

Site Usage Orientation Packet

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Facility Location & Contact Information

Matt Mendenhall

Site Manager, Camp WaBak & Camp Wistagoman
mmendenhall@gssc-mm.org 864-430-9177

Camp WaBak

36 Camp WaBak Road
Marietta, SC 29661

[Click here for Google Map directions.](#)

Camp Wistagoman

1013 Manse Jolly Road
Anderson, SC 29621

[Click here for Google Map directions.](#)

Lamar Montjoy

Site Manager, Camp Mary Elizabeth
lmontjoy@gssc-mm.org 864-978-4631

Camp Mary Elizabeth

330 Scout Drive
Spartanburg, SC 29301

[Click here for Google Map directions.](#)

Halfie King

Property and Guest Coordinator, CNGSLC
hking@gssc-mm.org
803.461.3722

Cathy Novinger Girl Scout Leadership Center

1107 Williams Street
Columbia, SC 29201

[Click here for Google Map directions.](#)

Preparations & Operations

Keys & Check-In

For Camp WaBak and Cathy Novinger Girl Scout Leadership Center, keys will be issued on-site.

For CME and Wistagoman sites, you will be contacted by the site manager regarding access.

You may arrive at camp no earlier than 3:00 PM on the day of your reservation, unless requested and approved for an earlier time. You should confirm your arrival and departure time with the Property Staff in preparation of your visit. A member of the Property Staff will contact you the week of your visit to reconfirm your reservation. At this time, you can confirm check-in details or ask any further questions you may have.

Winterization & Availability

Camp Mary Elizabeth & Camp WaBak are unavailable from Memorial Day through August 15th for summer camp programs. These dates are subject to change.

The following amenities are only available, weather permitting, from April 1 – November 1:

- At Camp WaBak: Dining Hall, Craft Hut, Gypsy Unit, Gate House, Pathfinder Unit, Handy Man Cabin, Pioneer Unit
- At Camp Wistagoman: Primitive Site

The swimming pools at Camp Mary Elizabeth and Camp WaBak are only available, weather permitting, from Memorial Day – Labor Day. Please refer to the “Activity Availability” section for more information.

Paper Products

Users should plan to provide any paper products needed during the duration of facility usage. A limited supply may be provided, depending on availability. This includes, but may not be limited to: paper towels, toilet paper, napkins, etc.

Heat

If utilizing a facility during the winter months, **do not turn the heat off** (this could result in ruptured water lines). Before departure, set thermostat to 55°F. *Alternate heating sources, including, but not limited to, space heaters, are not permitted.*

Natural Hazards

- Be aware of and alert to the possibility of snakes, stinging insects, and other animals in their natural environment.
- Be aware of and alert to the possibility of coming in contact with poison ivy off of paved surfaces.
- Be aware of slippery surfaces and rugged terrain when traveling on trails, decks, etc., with the possibilities of slips and falls.

Cleaning Supplies, Garbage, Check-Out & Evaluation

Bring your own cleaning supplies to ensure facilities utilized are prepared for check out. Contact the Site Manager for information about check-out procedures and cleaning expectations.

Please dispose of all trash accordingly:

- Camp Mary Elizabeth: The dumpster located next to the lodge.
- Camp WaBak: Enclosed screened in area outside loading area of Dining Hall. □ Camp Wistagoman: Carry out all trash when you leave.

A property survey will be emailed within 2 weeks of your check out date. Please provide any feedback about health and safety concerns to the council. We use this survey to improve the experience for users and in planning site improvements.

Keys should be returned when checking out, or turned in to your local Girl Scout Service Center (Greenville, Spartanburg, or Columbia) within two days of departure. You may also choose to return keys via mail to the Greenville Service Center. If keys are not returned, there will be a charge of \$10/key.

Keys can be mailed to the Greenville Service Center at the following address:

GSSC-MM
Attn: Property Reservations
5 Independence Pointe Suite 120
Greenville, SC 29615

Food Handling & Kitchen Use

ServSafe certifications are recommended when any user group is serving food, and may be required of any user group utilizing the Camp WaBak Dining Hall*. Find more information about ServSafe by [clicking here](#).

*If a ServSafe certification cannot be obtained, submitted documented experience is required for the kitchen manager overseeing food service during your stay. This can be in the form of a resume showing work experience **and** a letter of recommendation from a supervisor in a relevant work environment attesting to the knowledge and skills necessary for operating an industrial kitchen.

Refrigeration

A refrigerator is provided in each unit (either in the lodges or unit shelter). When using the refrigerator(s), ensure safe temperatures by using the provided internal thermometer and record temperatures on the provided log sheet (temperature logging only applicable at Camp WaBak). Temperatures should remain <40°F – if exceeding 40°F please notify the site manager on duty immediately.

Food Temperatures

We encourage user groups serving food to minimize the time that potentially hazardous foods remain in the food temperature danger zone of 40°F - 140°F, especially when holding, cooling, thawing, and serving.

Dishwashing & Sanitizing

All dishes, eating utensils, and food service utensils are to be washed and sanitized after each use.

For mechanical dishwashers: Wash water should be at least 100°F, and rinse water is at least 180°F or an approved chemical sanitizer is used as directed. When utilizing the Camp WaBak dining hall mechanical dishwasher, temperatures must be logged on provided sheets.

For washing by hand: wash and initial rinse temperatures are at least 100°F. Second rinse must include approved chemical sanitizer.

All dishes and food service utensils are to be air dried and protected from dust and contamination between use.

All food contact surfaces (any surface that contacts raw food during preparation) should be sanitized with a 10% bleach solution or other commercial sanitizer between times of use.

Personal Property Regulations

1. Alcoholic beverages are not permitted at youth/girl-oriented activities.
2. Illegal drugs are not permitted on the site.
3. Smoking and the use of tobacco products (including chewing tobacco), or smokeless products (vaping & the like), are not permitted at GSSC-MM properties.
4. Personal program equipment, including, but not limited to, personal archery equipment, equestrian safety equipment, boats, etc, are not permitted. Common recreational equipment

may be permitted with request, but should be kept in a secure location at all times when not with the owner to prevent unauthorized use.

5. Vehicles should be parked in established parking areas and never in any locations as to restrict the traffic flow or access for emergency vehicles.

GSSC-MM prohibits the transportation of persons in non-passenger vehicles including, but not limited to, the back of pick-up trucks or cargo areas of vehicles where seats are not attached and seatbelts are not provided.

6. Pets (including, but not limited to: dogs, cats, horses, rabbits, snakes, etc.) of any kind are not permitted on GSSC-MM properties, with the exception of service animal(s) assisting their owner(s). Service animals must be leashed and vested. GSSC-MM reserves the right to request further documentation such as vaccination records, and the like, for service animals.

For use of animals as part of a program activity, a request must be made in writing to Customer Care (customer care@gssc-mm.org) at least FOUR WEEKS prior to the event. Additional documentation may be required before the decision is made.

7. Weapons are not permitted on site at any time other than those of law enforcement officers.
8. Graffiti on any surfaces is NOT permitted. User Groups who engage in property defacement will be charged for damages, and may result in the retention of security deposit.

Supervision of Minors & Ratios

It is required that a minimum of two unrelated adults must be with minors at all times and adhere to ratios listed below:

	Two unrelated adults(*)(^) for this number of minors:	Plus one additional adult(^) to each additional # of minors:
GS Daisies / Youth K5 – 1 grades (or younger)	6	1-4
GS Brownies / Youth 2 – 3 grades	12	1-6
GS Juniors / Youth 4 – 5 grades	16	1-8
GS Cadettes / Youth 6 – 8 grades	20	1-10
GS Seniors & Ambassadors / Youth 9 – 12 grades	24	1 – 12
*For Girl Scout related groups, at least one supervising adult must be female. ^Adult is at least 18 years of age or at the age of majority defined by the state (may be older than 18).		

If using staff or supervision to be provided by those under the age of 18, 80% of supervision provided must be 18 years of age or older and those supervising must be at least two years older than the minors they are responsible for.

Appropriate supervision and interaction between youth(s) and adult(s) are key to youth/adult safety. Avoid situations where there could be in a one on one situation with a minor. Practice rules of three. This includes areas such as restrooms, showers, health care setting, special need minors, program design, and need for one on one conversations. Be sure to be in eye sight and close to others if this situation arises.

Health & Wellness

Emergency Services & Transportation

In the case of a true emergency, call 911.

Groups are advised to have vehicle(s) available at all times to transport individual(s) during medical emergencies.

Please see the following information for emergency medical centers closest to each property. We recommend you print the directions in case of emergency:

- For Camp Mary Elizabeth & Camp Ponderosa:
Spartanburg Regional Hospital
101 East Wood Street
Spartanburg, SC 29303
(864) 560-6000
[Click here for Google Map directions from Camp Mary Elizabeth.](#)
- For Camp WaBak:
Advent Health Hendersonville
100 Hospital Drive
Hendersonville, NC 28792
[Click here for Google Map directions from Camp WaBak.](#)
Or
Prisma Health Greer Memorial Hospital
830 S Buncombe Road
Greer, SC 29650
[Click here for Google Map directions from Camp WaBak.](#)
- For Camp Wistagoman: AdMed Health Medical Center
800 North Fant Street
Anderson, SC 29621
(864) 512-1000
[Click here for Google Map directions.](#)

Participant Health Information

User groups are advised* to gather the following information via health or registration form^ for all participants and/or attendees (this includes youth and adults present) and keep copies of these forms on site for reference if needed during the stay (one general master roster is also recommended):

- Names and addresses of all participants □ Emergency contact names and numbers.
- A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while on site.
- For minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver.

*For Girl Scout User Groups, gathering this information is a requirement.

^For Girl Scout User Groups, please utilize the [Girl Health History Form](#) and [Adult Health History Form](#) to collect this information.

CPR & First Aid Requirements

Adult(s) with current CPR & First Aid certifications from a nationally recognized provider must be on duty and available for emergency care.

User groups are responsible for providing first aid and emergency care during their stay.

User groups or community EMS are responsible for providing emergency transportation.

All first aid supplies and equipment are to be provided by the user group. Refer to the [anatomy of a First Aid kit](#)* provided by American Red Cross.

*Supplies based on a family of four. Make adjustments as needed.

Emergency Procedure & Reporting

Reporting

Any accidents, incidents, injuries, and illnesses should be reported to the Girl Scouts of South Carolina – Mountains to Midlands. An [Accident and Incident Report Form](#) should be completed and returned to the council for each separate event. This is due to the council no longer than 3 days after the incident/accident.

GSSC-MM Emergency Procedures

This is a GSSC-MM policy and is to be followed by all Girl Scouts of South Carolina – Mountains to Midlands's user groups. We advise all non GSSC-MM user groups to adhere to this policy in the case of an emergency.

- Give priority attention to the injured
- Remove uninjured participants and bystanders from the scene.
- Secure help and wait for emergency response (ambulance/EMT, fire truck, police, as appropriate).
- In the event of a vehicle accident, the police must be contacted and a report filed.
- In the event of hospitalization, obtain the name of the hospital injured is to be transported to and send an adult along with the participant.
- Assign a co-leader, parent, or other adult as a "recorder" to write down all information pertaining to the situation, including place, time, people involved, etc.
- Immediately notify the council to report an emergency and secure assistance:
 - During office hours (Monday - Thursday, 8:30am – 5:00pm; Friday, 8:00am – 1:00pm), call toll free 800.849.4475 or headquarters 864.770.1400
 - After hours, call 864.490.6833 or toll free 800.849.4475 and follow emergency instructions.
- Make no statements to the media. Refer all inquiries to the council personnel by stating, "I am not the person who can answer your questions. You will need to speak to our Girl Scout spokesperson, who can be reached at 864-770-1400 or 800-849-4475."
- Once police or medical professionals have assumed authority, meet with your recorder to clarify written notes and await the directions of the council staff.
- Provide follow up to the situation as appropriate, such as:
 - Other than the police, provide information only as instructed by the council representative with whom you made contact.
 - Prepare a written, chronological report including the following information:
 - exact time of each occurrence and who was involved in each step taken

- exact statement(s) made, to whom, and by whom
- statements which have been read, approved, and signed by all persons involved
- a copy of the police report, or a sketch of the scene, including physical features and placement of people
- names, addresses, and phone numbers of all witnesses ○ Attach to report and forward to the council representative all permission forms, medical report, and other pertinent data.

Missing Person

User groups should perform regular attendance checks at predetermined times to be sure all persons are accounted for and avoid missing persons.

The User Group Coordinator is responsible for all persons in attendance (youth & adult). The person in charge of the user group (coordinator) will be the one to communicate the procedures to participants in the case of a missing person. If needed, make sure everyone is accounted by organizing in a single location and re-checking roster. If determined a person(s) is missing, gather pertinent information, such as:

- Name
- Description of appearances (height, weight, gender, ethnicity, hair & eye color, clothing worn)
- Location last seen

Utilizing search parties, always search key locations first (send parties of two people, one to stay in a location once it clears in case of missing persons return, and another to report back to coordinator at meeting location):

- Sleeping area
- Location last seen
- Bathrooms
- Assumed destination
- Possible routes to be taken from last known location to assumed destination

Once determined that missing person is not found in these locations, notify GSSC-MM staff member on duty, who will further advise.

Thunderstorms / Tornados

In the event of storm everyone should get out of the weather inside a building away from windows if possible. If caught outside, stay low to the ground and avoid any tall objects such as lone trees to avoid the possibility of lightning strike. A head count should be conducted to be sure everyone is accounted for.

Fire

In the event of fire call 911 and get everyone away from the area. Be alert on the road for approaching emergency responders and stay out of the way of emergency personnel entering the premises. The first aider should care for any injuries until advanced help arrives.

Power Outage

Report any power outages to site manager on duty.

Intruders

Intruders have not been a problem in the past and generally people coming on to camp property are lost and in need of directions or just driving around in the area; however, certain general guidelines should be followed:

- Secure the main gate each night.
- Inform adults to stop any unknown persons and ask the reason for being on the site. If they are not supposed to be on the site, ask them to leave.
- Inform adults to report any suspicious activity to the person in charge of the user group to be checked out. Be observant as to the make, model and license number of the automobile and record this information if needed.
- If a problem arises with someone coming onto the site and refusing to leave and additional help is needed, contact the property manager on call. Always contact 911 in case of an emergency.

If you are part of a large group using the camp, nametags or badges are recommended to avoid any confusion between your party and any other person(s) coming onto the site. Use the accident/incident report to record any instances of intruders.

Activity Availability

Swimming

A pool is available* for user groups at Camp Mary Elizabeth and Camp WaBak. (*Availability depends on weather and demand. Please refer to the Reservation Request for more details – typically available from Memorial Day – Labor Day.) It is the responsibility of the User Group to provide trained lifeguards, ensure quality of skill by acquiring reference letters, and submit copies of certifications and recommendations to GSSC-MM. User groups must provide the following at each facility, and adhere to [Girl Scouts Safety Activity Checkpoints](#) for swimming:

At Camp Mary Elizabeth

- Minimum of 3 lifeguards must be on duty at all times (DHEC regulations for this Jr. Olympicsized pool), plus additional watchers as referenced in Safety Activity Checkpoints.
- All rescue equipment (minus personal protective equipment i.e. breathing barriers) is stored in the storage room and must be moved to the pool deck when the pool is in use.
- The emergency phone is located on the outside of the bathhouse wall.
- Each user group must provide their own first aid kit.

At Camp WaBak

- Minimum of two lifeguards must be on duty at all time, plus additional watchers as referenced in Safety Activity Checkpoints.
- All rescue equipment (minus personal protective equipment, i.e. breathing barriers) is stored in the changing rooms and must be moved to the pool deck when the pool is in use.
- The emergency phone is located under the covered pavilion behind the counter.
- Each user group must provide their own first aid kit.

Boating

Canoeing is available at Camp WaBak for user groups. Emergency and rescue equipment is located in the boat house (minus personal protective equipment, i.e. breathing barriers), and an emergency phone is located in Yates Lodge. On site skill verification or letter(s) of reference attesting to skills may be required. User Group must provide and adhere to the following:

- Certification in one of the following: Flatwater, Moving, Paddling, or River Paddling Instructor from American Canoe Association, Small Craft Safety from ARC or has documented experience indicating knowledge and skill in teaching and/or supervision specific to the canoeing activity.
- A minimum of 2 adults to supervise the activity with a ratio of at least one leader to 12 participants.

- Camp WaBak Boating Regulations & Guidelines (posted at boat house) must be followed.
- **The lake is not to be used for swimming.** Swimming activities should only take place in the pool.
- All [Girl Scout Safety Activity Checkpoints for boating](#) must be followed.

Archery

Archery is available at Camp WaBak and Camp Mary Elizabeth. On Site skill verification and/or letter(s) of reference attesting to skills may be required. User Group must provide and adhere to the following:

- Minimum of USA Archery Level 1 certification or equivalent.
- A minimum of 2 adults to supervise the activity, one of which may be the instructor. One instructor for every 12 participants.
- Archery regulations & guidelines (posted at Camp WaBak & provided in binder with archery equipment at Camp Mary Elizabeth) must be followed.
- All [Girl Scout Safety Activity Checkpoints for archery](#) must be followed.