



Girl Scouts®

**Girl Scouts of
San Francisco Bay Area**
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Oakland, CA 94621

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www.GirlScoutsBayArea.org

For reservations:

Outdoor Program and Property
Administrative Assistant
1 (800) 447-4475, ext. 112
maickol@girlscoutsbayarea.org

For questions about this site:

Site Specialist
1 (415) 453-5047
1 (510) 499-3426 (cellular)
shae@girlscoutsbayarea.org

Notes On Safety

- Review your “Camp Policies & Procedures” brochure and pay special attention to emergency information. Also review the site-specific emergency information on this flyer.
- Girl Scout groups should review *Safety-Wise*.
- An adult trained in first aid and CPR should accompany your group.
- Designate a vehicle for emergency transportation at all times during your stay.
- Report all accidents and injuries to council staff.
- Girl Scout groups should bring a Mutual of Omaha Activity Accident Insurance brochure and claim form.

Welcome to Camp Arequipa

Check-in: 4 p.m.

Check-out: 2 p.m.

Early arrival and/or late departure will incur additional half-day charge(s).

Property staff will contact you 1-2 weeks before your event to prepare you for your visit. For more information prior to or during your stay, call the site specialist at (415) 453-5047 or site manager at (415) 456-6442.

Upon arrival, contact site staff within 30 minutes and turn in your roster of participants.

The site manager will conduct a walk-through to review the camp's condition.

Advance visits to preview the site **must be by appointment only**.

Note: *Camp Arequipa may have limited availability during the summer since it is a site for Day Camp program.*

Arequipa Facilities

Steinau House: Indoor sleeping for 24. Day use capacity is 30. Provides 8 sleeping rooms, a living-dining room with large fireplace and kitchen with gas stove and household-size refrigerator. There are electrical outlets in every room. Indoor bathrooms with hot showers. Cooking and eating equipment to serve 24. Barbecue and picnic area. Do not use household cooking equipment over outdoor fires.

Buckeye (Outdoor): Tent camping space for 18 girls and 4 adults. Day use capacity is 30. Overnight primitive use or day use only. Includes barbecue, picnic tables, areas for tent camping.

Redwood Glen (Outdoor): Available for day use only. Capacity is 80. Includes barbecue area and picnic tables.

Swimming pool: The pool is available May 1 – September 15 (weather permitting). Users must provide a lifeguard who meets the appropriate lifeguard certification. If swimming instruction is to be given, a person holding current Water Safety Instructor certification must be present. All lifeguards and instructors must be 18

years old or older. Certifications must be approved by the council program department. Copies of the certification must be mailed to the council office with final payment for site use. If more than one group is on site, adult volunteers will set swim times (additional fee \$40.00).

Keys

Keys are not necessary. The site specialist will provide all access.

Parking

Park all vehicles in the designated lots (in front of Steinau and below Buckeye on the Arequipa side). Vehicles may proceed to paved areas nearest to your sleeping area for loading and unloading purposes only. Please back cars in. Large groups should park carefully since space is limited. Do not attempt to take any vehicles on the fire roads.

Fire Circle/Camp Fires

The fire circle is available for group use. Firewood is provided, although it may be damp due to weather. Use charcoal for outdoor cooking — it's more efficient and easier to use. Bring your own charcoal and firestarter. Lighter fluid is not allowed, nor are liquid fuel (gasoline or kerosene) stoves and lanterns. You are welcome to bring butane or propane gas lanterns and camp stoves for outdoor use. Bring your own outdoor cooking equipment.

Fires may be built only in fire circles and barbecues and only for cooking and recreational purposes. Do not burn trash or paper products. Exercise extreme caution, especially during dry summer months. Make sure all fire embers are out. Trail markers are posted in various locations to identify trails throughout the camp.

Trails

Please stay on trails and avoid cutting through the underbrush. Please stay out of the creek bed unless you have permission from site staff. Please do not take rocks, plants, animals, etc., from the site.

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Trail markers are posted in various locations to identify trails throughout the camp.

Phone

Pay telephone is located at Steinau House (415-459-9944). Incoming calls to the camp must come to the pay phone ONLY. Site staff will not relay messages. Bring change for the pay phone. You may wish to bring a cellular phone.

Cleaning

Please leave the cabin completely clean. Cleaning supplies — mops, brooms, paper towels, dish soap, scouring pads, etc., are provided.

Clean each area you use. Cleaning supplies are provided and instructions are posted. Your cleaning deposit is refundable only after the site staff verify that you left the site in a clean and undamaged condition.

Garbage

Use the garbage cans located in each building or unit for all types of trash (paper, cans, food, etc.). Compact your trash by flattening cans. Place all garbage in dumpster.

Maintenance Concerns

To report non-emergency problems, please contact the site manager or host during your stay. At the end of your stay, if the problem has not been corrected, please note the repair or problem on the Site Use Report.

All food, paper towels, sanitary napkins, etc., must be placed in the garbage cans provided. Please keep these items out of drains and toilets.

Service Projects

If your group would like to participate in a service project or donate an item from our wish list, please check your confirmation packet for more information. Arrangements for service projects to be completed while on site must be made at least two weeks in advance.

ServSafe

One member of your group must attend and obtain certification from the ServSafe Food Safety Program. ServSafe is the most widely accepted food safety program used by local, state and federal health departments. Training classes can be located through the ServSafe website: www.nraef.org/servsafe/

Graffiti & Chalk

Graffiti is not allowed. Also, please do not plan to use sidewalk chalk as a program activity. If necessary to use chalk to mark boundaries of a playing field, etc., contact site staff for permission. You must remove the chalk before you leave.

PAWS

PAWS is an experiential program that comes to you! We provide hands-on, educational activities that include service, leadership, learning, or teamwork.

The Paws program will be happy to meet you at any of the GSSFBA sites and facilities Mon. - Sat.

PAWS operates Sept. 15th to May 15th. For more info, visit www.GirlScoutsBayArea.org/paws

Americans With Disabilities (ADA)

Steinau is the only building located in this camp. All other units are outdoor camping areas. Due to the age of the building, the restroom does not meet ADA guidelines. A vehicle transporting a wheel chair bound person can drive up the side road and park next to the entrance to the lounge. Minimum door width is 30 inches.

Groups having a wheelchair bound person should preview the site before attending this camp.

Emergencies

Emergency numbers are posted by each telephone. To report a fire or other emergency, call 911. You do not need money to dial 911 from any pay

phone. Safety of campers is the highest priority. If a fire can be contained, use a fire extinguisher.

Evacuation Procedures

Campers should become acquainted with these procedures by having a fire drill shortly upon arriving at camp.

1. The alarm signal is a steady horn or bell. When you hear the alarm, evacuate all buildings. If you are in a building, pull the fire alarm box. Send runners to alert persons in outdoor units and barn areas where they may not hear the alarm clearly. Do not re-enter a building for belongings.
2. Report the size, location and nature of the fire (or other emergency) to the adult in charge and to authorities by calling 911. Notify the staff/host persons immediately.
3. The supervising adult in each area should assemble participants and check to see that all participants and staff are accounted for. Participants should be instructed to keep items such as long pants, jacket, flashlight, towel, shoes and socks handy at all times.
4. Proceed to the area near the swimming pool, staying off the road as much as possible.
(Following an earthquake: Move away quickly from the buildings and power lines. Do not re-enter any building until permission is received from staff or authorities.)
5. The adult in charge should see that all groups and staff are accounted for. Please report the status of your group to the site staff. Do not try to evacuate the site unless specifically instructed by site staff or official authorities.

Nearest Hospital

Marin General Hospital
(415) 925-7000
250 Bon Air Road
Greenbrae