

Red Tailed Hawk

Day Camp – Security Procedures

This plan is written for the purpose of providing guidance to Day Camp Staff, Walking Leaders, and all other attendees at our annual summer Cub Scout Day Camp regarding security matters.

Boy Scouts of America requires that a policy such as this be maintained in writing, be presented in training to all Day Camp Staff, and be available for quick reference by all staff during the operation of Day Camp. This is a mandatory requirement in order to be certified as a Boy Scout Day Camp.

Security Manager

For the Red Tailed Hawk Day Camp, a Security Manager shall be assigned to manage daily security functions. The Security Manager will be responsible for the following functions:

- Proper use of parking areas.
- Coordinating arrival of cars and busses in the morning.
- Identification of authorized adults in the Day Camp area.
- Verification of identification and authorization for early dismissals.
- Coordinating departure of cars and busses in the afternoon.

Additionally, the Security Manager will visually monitor the Day Camp area for unauthorized personnel during Day Camp operation hours. This is to be done “on-station” in the parking lot area.

The Security Manager should advise the Day Camp Director if he/she needs to leave the Parking Lot area at any time.

Parking Areas

- Day Camp Staff may park in the parking lot in the first row next to the building (old clubhouse).
- Walking Leaders park in the grassy area to the west of the parking lot (towards the lake)
- Buses and cars that are just dropping off people will use the remainder of the parking lot.
- Exception: On Family Night, allow cars arriving in the afternoon to park in the remaining spaces in the parking lot until it is full.

Morning Arrival

- The Security Manager will be assigned additional support staff each morning to assist with morning arrivals.
 - At least one adult staff person will assist with directing traffic in the grassy area as Walking Leaders arrive and park.
 - Note: Cars parking in the field should be directed to park so that when they leave, they will go Forward (not Reverse). This is to help minimize risk, and also to speed departure in the event of an emergency departure.
 - One or two additional staff adults will be needed to check in cars and buses, and to distribute identification wristbands to authorized adults.

- As cars and buses arrive with Walking Leaders and other Authorized Adults, they will be checked in and issued identification wristbands.
 - Each Pack will have submitted a “Transportation Form”, which identifies all adults that should be arriving. The box “Health Form on File” should be checked for each adult on the form.
 - For each adult arriving that is on the “Transportation Form”, issue a daily identification wristband, and mark on the form that it has been issued (highlight or initial in the appropriate “Day” column.
 - For any adults arriving that are not on the “Transportation Form”, do not issue an Identification wristband. They will need to be directed to the Admin Tent to check in and get their wristband.
 - After issuing wristbands, forward the cars that need to park to the grassy area.

Identification of Authorized Adults

- All authorized adults should be easily identifiable by means of their shirts, or wristbands.
 - All Staff will have official Day Camp shirts (Gold – Staff, Green – Directors).
 - Walking Leaders and other authorized adults will have identification wristbands in the proper color for that day (a different color should be used each day).
- All Day Camp Cubs and Den Chiefs should be wearing their official Day Camp shirts daily.
- Any adult or youth that is not identified as authorized should be approached and asked to either check in at the Admin Tent, or to leave the Day Camp area.
 - Need to be friendly, but firm.
 - Report any violations to the Day Camp Director immediately via walkie-talkie.
 - The Day Camp Director and/or Executive Staffer should make the decision to escalate and call police, if necessary.

Verification of Early Dismissals

- Early dismissals should be coordinated and verified at the Admin Tent.
 - Early dismissals should be known in advance whenever possible.
 - Photo ID of the adult authorized to pick up the Cub must be presented.
 - Early Dismissal form must be signed by either the Day Camp Director or Executive Staffer.
 - A copy of the form is given to the adult authorized to leave with the Cub.
 - The Security Manager will verify this form before allowing dismissal of the vehicle.

Departure of Cars and Buses

- Afternoon departure is less coordinated than morning arrival.
- The main issue in the afternoon is SAFETY, as everyone will be leaving at once.
- At least one adult will be assigned to assist the Security Manager with the grassy parking area.
 - They will help direct traffic, and alert drivers of security issues.
 - They should STOP TRAFFIC to allow buses to leave.
- Bus Departure
 - To help ensure all youth get on the right bus, our policy is that all buses will depart at the same time when all passengers are identified to the correct bus.

- Please inform the bus drivers of this policy, and not to leave before authorized.
- Depending on the heat, it may be advisable for passengers to congregate outside their respective buses until time for departure.
- When all passengers are identified to all buses, stop all other traffic and allow the buses to leave.

Other Security Concerns

Off Limits Areas

Day Camp areas that are “Off Limits” will be marked with yellow security tape. These areas should not be entered by youth or adults. Please help enforce this policy with youth.

These areas include:

- Lake Olathe access – entire lakefront off limits, with exception of entrance to Fishing Pier
- All access to the small pond that lies within the general Day Camp area
- Access to the safety margin areas of the firing ranges