay in cabins and shelter in place away from windows, typically in showers or restrooms. If there is time, campers will depart the cabin as teams and take advantage of their knowledge of camp to evade armed intruders while making their way to the Camp office.

### Natural and manmade hazards at the camp and program/camp sites

Any area deemed hazardous either due to the presence of equipment, substandard construction, or damage due to erosion or excavation will be declared off-limits. Those who enter such an area may be asked to leave camp and that information is well-known.

### Dangerous Equipment

Winter Camp generally does not bring dangerous equipment beyond standard woods tools which Scouts learn to use properly during their instruction for the Whittlin' Chit and Totin' Chit. Other items which are brought for use by adults during service projects are kept in the adult section of the cabin or are locked in vehicles until they are needed.

In the event there is a need to use dangerous equipment (wood splitters or chainsaws being the most likely), they are to be used only by those over the age of 21 who have completed appropriate training (if available) and have been approved to use it by the owner (typically the ranger staff).

## Winter Camp Event Procedures

### Post-event guidelines

Once an emergency has occurred and things have been resolved, we need to evaluate the situation to determine why the emergency and, more importantly, to decide which procedures worked well and which could be improved.

This is not about blaming anyone for their response, it's about the procedures and how they can be improved.

## Winter Camp Event Procedures

### Appendix 1: Roster

The roster for Winter Camp contains the data required by the camp and is generated using the attendance database. A sample is included.

*Mi-Gi-Si O-Paw-Gan Chapter*

*Order of the Arrow*

**Winter Camp XLIII  
December 27-31, 2019  
Jack Lord**

<b>Youth Roster</b>	<b>Camp Age</b>	<b>Current</b>		
Carlos Acosta	16	18	313-412-1702	24708 Standord St, Dearborn Heights, MI 48125
Chris Adams	16	17	734-224-3862	3130 Kathrine St., Dearborn, MI 48124
Kieran Bledsoe	19	21	313-509-4940	28510 Pickford, Livonia, MI 48152-3522
Michael Bristol	17	18	313-655-5355	7033 Mecal St., Dearborn, MI 48126
Ben Ferencz	16	17	313-737-7343	1240 N. Willard Rd., Canton, MI 48187
Jacob Ferns	17	19	313-888-3409	6450 Winowa, Allen Park, MI 48101
Tyler Franzel	14	15	734-675-1429	4123 Longmeadow, Trenton, MI 48183
Matthew Grimble	18	19	313-910-8856	7845 Merrick, Taylor, MI 48180
Aidan London	13	14		1842 S. Karle Ave., Westland, MI 48186
William Perkins	16	17		24442 Orangelawn, Redford, MI 48239
Timothy Pfeiffer	13	15	734-725-8472	971 Paddington Rd, Canton, MI 48187
Ryan Shork	14	15	734-334-3068	4059 Garfield St., Wayne, MI 48184
J.J. Stephens	13	14		3122 Pulton, Trenton, MI 48183
<b>Adult Roster</b>	<b>Camp Age</b>	<b>Current</b>		
Mark Bollman	55	57	269-967-1381	422 Linden, Albion, MI 49224
Gabriel Church	27	28	734-883-0267	1024 Driftwood Dr., Fort Collins, CO 80525
Kristie Donohue	45	46	313-999-0049	17612 Herrick, Allen Park, MI 48101
Stephen Donohue	56	57	313-919-0106	17612 Herrick St., Allen Park, MI 48101
Alex Ferencz	28	29	313-399-1324	1934 Edgewood, Dearborn, MI 48124
John Ferencz	55	56	313-715-5476	1240 N. Willard Rd., Canton, MI 48187
Andrew Fountain	28	29	734-717-3260	7845 Merrick St, Taylor, MI 48180
Adam Haubenstricker	24	26	734-883-4153	9262 Avelon Ln., Saline, MI 48176
Roger Dale Horn	61	62	313-350-5193	2750 Russell, Howell, MI 48843
Keith King	36	37	313-600-7983	1603 E. Maple Rd., Milford, MI 48381
Brian Maghran	21	22	734-671-6336	28545 Southpoint, Grosse Ile, MI 48138
Brian Mann	41	42	734-355-4103	8175 McKean, Willis, MI 48191
David Milon, Jr.	48	50	734-556-0015	13172 Commonwealth St., Southgate, MI 48195
David Oakley	54	56	313-613-1262	943 Liberty Ave., Lincoln Park, MI 48146
Jeffrey Rand	61	63	480-547-9580	14653 N. El Pueblo Blvd., Fountain Hills, AZ 85268
Ethan Rein	34	36	313-618-5860	2300 Montego Dr., Lansing, MI 48912-3524
Nicholas Weathers	21	23	313-350-7461	4213 Huron St., Dearborn Heights, MI 48125
Alan Wilson	23	24	734-787-7078	9515 Wood Bend Dr., Saline, MI 48176
Douglas Wilson	64	65	734-395-9214	9515 Wood Bend Dr., Saline, MI 48176
<b>Guest Roster</b>	<b>Camp Age</b>	<b>Current</b>		
Luciano Cavazos	20	22	734-748-25709	4029 Longtin Ave., Lincoln Park, MI 48146
Michaela King	12	13		1603 E. Maple Rd., Milford, MI 48381
Michelle Matowski	42	44	734-536-9028	4029 Longtin, Lincoln Park, MI 48146
Ian McKeever	21	22	313-353-1095	3745 Williams, Dearborn, MI 48124
Joseph Warren	25	27	313-330-1881	814 Ford Blvd., Lincoln Park, MI 48146

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## Appendix 2: Logs and forms

As with most events, Winter Camp has to maintain a certain level of written documentation. Examples and templates for some of the forms we use are provided below.

### Registration

Migisi Opawgan Chapter

Noquet Lodge

## Winter Camp XLIII Registration

Migisi Opawgan Chapter - Noquet Lodge 29

### Event Information

December 27-31, 2019  
D-bar-A Scout Ranch.  
Jack Lord Cabin

Youth: \$47.47  
Adults: \$52.52

Registration Deadline: December 20, 2019  
More information at [www.wintercamp.com](http://www.wintercamp.com)

#### Print Legibly!

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Troop #: \_\_\_\_\_

#### Emergency Information:

Person to contact if no one is home:

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Special Health Comments:

(Medications, allergies, physical constraints, etc)

\_\_\_\_\_

\_\_\_\_\_

#### Insurance Information:

Company: \_\_\_\_\_

Member #: \_\_\_\_\_

Any questions can be asked on the Winter Camp

Facebook group, on the website at

[www.wintercamp.com](http://www.wintercamp.com) or by calling/texting:

Keith King (313)600-7983

Steve Donohue (313)919-0106

Ethan Rein at 313-618-5860

In consideration of the benefits to be derived, and in view of the fact that the B.S.A. is an educational organization, membership in which is voluntary, and having full confidence that every precaution will be taken to ensure the safety and well-being of person attending during this activity or trip, I hereby agree to his participation and waive all claims against the leaders of this activity or trip and officers, agents, and representatives of the B.S.A. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by a designated representative of the Boy Scouts of America to authorize routine, emergency, or surgical treatment, hospitalization, proper anesthesia, and/or injections. The person herein described is in good health and physical condition has all required immunizations, and I assume the health responsibility for the individual.

I hereby assign and grant to the Noquet Lodge the right and permission to use and publish photographs of me or my son as part as part of their communication effort. I understand they will not provide identifying information with any of the photos. I hereby release the Lodge and the Boy Scouts of America from any and all liability from such use and publication. I specifically waive any right to any compensation I may have for use of the images.

X \_\_\_\_\_

**Signature of Parent/Guardian, if under 18,  
or Adult signature if 18 years old or older**

Print Name Legibly \_\_\_\_\_

#### Make checks payable to and send to:

Steve Donohue  
17612 Herrick St.  
Allen Park, MI 48101-3426

#### Any Questions?

Youth Leader: Chris Kirschke  
Adult Adviser: Steve Donohue (313)919-0106

#### Arriving at Camp

We expect everyone to arrive at camp by 10:30 AM on Friday, December 27.

**There is no carpool this year**

If you need help finding a ride, please call or text Ethan Rein at 313-618-5860

If you have extra space, please let Ethan know too so he can help find people rides.

I plan to get to camp with: \_\_\_\_\_

We will arrive at: \_\_\_\_\_

We have room for \_\_\_\_\_ more people.

#### Departing Camp

We will depart around 2:00 pm on December 31.

Scouts will again need to arrange their own rides.

**All campers need to provide copies of Medical Forms A and B.  
Campers 18 and older must have current youth protection certification.**

Winter Camp Event Procedures

First Aid Log

A log of any injuries or conditions requiring first aid must be kept; this is a sample of the format used by Winter Camp. Use additional pages if needed.

Date	Time	Person Treated	Issue	Treatment	Treated by



# Winter Camp Event Procedures

## Medication Log

Camper	Medication	Dose Date	Dose Time	Given by

Winter Camp Event Procedures

Medication Timing Form

Times when Medication is due for various campers. Fill in other times as needed

Date:

Day:

Time	Camper	Medication(s)	Camper	Medication(s)	Camper	Medication(s)
8:00 am						
Breakfast						
Lunch						
Dinner						
Bedtime						

Blank Assessment

Risk Mitigation Worksheet							
<b>Date:</b>							
<b>Program:</b>	Scouts BSA, Order of the Arrow						
<b>Description:</b>							
Hazard Description	Hazard Cause / Effect			Corrective Actions			
	Cause	Effect	Initial Risk Rating	Possible Controlling Measure	Closing Comments	Status	Final Risk Rating

Winter Camp Event Procedures

Standard Hike Assessment

**Description:** Take a walk

**Program:** Scouts BSA, Order of the Arrow

**Prepared:** 2021-04-18 by Steve Donohue

Hazard Description	Hazard Cause / Effect		Initial Risk Rating	Possible Controlling Measure	Corrective Actions		Status	Final Risk
	Cause	Effect			Closing Comments			
Escalation	Darkness makes an event more difficult to resolve.	An event becomes more serious because of poor lighting conditions.	IIIC	Even for events where flashlights aren't desirable, they should be carried in case of an emergency.				IIIE
Hypothermia / Frostbite	Exposure to cold temperatures over a prolonged period.	Scouts develop a condition which requires first aid or medical attention.	IIIC	Ensure proper preparedness of participants prior to activity. Those who are unprepared must remain in cabin.				IIIE
Hypothermia / Frostbite	Exposure to cold temperatures over a prolonged period.	Scouts develop a condition which requires first aid or medical attention.	IIIC	Ensure proper preparedness of participants prior to hike. Those who are unprepared must remain in cabin.				IIIE
Hypothermia / Frostbite	Exposure to cold temperatures over a prolonged period.	Scouts develop a condition which requires first aid or medical attention.	IIIC	Limit time spent hiking based on observed weather conditions: spend less time hiking in cold and/or rain.				IIIE
Hypothermia / Frostbite	Exposure to cold temperatures over a prolonged period.	Scouts develop a condition which requires first aid or medical attention.	IIIC	Monitor weather conditions and if they are not conducive to outdoor activities, change the location, reduce the duration of the event, or change to a different event				IIIE

Winter Camp Event Procedures

Minor Injury (sprain, bruising)	Rough or slippery terrain leads to twisting or a minor fall.	Scouts step on something they can't see.	IIIC	which is better suited to the weather. Even for events where flashlights aren't desirable, they should be carried in case of an emergency.	IIIE
Minor Injury (sprain, bruising)	Rough or slippery terrain leads to twisting or a minor fall.	Scouts step on something which doesn't bear their weight or causes them to lose their footing.	IIIC	Limit hiking to well-used trails, particularly in situations of poor weather or walking conditions (ice or snow).	IIIE
Minor Injury (sprain, bruising)	Rough or slippery terrain leads to twisting or a minor fall.	Scouts step on something which doesn't bear their weight or causes them to lose their footing.	IIIC	Campers can use trek poles to help retain footing.	IIIE
Minor Injury (sprain, bruising)	Rough or slippery terrain leads to twisting or a minor fall.	Scouts step on something which doesn't bear their weight or causes them to lose their footing.	IIIC	Campers who have access to ice spikes or crampons should use them.	IIIE
Snow Blindness	Reflection of strong sun on ice or snow can lead to eye damage.	Scouts develop snow blindness, a painful condition where the eye is effectively sunburned	IIIC	Campers who are known to have sensitivity should wear sunglasses or goggles if they have them available.	IIIE
Minor Injury (sprain, bruising)	Rough or slippery terrain leads to twisting or a minor fall.	Scouts step on something which doesn't bear their weight or causes them to lose their footing.	IIIC	Scouts taught "Never step on what you can step over, and never stop over what you can step around"	IIIE
Drowning, Hypothermia, or Frostbite	Campers moving across or engaging in activities on one of the lakes fall through the ice.	Camper could drown or suffer from frostbite or hypothermia.	IC	Advisers consult with Ranger or Campmaster about ice thickness and safety. If the ice is not certified as safe by them, all ice activities are canceled or replaced with land versions.	IVE

## Winter Camp Event Procedures

Drowning, Hypothermia, or Frostbite. Campers moving across Camper could drown or suffer or engaging in activities from frostbite or hypothermia. on one of the lakes identified as safe fall through the ice.

IE Review of ice rescue procedures prior to anyone stepping onto ice. Maintain distance as much as possible when on the ice.

Given the conservative ice safety estimates employed by camp, this can be considered an improbable event.

IIIE

Winter Camp Event Procedures

Standard Sport Assessment

**Description:** Winter Camp has a number of events which are based on real-world sports.

**Program:** Scouts BSA, Order of the Arrow

**Prepared:** 2021-04-13 by Steve Donohue

Hazard Description	Hazard Cause / Effect		Corrective Actions			Final Risk
	Cause	Effect	Initial Risk Rating	Possible Controlling Measure	Closing Comments	
Drowning, Hypothermia, or Frostbite	Campers moving across or engaging in activities on one of the lakes fall through the ice.	Camper could drown or suffer from frostbite or hypothermia.	IC	Advisers consult with Ranger or Campmaster about ice thickness and safety. If the ice is not certified as safe by them, all ice activities are canceled or replaced with land versions.		IVE
Drowning, Hypothermia, or Frostbite.	Campers moving across or engaging in activities on one of the lakes identified as safe fall through the ice.	Camper could drown or suffer from frostbite or hypothermia.	IE	Review of ice rescue procedures prior to anyone stepping onto ice. Maintain distance as much as possible when on the ice.	Given the conservative ice safety estimates employed by camp, this can be considered an improbable event.	IIIE
Hypothermia / Frostbite	Exposure to cold temperatures over a prolonged period.	Scouts develop a condition which requires first aid or medical attention.	IIIC	Ensure proper preparedness of participants prior to activity. Those who are unprepared must remain in cabin.		IIIE
Hypothermia / Frostbite	Exposure to cold temperatures over a prolonged period.	Scouts develop a condition which requires first aid or medical attention.	IIIC	Limit time spent playing based on observed weather conditions: spend less time outside in cold and/or rain.		IIIE

Winter Camp Event Procedures

Hypothermia / Frostbite	Exposure to cold temperatures over a prolonged period.	Scouts develop a condition which requires first aid or medical attention.	IIIC	Monitor weather conditions and if they are not conducive to outdoor activities, change the location, reduce the duration of the even, or change to a different event which is better suited to the weather.	IIIE
Hypothermia / Frostbite	Exposure to cold temperatures over a prolonged period.	Scouts develop a condition which requires first aid or medical attention.	IIIC	Most sports events are not tied to specific geography; in case of inclement weather, the event should be held close to camp to allow for quick access to a warming station.	IIIE
Minor Injury (sprain, bruising)	Rough or slippery terrain leads to twisting or a minor fall.	Scouts trip on something which causes them to lose their footing.	IIIC	Limit activity to appropriate areas and inspect the playfield for hidden hazards and remove them before play.	IIIE
Minor Injury (sprain, bruising)	Tripping over lines or ball, impact with net.	Scouts injured by tripping and falling or by direct impact	IIIC	Mark boundaries and goals with soft cones. Don't fuss too much about boundaries.	IIiE
Minor Injury (sprain, bruising)	Tripping over lines or ball, impact with net.	Scouts injured by tripping and falling or by direct impact	IIIC	Mark boundaries with soft cones. Mark net lines. Ensure net will collapse before injury..	IIiE
Minor Injury (sprain, bruising)	Rough play leads to injury	Scouts injured when hit in face or tripped by another Scout.	IIIC	Remind Scouts of the rules of soccer which are enforced; violations result in penalties where Scout must sit out.	IIIE



Winter Camp Event Procedures

4-Way Volleyball Sample Assessment

**Description:** Similar to volleyball but with 2 nets and 4 teams.

**Program:** Scouts BSA, Order of the Arrow

**Prepared:** 2021-04-13 by Steve Donohue

Hazard Cause / Effect			Corrective Actions				
Hazard Description	Cause	Effect	Initial Risk Rating	Possible Controlling Measure	Closing Comments	Status	Final Risk
Hypothermia / Frostbite	Exposure to cold temperatures over a prolonged period.	Scouts develop a condition which requires first aid or medical attention.	IIIC	Ensure proper preparedness of participants prior to activity. Those who are unprepared must remain in cabin.			IIIE
Hypothermia / Frostbite	Exposure to cold temperatures over a prolonged period.	Scouts develop a condition which requires first aid or medical attention.	IIIC	Limit time spent playing based on observed weather conditions: spend less time outside in cold and/or rain.			IIIE
Hypothermia / Frostbite	Exposure to cold temperatures over a prolonged period.	Scouts develop a condition which requires first aid or medical attention.	IIIC	Monitor weather conditions and if they are not conducive to outdoor activities, change the location, reduce the duration of the event, or change to a different event which is better suited to the weather.			IIIE
Hypothermia / Frostbite	Exposure to cold temperatures over a prolonged period.	Scouts develop a condition which requires first aid or medical attention.	IIIC	Most sports events are not tied to specific geography; in case of inclement weather, the event should be held close to camp to allow for quick access to a warming station.			IIIE
Minor Injury (sprain, bruising)	Rough or slippery terrain leads to twisting or a minor fall.	Scouts trip on something which causes them to lose their footing.	IIIC	Limit activity to appropriate areas and inspect the playfield for hidden hazards and remove them before play.			IIIE

Winter Camp Event Procedures

Minor Injury (sprain, bruising)	Tripping over lines or ball, impact with net.	Scouts injured by tripping and falling or by direct impact	IIIC	Mark boundaries and goals with soft cones. Don't fuss too much about boundaries.	IIIiE
Minor Injury (sprain, bruising)	Tripping over lines or ball, impact with net.	Scouts injured by tripping and falling or by direct impact	IIIC	Mark boundaries with soft cones. Mark net lines. Ensure net will collapse before injury..	IIIiE
Minor Injury (sprain, bruising)	Rough play leads to injury	Scouts injured when hit in face or tripped by another Scout.	IIIC	Remind Scouts of the rules of soccer which are enforced; violations result in penalties where Scout must sit out.	IIIiE

## Appendix 4: Special Covid Considerations