



## Welcome to Girl Scouts of Southern Nevada's Frias Frontier!

Our address is **1560 Old Sharp Lane Alamo, NV 89001**

### General Information

Located in Alamo, NV, at the southern end of the beautiful Pahranaagat Valley, our unique location embodies the frontier spirit of two groundbreaking pioneers: Juliette Gordon Low, the founder of Girl Scouts of the USA, and Phyllis M. Frias, the Southern Nevada philanthropist, who designed the property as a tribute to her husband, the late transportation entrepreneur Charlie Frias.

Use of the property is by reservation only. Except as otherwise specifically authorized via reservation, property shall be used only for official Girl Scout business. Please read all information in this document carefully. If there is an emergency, please contact the site manager at 702-277-8552.

### Emergency Procedures

#### Medical and Emergency

#### Group Use Policies

- Each group must have its own first aid kit and first aider. Please notify Girl Scouts at least two days prior to arrival if you are not able to meet this use requirement.
- Any serious accidents must be reported to the site manager **immediately**. The group leader will be required to complete and submit an incident report for any emergencies that require staff assistance or the contact of emergency personnel.
- ***The following information is provided for quick reference:***

#### ***Nearest Medical Resources/Hospitals***

- ✓ Lincoln County Medical District operates the Lincoln County Medical Associates clinic in Alamo. The clinic is located at 33 Joshua Tree Street, Alamo, NV 89001.
- ✓ The nearest hospital/emergency room is the Grover C Dils Medical Center located at 700 N Spring Street, Caliente, NV 89008 (approximately 55 miles from Alamo).
- ✓ For Ambulance, Police and Emergency, please dial 911. Non-emergency referrals for Lincoln County are available by dialing 211.

**The types of emergencies which are possible at Frias Frontier are: Fire, missing persons(s), serious illness or accident, severe weather, unauthorized person(s) on site, injury at nearby offsite activities.**

#### **In the event of an emergency:**

- **Missing Person(s)**
  - ✓ Count your group before leaving a program area and when arriving at the next area. If a member of your group is missing, have an adult member of your group immediately retrace steps to last area of activity.
  - ✓ Notify any staff members seen along the way that a member of your group is missing and ask for assistance.



- ✓ If the camper is not found quickly, notify the site manager immediately and provide information to aid in the search (name, physical description and photo if available, last seen location, etc.).
- ✓ Contact these agencies in the following order:
  - Lincoln County Sheriff's Department: (775) 962-5151
  - GSSNV Girl Scout Council: (702) 971-1402
  - Your group's emergency contact person.
- **Fire**
  - ✓ **Contact the site manager immediately.**
    - Locate and gather your group. Do not let individuals go back and gather their belongings.
    - Take a headcount off all persons in your group.
    - Follow posted instructions and move group to safety if immediate action is required.
  - ✓ In the event of a small fire, such as a campfire becoming out of hand or a small stove fire, fire extinguishers are available in each structure.
  - ✓ In the event of a kitchen fire:
    - Microwave and Oven:
      - Keep the door closed.
      - Turn off the appliance (unplug if you can).
      - Let the fire burn out in the enclosed space.
    - Stovetop Fires:
      - Get everyone to safety first.
      - Do not remove from the stove or oven.
      - Turn off the heat source.
      - Cover the flames with a metal lid or cookie sheet. Leave the cover on until cooled.
      - Spray the fire with the fire extinguishers as a last resort.
    - Oil or Grease Fires:
      - Cover the flames with a metal lid or cookie sheet. Leave the cover on until cooled.
      - Turn off the heat source.
      - If a small fire, pour baking soda or salt to smother the flames.
      - Spray the fire with the fire extinguisher as a last resort.
  - ✓ The Pahranaagat Valley Volunteer Fire District can be reached by dialing 911.
- **Natural Disaster**
  - ✓ In any natural disaster, weather, earthquake, etc., local help is available. Refer to the posted emergency procedures. ***In all cases, first contact the site manager who will assist troops/groups with all problems.***

### Property Information & House Rules

**Please observe the posted 5 MPH speed limit on property.**

**Operating Hours:** Access to property before 3:00 pm on check-in day must be coordinated in advance and will be subject to the property's occupancy. Check-in is between 3:00pm and 5:00 pm unless otherwise discussed and agreed upon in advance. Check out is no later than 11:00 am unless prior arrangements have been made.



Quiet time is between 10:00 pm and 7:00 am.

**Smoking/Drugs/Drinking Policy:** There is no smoking, vaping, tobacco products, or drugs allowed on Girl Scouts of Southern Nevada property, including parking lot and outside spaces. Alcoholic beverages are not permitted at Girl Scout events where minor girls and their activities are the focus of the event. For any other event, prior approval must be obtained from the council.

**No firearms are permitted on Girl Scouts of Southern Nevada properties.**

**No running inside property structures. Running is only permitted in grassy areas.**

**Parking:** Parking is available on site; please park in designated spots only. If staying at the Lodge, please use the **north** parking lot. If staying in yurts/wagons/tents, please use the **south** parking lot.

There are designated unloading/loading zones.

**Deliveries:** Deliveries are not allowed without prior arrangement.

**Pets/Animals:** No outside pets/animals are permitted on property except for service animals. Please check with site manager prior to interacting with the horses, chickens, or other animals on-site.

**Lodge and Bunkhouse wi-fi is available upon request.**

**Building Temperature Control:** Please notify the site manager for adjustments to facility temperatures.

#### **Check-in Procedures**

- Upon arrival, the person in charge of your group **must immediately check in with the site manager** in the office off the main entrance.
- The site manager will review the property rules and walk through the inspection checklist with your group.
- Please park in designated parking areas.
- **All gates must stay locked.** Your group will receive gate access information from the site manager upon arrival to unlock/lock gates; the person in charge of your group will be responsible for managing gate access during your stay.
- *The site manager may cancel/reschedule any event/activity for safety reasons during your stay; if applicable, refunds for reservation cancellations will be processed as per the reservation agreement.*

#### **Check-out Procedures**

- Check-out is no later than 11:00 am unless otherwise arranged.
- Groups are expected to complete all services as described in the facility inspection check list.
- Upon departure, please check out with the site manager to review the inspection check list, return keys, and complete an evaluation form.
- Before loading any equipment, troops/groups will be responsible for wiping down mattresses with cleaning solution provided by the site manager.

*Girl Scout staff are required to clean up before departure, including but not limited to stripping beds, washing dishes, taking out trash, cleaning surfaces, floors, etc.*



## **Kitchen Use Procedures**

*The kitchen has been called the heart of the home as it brings family and friends together share a great meal. We are happy that you are using our kitchen as part of your visit. Please follow the following rules so our space maintains its functionality for all groups.*

1. Pots and pans are available for use and are located on the hanging rack above the kitchen island. Plates, cups and silverware are in the cabinets and are available for use.
2. A standard refrigerator is in the main kitchen is available for use. Please do not use the walk-in refrigerator and freezer unless approved by the site manager. There is an ice machine available next to the walk-in refrigerator.
3. Label all your food items with your group name and date before placing in the refrigerator, freezer or on the food pantry shelves. All food must be disposed of before your group checks out.
4. The dishwasher is in the main kitchen. Do not use the sink(s) in the kitchen to wash pans. Use the three-compartment sink in the back to wash pots and pans and oversized kitchen utensils.
5. Wipe down cabinet surfaces and countertop throughout usage to ensure they are free of grease and spilled food.
6. Keep sinks clean and free of dirty dishes, grease and garbage.
7. The garbage disposal is in the left-hand sink. The button that activates it is above the right-hand sink.
8. If a spill occurs on the floor, brooms and a mop & bucket with cleaning supplies are available for you to clean up the spill immediately.
9. Trash/garbage shall be stored in the provided covered containers. Once the containers are full remove the trash bags and dispose in the dumpster.
10. Please do not dispose of cooking oil or grease down the sink. Once cooled place grease in a plastic bag and place in the dumpster.
11. It is the responsibility of the group to clean and dry all dishes and pots that group uses. Please put all dishes, utensils back into their proper place before the group checks out.
12. If a fire occurs there is an extinguisher available in the kitchen including a fire suppression system above the stove top. Contact the site manager immediately and follow the kitchen fire emergency procedures.
13. Contact the site manager if you have any questions.

## **Barbecue Area Procedures**

1. The site manager will provide the propane tanks for the barbecue grill.
2. Only use the barbecue utensils provided. Do not use items from the lodge kitchen.
3. Pots and pans are not provided for the barbecue grill. If you are cooking an item that requires pots, please bring a pot with you.
4. Never leave the barbecue unattended once it has been lit.
5. Keep children away from the barbecue area. Consider a three-foot "kid-free zone" around the barbecue.
6. After you have finished grilling, clean off the grill with the cleaning supplies provided. Sweep the area and wipe down the table and chairs.
7. Place garbage in the container provided. After your event, tie your trash bags up and place the bags in the dumpster.
8. Contact the site manager if you have any questions.



### **Camp Fire/Fire Pit Procedures**

1. Groups should notify the site manager if intending to utilize the outdoor fire pit(s).
2. Fires may only be built in the designated fire pit(s).
3. Adult supervision is always required.
4. Groups are required to bring their own firewood.
5. Liquid fire starters are strictly prohibited.
6. Contact the site manager if you have any questions.



**FACILITY RENTAL INSPECTION CHECKLIST**

Guest Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Complete a walk-through BEFORE and AFTER the event with the on-site property contact. In some instances, you may be instructed to complete the checklist before & after walk-through on your own and submit it for review.

Indicate with a checkmark that you have completed the required service or indicate that the area does not apply by marking "N/A" in each of the following areas:

	BEFORE	AFTER
Garbage, debris, and recyclables are picked up from inside and outside the facility, sealed in plastic bags, and deposited in dumpster.	<input type="checkbox"/>	<input type="checkbox"/>
Furnishings are returned to their original location including chairs, tables, trash cans, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Tables and chairs are clean and properly stored.	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen countertops and sinks are wiped down and clean.	<input type="checkbox"/>	<input type="checkbox"/>
Microwave/Refrigerator/Oven empty and cleaned of all food spills.	<input type="checkbox"/>	<input type="checkbox"/>
Floors are clean and janitorial equipment is returned to original location.	<input type="checkbox"/>	<input type="checkbox"/>
Decorations are removed (including any tape used to secure them).	<input type="checkbox"/>	<input type="checkbox"/>
Personal belongings are removed from the facility.	<input type="checkbox"/>	<input type="checkbox"/>
Equipment is in working order and properly stored.	<input type="checkbox"/>	<input type="checkbox"/>
Doors are locked and secured.	<input type="checkbox"/>	<input type="checkbox"/>

Comments regarding the condition of the facility or equipment before and/or after the rental:

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I have completed a walk-through of the facility and performed the tasks stated above. Everything has been left in good order, as it was found, except as noted above. By our signatures below, we acknowledge the cleanliness and condition of the facility and equipment after the rental group activity.

Guest Sign-In Signature: \_\_\_\_\_ Time-In: \_\_\_\_\_

Guest Sign-Out Signature: \_\_\_\_\_ Time-Out: \_\_\_\_\_

Site Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_