

Camp Francis

Table of Contents

-  CAMP MAP
-  CAMP PROFILE
-  EMERGENCY PROCEDURES AND CONTACT INFORMATION
-  CHECK IN
-  CHECK OUT
-  WHAT'S IN THE AREA?
-  LOCAL RESTAURANTS, CATERERS & DELIVERY
-  PROPERTY POLICIES
-  EVALUATION FORM

Camp Francis

275 Acres

Kent, CT



Blue Heron Pond

BK Cabin



Sunny Hollow



Troop House



Dining Hall (closed)



Rafters (closed)



Director's Cabin (closed)



Infirmary (closed)



Staff House (closed)



Jev's Jungle



Frost-free faucet



Campfire Circle

Meadow

Stony Brook



Trail's End



Legend

- | | | | |
|--|-----------------|--|------------------|
| | Adirondack | | A-Frame |
| | Picnic Pavilion | | Latrine or Porto |
| | Building | | Fire Circle |
| | | | Road |

Francis, Kent, CT 275 Acres Wetlands Lake Streams and Brooks Waterfall Old Millworks	Total Day Capacity	Sleeping capacity	# Platform Tents	# Lean-to	Cabin/Lodge	Tent pitching area	Picnic Tables	Picnic/Shelter	Cots/Mattresses	Porto/Latrine/Flush	Shower YR/Seasonal	Fireplace	Fire Ring/Raised Grill	Cook Shelter	Heated Building	Water Year Round	Water May- Oct	Kitchen/Refrig/Stove	Flag Pole	Canoes, Motor Boat, Kayak, Funya	Docks/Sand Beach
Sunny Hollow		0+				X	X	X		P^											
Troop House ▼	TBD	TBD			X		X			F	YR				X	X		X			
Dining Hall †					X																
Rafters †					X														X		
Director's Cabin †					X																
Infirmary †					X																
Staff House †					X																
Jev's Jungle	50						X	X		P^							X				
Meadow	50	50+				X	X			P^			X								
Stony Brook ◊	24	24+				X	X	X		L			X								
Trail's End ◊	24	24+		4		X	X	X		L			X								
BK Cabin †					X															C	D
Water Front																					

Plus Sign (+) following the number in sleeping capacity indicates that site capacity can be increased by pitching tents

* State, Local and GSOFCCT requirements apply to use pool, call facilities for more information

** Units are accessible for wheel chairs in tents, portos, and picnic tables

*** Please refer to Safety Wise for Adult-to-Child Ratios for all Playscapes

† This site is not used

‡ Under Renovation

^ Portos brought to site upon request

◊ Scheduled for May 2009

▼ Scheduled to open September 2009



GIRL SCOUTS OF CONNECTICUT

www.gsfcct.org 1-800-922-2770 Fax 1-203-234-6828

EMERGENCY PREPAREDNESS PROCEDURES FRANCIS PROGRAM CENTER

Location

Kent Hollow Road
Kent, CT 06785
Troop House Phone 860-927-3431

Directions

From the South: Take Route 7 North to Kent. At traffic light on entering Kent, turn right onto Route 341. Stay on Route 341, bearing left over bridge. (DO NOT TAKE ROAD MARKED SOUTH KENT.) After 5.2 miles from traffic light, make acute right turn onto Kent Hollow Road. Camp Francis entrance is 0.4 miles on left, skirting pond. Main camp is some distance inside the gate; observe the 10 mph speed limit, and beep on curves.

OR: take Route 7 North to New Milford. Turn right to cross Housatonic River Bridge on Route 202 East. Go through New Milford and follow Route 202 East through Northville. Turn left onto Sawyer Hill Road. Continue straight across all intersections, about 7 miles. Camp entrance is switch-back turn, so you might have to pass the entrance and turn around

Emergency Site Gathering Place

Meadow

Alternate Site Gathering Place

Parking Lot

On Site Emergency Location (in lieu of evacuation)

Jev's Jungle

Girl Scout Administrative Center

Girl Scouts of Connecticut
340 Washington Street
Hartford, CT 06106
Phone 860-522-0163 • 800-922-2770
Fax 860-548-0325
Email general@gsfcct.org
Website www.gsfcct.org

Girl Scouts of Connecticut Emergency Numbers

Girl Scout Administrative Center 800-922-2770 or 203-239-7220
Evenings, Weekends and Holidays call: 800-459-6311

Girl Scouts of Connecticut, Inc.
Steps to be followed by person(s) in charge at the scene of an accident, emergency or crisis situation:

1. Give priority attention to providing all possible care for the injured.
2. Secure doctor, ambulance, and police, as appropriate.
3. Contact one of the numbers on the reverse side of this card to report emergency and secure additional assistance.
4. In the event of a serious accident, ALWAYS notify the police. Retain a responsible person at the scene. See that there is no disturbance to the victim or surrounding area until the police have assumed authority.
5. Refer all media (press, radio, television) inquiries to one of the emergency numbers listed on the reverse side of this card by saying - "Girl Scouts always puts its members' safety first. For more information, call the Communication Director."
Do not discuss the incident, place blame, or accept liability.
6. Within 24 hours, if possible, submit report to Girl Scouts of Connecticut.

**GIRL SCOUTS OF CONNECTICUT
EMERGENCY CONTACT NUMBERS**

1. Monday - Friday, 8:30 AM - 4:30 PM: call 1-800-922-2770.
2. Evenings, weekends, and holidays: call 1-800-459-6311.

QUICK REFERENCE NUMBERS - Please fill in the appropriate information.

Local Police/Sheriff phone # _____
Local Fire Department phone # _____
Local Ambulance phone # _____
Poison Control Central phone # _____
Other _____

Council Name: Girl Scouts of Connecticut
340 Washington St
Hartford, CT 06106

Don't forget to take me!



Girl Scouts®

**EMERGENCY PREPAREDNESS PROCEDURES
 SERIOUS ACCIDENT OR MAJOR EMERGENCY PROCEDURE**

1. Give priority attention to providing all possible care for the injured.
2. Secure doctor, ambulance, and police as appropriate.
3. Contact one of the numbers on the Emergency Numbers page of this packet and secure additional assistance.
4. In the event of a serious accident, always notify the police. Retain a responsible person at the scene. See that no disturbance of the victim or surrounding area is permitted until police have assumed responsibility.
5. Refer all media inquired (press, radio, television) to one of the Emergency Numbers. **MAKE NO STATEMENT TO THE PRESS!** Do not discuss the incident, place any blame, or accept liability.

EMERGENCY EVACUATION AND/OR RELOCATION CHECK LIST

SUGGESTED EMERGENCY SUPPLIES

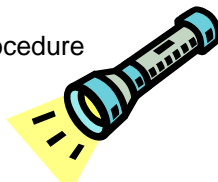
(Store these supplies in an easily accessible area)

- Portable First Aid Kit
- Multiple Flashlights
- Portable Radio (battery-operated or hand-crank)
- Extra Batteries
- Extra Blankets
- Extra Clothing for Children
- Sanitation Supplies
- Toilet Paper
- Emergency Health Supplies and Medication



ALSO

- Emergency Preparedness Procedure
- Attendance Records
- Health Cards
- Health Histories



ADDITIONAL ITEMS TO INCLUDE IN EMERGENCY SUPPLY KIT, AS RECOMMENDED BY THE UNITED STATES' READY AMERICA PROGRAM

- Water
- Food (dried, canned, or other non-perishables)
- Local Maps
- Compass
- Cellular Phone



EMERGENCY NUMBERS

FIRE, POLICE, AMBULANCE911
Non-Emergency Local Police.....860-927-3134
Non-Emergency Local Fire.....860-927-3151

New Milford Hospital Emergency.....860-350-7222

POISON CONTROL.....1-800-222-1222

OFF-SITE RANGER: Roy Newman.....203-746-7971

COUNCIL EMERGENCY NO.
Holidays, Weekends, Evenings.....1-800-459-6311

Procedures for Handling Serious Accidents or Major Emergencies







Steps to be followed by person(s) in charge at the scene of an accident.

- 1. Give Priority Attention to provide all possible care to the injured.**
- 2. Secure Doctor, Ambulance, and Police as appropriate.**
- 3. Contact one of the numbers on this card to report emergency and secure additional assistance.**
- 4. In the event of a serious accident always notify police. Retain a responsible person at scene. See that no disturbance of the victim or surrounding area is permitted until police have assumed responsibility.**
- 5. Refer all Media inquiries (Press, Radio, Television) to one of the emergency numbers listed on this card. MAKE NO STATEMENT TO THE PRESS. Do not discuss the incident, place any blame, or accept liability.**

Girl Scouts of Connecticut

CAMP CHECK IN

Please **READ** and familiarize yourself and your entire group with the posted **Property Policies**:

-  **Park only in designated areas and remember to lock all doors. Girl Scouts of Connecticut is not responsible for any lost or stolen items.**
-  **Send only ONE (1) car to unload your gear at reserved site and/or park in the designated area and transport equipment by foot, as discussed with Ranger or Caretaker before arrival.**
-  **Familiarize yourself and other adults in your group with the posted Emergency Contact phone numbers.**
-  **Be respectful of other groups sharing the camp. Use only the area(s) reserved, as listed on your confirmation form.**
-  **Please do not pick or dig up any flowers, plants or saplings. Use only “down” wood for fires.**
-  **Fire circles should be cleaned **PRIOR** to building a fire. Ashes can be left for the next group.**

See *Safety-Wise* for use of portable cook stoves at camp. Those with sealed gas units (canisters) may be used: propane, butane, alcohol or Sterno (not fuel). Where electricity is not available, lantern may be used at the latrine at night. It must be hung from a bracket at the latrine, so that it cannot be knocked over.

Never, never use sealed gas unit in a tent or cabin.

Girl Scouts of Connecticut

CAMP CHECK OUT

Remember that a Girl Scout leaves an area cleaner than when she arrived. Before you leave, please make sure:

- All fires completely out & pails returned to storage
- Tents/cabins swept clean
- Mattresses sanitized
- Beds and mattresses are in center of tent—proper number in each tent
- Tent flaps closed and tied; corners lashed
- Bathrooms/Latrines/Portos and washstands scrubbed and disinfected
- Kitchen Area cleaned – tables and benches/chairs washed; refrigerator unplugged, cleaned and doors propped open
- Any borrowed equipment or supplies is returned to its place
- Garbage and trash taken to dumpster
 - ★ If there is no dumpster, or dumpster is full, garbage must be taken out by user
- Unit free of all litter
- No food left behind anywhere
- Nothing left behind by your group
- Heat is turned down and lights off (where applicable)

See *Safety-Wise* for use of portable cook stoves at camp. Those with sealed gas units (canisters) may be used: propane, butane, alcohol or Sterno (not Fuel). Where electricity is not available, a lantern may be used at the latrine at night. It must be hung from a bracket at the latrine, so that it cannot be knocked over.

Never, never use sealed gas unit in a tent or cabin.

So we've arrived at Francis.

What's in the Area?

Connecticut Antique Machinery

31 Kent Cornwall Road, Kent, CT 06757

6.5 miles, approx. 13 minutes

(860)927-0050 | www.ctamachinery.com

The Connecticut Antique Machinery Association is a non-profit museum dedicated to the preservation, restoration and demonstration of antique machinery from Connecticut's rich industrial and agricultural past. As a "living" museum, most of the exhibits are operable, with live demonstrations scheduled throughout the season.



The Morrison Gallery of Contemporary Art

8 Old Barn Road, Kent, CT 06757

5.5 miles, approx. 11 minutes

(860)927-4501 | www.themorrisongallery.com

Drawing collectors from New York City, the Berkshires, the Hudson Valley and New York State's Capital Region, as well as locals in Connecticut, the Morrison Gallery has been called the "linchpin" of Litchfield County's art scene by the New York Times. The Gallery is open all year round with openings and receptions often accompanied by live jazz.

Lake Waramaug State Park

30 Lake Waramaug Road, New Preston, CT 06777

2.0 miles, approx. 5 minutes

(860)868-0220 | www.ct.gov/dep/cwp/view.asp?a=2716&q=325232&depNav_GID=1650

Offering lake-fishing and car-top boating, Lake Waramaug is named for the Native American Chief of the Wyantenock tribe who had hunting grounds near falls on the Housatonic River, and made their summer residence where the park now stands.



What is there to eat in this town?

A taste of local restaurants, caterers, delivery and grocery stores

Baird's General Store
(860)672-6578
25 Kent Road
Warren, CT 06754

Davis Iga
(860)927-4093
27 Kent Green Boulevard
Kent, CT 06757

Doc's Trattoria & Pizza
(860)927-3810
9 Maple Street
Kent, CT 06757

Paisans Caterers
(860)927-3774
810 Green Street
Kent, CT 06757

Shanghai Chinese Restaurant
(860)927-4809
Kent Green
Kent, CT 06757

Strobles Bakery & Cookery
(860)927-4037
14 North Main Street
Kent, CT 06757

The Upper Crust Catering
(860)350-0006
373 Litchfield Turnpike
New Milford, CT 06776

Washington Pizza
(860)868-0198
13 Main Street
New Preston, CT 06777



Girl Scouts of Connecticut, Inc.
340 Washington Street
Hartford, CT 06106

PROPERTY POLICIES

Outdoor Program Center and Service Center Philosophy

A. Management

The council will manage its outdoor program center and service center properties in such a way as to:

1. Protect and preserve the natural resources guaranteeing them for use by future generation of girls.
2. Assure the health and safety and welfare of all program participants.
3. Promote full, efficient and cost-effective use of the land and facilities
4. Project a positive public image.
5. Gather and maintain a positive attitude from staff, girls, volunteers, community leaders, the media and the general public with respect to council ownership and operation of the outdoor program.

B. Purchase and/or Development of Property

1. A title search is required prior to the purchase of new property and a boundary survey is required before development of property.
2. Title insurance should be obtained at the time of acquisition of the property.
3. All property acquisitions should be contingent upon satisfactory physical and environmental inspections.
4. All applicable zoning and other land use laws should be reviewed before acquisition of property.

C. Materials and Chemicals

1. Any materials or chemicals used on council-owned property which may be harmful to the environment will be managed to minimize the environmental impact.
2. Non-native plants or trees will not be planted on the site.
3. Any chemicals used on properties will be applied by licensed or certified applicators.
4. Chemicals will be used in the minimum amount needed.

D. Accommodation

Girl Scouts of Connecticut, Inc. will provide reasonable accommodation for persons with disabilities using council owned property. Development plans for the property will seek to address reasonable accommodation of facilities and site access.

E. Training

Site Users must have appropriate training prior to using a site and follow Girl Scout safety guidelines and standards when on council owned property.

F. Girl Scout Membership

All users of Girl Scout Properties will be encouraged to become Girl Scout Members.

Site Usage Policies

A. Alcohol, Illegal Drugs, or Marijuana

1. Misuse of any substance is prohibited on Council-owned property or during any Girl Scout activities
2. Possession or use of alcoholic beverages is not allowed at the program centers, on any Council owned property or during Girl Scout activity

Exception: Permission for any exception to this policy may be given by the Chief Executive Officer of the Council.

3. Possession or use of illegal drugs or marijuana is not allowed under any circumstance at the program centers, on Council owned property or during any Girl Scout activities

B. Smoking

Girl Scouts of Connecticut, Inc. is a smoke-free environment at all offices and program sites. Smoking is prohibited on all Council owned properties. Adults should not smoke in the presence of girls at any Girl Scout activities.

C. Weapons

1. Weapons are defined as, but not limited to: knives (other than those used for cooking), firearms, (including water and paint guns), hatchets, archery equipment, and explosives.
2. Possession of weapons is not permitted at program centers or on Council owned property.

Exception: This does not apply to equipment actually used for Girl Scout Programs. Permission for an exception to this policy may be given by the Chief Executive Officer of the Council.

D. Pets

1. Pets are not allowed on camp property except for service animals required to accommodate a health related need such as a Seeing Eye dog.
2. No live animals except service animals are permitted in the kitchen, dining hall or infirmary at any time.

Exception: The Chief Executive Officer or her designee may grant an exception to seasonal administrative camp staffers who are not housed in a unit or for camp rangers or caretakers

E. Hunting/Trapping

No trapping or hunting is allowed on council property at any time.

Exception: The Chief Executive Officer may grant an exception for camp rangers or caretakers to ensure the safety of girls and volunteers.

G. Violence

Violence, threatening behavior or bullying are not tolerated. Persons exhibiting inappropriate behavior on council property will be removed from the property.

H. Graffiti and Damage

1. Graffiti is prohibited.
2. Anyone found to be writing on, carving in or otherwise defacing, marking or damaging any equipment, tree, tent, building or other surface will be responsible for restoration and/or the cost of restoration and/or replacement of the object or site clean up.
3. Anyone found inappropriately disposing of chemicals or waste on council properties will be responsible for restoration and/or cost of restoration or site clean-up.
4. Removal or theft of council equipment or property is prohibited.

I. Motorized Recreational Vehicles

Motorized Recreational Vehicles for land, water or air are prohibited on the property except as permitted by the Chief Executive Officer or her designee.

J. Accommodations

1. If a female adult is sharing accommodations with girls, two adults must be present when using the sleeping quarters.
2. Males must have separate sleeping and changing quarters from girls.
3. Couples will be required to use separate sleeping quarters, when staying overnight during a girl program.

Exception: The Chief Executive Officer or her designee may make an exception to 1, 2, and 3 when Family Camping is involved and a family is sharing accommodations.

K. First Aid and Emergencies

Each user group must have at least one designated adult to provide First Aid treatment as necessary; this adult must possess a current certification in first aid and CPR from a nationally recognized provider.

L. Activity Areas

No one shall enter activity areas unless they have made prior arrangements with the Girl Scouts of Connecticut. Prior to usage of any specialized activity area, including use of equipment at such area, the user group must be orientated to the site, procedures, and equipment at the site. If other specialized program activity areas or equipment are part of the facility, Girl Scouts of Connecticut will either provide appropriately trained staff or will determine minimum qualifications for supervision by the user group. Additional information and guidelines of waterfront use and use of special equipment (for example, ropes course or archery) will be sent to all applicants expressing an interest in participating in such activities. Minimum standards are set for in Safety Wise and or ACA guide.

M. Fires

Fires must only be built in established fire circles. Only downed and dead wood may be used. Liquid fire starters and bonfires are strictly prohibited.

N. Cleanliness

The user group agrees to keep the portions of the facilities rented by the user group free of any trash, to leave all areas used by the user group in as good a condition as they were at the beginning of the use, reasonable wear and tear excepted, and to take away at the end of the use anything brought to the facility by the user group. This includes items used for games and or activities markings on the walls or ground. Cost of cleaning the area will be charged to the user group and payment is required within ten (10) business days.

O. Parking and Speed Limits

All vehicles traveling on Girl Scout Property must travel at safe speeds as posted on the site. If speed is not posted the speed is not to exceed ten (10) mph. Each site has different policies regarding parking; Rangers or Caretakers will inform user of parking policies upon arrival.

P. Quiet Times

In consideration of other users of facility, quiet time is from 10:00 p.m. until 7:00 a.m.

Q. Food Service

1. If the user group prepares its own food, it assumes all responsibility for foods prepared and for all activities incident to their preparations, and the user group shall hold the Girl Scouts of Connecticut, Inc. harmless from any and all liability therefore.
2. The food service area must be kept clean and only clean utensils will be used.
3. Food must be handled by trained or qualified personnel and stored properly. Qualifications and/or records of training should be filed with Girl Scouts of Connecticut, Inc. The trained or qualified personnel shall monitor refrigerators, freezers and dishwasher to ensure they meet or exceed acceptable temperatures and notify the Girl Scouts of Connecticut, Inc. if they do not.
4. Food is required to be stored and served at appropriate temperatures.

R. Additional Restrictions

1. The use of gasoline, white gas, flammables, poisonous substances, and hand and power tools are restricted.
2. Buddy Burners can be used with appropriate adult supervision. All girls must be at the junior level or higher to have participation or use of the buddy burner.

Exception: Prior written authorization from the Girl Scouts of Connecticut Chief Executive Officer or designee is required. Use of the above must comply with safety wise and/or ACA.

Non-Girl Scouts Individuals/Groups

A. Hold Harmless Agreements

An Individual or group wishing to rent or use a council facility for a non-Girl Scouts activity must:

1. Sign a hold harmless agreement with Girl Scouts of Connecticut in which they take responsibility for any damage to council-owned property or any property they bring.
2. Indemnify Girl Scouts of Connecticut in case of accidents or injuries that occur during or resulting from their activities while on Girl Scouts of Connecticut properties.

B. Certificates of Insurance

Liability insurance and a certificate showing such insurance with Girl Scouts of Connecticut, Inc. named as an additional insured, is required of a non-Girl scout group wishing to use Girl Scouts of Connecticut facilities. The amount of insurance will depend on the activity but will be a minimum of one (1) million dollars.

C. Refusal to rent Property

Girl Scouts of Connecticut, Inc. reserves the right to refuse to rent the property to any group at its sole discretion.

D. Shared Usage

1. Non-Girl Scouts groups may not sublease or share the council-owned property with other groups without express written permission of Girl Scouts of Connecticut, Inc.
2. Each Group using a property owned by Girl Scouts of Connecticut, Inc. will be considered a separate user.

E. Policy and safety Standards

Non Girl Scout groups must comply with the policies of the Girl Scouts of Connecticut, Inc. and appropriate safety standards in the use of property.



PROGRAM AND SERVICE CENTER EVALUATION FORM

Service Unit or Troop (if applicable): Circle One: Troop Camping Day Use Camporee Troop Meeting Hike/Trails Program Council Event Other: _____	Program or Service Center: Date(s): Units:
---	--

Name: Home Address:	Email Address: Phone Number: Mobile Number:
------------------------	---

Please use this form to communicate with the Council's Facilities Department for improvements, suggestions and/or any other important items that should be addressed concerning the Program/Service Center.

1. Was Ranger/Caretaker Present at check in/out? Yes NO
2. Was Ranger/Caretaker helpful with check in/out? Yes NO
3. Did you receive a call from a caretaker/ranger prior to your stay for Program/Service Center access instructions and other information? Yes NO
4. Were you able to find maps and other useful information either via internet or through mail from a staff member? Yes NO
5. Was the unit in your Program or Service Center clean and set up upon arrival? Yes No
6. If you reserved the use of The Commercial Kitchen were you offered an orientation of use by your ranger/caretaker prior to your use? Yes No
7. On a Scale of 1-3 (1= Excellent 2= Average 3= Not acceptable) Did the Program/Service Center used meet your expectations? 1 2 3

Please Explain:

8. Was the reservation process for your Program or Service Center a good experience? Yes NO
9. If you answered no to question 8 please explain:

ADDITIONAL COMMENTS AND OR SUGGESTIONS

Please fill out and return to: Facilities Department, 20 Washington Ave, North Haven, CT 06473 or email: mvezlez@gsofct.org