

*est. 1905*

# CAMP DANMARK

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# GUIDEBOOK

ALL *kinds* OF HELPFUL INFORMATION



**CAMP DANMARK**  
*est. 1905*

If you can't find something in this book that you need to know,  
follow the instructions on the Emergency Contacts page about calling the  
Camp Manager, President, or other resource to learn what you need. Then, please let us know!  
Go to the "INFORMATION TO ADD TO THE NEXT VERSION OF THE GUIDEBOOK"  
page at the back of this book to tell us the topic (and maybe the solution?)  
so we can make the Guidebook even more useful.

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## 1. **EMERGENCY CONTACTS**

### **Fire and Emergency: Dial 911**

We are 3.0 miles from Inlet. Tell the dispatcher to take a right at the fork in the driveway.

We are officially serviced by the

Eagle Bay Fire Department, but Inlet will also often respond.

**CAMP DANMARK**  
**2221 South Shore Road**  
**Old Forge, NY 13420**

**(315) 357-5166**

*(we are listed in the phone book as Mathiasen)*

### **Other emergency numbers that might be helpful:**

**Upstate NY Poison Center**.....1-800-222-1222

**Town of Webb Police Dept., Old Forge**.....(315) 369-6515

**NY State Police Dept., Old Forge**.....(315) 369-3333

### **Hospital: The nearest hospital is in Utica, about 80 minutes away**

**St. Elizabeth Medical Center**.....(315) 801-8100

2209 Genesee Street

Utica, NY 13501

See **Appendix 1** for driving directions and maps

### **First Aid: Supplies are located in the Big Camp kitchen near the telephone.**

Also stored there are:

- **AED / Automated External Defibrillator:** see **Appendix 2** for guidelines
- **Administering CPR:** see **Appendix 3** for guidelines
- **Oxygen Tank:** see **Appendix 4** for guidelines

### **Who to Call About Camp Repair and Maintenance Issues:**

(Contact information for issues with Propane, Electricity, and Phone/Internet is included in the Utility Contacts section below.)

**For maintenance items that are outside of your comfort zone,** please reach out to Cliff, our Camp Manager:

**Cliff Mathiasen (832) 580-9219 [cwmathiasen@gmail.com](mailto:cwmathiasen@gmail.com)**

- If Cliff is not available please contact Carter:

**Carter Yepsen (518) 423-1648 [cmyepsen@gmail.com](mailto:cmyepsen@gmail.com)**

- James has perhaps the best knowledge of Camp's internal workings:

**James Mathiasen (845) 344-7616 [jamesmathiasen@hotmail.com](mailto:jamesmathiasen@hotmail.com)**

- Mark knows a lot about our WiFi/Internet setup and our Water System:

**Mark Perkins (408) 515-7462 [marker@gmail.com](mailto:marker@gmail.com)**

**Note:** Contact information for our repair professionals is on the telephone list at the back of this book. **Please get approval from Cliff or another Board member before contracting with a professional for any repair service.**

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## Utility Contacts:

- **Propane Tank Refill/Repair** (Helmer's Fuel).....315-369-3134
- **Electric Outage** (National Grid).....800-867-5222  
Report online at <https://www1.nationalgridus.com/ReportOrCheckOutage>

Info you will need to answer questions or to sign in to their website:

Camp's service address: 2221 South Shore Road  
Old Forge, NY 13420

Camp has a different account number for each house:

Captain's Cabin.....05375-77110

Big Camp.....05575-77107

Little Camp.....05775-77121

*(the account #s are very similar; the different digits are underlined above)*

Name on account: Sue Perkins (or Lynn Crane if Sue's name doesn't work)

Telephone # associated with account: 408-529-5103

Account SSN "last 4 digits": 0297

## ***Link to National Grid's "Outage Map":***

<https://www.nationalgridus.com/Upstate-NY-Home/Storms-Outages/Outage-Map>

**Telephone/Internet Problems** (Frontier).....800-921-8101

<https://frontier.com/>

Note: To respond to the Frontier system's offer to return your call when a representative is available, you'll need to know the following:

**Account phone #: 315-357-5166**

**Account password: karl** (all small letters) OR try **0297** if they don't like karl

Info you'll need to answer questions at the start of the call:

Service type: **Residential**

Account telephone #: **315-357-5166**

Account owner: **Sue Perkins (or Lynn Crane?)**

**111 Yacht Club Circle**

**North Redington Beach FL 33708**

**Sue's cell: (408) 529-5103**

Account contact person and telephone number:

**Cliff Mathiasen: 832-580-9219**

Info that shouldn't be necessary, but *you never know*:

Account #: **3153575166 1225784**

Account PIN number: **6476**

Account SSN last 4 digits: **0297**

## **2. PLANNING FOR YOUR CAMP VISIT**

If you plan to have your house cleaned by an outside company at the end of your visit, make arrangements in advance for this service. Cleaning services' contact information can be found on Camp's website at: <https://campdanmark.com/camp-cleaning/>

As you plan "who sleeps where," you might want to get a reminder of each camp's bedrooms/bed types from Camp's website at: <https://campdanmark.com/floor-plans/>

If you would like to arrive at Camp before 12 noon on your arrival day or depart after 12 noon on your departure day, contact the families who hold the affected reservation to see what is possible.

## **3. THINGS TO KNOW DURING YOUR CAMP VISIT**

### **3.1. Arrival Time and Day**

**Arrival time is 12 noon** unless you have made other arrangements with the person responsible for the reservation that precedes yours.

### **3.2. Complying with Camp's Pet and at Policies**

#### **3.2.1. Pet Policy**

Per Camp's Pet Policy, Members' pets must be controlled so they are in no way a bother to others at Camp. Guests may not bring pets to Camp. **If your visit includes a pet, please read the Pet Policy in Appendix 5** or on Camp's website at: <https://campdanmark.com/pet-policy/>. The policy lays out specific rules and describes what to do if problems can't be worked out among the Campers.

#### **3.2.2. Smoking Policy**

In 2009 the Membership approved a strict **Smoking Policy** that simply states:

**There will be no smoking within any wooden structure at Camp.** This includes all three houses, the Boat House, the Open Camp, and the Tool House.

The policy applies to all tobacco products and to e-cigarettes of any style. All cigarette/cigar butts are to be safely disposed of; they are not to be left on the grounds. The Smoking Policy is on Camp's website at: <https://campdanmark.com/smoking-policy/>

### **3.3. Sharing Camp With Family During Your Visit**

Experience has taught us a number of things about the importance of being a good neighbor at Camp, including:

- Do not assume the other camps are open to you if you did not reserve them. Ask permission to enter, ask before you look for and borrow kitchen equipment, etc.

- Think about “noise”: Might your music be annoying to others on the dock or in the house? Is it important to keep noise at lower levels at certain times because babies are sleeping?
- At the waterfront, try to make sure there is room for others to join you—whether on the dock or the flagstone patio.
- Make sure your boats, oars, paddleboards, toys, etc., do not interfere with use of paths and walkways, in particular along the lake edge by BC.
- Remember that the Open Camp is a shared asset and try to be inclusive of others when you are using it.
- Think about whether tying your boat at the main dock or pulling your canoe onto the dock interferes with others’ enjoyment of the dock and swimming areas.

### 3.4. Camp Danmark Grievance Policy

We are all family, but that doesn’t mean we are all going to agree all the time. The best way to address issues with others who are sharing Camp with you is to have an honest conversation and work out a solution. If the issue isn’t resolved, you may follow the Camp Danmark Grievance Policy to reach a resolution. The Grievance Policy process is included in **Appendix 6** and on Camp’s website at: <https://campdanmark.com/grievance-policy/>

### 3.5. Handling Trash and Recycling

You must manage and get rid of your own garbage and recycling. This means leaving nothing behind at the end of your visit. The Town of Webb’s flyer defining what is/is not acceptable for recycling is included in **Appendix 7**.

Your responsibility begins with proper use of garbage/recycle containers in the house:

- Put garbage into a “GARBAGE” container lined with a clear plastic bag.
- Put cleaned recyclables “loose” in the container labeled “RECYCLING.” (Plastic and glass containers should be emptied and rinsed, with lids left on the containers).
- If you plan to cash in on your returnable drink containers, set up a container for them, too.

Note that plastic containers that previously held hazardous materials such as motor oils, antifreeze and pesticides are not to be recycled. In addition, plastic wraps, plastic bags, plastic packaging, plastic toys, prescription medicine bottles, and Styrofoam are not recyclable and must be discarded as garbage.

When you take your garbage and recyclables to Camp’s Bearicuda trash collection bins, put garbage into containers marked “GARBAGE” and dump the recyclables loose into the “RECYCLABLES” containers.



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### To dispose of trash and recyclables:

- **Use the Town's Tuesday garbage pickup on South Shore Road:** Have the garbage/recyclables containers at the end of the driveway by 7AM. (Do not put out garbage before Tuesday morning—the bears could get it.) The GARBAGE cans must be covered. The RECYCLING cans must be uncovered and must have only clean, loose recyclables in them. (Note: recyclables in plastic bags will not be picked up.)
- **Go to the Dump (152 McCauley Road):**

#### **TOWN OF WEBB TRANSFER STATION - 2020 SUMMER HOURS**

**8 am–12 noon on Mon-Tues, Thurs-Fri-Sat**

**8 am–4 pm on Sundays (June 21-October 11)**

**Closed Wednesdays**

Questions? Call 315-369-3612

The Town of Webb Transfer Station is a short drive to the east of Old Forge, next to the entrance to Mt. McCauley. (Follow signs to Mt. McCauley. Specifically, at the end of South Shore Road in Old Forge, continue straight on Park Ave for .4 miles; turn left onto Joy Tract Road for .6 miles; turn left onto McCauley Road for .7 miles. The Transfer Station will be on your right.) Use navigation aids on your phone or vehicle to go to 152 McCauley Road.

### 3.6. Dealing with Camp's Water System and Problems

- **Water Intake and Pump:** The water in Camp's faucets is pumped from the lake. Water is drawn from the lake just beyond the leaning tree with the swing rope. It is a black plastic pipe at the South side of the Big Camp. The pump for all three houses is under the Big Camp dining room. Please be sure not to disturb the water intake in the lake, and do not play around or with the black hose, as this will stir up sand and sediment and clog the filter.
- **Camp's Filtered Water System:** Adjacent to the pump is a two-stage filtration system designed to filter both sediment and impurities from the water. It is not designed to address how the water tastes.
  - **UV Filter for Water Quality:** The UV system controller displays the number of days left on the UV filter. If the system gets "dirty," it issues an audible alarm. You will find a spare bulb in the Tool House, and directions for replacing the UV filter are on the box.
  - **Sediment Cartridge, Water Pressure Low or Nonexistent:** If you are experiencing reduced pressure (or no water at all) from the faucets, it is likely because the water system's sediment filter cartridge has become clogged. It has to be replaced periodically. See **Appendix 8** for detailed instructions on how to restore water pressure in all of the camps by changing the filters.

## 3.7. Dealing with Camp's Septic System

Please treat the new septic system kindly.

- Don't flush products other than single-ply toilet paper down the toilet
- Don't put "flushable wipes" or feminine sanitary products down the toilet
- Don't pour fats or grease down the sink drain
- Don't clean paint brushes in the sink
- Don't pour large amounts of solvents or bleach down the drain

Each house has its own septic system pump. Each pump and each pump alarm system has its own circuit breaker located in the main electrical panel of the house. It is a good idea to familiarize yourself with this. The alarm system is in a grey box mounted on the outside of each house; locate them on your next visit to Camp. There is a test/reset button on the unit. Locate this and toggle the switch to "test" so you can hear what the alarm sounds like. If the alarm should go off when you are at Camp, turn off both circuit breakers (pump and pump alarm) and call the plumber.

The septic system pumps should work fine without any need for intervention. We will have the system inspected each Spring and pumped when necessary. **IF THERE IS AN EXTENDED POWER OUTAGE** (longer than 6 hours), please reduce your water usage (shouldn't really an issue because the water system's pump wouldn't be active, but good to know).

## 3.8. Using Camp Linens

Camp has a supply of sheets, pillowcases, and towels available for your use while at Camp. They are stored in the second floor linen closets of both Big Camp and Little Camp.

Any item you use should be laundered and returned to the closet before you leave Camp. Blankets, pillows, and quilts are not to be moved from one house to another.

## 3.9. Availability of Special Equipment

### • For People with Disabilities:

Camp has some resources that might be useful to people with disabilities:

- A wheelchair is (usually) stored in the Little Camp linen closet on the second floor.
- A frame to help with safely using a toilet is stored in the Little Camp linen closet on the second floor.
- An aluminum ramp is stored under the Little Camp near the back porch.

### • For Babies and Toddlers:

Camp has a number of items to help with caring for the youngest generation. Items stored in Big Camp and Little Camp (they might move from one to the

other over time) include high chairs, Pack 'n Plays, cribs, a baby monitor, a baby walker/activity center, etc. Life jackets for infants under 30 pounds and for toddlers can be found where life jackets are stored.

### 3.10. Using the Outdoor Griddle

If the griddle looks nasty at first, that's because it is made of steel and rusts in the weather. It can be easily cleaned, and it is very easy to use.

- Blackstone's instructions for Cleaning and Seasoning the griddle are available from the Owner's Manual for the 36" model 1554 griddle:

[https://cdn.shopify.com/s/files/1/0312/7695/7740/files/Blackstone\\_36\\_Griddle\\_Cooking\\_Station\\_1554\\_OwnersManual\\_V2.pdf?v=1586867817](https://cdn.shopify.com/s/files/1/0312/7695/7740/files/Blackstone_36_Griddle_Cooking_Station_1554_OwnersManual_V2.pdf?v=1586867817)

- Step-by-step videos about recovering the Blackstone Griddle top after a long period without using or seasoning are available on the Internet. Here are a couple of good ones:

<https://www.youtube.com/watch?v=thPE2lgnSil>

[https://www.youtube.com/watch?v=0tixF\\_fFMWI](https://www.youtube.com/watch?v=0tixF_fFMWI)

### 3.11. Using Camp's Vacuum Cleaners

The vacuums aren't complicated, but their style might not be familiar to you. For instructions on using the vacuum and emptying its dust cup, just search the Internet for "Shark Navigator NV22 instruction manual" (or for whatever brand/model of vacuum you are trying to use).

### 3.12. Boating At Camp

A video showing how to properly launch our guideboats and return them to the Boat House is on Camp's website at: <https://campdanmark.com/boathouse-info/>

Camp's wooden guideboats and canoes are for local use. Some Camp rules:

- When moving boats in/out of the water, drag them on their keels.
- Never leave a wooden boat tied up at a dock where wave action might damage the sides.
- Don't store wooden boats on their sides.
- Do not remove our wooden boats from Camp for boat trips. Please use the aluminum boats if you want to take a boat to another lake.

Other things to consider when using Camp's guideboats and canoes:

- When pulling kayaks/paddle boards out of the water near the main dock, be sure to leave the walking paths along the lake edge clear of hazards.
- Whenever using a boat at night, be sure to have flashlights with you.
- If you take your phone with you while boating, consider storing it in a waterproof container or bag.

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New York State's requirements for boating can be found by searching the Internet for "NYS Boater's Guide." Useful information about boating on the Fulton Chain—navigation advice, rules, points of interest—can be found at:

[https://www.fultonchainoflakesassociation.org/pdf/fcola\\_brochure\\_2017.pdf](https://www.fultonchainoflakesassociation.org/pdf/fcola_brochure_2017.pdf)

The Herkimer County Sheriff periodically patrols Fourth Lake. They can be reached at (315) 867-1167. Some important regulations to remember are:

### **New York State *Boating Safety Certificate* requirement:**

- As of 1/1/2020, operators of any powerboat who were born after 1/1/1993 must have a valid Boating Safety Certificate;
- The age requirement will continue to be phased in so that, effective 1/1/2025, it will be required for all operators of motorized vessels;
- Anyone operating a Personal Watercraft (JetSki, Wave Runner, etc.) must have a Boating Safety Certificate and be at least 14 years of age;
- **A free online Boaters Safety Course to get the NYS Certification is available at <https://www.boatus.org/newyork/>**
- Each individual in any type of boat must have a life preserver.
- Passengers under age 12 must wear their life preservers.
- Speed limits for motor boats and personal watercraft are:
  - 5 mph within 200 feet of shore in the Town of Webb
  - 10 mph within 500' of a designated bathing area.
- Personal watercraft may only be used between 9 am and 6 pm in the Town of Webb, and their decibel level must be no more than 82-86 decibels.
- A fishing license is required for any person over 16 years of age.

Boats and equipment stored under the Big Camp are private property and are not to be used without the explicit permission of the owner.

### **3.13. Flag Care**

**Raise the flags at dawn and lower them at dusk.** Always raise the American flag first and lower it last. Store the flags, neatly folded, in the Open Camp. The flags should not be flown at night or in inclement weather.

See **Appendix 9** for interesting and important information provided by Al Mathiasen, Jr. about the history of flags at Camp and Flag Etiquette.

### **3.14. Firewood and Fires**

**Please use firewood from the wood shed in camp fireplaces and at the Open Camp.** Never burn treated or painted wood at Camp, and never burn waste or paper at Camp. For insurance purposes, it is strictly prohibited to build fires in locations other than in the camp building's fireplaces/wood burning stoves and at Open Camp.

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Never leave a fire unattended. Make sure all fires are out before you go to bed or leave Camp. When you clean a fireplace, be very sure that all coals are out. Bury the ashes completely or discard them safely.

### 3.15. Communications

**Mailboat:** The Mailboat is no longer in operation. Do not use “Fourth Lake” as part of any mailing address to Camp.

**USPS Mail:** USPS mail that is sent to you at Camp must be addressed to:

(your name)

**Camp Danmark**

**General Delivery**

**2992 State Route 28** (this is the post office’s street address)

**Old Forge, NY 13420**

You must go to the Old Forge post office to request your mail.

#### **OLD FORGE POST OFFICE INFORMATION**

2992 State Route 28 (at corner of Gilbert Street)

**9 am–4:45 on Monday-Friday**

**9am-12 noon on Saturday**

**CLOSED on Sunday**

Questions? Call 315-369-3414

- **If mail has been sent to your name and Camp’s street address without mentioning “Camp Danmark”:** the post office will hold the mail as “General Delivery,” so you should ask them to check there.
- **If mail is sent to “Camp Danmark” without indicating a person’s name:** the mail will be held in the Camp Danmark mail slot. It would be good for you to accept any mail found there, figure out who it belongs to (perhaps using the Camp website’s message board), and then get the mail handled properly.

**Mail and Package Delivery Services:** UPS and Federal Express will deliver to Camp when our street address is used (2221 South Shore Road). Watch for expected deliveries; they are often left on a porch, but sometimes left at the turnoff from Avery’s driveway to ours, and sometimes delivered to neighbors.

**Telephone and Internet:** Camp’s telephone is seasonal and for local calls only. We do not allow receipt of collect calls. For outbound long distance, you will need to call collect or use a prepaid calling card, available at the hardware store. Telephone service is disconnected from mid-October until early May.

Camp has free broadband Internet for your use seasonally, with access points in each of the three camps. Internet service is disconnected from mid-October until early May.

Wireless usage information and passwords are posted on the Big Camp bulletin board. It is important that no one change the settings on the router or wireless

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access points, even temporarily. The system is set up each Work Weekend for the year.

If you have a problem with Internet, please refer to the procedure on the bulletin board or call Mark Perkins (see contacts on page 2). If there is a problem with Frontier's telephone or Internet service, contact Frontier using the account information provided on page 2.

### 3.16. Using Camp's Sauna

The Sauna is available for gentle use by the Camp Danmark family. The general approach for using the sauna is to heat up the inside of the sauna, generating steam, and then alternate the time spent in the sauna with dips in the lake.

Here are some pointers for using the sauna:

- 1- Clean out cold ashes from fire box (dump in woods).
- 2- Add lake water to tank to half to two-thirds full.
- 3- Build fire and wait approximately 45 minutes, adding wood as needed. (This is the time needed to get the tank water up to boiling temperature.)
- 4- Enjoy the steam, using the ladle to add hot water to stones to produce more steam. (DO NOT USE COLD WATER ON STONES AS THIS COULD CRACK THE ROCKS OR DAMAGE THE STOVE).
- 5- Generally, people enjoy 10-20 min of heat and then a jump in lake, followed by more sessions in steam. But that is up to your own comfort level.
- 6- To shut down the sauna, just let the fire die out.
- 7- Return the following day to remove ashes and (using small plastic container) remove old water in the tank.
- 8- Don't forget to re-stock the firewood and kindling.

### 3.17. Lost and Found

If you find something at Camp that looks like a personal item left by a member or guest, here are simple guidelines on what to do with it:

If the item is found inside a house, leave it in that house. If it's found elsewhere at Camp, put it in the Big Camp. The camps' storage locations are:

- Big Camp: Corner by the roll-top desk
- Little Camp: Linen closet at the top of the stairs
- Captain's Cabin: Kitchen closet

If the found items are small, please place them together in a plastic bag. If the found item looks valuable and you suspect it may be needed, consider calling or sending an email to the previous occupant or posting to Camp's Message Board.

### 3.18. Doing Work Projects or Maintenance/Repairs While at Camp

If you would like to work on a project during your Camp visit, please reach out to Cliff. Cliff will advise on suitable projects and supplies to make the best use of your efforts. Please keep in mind: **Only a licensed electrician is permitted to do electrical work at Camp**—“Nobody ever died from a *plumbing* mistake...”

## 4. WRAPPING UP YOUR CAMP VISIT

### 4.1. Departure Time and Day

**Departure time is 12 noon** unless you have made specific arrangements with the person responsible for the reservation that follows yours. This constraint also applies to your cleaning people if you’ve arranged for someone else to clean your camp—your cleaning must be complete by noon on the scheduled departure day.

### 4.2. Personal Belongings

The general rule is that all items at Camp are for use by members and their guests. If you desire to store personal items at Camp, please follow these guidelines. Camp has allocated two areas for the storage of personal property by Camp members:

- **LC Attic for personal items:** You may place a wood or plastic bin in the attic of the LC, and this may be locked with a padlock if you choose. Please label the bin clearly with your name. Squirrels frequent the attic, so don’t store food items. Bins in the LC attic are for personal property, and items stored within should never be used by anyone other than the owner.
- **Under the BC for boat storage:** Room permitting, you may store a personal boat under the BC. Do not use someone else’s boat or related equipment without their express consent. Express consent means that you have contacted the owner directly, not through another family member, and they have responded in the affirmative.

Personal property left elsewhere at Camp is considered to be Camp property unless it is clearly marked. That means it may be used, damaged, recycled, or repurposed. For example, this means the kayak paddle you bought or the toy your child brought might not be there the next time you visit Camp. Personal donations of boats, tools, or furnishings must be cleared through the appropriate committee chairperson before the item(s) are left at Camp.

As you take advantage of storing items at Camp, please keep these suggestions in mind:

- Take a look each year at what you are storing at camp, and take property that you don’t use home with you.
- Keep the storage areas tidy.
- Don’t leave your personal possessions in common areas of Camp.

**A SPECIAL NOTE ABOUT LEAVING YOUR PERSONAL BELONGINGS AT CAMP:** Items that you store at Camp are your personal responsibility. Camp's insurance does not cover your personal property, and Camp can take no responsibility for loss or damage of personal property left at Camp.

### 4.3. Cleaning Your Camp for the Next Occupant

Below is information that Carol Perkins first put together for us in 2005. It has served us very well through the years!

**If you are living in a camp, it is your responsibility to leave it as clean as you found it—or cleaner.** Do not make another family member clean up your mess. **PLEASE** read and heed the following!

**P**lace all garbage and recycling in Camp's trash collection bin, and then take all of it to the Town of Webb Transfer Station. Do not leave your mess for the bears or other family members to deal with. Make sure all garbage containers in the kitchen are emptied and clean.

**L**eave camp as you would wish to find it. Leave toilets, sinks, showers, tubs, and mirrors clean. Clean the refrigerators, oven, and stovetop. Take any dirty laundry with you.

**E**mpy the 'fridge, cabinets, bathrooms, and closets. In the kitchen, be sure that no food has been left in cabinets, drawers, or oven. No food should be left at Camp unless the incoming member has agreed to receive it. In bathrooms, check that all personal toiletries, shampoos, etc. have been removed. Remove personal items from all closets and drawers.

**A**sk for help from a cleaning service if you do not want to clean your camp yourself. (You'll probably need to schedule a cleaning team well in advance.)

**S**weep or vacuum, and dust, all rooms that were occupied. Fold and stack blankets. Sweep the stairs and hallways. Mop the kitchen and bathroom floors. Clean out the fireplace. Take special care to remove all pet hair and feces and to repair any scratches and screen tears. Sweep the porches and clean any tables/chairs. If your group used the Open Camp, Boat House, and/or Sauna, make sure these sites are also clean.

**E**xamine outdoor areas. Put boats away and make sure all paddles, oars, and life preservers are hung in their proper places. Remove everything from the dock area. Check and clean up outdoor grilling areas if you have used them. Make sure all tools have been put away. Remove all pet feces from Camp's outdoor areas.

***Don't forget to write in the LOG BOOK!***

**Finally**, as you exit camp, make sure no faucets are dripping, no toilets are running, all the windows are closed, and all doors are firmly shut. Turn off the heater in Big Camp and Captain's Cabin.



## 4.4. FEES AND USAGE FORMS

The Fee Schedule and Usage Forms are available on Camp's website at: <https://campdanmark.com/usage-reporting/>. Also, printed forms can be found in each of the camps. We encourage you to prepare your Usage Form and payment before your group's visit at Camp ends, while the information is fresh in your mind and you are able to exchange Usage Fee money with others who shared your camp.

If you purchased something for Camp during your visit, the purchase is only reimbursable if it was pre-approved by an Officer of the Board of Governors. This includes expenses for boat repairs, paint, tools and supplies, lumber, furnishings, linens, etc. Personal-use items such as batteries, soaps, paper products, light bulbs, charcoal, and cleaning supplies are generally not reimbursable.

## 5. COMMENTS AND SUGGESTIONS

Comments, suggestions, and complaints are always welcome. Please post on the Camp website's Message Board or contact any Board member. Indicate in your communication whether or not the message is to be considered private. If you would like your Comments included in the next Camp Communicator or newsletter, please indicate so.

Comments, suggestions, or complaints of a safety nature should be communicated directly to the Camp Manager as soon as possible. (Contact information is in the first section of this document.) Examples of safety concerns include rotted wood, a loose railing, an exposed electrical connection, a broken window, a protruding nail, etc.

If your comment/suggestion relates to a topic that should be included in this Guidebook, please record your idea at the end of this book in the "INFORMATION TO ADD TO THE NEXT VERSION OF THE GUIDEBOOK" section!

## 6. DONATIONS

Camp Danmark has several ongoing funds to which you and your guests may contribute. These funds are an ideal way for you and your guests to help to improve Camp for the future enjoyment of others. Camp's Funds include:

- Hardship Fund
- Building Fund
- Capital Fund (Camp's interest-bearing investments)

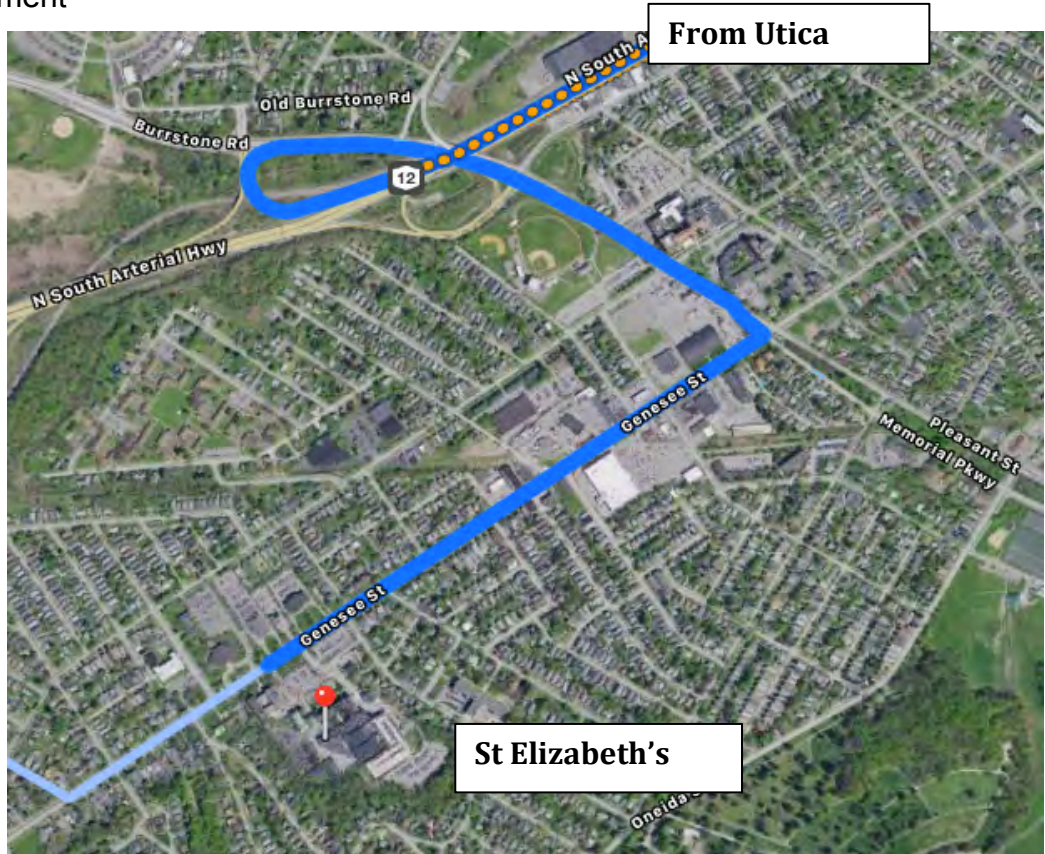
You may send your donations to the Treasurer using payment methods shown on Camp's website at: <https://campdanmark.com/online-payments/>

# CAMP DANMARK GUIDEBOOK

## Appendix 1: How to Get to St. Elizabeth's Medical Center Emergency Department, Utica NY

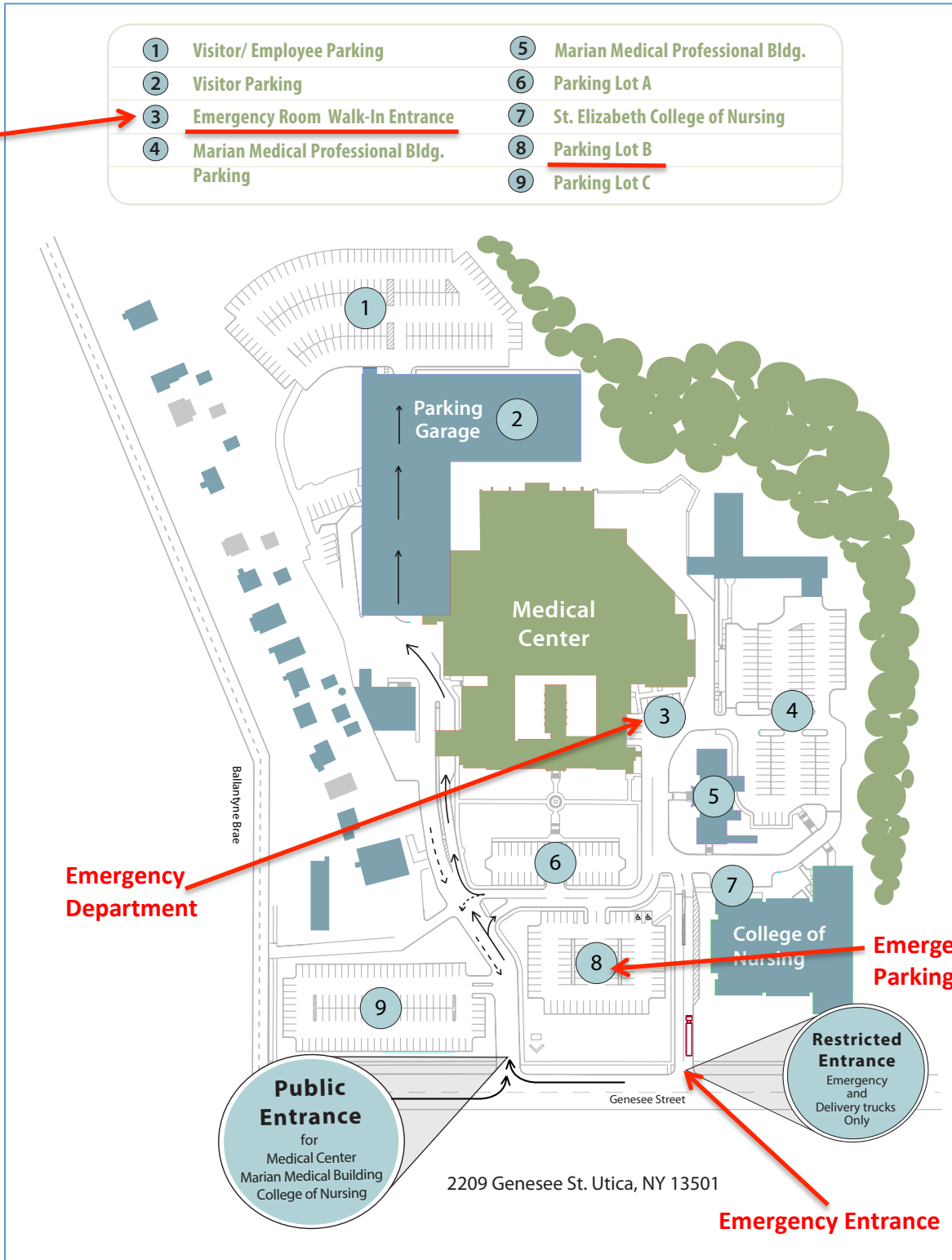
**Destination: 2209 Genesee St, Utica, NY 13501**

1. At the end of Camp's driveway, turn right and go to Old Forge (8 miles)
2. At Old Forge, turn onto NY-28 S.
3. Follow NY-28 S and then NY-12 S to Burrstone Rd in Utica, then take the Burrstone Road exit (distance is 52.1 miles):
  - o Follow NY-28 S (27.1 miles)
  - o Merge onto NY-12 S/NY-28 S Continue to follow NY-12 S (22.2 miles)
  - o (As you approach Utica, the road changes names, but it is a continuous road; some highway numbers you might notice are I-790 W/NY-12 S and NY-12 S/NY-5 W/NY-8 S)
  - o Take the Burrstone Road/Utica College exit ramp
4. Continue on Burrstone Rd:
  - o Turn right onto Burrstone Rd (signs for St. Elizabeth's Hospital/Mohawk Valley CC) (.7 miles)
  - o Turn right onto Genesee St (.7 miles)
  - o Turn left into the St. Elizabeth's complex and follow signs for the Emergency Department



# CAMP DANMARK GUIDEBOOK

## St. Elizabeth Campus Map



## Appendix 2: How to Use Camp's AED (Automated External Defibrillator)

(LAST UPDATED 7/8/2005)

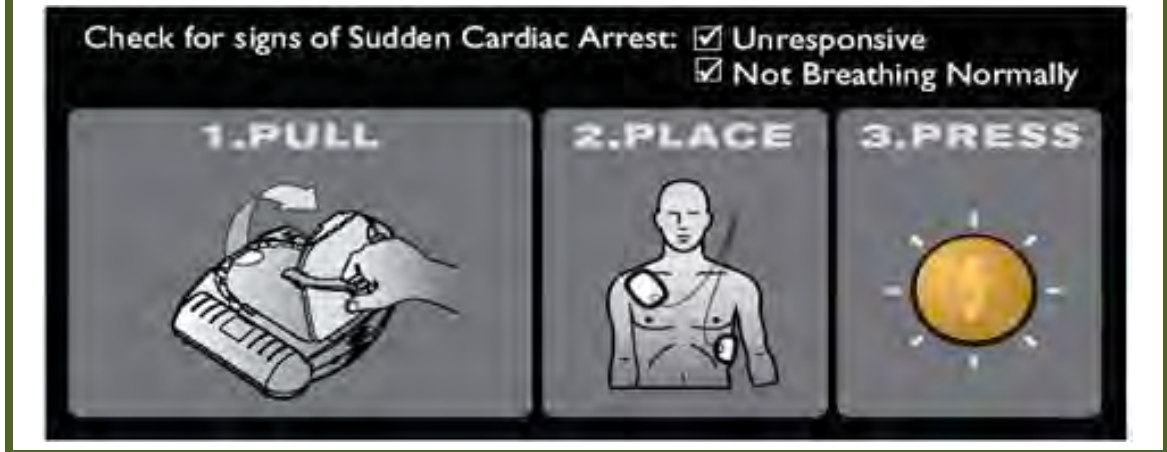
A defibrillator is designed to deliver a potentially lifesaving electric shock to the heart, which can restore a normal rhythm in the event of sudden cardiac arrest (SCA).

The AED, located in Big Camp near the telephone, is in a bright red zippered case.

Please familiarize yourself with the "Quick Reference" instructions inside the case. Using an AED is very easy. It all boils down to these simple directions:

If it is suspected that someone is having sudden cardiac arrest (unresponsive, not breathing, no discernable pulse), call 911 and activate the AED.

1. Open the red case and pull the green handle. Follow the voice instructions.
2. Place pads on the person's bare chest.
3. If a shock is needed, the AED will tell you to press the orange button.



You do not need CPR training to safely use this device –it talks you through each step of its use and will only deliver a shock if it is needed. If CPR is required, the AED will provide voice prompts and timing cues.

### **Appendix 3: How to Administer CPR**

CPR may be needed if a patient is unresponsive, not breathing, not breathing normally (gaspings), or if you can't find a pulse.

- Send someone to call 911 immediately.
- Send someone to get the AED and set it up.

#### **To administer CPR to someone at least 13 years of age:**

- Tap the patient's shoulder firmly or pinch the patient's ear. Shout, "Are you OK???"
- If there is no response, try to position the patient's head so as to open the airway. Tilt the head back slightly, bringing the jaw forward. Check for an obstruction in the mouth or throat and clear it. Check again for breathing and a pulse.
- If patient is still unresponsive, place the patient in a supine position (chest up) on a hard surface.
- Begin CPR as soon as possible. Every second matters.
- The cycle is 30 chest compressions at a rate of 100 a minute, followed by two rescue breaths that fill the patients lungs with air. One chest compression is a firm push on the center of the chest/lower half of the sternum to a depth of at least 2 inches.
- Count compressions out loud. Have someone help you by timing your compressions. 30 compressions should take about 18 seconds. Take turns if you are tired.

Only stop giving CPR to attach the AED or if directed by EMS. It is critical to continue CPR uninterrupted.

#### **To administer CPR to a child (1-12 years of age):**

Follow the same format, but use slightly less pressure, still compressing the chest 2 inches.

#### **To administer CPR to an infant:**

Apply compressions using two fingers, compressing the chest by 1/3 of its thickness.

## Appendix 4: How to Use the Oxygen Tank

Camp maintains an Oxygen tank. It is stored in the Big Camp near the telephone. Oxygen can be helpful in cases of respiratory, cardiac, or trauma-related emergencies. The tank and its mask are for use only in a medical emergency.

### Quick Summary:

- Oxygen should be used while waiting for EMS (ambulance).
- Camp's tank has about a 20-minute supply at a normal adult flow rate.
- Use the face mask, not the nasal attachment, unless directed by EMS.
- If the patient is not breathing, do not use Oxygen. Clear the airway and consider the need to use CPR.

### To Set Up the Oxygen:

- Make sure the tank valve is clean and the O-ring is in place.
- Attach the regulator to the tank, aligning the pins. Tighten only hand-tight.
- Attach the face mask hose to the regulator.
- Open the valve on the top of the tank two full turns or more.
- Set the regulator at 12 for adults, 8 for children. For infants, ask 911 or EMS how the regulator should be set.

### To Apply the Mask:

- Place the mask over the patient's nose and mouth, ensuring a good seal.
- Attach the elastic strap behind the patient's head, above the ears.
- Adjust the flow at the regulator such that the reservoir bag fills between breaths.
- Lay the tank down on its side; do not use the tank in an upright position.
- Note the time oxygen was started.

If the patient cannot tolerate wearing the mask, the mask can be held by hand and used upon inhalation.

## Appendix 5: Camp Danmark Pet Policy

Camp Danmark's Pet Policy was voted on and approved by the membership.

Pets are welcome at Camp, with the following stipulations:

- Pets are not to be allowed to roam freely without supervision of the owner.
- No guest pets are allowed at Camp (liability issues). No exceptions.
- Pets are not allowed at the swimming area unless strictly supervised by the owner.
- When leaving Camp there should be no sign that your pet was at Camp:
  - Remove all pet hair
  - Remove all food
  - Remove all feces
  - Repair scratches and screen tears
- Consider that others at Camp may not be comfortable around pets. Ask others about their level of comfort. Assume that they don't want pets roaming around Camp before asking permission for your pet to be off a leash.
- Be extra careful of your pet around people with compromised walking ability.
- If your dog is aggressive towards people or other dogs, leave it at home.
- Barking is not acceptable.

If you are visiting Camp and you feel another member with a pet is violating this policy, please talk to the pet owner and family. An example of how to approach the conversation is below:

Politely say you are uncomfortable with the pet's behavior and remind the member of the Camp Pet Policy. For example, "This is not personal, but I/we are not comfortable with your pet's behavior around (our pet/our kids/the swimming area/the people walking with a cane/the feces left around). Camp adopted the Pet Policy to make it possible for us all to be happy when we are sharing Camp."

If the member resists, or the problem persists, then contact Camp's President or another Board member for assistance.

### **Appendix 6: Camp Danmark Grievance Policy**

In cases where an issue cannot be resolved between family members, bring the concern to the attention of the President. If the President is the subject of the concern, contact the Vice President-Finance about the issue.

Contact information for Board members can be found on Camp's website on the Board of Governors page. Phone numbers for other members can be found on the Member Contact Info page.

Please refrain from using Camp messaging tools such as the email blaster or the Message Board to raise your concerns.

The President, or a member of the Board, will respond to the grievance as soon as possible. Each situation will require a different approach, making it difficult to put a time limit on resolving any particular issue. Understanding that family harmony is important in an organization such as ours, the Board will work as expeditiously as possible on each complaint. As we work toward a resolution, the President or VP-Finance will update all parties on a regular basis.

If additional actions are required, such as the development or revision of policies, the Board will ensure those actions are taken and communicated to the membership.



Appendix 7: Town of Webb “Recycle One” Rules for Recycling



**recycleone™**  
ONE AND DONE

**ONE BIN | MIX ALL**  
**NO BAGS | RECYCLABLES**  
EASIER. MORE CONVENIENT. LESS COST. **TOGETHER**

**HERE'S HOW IT WORKS**

★ **All Recyclable Items Mix Together In One Bin For Collection** ★

1. All recyclable items—paper, plastic, metal, and glass—need to be mixed together loosely in one container.
2. Recyclables must be placed in your designated\* recycling bin or a durable plastic or metal lidded container of your choice, under 35 gallons and not more than 50 pounds.
3. Lids and labels should be left on recyclable containers. Containers should be empty and rinsed before recycling.
4. Do not place recyclables in plastic bags for collection. No string, no trash or green waste allowed.

 <p><b>PAPER</b></p> <p>Newspaper &amp; Inserts Junk Mail, Circulars, Magazines &amp; Catalogs Phone &amp; Paperback Books Brown Grocery Bags Lightweight &amp; Corrugated Cardboard Beverage Cartons <small>(Milk, Juice and Juice Boxes)</small></p> <p><b>DO NOT INCLUDE:</b> Hard Cover Books, Maples, Paper Plates, Tissue Paper, Soda &amp; Beer Cartons, or Construction Paper</p>	 <p><b>PLASTIC</b></p> <p>Plastic Bottles &amp; Containers <small>(Milk and Water Recycling Number Codes)</small> Milk &amp; Water Jugs Cottage Cheese, Yogurt &amp; Pudding Cup Containers Soap &amp; Detergent Containers</p> <p><b>DO NOT INCLUDE:</b> Plastic Bags, Styrofoam Containers, Toys, Motor Oil Bottles, Prescription Bottles or Clothes Hangers</p>	 <p><b>METAL</b></p> <p>Food &amp; Beverage Cans Deposit Cans Aluminum Foil Aluminum Plates &amp; Trays Aerosol Cans Metal Lids</p> <p><b>DO NOT INCLUDE:</b> Propane Tanks, Metal Cardboard Containers, Cook &amp; Motor Oil, Clothes Hangers, Silverware or Small Appliances</p>	 <p><b>GLASS</b></p> <p>Green, Amber &amp; Clear Containers Canning Jars Deposit Bottles Liquor &amp; Wine Bottles Food &amp; Beverage Containers</p> <p><b>DO NOT INCLUDE:</b> Broken Glass, Drinking Glasses, Ovenware or Ceramics, Dishes, Mirrors, Window Glass or Light Bulbs</p>
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★ **ONLY ONE EXCEPTION TO THE RULE: SHREDDED PAPER – Place in a clear plastic bag with your recyclables** ★

**Items That SHOULD NOT Be Placed In Your Recycling Bin**

- **Sharps**  
Do not set out with your recyclables! Place used needles, syringes and lancets in a puncture-proof plastic container like a laundry detergent bottle with a top. When full, tape lid/top shut, label as “sharps” and place in the garbage.
- **Plastic Bags**
- **Batteries**
- **Ceramics**
- **Clothes Hangers**
- **Drinking Glasses**
- **Electronics**
- **Garbage**
- **Household Hazardous Waste**
- **Lawn & Yard Waste**
- **Light Bulbs**
- **Paint Cans**
- **Propane Tanks**
- **Styrofoam**
- **Window Glass**

**Oneida & Herkimer Counties' Residents and Businesses May Drop Off Recyclables At:**

Utica Convenience Station – 80 Leland Ave.  
Mon – Fri 8 AM – 4 PM, Sat 7 AM – 2 PM

Rome Convenience Station – 575 Perimeter Rd.  
Mon – Fri 8 AM – 4 PM, Sat 8 AM – 12 PM



**The Authority**  
ONEIDA-HERKIMER SOLID WASTE AUTHORITY

For more information on RecycleOne, waste disposal and special programs, visit [RecycleOneAndDone.com](http://RecycleOneAndDone.com) or call **315.733.1224**.

\*RecycleOne decals can be obtained from the OHSWA Main Office, 1600 Genesee Street, Utica, NY 13502.



04/14

## Appendix 8: How to Replace Water System Sediment Filters

Camp's water filtration system includes a UV Filter and two paper Sediment Filters that capture sediment in the water that we pull from the lake. (One sediment filter is in use at a time.) Over time, the paper sediment filter in active use by the water system becomes clogged with sediment, causing low water pressure in the camps. When this low water pressure is experienced, it is time to switch to the other filter and replace the clogged filter.

These instructions for quickly switching from a failed dirty sediment filter to a clean one uses the labels A and B to distinguish between the two filters. As soon as convenient after switching filters, the dirty filter should be replaced.

### Filter System Under the Big Camp Dining Room:



**OUTER WALL OF DINING ROOM**  
*(the side facing Captain's Cabin)*

**A "DIRTY" FILTER**

#### WATER LINES TO CAMPS:

- TO LITTLE CAMP
- TO BIG CAMP
- TO CAPTAIN'S CABIN

*(all valves here are "open")*

### Where to Find Replacement Filters:

New filters are stored in the Tool House. (They are 10" tall and 4.75" in diameter, called Pleated/Washable Sediment Water Filters; we typically use 50-micron filters, but 100-micron filters are also acceptable.) If you



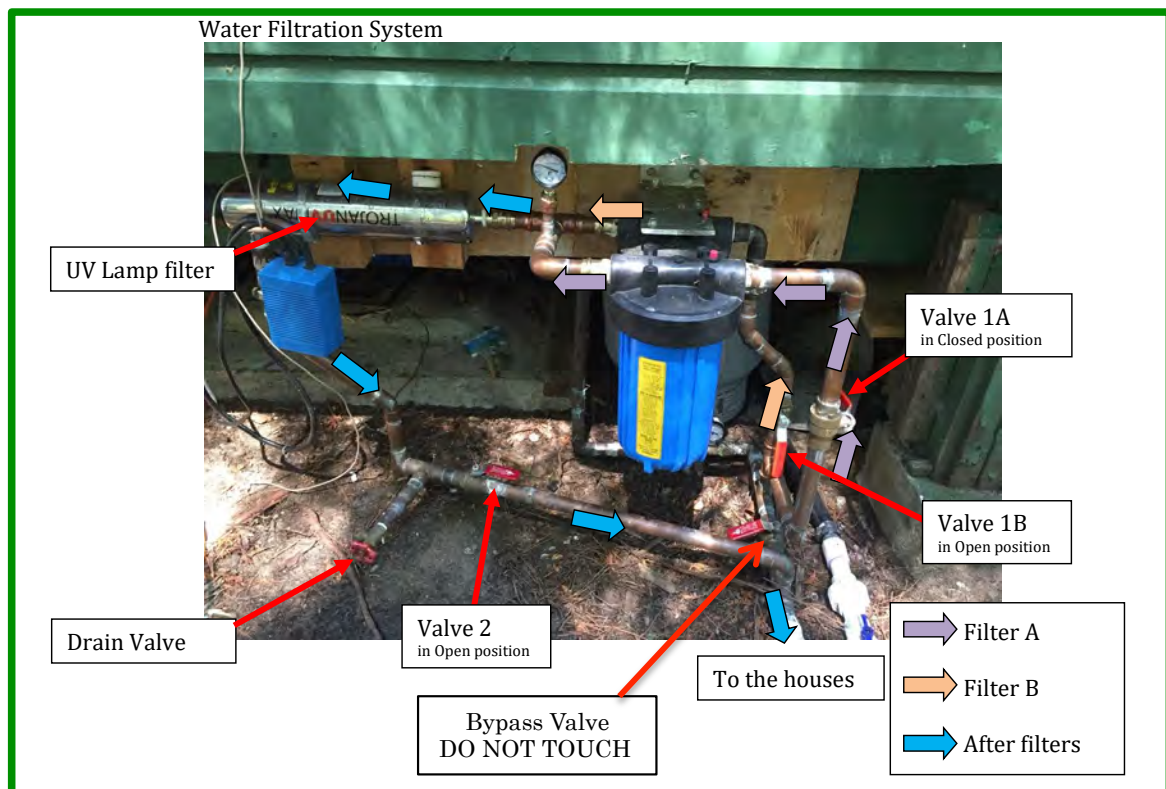
## CAMP DANMARK GUIDEBOOK

can't find any filters in the Tool House, they are available at Ace Hardware in Old Forge for approximately \$20.

If you find only one or two or filters in the Tool House, please contact Cliff Mathiasen and ask him to order more filters. (Contact information is in Section 1 of this guidebook.) Cliff buys them in bulk and is able to get a better price for us.

### To Replace a Filter:

1. Shut off the water to all camps. To shut off the water, close Valve 2. (See the graphic below showing the valves. The valve is open when the handle is parallel to the pipe, and closed when the handle is at a right angle to the pipe.) Note that you must never open the “bypass” valve because it would allow unfiltered water into camp’s main plumbing system.
2. Switch to a new filter. This is the easy and quick way to restart the water in camp, and it assumes that the filter in the other housing is clean and ready for use. (Note: If you take this quick fix, you will still have to come back soon to replace the clogged filter!)



If it is Valve 1A that is closed, then:

- Open Valve 1A
- Close Valve 1B
- Move tags to indicate Filter A is “In Use” and Filter B is “Used”
- When convenient, replace Filter B

---or---

If it is Valve 1B that is closed, then:

- Open Valve 1B
- Close Valve 1A
- Move tags to indicate Filter B is “In Use” and Filter A is “Used”
- When convenient, replace Filter A

### 3. Replace the failed filter A (B).

Note: the instructions below describe how to replace Filter A; if you are replacing Filter B, follow the instructions by substituting the element in parentheses for the one that is specified.

1. Close Valve 2, and then close Valve 1B (1A). Note that 1A (1B) should have already been closed and will remain closed throughout this activity.
2. Remove the A (B) blue filter housing:
  - a) Push A’s (B’s) red Bleed Valve to allow some water to escape the filter (this will reduce the pressure on the threads).
  - b) Use the appropriate large or small slip wrench to apply pressure in the clock-wise direction to loosen the housing. (The two blue housings are different sizes, so you will find two slip wrenches stored near the filter system.)
  - c) Unscrew the blue filter housing from the black housing cap. (It unscrews counterclockwise, like a light bulb.)
  - d) Remove the O-ring and set it aside before removing the filter, keeping the O-ring clean of debris.
  - e) Discard the old filter.
  - f) Clean the blue housing—in the lake if there is no other running water available.
3. Remove the plastic wrapping from the new filter and place the new filter in the housing.
4. Apply Silicone Grease to the O-ring if necessary (the grease is in a small container stored on top of the UV filter—and also available at Ace).
5. Replace the O-ring in the channel in the top of the housing.
6. Replace the blue filter housing (HAND TIGHTEN ONLY).
7. Open Valve 1B (1A).
8. Press the red Bleed Valve on top of the black filter housing cap of each filter until the air is bled out and some water comes out.
9. Open Valve 2. The water should now be flowing again in all camps.

## CAMP DANMARK GUIDEBOOK

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10. Move the tag on the status board to indicate that Filter A (B) is “New”.
11. If water is leaking slowly (less than one drip per second) from Filter A (B), attempt to tighten the filter housing further by hand. If the water is leaking faster than one drip per second, the O-ring has probably come unseated. To fix this, repeat the instructions from step 1 (skipping steps 3 and 4).
12. One final step to ensure the UV filter is working properly: Make sure the green light is illuminated on the blue controller for the stainless steel UV filter. If its not, the water is not safe to drink. (An audible alarm will go off if the UV filter is not operating properly.) The UV filter plugs into an electrical outlet under the Big Camp dining room floor.

## Appendix 9: History of Flags at Camp and Flag Etiquette

Al Mathiasen, Jr. provided the information below to help us remember the importance of treating our flags with respect. For more than 200 years the American flag has been the symbol of our nations strength and unity. It's been a source of pride and inspiration for millions of citizens. At Camp Danmark we have proudly flown the American flag for over 100 years and [traditionally] we have flown the Danish flag below the American flag. We are U.S citizens first, but also proud to show our Danish heritage. [Today, the flags should be flown on separate poles.]

In the early years at Camp, children were assigned the duty and honor to raise the flags early in the morning and take them down before sunset. Some families still try to keep this tradition but, unfortunately, sometimes the flag stays up night and day until the family departs Camp. It would be nice to see some of the discipline of the earlier years return.

The flag should be raised briskly and lowered ceremoniously. It should not be flown in inclement weather, and it is recommended that the flag be taken down during high winds to keep it from tattering. After the flags have been lowered, they should be folded neatly and stored in a safe dry place. Never let the flags touch the ground.

### Rules for displaying the American Flag:

- a) When displayed with other flags, the size of the American Flag should be larger than the other flags or relatively equal to the size of the largest flag. Other flags should not overshadow the American Flag in any way.
- b) The American Flag should be flown higher than lesser flags. If the flags are displayed on the same level, the American Flag should be flown to the (*flag's own*) right of all other flags. The right is a position of prominence.
- c) If the flags of other nations are displayed with the American Flag, they should be of equal size and at equal heights on separate staffs at a time of peace. The American Flag should be displayed to the (*flag's own*) right but not higher than other national flags.
- d) In a group of state, local and/or society flags, the American Flag should be flown highest and in the center.
- e) The American Flag should be hoisted first and lowered last when flown with other flags on adjacent staffs.
- f) When the American Flag is displayed against a wall with another flag, it should be on the (*flag's own*) right with its staff in front of the other flag.
- g) Another nation's flag shouldn't be displayed on the same halyard as the American Flag.
- h) If a state, local or society flags are flown on the same halyard with the American Flag, the American Flag should be at the top.
- i) If the American Flag is carried in a procession with other flags, it should be to its own right or in the center of a line of flags.

# CAMP DANMARK GUIDEBOOK

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## INFORMATION TO ADD TO THE NEXT VERSION OF THE GUIDEBOOK

YOUR NAME	EMAIL and PHONE	TOPIC	PERSON(S) WHO HELPED YOU SOLVE THE PROBLEM

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YOUR NAME	EMAIL and PHONE	TOPIC	PERSON(S) WHO HELPED YOU SOLVE THE PROBLEM



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## FREQUENTLY USED TELEPHONE NUMBERS

EMERGENCY NUMBERS	WRITE-IN	WRITE-IN
<b>EMERGENCY</b>	<b>911</b>	
Health Center, Old Forge	(315) 369-6619	
Hospital, Utica, St. Elizabeth Med Ctr	(315) 801-8100	
Poison Center, Upstate NY	(800) 222-1222	
Police-NY State, Old Forge	(315) 369-3333	
Police-Town of Webb, Old Forge	(315) 369-6515	
Sheriff-Herkimer County (also patrols the lakes)	(315) 867-1167	
<b>CAMP OFFICERS / KNOWLEDGE SOURCES</b>		
President: Denise Mathiasen	(919) 621-9561	
VP-Camp Manager: Cliff Mathiasen	(832) 580-9219	
VP-Finance: Lynn Crane	(843) 442-8555	
Treasurer: Sue Perkins	(408) 529-5103	
Secretary: Rhodes Yepsen	(610) 401-6666	
Scheduling: Peg Calvert	(814) 931-9060	
Interior Maint: Nimet Goodnough	(407) 415-5517	
At Large: Carter Yepsen (Camp Projects)	(518) 423-1648	
At Large: Travis Robie (website)	(917) 536-0100	
James Mathiasen (Camp Workings)	(845) 344-7616	
Mark Perkins (WiFi, Water System)	(408) 515-7462	
<b>LOCAL STORES</b>		
Diorio's Supermarket-Old Forge	(315) 369-3131	
Kaill's Grocery-Inlet	(315) 357-3603	
Ace Hardware-Old Forge Dept Store	(315) 369-6609	
Ace Hardware-Inlet Dept Store	(315) 357-3636	
Kinney Drugs-Old Forge	(315) 369-6044	
Levi Lumber	(315) 357-5911	
Old Forge Hardware	(315) 369-6100	
<b>NEIGHBORS</b>		
Barb Bolognia ("Avery" property)	(810) 516-6262	(works at Community Bank)
Paul Thiebeau ("Avery" property)	(810) 577-6606	(works for National Grid)
Carol Evans	(315) 357-5163	
<b>LOCAL RESTAURANTS</b>		
Daiker's Inn	(315) 369-6954	
Donut Shop of Eagle Bay	(315) 357-6421	
Five Corners Café-Old Forge	(315) 369-2255	
Great Pines (formerly North Woods Inn)	(315) 367-6777	
Mary's White Pine Bakery-Inlet	(315) 357-5170	
Red Dog Tavern	(315) 357-5502	
Screamers Eagle/Matt's Draft	(315) 357-6026	
Mister's Bistro-Old Forge	(315) 369-1053	
Tamarack Café & Miniature Golf	(315) 357-2001	
<b>LOCAL ENTERTAINMENT</b>		
McCauley Mountain	(315) 369-3225	
Ranger at Big Island	(315) 369-3224	
Strand Theater	(315) 369-6703	
Thendara Golf course	(315) 369-3136	
<b>MARINAS / BOATING</b>		
Dunn's Boat Rentals	(315) 357-3532	
Inlet Marina	(315) 357-4896	
Palmer Point Boat Rentals	(315) 357-5594	
Rivett's Marine	(315) 369-3123	
Tickner's Canoe Rentals	(315) 369-6286	
<b>CAMP'S CONTRACTORS - (CALL CLIFF MATHIASEN FIRST at (832) 580-9219)</b>		
Plumber: Pat Perkins	(315) 369-8402	
Propane: Helmer's Fuel	(315) 369-3134	
Electrician: Rich Risley	(315) 369-8425	
Restoration: Mitch Amidon	(315) 357-2613	
<b>CLEANING SERVICES</b>		
ADK: Gwen and Jody	(315) 369-2862	
gyuckel62@gmx.com	cell: (770) 841-4839	
Dawn Williams	(315) 348-7008	
	cell: (315) 520-0931	
Kristi	(315) 804-0207	