

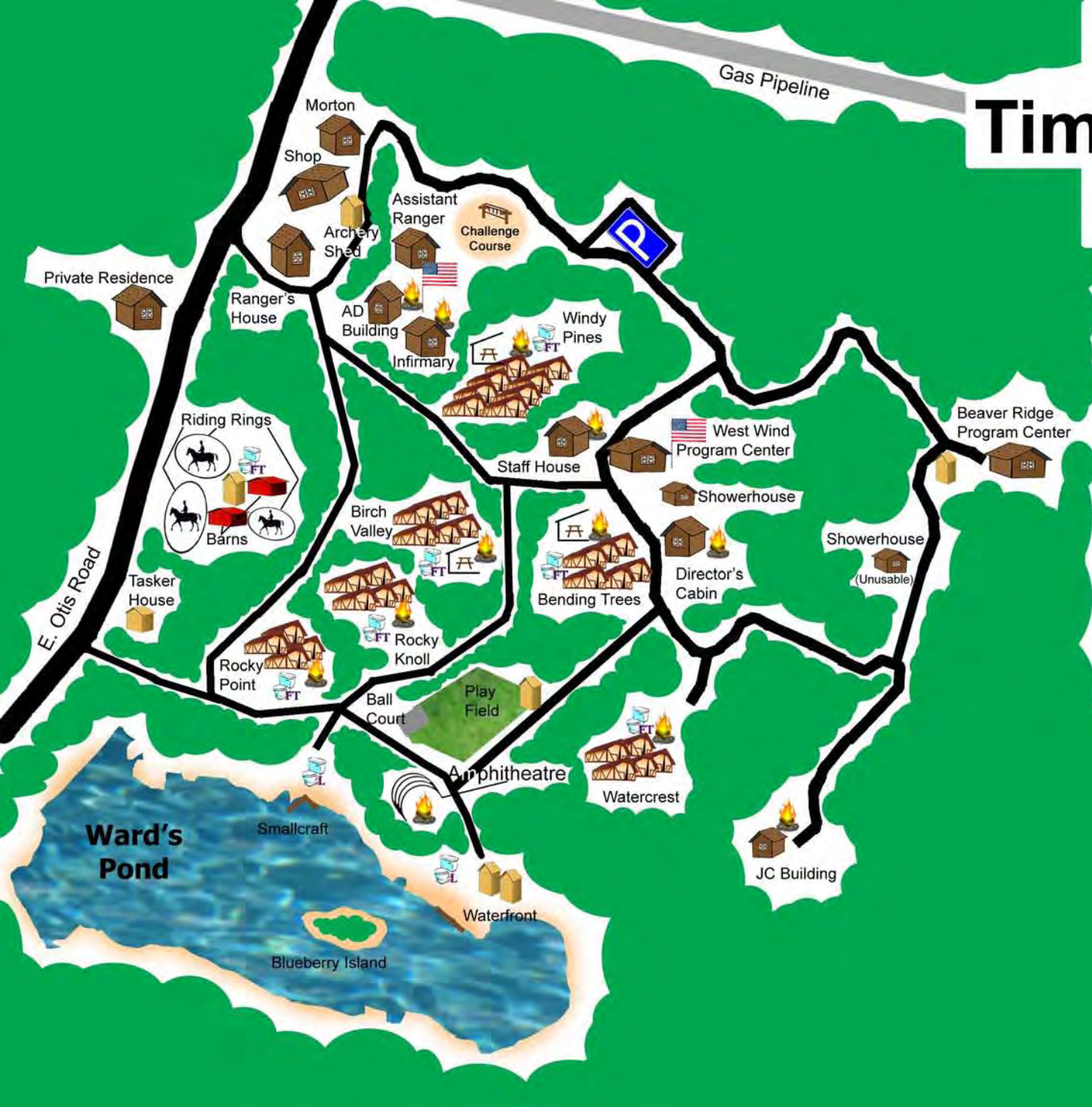
Camp Timber Trails

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 Timber Trails

1137 Acres
Tolland, MA



Legend

-  Cabin
-  Picnic Pavilion
-  Building
-  Shed
-  Latrine or Flush Toilet
-  Fire Circle
-  Amphitheatre
-  Road

Timber Trails, Tolland, MA 1137 Acres Pond Woods Horse Stables Riding Area Hiking Trails Wetlands Stream Amphitheatre Tennis court Archery Range Fields	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, Funy	Docks/Sand Beach
Infirmary	42	12			X				X	F	YR	X	X		X	X		X			
AD Building	24	0			X					F	YR		X		X	X		X	X		
Staff Cabin	14	0			X					F	YR		X		X	X		X			
Director's Cabin	12	4			X				X	F	YR		X		X	X		X			
Jay Cee Building	24	24			X				X	F	S		X		X	X		X			
West Wind Prg Ctr	200	0								F		X					X	X	X		
Bending Trees	40	40			X		X	X	X	F			X				X				
Birch Valley	40	40			X		X	X	X	F			X				X				
Rocky Knoll	37	37			X		X		X	F			X				X				
Rocky Point	23	23			X		X		X	F			X				X				
Watercrest	40	40			X		X		X	F			X				X				
Windy Pines	50	50			X		X	X	X	F			X				X				
Shower house	10									F	S						X				
Waterfront										L											X
Smallcraft										L										X	X
Beaver Ridge Prg Ctr [‡]	200	0								F		X					X	X			
Trail's End [‡]	40	40						X	X	F			X				X				
Laurels [‡]	40	40						X	X	F			X				X				
Overlook [‡]	40	40						X	X	F			X				X				
Running Brook [‡]	40	40						X	X	F			X				X				
Hilltop [‡]	16	16						X	X	F			X				X				
Shower house [‡]	10									F							X				

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

* State, Local and GSOFCT 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



GIRL SCOUTS OF CONNECTICUT

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

EMERGENCY PREPAREDNESS PROCEDURES TIMBER TRAILS PROGRAM CENTER

Location

East Otis Road
Tolland, CT 01034
Phone (413) 258-4592

Directions

From Massachusetts Route 8 North or South: Turn onto Route 57 East. Take a left turn onto East Otis Road. Go approximately 2 ½ miles and enter camp.

From Massachusetts Route 57 West: After entering the town of Tolland, look for a large overhead sign indicating a steep hill. Take a right turn onto East Otis Road approximately 2 ½ miles and enter camp.

From East or South of Hartford: Take I-91 North, take exit 40, Bradley International Airport. Take Rout 20, Granby. At Granby center follow signs to Route 189 North. In Granville, MA, take a left onto Route 57. Go approximately 11.2 miles. You will see a small sign for Camp Timber Trails on your right. Take a right onto East Otis Road.

From West of Hartford: Pick up Route 189 North near the University of Hartford and proceed as above.

Emergency Site Gathering Place

West Wind Program Center

Alternate Site Gathering Place

West Wind Parking Lot

On Site Emergency Location (in lieu of evacuation)

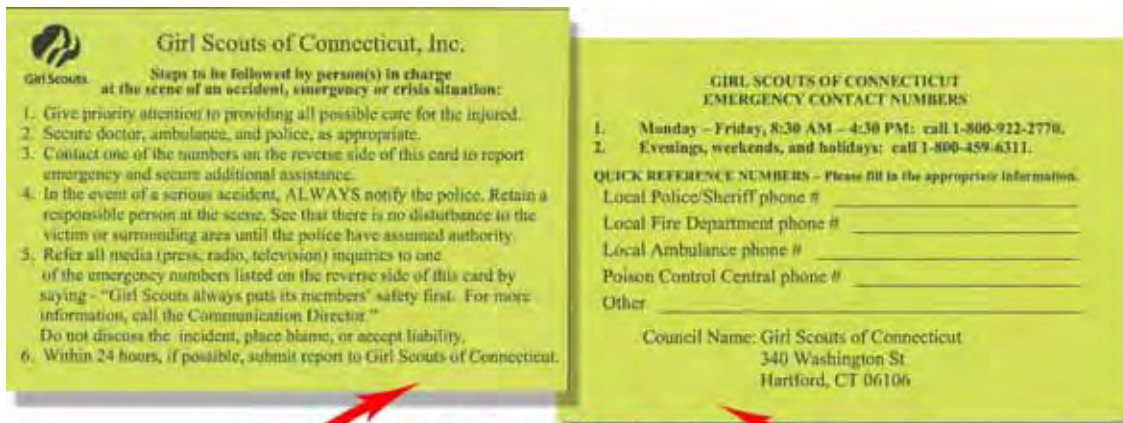
West Wind Program Center

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@gsofct.org
Website www.gsofct.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



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

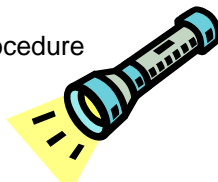
(Store these supplies in an easily accessible area)

- 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, AMBULANCE	911
Non-Emergency Local Police.....	413-357-8572
Non-Emergency Local Fire.....	413-357-8572
NOBLE HOSPITAL EMERGENCY.....	413-568-2811
POISON CONTROL.....	1-800-222-1222
RANGERS: Marshall Lander & Tom Paine.....	413-258-4592
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 Timber Trails.

What's in the Area?

The Bidwell House Museum

100 Art School Road, Monterey, MA 01245

14.6 miles, approx. 30 minutes

(413)528-6888 | www.bidwellhousemuseum.org

The museum, set in the Berkshire Hills, is an elegant Georgian saltbox originally built circa 1750 as a parsonage. Authentically restored, it is filled with antiques and surrounded by beautiful grounds and hiking trails.



Otis Ridge Skii Area

159 Monterey Road, Otis, MA 01253

7.6 miles, approx. 15 minutes

(413)269-4444 | www.otisridge.com

While Otis Ridge welcomes beginner skiers and provides an excellent atmosphere for the first time skiers, they are equally proud of the variety of terrain. The beginner trails wind out and around the ends of the ridge, while one of the expert slopes drops right over a small headwall.

Hancock Shaker Village

34 Lebanon Mountain Road, Hancock, MA 01237

36.5 miles, approx. 56 minutes

(413)443-0188 | www.hancockshakervillage.org

Each year visitors from around the world come to the Village to experience the “City of Peace”, participate in programs, view the Village's premier collection, and learn about Shaker life. The

Village today consists of 20 historic buildings set amongst farm, field, meadow and woodland, and a collection of 22,200 objects. The Village is open year round with self-guided tours offered mid-April through mid-October and Guided Tours offered from mid-October to mid-April.



What is there to eat in this town?

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

Castle Street Café Caterers

(413)528-5244
322 Main Street
Great Barrington, MA 01230

Hall's General Store

(413)269-4418
1923 E Otis Road
East Otis, MA 01029

New Boston Store

(413)258-4522
110 S Main Street
Sandisfield, MA 01255

Other Brother Darryls

(413)269-7611
276 Main Street
Otis, MA 01253

Otis Pizza & Restaurant

(413)269-6113
8 South Main Road
Otis, MA 01253

Peppermill Catering LLC

(413) 562-0005
18 Broad Street
Westfield, MA 01085

Terranova's Market

(413)269-4231
14 South Main Street
Otis, MA 01253

Villa Mia

(413)258-4236
90 South Main Street
Sandisfield, MA 01255



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:
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Name: Home Address:	Email Address: Phone Number: Mobile Number:
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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: mvelez@gsofct.org