

# Children's Camp Safety Plan

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Camp Name:

Camp Address:

Phone number:

Prepared By:

Title:

Email Address:

Signature:

Date:

New York State Sanitary Code Subpart 7-2, Children's Camps, requires that children's camp operators develop, review annually, update and implement a written safety plan. This plan must be submitted to the [Local Health Department](#) (LHD) or State District Office that has jurisdiction in the county or city where the camp is located for their review and approval. The plan must accurately describe the camp's procedures for personnel, facility operation and maintenance, fire safety, medical, general and activity safety, staff training, and camper orientation.

Camps may complete this document to fulfill safety plan requirements. Include any attachments (e.g. maps, schematics) as necessary. Once completed, it will serve as the camp's comprehensive written safety plan. This plan must address the specific conditions of the camp and its operations, as well as serve as a training and reference document for camp staff. Local rescue, police and fire personnel should be consulted when developing the camp's safety plan. LHDs may require additional information based on the camp's operation, activities, and local requirements.

Additional information may be obtained at [www.health.ny.gov](http://www.health.ny.gov)

**Please send a copy to:**

**And, please retain a copy of this document for use at the camp.**

## For Health Department Use Only

Approved:  Yes       No

Reviewer:

Date:

Comments:

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**APPENDICES - Check the box of appendices included as part of the safety plan.**

- Camp Map   
(Label buildings, bunks, activity areas, emergency meeting area, on-site water supplies, septic systems, etc.)
- Camper Health History Form
- Chain of Command Schematic
- Emergency Response Procedure
- Evacuation Route
- Public Access Defibrillation (PAD) Collaborative Agreement (For AED)
- Sketch of Staff Positioning during Sleeping/Rest Hours
- Other (specify):

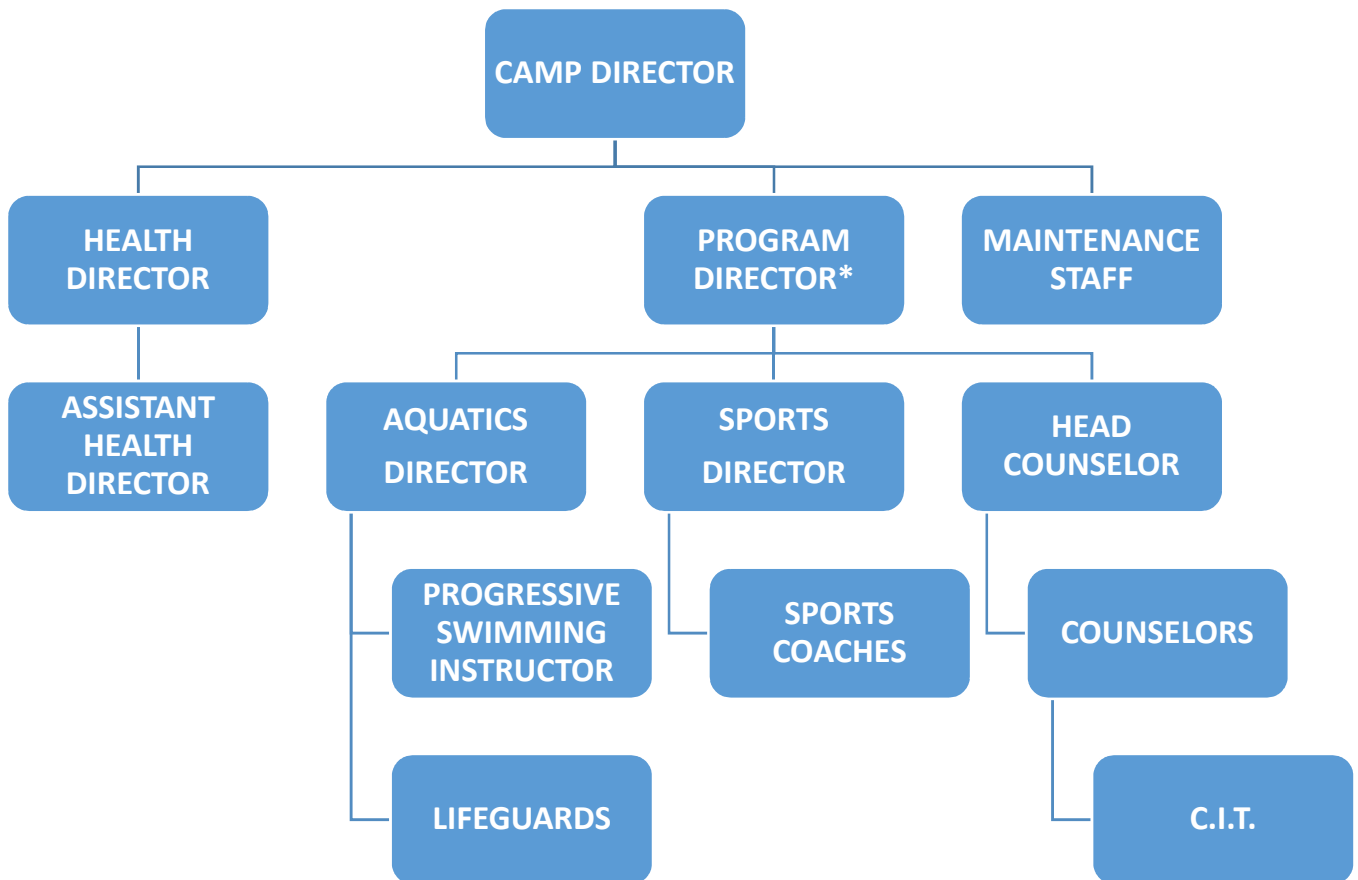
**ACTIVITY-SPECIFIC PLANS - Check the box of activity-specific plans included as part of the safety plan.**

- Archery
- Boating
- Camp Trips
- Horseback Riding
- Riflery
- Rope or Challenge Courses
- Sports
- Spray Grounds
- Swimming
- Camp Trip Swimming
- Other:
- Other:
- Other:

# I. PERSONNEL

## Chain of Command

1. Describe the camp's "Chain of Command." A chain of command depicts an order of succession of responsibility/authority, which becomes particularly important when key staff are unavailable or unable to perform their assigned duties/responsibilities (if supervisory/evaluation responsibilities differ from the order below, show this information separately). An outline, similar to the diagram below, is an effective way to share this information during staff orientation.



\* In the absence of the Camp Director, the Program Director will assume the Camp Directors responsibilities.

- The above schematic accurately represents the camp's chain of command.
- A chain of command schematic is attached separately.
- A chain of command schematic is described below:

Enter text here.

## **Staff Job Descriptions**

Minimum qualifications and/or certifications for staff must meet State Sanitary Code requirements (7-2.5, 7-2.8, 7-2.11, 7-2.25) for age, certifications, experience, etc., for each position. Refer to Subpart 7-2 or the brochure "[Requirements for Children's Camps in New York State](#)" for minimum staff requirements/qualifications and current "Fact Sheets" for accepted [Aquatic](#), [Cardiopulmonary Resuscitation \(CPR\)](#) and [First Aid](#) certifications. The brochure and fact sheets can be obtained at [www.nyhealth.gov/environmental/outdoors/camps](http://www.nyhealth.gov/environmental/outdoors/camps) or from your local health department (LHD).

2. List the duties and responsibilities of each staff member. Staff titles listed below contain job duties and responsibilities critical to the operation of a children's camp, which frequently relate to procedures in this plan. If a job duty or responsibility provided is not the responsibility of the identified staff title, list that duty or responsibility with the appropriate staff title.

### **Camp Director – Duties and Responsibilities (check all that apply):**

- Responsible for the overall operation of the camp. This can include but is not limited to staffing requirements, employee screening, program development, scheduling, supervision, and site evaluations at camp and trip sites.
- Ensure that camp maintains compliance with Subpart 7-2 (Children's Camp Code).
- Oversee the implementation of the camp's written safety plan.
- Other (list any additional duties/responsibilities):

Enter text here.

### **Camp Health Director – Duties and Responsibilities (check all that apply):**

- Oversee the implementation of the written safety plan's medical components.
- Supervise the health and sanitation at the camp.
- Review and maintain campers' confidential medical histories.
- Oversee initial health screening of campers and daily surveillance of the camp occupants.
- Handle health emergencies and injuries, including emergency preparedness and follow-up for professional health care.
- Maintain the camp medical log.
- Other (list any additional duties/responsibilities):

Enter text here.

**Counselors – Duties and Responsibilities (check all that apply):**

- Supervise campers such that they are protected from any unreasonable risk to their health or safety, including physical or sexual abuse or any public health hazard.
- Maintain visual or verbal communications capabilities with campers during activities and account for assigned camper's whereabouts at all times.
- Other (list any additional duties/responsibilities):

Enter text here.

**Aquatics Director**

- N/A (No on-site swimming)

**Duties and Responsibilities (check all that apply):**

- Oversee the implementation of the written safety plan's swimming procedures.
- Establish and oversee all swimming activities at the camp, including off-site swimming.
- Supervise all staff and campers participating in swimming activities.
- Respond to waterfront emergencies.
- Implement/oversee buddy system.
- If certified as a lifeguard, may serve as a lifeguard.
- If qualified as a Progressive Swimming Instructor, may assess camper's swimming ability.
- Other (list any additional duties/responsibilities):

Enter text here.

**Progressive Swimming Instructor**

- N/A (No swimming activities)

**Duties and Responsibilities (check all that apply):**

- Assess the swimming ability of each camper prior to allowing the child to participate in swimming activities.
- Other (list any additional duties/responsibilities):

Enter text here.

**Qualified Lifeguard**

- N/A (No lifeguards required)

**Duties and Responsibilities (check all that apply):**

- Actively supervise participants in the camp's swimming activities as detailed in the camp's approved safety plan.

Shall not be engaged in duties or activities that distract them from the direct supervision of the waterfront.

Other (list any additional duties/responsibilities):

Enter text here.

### Counselor-in-Training (CIT)

A CIT or Junior Counselor is a **camper** who is assigned to an on-duty counselor or other staff member to assist in performing specific duties. **A CIT may not independently supervise campers, and shall be supervised as a camper.** All CITs shall receive training specific to their duties, and camper orientation.

N/A (CIT not used)

Duties and Responsibilities

Assist assigned staff member in performing the following duties (describe):

Enter text here.

3. In the table below, provide a job description for other staff titles, not listed above, that are utilized by the camp.

Job Title	Duties and Responsibilities
<u>Enter text here.</u>	<u>Enter text here.</u>
<u>Enter text here.</u>	<u>Enter text here.</u>
<u>Enter text here.</u>	<u>Enter text here.</u>
<u>Enter text here.</u>	<u>Enter text here.</u>
<u>Enter text here.</u>	<u>Enter text here.</u>

### Procedure for Verification of Staff Qualifications

Select all staff carefully! It is recommended that applications include questions regarding any past criminal convictions and current charges concerning a crime involving children. Evaluate the specific facts of the conviction or pending case against the prospective staff member and determine if employment as camp staff would involve an unreasonable risk to the safety or welfare of camp participants, the property, or the general public. Screen candidates in person (preferably) or by telephone interviews, asking questions about qualifications for the job and prior employment history, including experience working with children.

The camp operator is also required to obtain and verify references on the character of all prospective camp staff. It is recommended to require references in writing from persons not related to the

candidate and include questions specific to the candidate's experience with children, work history and reasons why the candidate would or would not be appropriate for the position. References should be verified by telephone. Interviews, reference questions, and responses must be documented, filed with employment applications at the camp, and available for inspection.

In addition, camp operators must annually check the NYS Sex Offender Registry to determine if a prospective employee or volunteer at the camp is listed. A fact sheet, "[NYS Sex Offender Registry Search Procedures](#)" provides guidance on how to conduct a search of the Sex Offender Registry, and is available at [www.health.ny.gov/environmental/outdoors/camps](http://www.health.ny.gov/environmental/outdoors/camps) or from your local health department.

Camps for Children with Developmental Disabilities (enrollment of 20% or more campers with developmental disabilities) must also check the Justice Center Staff Exclusion List (SEL) and the Statewide Central Registry (SCR). See the guidance document "Requirements for Camps for Children with Developmental Disabilities" available at [www.health.ny.gov/environmental/outdoors/camps](http://www.health.ny.gov/environmental/outdoors/camps) or from your local health department.

4. Indicate how staff qualifications and references are verified in addition to the mandatory checks above.
- Prior employment with camp
  - Written applications
  - Submittal of written references (specify number required):
  - References checked by telephone
  - Written references
  - Past employer interviews
  - Other (specify):

## II. FACILITY OPERATION AND MAINTENANCE

### Potable Water Supply

Camps with an on-site potable water system(s) that are not subject to continuous water use must ensure that an acceptable annual start-up procedure is completed. A camp which receives water from an off-site public water system that, due to seasonal use, is not subject to continuous water use, may be required to implement a start-up procedure when the Permit-Issuing Official determines it to be necessary to ensure the satisfactory quality of the potable water. Start-up procedures, including required sampling, must be completed at least 15 days prior to opening for the season. The fact sheet, "[Water Supply Start Up Procedures for Children's Camps](#)" provides guidance on acceptable annual start up procedures and is available from your local health department.

5. How many water systems serve the camp?



6. Complete the following table for each water source:

Water Source Name and/or Number	Source Type	On-Site Treatment	Startup Procedure*
<input type="text" value="Enter text here."/> <input type="checkbox"/> Year-Round <input type="checkbox"/> Seasonal	<input type="checkbox"/> Off-Site Public <input type="checkbox"/> On-Site Groundwater (Well) <input type="checkbox"/> On-Site Surface Water (Lake/Reservoir)	<input type="checkbox"/> None <input type="checkbox"/> Chlorination <input type="checkbox"/> UV Disinfection <input type="checkbox"/> Filtration <input type="checkbox"/> Other: <input type="text" value="Enter text here."/>	<input type="checkbox"/> Startup Procedure A <input type="checkbox"/> Startup Procedure B <input type="checkbox"/> Startup Procedure C <input type="checkbox"/> Startup Procedure D <input type="checkbox"/> None (Year-Round)
<input type="text" value="Enter text here."/> <input type="checkbox"/> Year-Round <input type="checkbox"/> Seasonal	<input type="checkbox"/> Off-Site Public <input type="checkbox"/> On-Site Groundwater (Well) <input type="checkbox"/> On-Site Surface Water (Lake/Reservoir)	<input type="checkbox"/> None <input type="checkbox"/> Chlorination <input type="checkbox"/> UV Disinfection <input type="checkbox"/> Filtration <input type="checkbox"/> Other: <input type="text" value="Enter text here."/>	<input type="checkbox"/> Startup Procedure A <input type="checkbox"/> Startup Procedure B <input type="checkbox"/> Startup Procedure C <input type="checkbox"/> Startup Procedure D <input type="checkbox"/> None (Year-Round)
<input type="text" value="Enter text here."/> <input type="checkbox"/> Year-Round <input type="checkbox"/> Seasonal	<input type="checkbox"/> Off-Site Public <input type="checkbox"/> On-Site Groundwater (Well) <input type="checkbox"/> On-Site Surface Water (Lake/Reservoir)	<input type="checkbox"/> None <input type="checkbox"/> Chlorination <input type="checkbox"/> UV Disinfection <input type="checkbox"/> Filtration <input type="checkbox"/> Other: <input type="text" value="Enter text here."/>	<input type="checkbox"/> Startup Procedure A <input type="checkbox"/> Startup Procedure B <input type="checkbox"/> Startup Procedure C <input type="checkbox"/> Startup Procedure D <input type="checkbox"/> None (Year-Round)

\* For seasonal water sources, obtain the “Acceptable Water Supply Start-up Procedures” from [www.health.ny.gov/environmental/outdoors/camps/water\\_startup.htm](http://www.health.ny.gov/environmental/outdoors/camps/water_startup.htm) or your local health department and include as an appendix to this document. Only use the start-up procedure appropriate for the potable water system type. Facility operators that annually disinfect on-site well(s) as part of their routine start-up procedures should use procedure “C Well Disinfection.”

7. Who will be responsible for performing the annual start-up procedures for the water system?

- N/A (year-round water supply)     
  Camp Director     
  Head of Maintenance  
 Other (specify):

8. Who will be responsible for immediately notifying the local health department of pressure loss in the distribution system to determine the need to issue a Boil Water Order?

- Camp Director     
  Head of Maintenance     
  Other (specify):

9. What will be done if water service is interrupted or unavailable for more than a few hours? Address this issue regardless of the camp's source of water. Check each box that applies:

- Notify the local health department  
 Close camp - Send campers home  
 Obtain bottled water

- Go to an alternate location (specify): Enter text here.
- Other (specify): Enter text here.

10. Who will be responsible for the system(s) and maintaining the records of the monitoring?  
(Contact your local health department for assistance and the forms to maintain proper records.)

- N/A (Off-site/Public Water)       Camp Director       Head of Maintenance
- Other (specify): Enter text here.

**Water Samples**

Off-site/public water. Skip to question 13.

11. Who will be responsible for collecting water samples?

- Camp Director       Head of Maintenance       Other (specify): Enter text here.

- Sample results that are positive for Total Coliform or Escherichia Coli must be reported to the permit-issuing official as soon as possible but no later than 24 hours of being notified by the laboratory. Pre-operational water analysis reports must be submitted to the permit-issuing official prior to permit issuance.
- All other water analysis reports requested or ordered by the permit-issuing official shall be submitted to the permit-issuing official within 10 days of the end of each month in which samples were collected.

Sample Type	Sample Frequency*
Coliform (Bacterial) Analysis	<ul style="list-style-type: none"> <li>• Pre-season (at least 15 days prior to operation)</li> <li>• Monthly during the season</li> </ul>
Nitrate	Once a season
Nitrite	New on-site water sources only

\*Additional monitoring may be required when determined by the permit-issuing official as necessary.

12. Indicate agreement with the above schedule or state an alternative.

- Agreement
- Alternate schedule (specify): Enter text here.

**Sewage Treatment System**

13. Does the camp have an on-site sewage treatment system?

- No (Skip to question 16)       Yes (Complete questions 14-15)

Untreated sewage effluent may contain organisms that cause serious disease, such as Shigellosis and Hepatitis A. When uncorrected, a sewage discharge may contaminate the camp’s water supply or bathing beach.

14. Do any of the camp's sewage disposal systems require daily treatment and/or monitoring?

Yes – Specify the job title of the person responsible for performing:

No

15. What is the frequency of periodic inspection for system failure or leakage?

Daily       Weekly       Other (specify):

### **Transportation**

16. Does the camp provide or obtain transportation services for campers, including to or from camp or camp trips?

Yes (complete questions 17-18)       No (skip to question 19)

**Safety Advisory on 15-Passenger Vans:** According to the United States Department of Transportation, National Highway Traffic Safety Administration (NHTSA), fifteen-passenger vans are more likely to be involved in a single-vehicle rollover crash than any other type of vehicle. In response, the National Highway Traffic Safety Administration (NHTSA) has issued a safety advisory on these vehicles. Visit NHTSA website (<http://www.nhtsa.dot.gov/>) for additional information and safety tips if the camp utilizes a 15-passenger van for transporting campers or staff.

17. What type of vehicles will be used to transport campers? (Check all that apply)

Bus - owned by camp       Chartered Bus       15 Passenger Van

Other (specify):

- a. The following transportation requirements will be implemented:
  - b. Passengers shall only be transported in portions of vehicles that are designed for passenger occupancy. Transportation in the bed of a truck or trailer shall be prohibited.
  - c. Every vehicle used for transporting staff or campers shall bear required registration and inspection stickers and be equipped with at least a first-aid kit, tools, fire extinguisher, and flares or reflective triangles that are labeled with the Federal DOT symbol or a statement that the device complies with all Federal Motor Vehicle Safety Standards.
  - d. The driver of any vehicle transporting campers will be at least 18 years old and possess a valid driver's license.
  - e. Seat belts shall be utilized by all passengers in vehicles so equipped.
  - f. Occupancy of a vehicle shall be limited to its rated capacity.
  - g. Camps serving wheelchair-bound campers will provide an appropriately equipped vehicle for transportation.
- Check to indicate agreement with the above procedure. Specify additional or alternative procedures in the space provided below.

Enter text here.

## **Housing and Grounds**

18. Building and grounds maintenance. Measures taken to maintain the buildings and grounds in a safe and clean matter so as to not present hazards to campers will include but are not limited to:

- a. Daily monitoring of building and grounds, including playground equipment and pathways, to ensure they are clean and in good repair.
- b. The premises will be maintained free of insect and rodent infestations that may cause a nuisance or health hazard.
- c. Bats will be excluded from living areas of occupied buildings. If a bat or other animal takes up residence in camp buildings, they will be safely removed, and repairs will be made to keep them out prior to use by campers and/or staff. For information about rabies prevention, including how to safely capture a bat, see the sidebar titled "Rabies Facts" in Section V, Medical Requirements, of this document.
- d. Ragweed, poison ivy, poison oak, poison sumac and other noxious weeds will be controlled to minimize contact by camp occupants.
- e. Trees along pathways and in areas used by campers will be assessed prior to camp opening, after storms, and throughout the season. Unhealthy trees and broken/damaged limbs will be promptly removed.
- f. Garbage/refuse storage and disposal. Provisions will be provided and maintained for the storage, handling and disposal of solid wastes to prevent nuisance conditions, insect and rodent infestations, and pollution of air and water.
- g. Hazardous materials. Agricultural, commercial or household pesticides and toxic chemicals will be stored and/or used to cause no air, surface water or ground water pollution and so as not to be hazardous to the occupants of the camp. They shall be stored in their original containers in areas designated for such use.
- h. To prevent scalding, water temperatures in lavatories and showers used by campers with physical, intellectual or developmental disabilities, who are unable to moderate temperatures safely, will be maintained to at no greater than 110 degrees Fahrenheit.
- i. Other (specify): Enter text here.

- Check to indicate agreement with the above procedure. Specify additional or alternative procedures in the space provided below.

Enter text here.

**Reminder:** If planning renovations or new construction, contact your local code enforcement officer and health department for specific requirements and necessary approvals early in the planning stages and at least 60 days prior to construction. Notification requirements also apply to water supplies and sewage treatment systems.

## **Food Protection**

20. Does the camp provide or prepare food?

Yes (Complete questions 21-23)

No (Skip to Waterfront Physical Facility Maintenance information after question 23)

- Kitchens, dining areas and food service must comply with Subpart 14-1 of the State Sanitary Code. Obtain a copy of [State Sanitary Code Subpart 14-1](#) from your local health department or the [NYS DOH's website](#).
- Foodborne illness has been identified as the cause of large outbreaks at children's camps. Safe food handling procedures will help protect the camp population from foodborne illness. Information regarding safe food handling, preparation and storage can be found in the department's brochures available from your local health department or at [www.health.state.nyhealth.gov/environmental/indoors/food\\_safety/index.htm](http://www.health.state.nyhealth.gov/environmental/indoors/food_safety/index.htm).
- Review the camp's menu. Are there any meals that will require the food to be prepared before the day on which it is served? If so, discuss these menu items with your local health department to determine what safety precautions should be taken.

21. Steps taken to prevent foodborne illness will include but are not limited to:

- a. At **no** time shall any ill person be allowed to be involved in food service or preparation.
- b. A stem/probe thermometer will be available and used to monitor food temperatures in accordance with Subpart 14-1 for cooking, cooling, reheating, hot holding and cold holding.
- c. Gloves or other hand barrier (e.g. tongs, spoon, deli paper) will be used by all kitchen or food service staff to prevent bare hand contact with ready-to-eat foods. When single-service plates and utensils are used (paper plates, plastic utensils) they will be discarded after their use.
- d. Tongs, spoons, deli paper or other hand barrier will be used by campers and staff during self-service buffet style lunch lines and on-the table "family style" service to prevent bare hand contact with ready-to-eat foods.
- e. Campers and staff will be instructed to wash their hands before serving or eating meals. Staff will monitor camper's hand washing. Plenty of soap and disposable paper towels will be provided at the hand washing areas.
- f. During trips, coolers with ice or ice packs will be used to ensure proper cold holding of 45°F or less and raw meats will be carried in a separate cooler.
- g. Only food from approved sources will be used.
- h. Re-service of food previously served to another person will be prohibited. Foods served (e.g. from an individual's plate or from an on-the-table "family style" portion) will be discarded.
- i. The kitchen will be cleaned in a manner and frequency sufficient to maintain a clean and sanitary condition.
- j. Other (specify): Enter text here.

- Check to indicate agreement with the above procedure with any additional or alternative procedures in the space provided below.

Enter text here.

22. Who is responsible for ensuring that the above steps to prevent foodborne illnesses are followed?

- Camp Director       Foodservice Manager       Other (specify): Enter text here.

23. The camp's procedures to ensure that food brought by campers or provided by an approved outside source are protected until consumed include (check all that apply):

- Refrigeration is provided to hold food at 45°F or less.
- Parent will be notified that refrigeration is not available. Campers' lunches will be stored in a protected area away from heat and direct sun for consumption at lunch.
- A stem or probe thermometer is provided to monitor hot/cold food temperatures at time of arrival, holding and service. Hot foods must be maintained at 140°F or higher and cold foods at 45°F or less.
- Gloves or similar utensils are provided to prevent bare hand contact with ready-to-eat foods.
- Service and storage areas are properly maintained in a sanitary condition.
- Leftover food that has been served will be discarded.
- Other (specify): Enter text here.

### **Waterfront Physical Facility Maintenance**

Pool, beach, and aquatic spray grounds operated at a children's camp must comply with Part 6 of the State Sanitary Code. Obtain copies of State Sanitary Codes Subpart 6-1 (pools), Subpart 6-2 (beaches), and Subpart 6-3 (aquatic spray grounds) from your local health department or the [NYS DOH's website](#).

- If the camp has a pool or beach, complete the Activity-Specific Plan for Swimming.
- If the camp has a spray ground, complete the Activity-Specific Plan for Spray Ground Operation.

## **III. FIRE SAFETY**

### **Evacuation**

24. Who will be responsible for coordinating and implementing the evacuation plan?

- Camp Director       Program Director       Other (specify): Enter text here.

25. What signal(s) will be used to alert the camp and initiate a fire drill/evacuation sequence?

Enter text here.

- In case of a fire or other emergency that would require staff and campers to evacuate buildings, an emergency assembly area must be designated. The emergency assembly area should be centrally located, easily accessible and away from buildings, structures or other potential hazards. An open field, such as a ball field, is recommended.
- It may be necessary to evacuate the camp to an off-premises location during an extreme emergency. At a minimum, a primary route of evacuation should be established. When possible, a secondary route should be designated in the event the primary route is blocked. Once off camp property, an off-site assemblage area must be established. Make necessary arrangements with the off-site property owner prior to the start of camp.

26. List emergency assemble area(s): Enter text here.

27. Describe or attach a facility sketch identifying the camp evacuation route: Enter text here.

a. Is there an alternate route if the primary route is blocked?  Yes  No

**If “yes”, describe below or include on facility sketch:**

Enter text here.

Check to indicate evacuation routes are indicated on an attached facility sketch.

- The first priority is for the evacuation of building(s) and the accounting of all persons. Trained staff should only attempt firefighting when a fire is small and presents no risk to the staff member attempting to extinguish it.
- No one will be permitted to re-enter a burning building for any reason. Rescue efforts involving a burning building should be conducted by the fire department.

28. Fire drill/evacuation procedures and method of accounting for and supervising campers and staff during emergencies:

At the sound of the evacuation alarm campers and staff will proceed to the nearest exit in a quick and orderly manner. Upon exiting the building, staff will take attendance of the campers in their charge and proceed in a quick and orderly manner to the designated assembly area.

Upon hearing the fire/evacuation alarm during outdoor activities, counselors will immediately stop the activity, take attendance and proceed to the assembly area.

The minimum counselors to camper ratio for general activities will be maintained. Staff will maintain visual and/or verbal communication with campers and ensure that all campers are safe and accounted for. Upon reaching the assembly area each counselor will account for all campers in their charge. Counselors will immediately notify the camp director of any unaccounted for camper and provide information about where the camper was last seen. Attendance to account for all staff and verify that all campers in their charge are accounted for will be taken. Upon identifying a missing person, the lost camper plan will be implemented and the fire department immediately notified.

- Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

Enter text here.

- Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.

## **Fire Drills**

Drills must run smoothly and rapidly. Fire drills must be conducted within the first 48 hours of each camp session; if campers arrive late, be certain they receive this training. A log with drill dates and times must be maintained on-site and verified by the camp director. It is recommended to conduct drills from various buildings at varying hours with staff prior to the arrival of campers to identify and eliminate potential exiting problems.

29. Who is responsible for overseeing fire drills?

- Camp Director       Head of Maintenance       Other (specify): Enter text here.

30. When will fire drills be held?

Fire drills shall be held within the first 48 hours of each camping **session** and (check the frequency below):

- Every week thereafter       Every two weeks thereafter  
 Alternate schedule (specify): Enter text here.

31. During the first fire drill of each session, campers will be instructed on the camp's evacuation procedures, including building exiting, assembly area(s), and whom to notify if they see a fire. Campers who arrive late to camp or for whatever reason miss the first fire drill of the session will receive training and instructions on fire drill procedures.

- Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

Enter text here.

- Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.



## Fire Prevention

Combustibles will be removed prior to the start of camp and throughout the camping season. Items that will be removed include the accumulation of leaves, twigs, garbage, etc., from around and under buildings and excessive storage/accumulation of unused furnishings and supplies in basement and storage areas.

32. Who will be responsible for the removal of combustibles?

Head of Maintenance     Camp Director     Other (specify): Enter text here.

33. Are containers of gasoline, kerosene and other flammable materials stored on camp property?

Yes     No

**If “yes”, these items are to be clearly labeled and stored in a separate locked and unoccupied building.**

34. Are oil-based paints and thinners stored on camp property?  Yes  No

**If “yes”, check all that apply below to indicate what these items are to be stored in:**

Approved-type paint lockers     Separate locked and unoccupied building

Other (specify): Enter text here.

35. Are fuel-fired heaters used in any of the buildings utilized by the camp?  Yes  No

**If “yes”, who will be responsible for inspecting and maintaining them?**

Head of Maintenance     Camp Director     Other (specify): Enter text here.

a. Equipment/heaters requiring inspection (specify): Enter text here.

b. Inspection and/or maintenance frequency (specify): Enter text here.

## Coordination with Local Fire Officials

36. The fire department will be notified of a fire by dialing:  911     Other (specify): Enter text here.

a. Specify the location(s) of where emergency numbers are posted: Enter text here.

➤ In the event emergency assistance is called, provide the operator with as much information as possible, including camp address, directions, incident information, and known missing or injured persons. Always let the operator hang up first.

➤ Emergency situations can be stressful. Have scripted information such as camp address, driving directions, and where to go when they arrive at camp readily available.

37. Upon calling the fire department, the camp director will assign a staff member to wait at the entrance of the camp and direct responding emergency personnel where to go.

- Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

Enter text here.

- Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.

The fire department and EMS service should be invited to visit the camp to become familiar with it and insure that their apparatus can negotiate the roads to and within the site prior to each camp season.

**Fire Alarm and Detection Systems**

Automatic fire alarm systems, when provided, and the related detection equipment must be operated and maintained as to provide adequate warning to all the occupants in the event of a fire. Documentation must be available on-site indicating the system is maintained in accordance with applicable sections of the State Uniform Fire Prevention and Building Code (Uniform Code). Contact the local code enforcement official (CEO) or the NYS Department of State ([www.dos.ny.gov/dcea/](http://www.dos.ny.gov/dcea/)) for questions regarding Uniform Code standards and compliance.

38. Complete the table below with the types of fire detection/alarms that are used in camp buildings and the frequency of testing.

<b>Fire Detection/Alarm System Type</b> (Full building alarm system, battery operated smoke detectors, 110-volt single station detectors, etc.)	<b>Building(s) or Location(s)</b>	<b>Frequency of Testing</b>
<u>Enter text here.</u>	<u>Enter text here.</u>	<u>Enter text here.</u>
<u>Enter text here.</u>	<u>Enter text here.</u>	<u>Enter text here.</u>
<u>Enter text here.</u>	<u>Enter text here.</u>	<u>Enter text here.</u>
<u>Enter text here.</u>	<u>Enter text here.</u>	<u>Enter text here.</u>
<u>Enter text here.</u>	<u>Enter text here.</u>	<u>Enter text here.</u>
<u>Enter text here.</u>	<u>Enter text here.</u>	<u>Enter text here.</u>
<u>Enter text here.</u>	<u>Enter text here.</u>	<u>Enter text here.</u>
<u>Enter text here.</u>	<u>Enter text here.</u>	<u>Enter text here.</u>
<u>Enter text here.</u>	<u>Enter text here.</u>	<u>Enter text here.</u>

39. Who is responsible for ensuring that detection and alarm systems are tested at the frequency indicated above and maintained in proper working order at all times?

- Head of Maintenance       Camp Director       Other (specify): Enter text here.

- Automatic fire suppression systems, when provide, must be operated and maintained as to provide detection and suppression functions of fire related events as necessary. Documentation should be available on-site indicating the system is maintained in accordance with applicable sections of the Uniform Code.
- Portable fire extinguishers must be conspicuously located and readily accessible for use in the event of a fire. Documentation must be available on-site indicating the extinguishers are located and maintained in accordance with applicable sections of the Uniform Code.
- Contact the local code enforcement official (CEO) or the NYS Department of State for questions regarding Uniform Code standards and compliance.

**Type, Location, and Maintenance of Fire Extinguishers**

A variety of classifications of fire extinguishers are available, ranging from Class A through Class K. Class A and Class B extinguishers carry numerical ratings, such as 2-A:5-B, to indicate how large a fire an experienced person can put out with the extinguisher. The larger the number, the larger a fire they can potentially handle; for example, a 10-B extinguisher should extinguish about twice as much fire as a 5-B extinguisher. Extinguishers suitable for more than one class of fire will be identified by multiple letters, such as 4-A:80-B:C. The following is a list of fire extinguisher classes and the types of fire they can most effectively and safely extinguish.

Class A – Ordinary combustible, such as wood, cloth, and paper.

Class B – Flammable liquids, such as oils, gasoline, and grease.

Class C – Electrical equipment, such as wiring, fuse boxes, and energized electrical equipment.

Class D – Combustible metals, such as magnesium, titanium, zirconium, sodium, and potassium.

Class K – Cooking oils and grease such as animal and vegetable fats.

40. Complete the table below with the types (standpipe, sprinkler, 4-A:80-B:C fire extinguisher, etc.) and locations (kitchen, infirmary, building 1, etc.) of firefighting equipment provided. One location may have multiple types of firefighting equipment, such as a building equipped with a sprinkler system that also has fire extinguishers.

Equipment Type	Locations
Enter text here.	Enter text here.
Enter text here.	Enter text here.
Enter text here.	Enter text here.
Enter text here.	Enter text here.
Enter text here.	Enter text here.
Enter text here.	Enter text here.
Enter text here.	Enter text here.

Equipment Type	Locations
Enter text here.	Enter text here.
Enter text here.	Enter text here.
Enter text here.	Enter text here.
Enter text here.	Enter text here.
Enter text here.	Enter text here.
Enter text here.	Enter text here.
Enter text here.	Enter text here.

41. All firefighting equipment will be inspected by a qualified individual prior to the start of camp and appropriately tagged. What will be the inspection frequency of firefighting equipment to ensure it is in proper working order?

- Daily       Weekly       Other (specify): Enter text here.

42. Who is responsible for maintaining and testing the firefighting equipment?

- Head of Maintenance       Camp Director       Other (specify): Enter text here.

### **Inspection and Maintenance of Exits**

43. What measures will be taken to inspect and maintain exits?

- Doors will **not** be able to lock against egress by dead bolts, hooks and eyes, etc. All doorknobs will allow single motion opening.
- Where required, lighted exit signs will be in place and in good repair.
- Doors swing outward in the direction of egress (except where not required) and unobstructed routes to exits and safe assembly area(s) will be maintained at all times.
- Other (specify): Enter text here.

### **Campfire Safety**

44. Does the camp have campfires?    Yes       No (If no, skip to question 45)

Campfire procedures will include, but are not limited to:

- a. Campfires will only occur in designated fire pits/rings that are away from buildings, tents or other structures, and overhanging branches.
  - b. The DEC Fire Danger Map ([www.dec.ny.gov/lands/68329.html](http://www.dec.ny.gov/lands/68329.html)) will be checked prior to making fires to ensure it is safe.
  - c. All litter, leaves, branches, and other combustible materials will be removed from within a 10-foot diameter around the fire pit/ring.
  - d. Only clean, dry untreated wood will be used. Painted or treated wood, plastic, glass, metal, or garbage will **not** be burned.
  - e. Gasoline, charcoal lighter fluid, kerosene or other flammable liquids will not be used or stored near the campfire.
  - f. Campfires will be maintained to less than 3 feet in height and 4 feet in diameter.
  - g. The fire will never be left unattended. Flames or coals, which are not extinguished, can flare up and cause fires.
  - h. The fire will be completely extinguished by drowning it with water. Make sure all embers, coals, and sticks are wet. Staff will make sure the fire is completely out prior to leaving the area.
- Check to indicate agreement with the above procedure. Specify additional procedures in the

space provided below.

Enter text here.

- Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.

### **Electrical Safety**

The inspection of the height and condition of overhead electrical wires (including building entry points) and the maintenance of electric outlets, switches and junction and breaker boxes (e.g., keeping covers on the boxes, installing and testing ground fault circuit interrupters near sinks, pools, on outlets for outdoor equipment) are critical components of an electrical safety program.

45. Who is responsible for the frequency with which inspections are conducted?

- Camp Director     Head of Maintenance     Other (specify): Enter text here.

46. How often are inspections conducted?

- Daily     Weekly     Other (specify): Enter text here.

### **Reporting**

47. Who is responsible for reporting to your local health department within 24 hours, fires that destroy or damage any camp building, or that result in notification of the fire department, or are life or health threatening, or necessitate evacuations?

- Camp Director     Camp Operator     Other (specify): Enter text here.

A copy of the approved Fire Safety section of the camp safety plan must be submitted to the local fire district or department.

- Check this box to indicate that the fire safety section of this plan will be submitted to the fire department prior to the start of camp with a letter providing the camp's operating dates and any special needs.

## **IV. MEDICAL REQUIREMENTS**

The camp medical plan must be tailored to the individual camp based on its location, access to emergency care facilities, the medical needs of the campers, and the health director's credentials.

### **Description of Health Center**

An overnight camp is required to provide an infirmary with hot and cold running water, examining room, isolation and convalescent space, bathroom with flush toilets and showers, and medical supplies, or have alternate provisions for infirmary services included in the camp safety plan.

Summer day camps and children's traveling summer day camps shall provide a holding area satisfactory to the permit-issuing official for all ill or injured children.

48. What type of health center is provided at the camp?

- Holding area     Infirmary     Alternative provisions (describe): Enter text here.

### **Health Director**

The camp health director may be a physician, nurse practitioner, physician assistant, registered nurse, licensed practical nurse, emergency medical technician, or other person acceptable to the permit-issuing official.

- At overnight camps, the health director must be on-site;
- At day camps, the health director may be on-site or represented on-site by a qualified designee, as described in Section 7-2.8(a) of the State Sanitary Code.
- At Camps for Children with Developmental Disabilities (20 percent or more campers have a developmental disability), the health director should be a physician, physician's assistant, registered nurse or licensed practical nurse and must be on-site for the period the camp is in operation.

The duties and responsibilities of the camp health staff must not exceed the abilities that are allowed by law (known as "scope of practice"). The State Sanitary Code **does not grant an individual authority to perform duties that are beyond his/her scope of practice.** Camp operators should evaluate the medical needs of the campers and select a health director and other health/medical staff that can fulfill those needs.

For additional clarification/questions regarding an individual's scope of practice limitations, contact the NYS agencies with regulatory oversight of that certification:

- EMTs - contact the NYSDOH Bureau of EMS at (518) 402-0996 or visit their website at [www.nyhealth.gov.nysdoh/ems/main.htm](http://www.nyhealth.gov.nysdoh/ems/main.htm).
- Physicians and Nurses - contact the NYS Education Department at (518) 474-3852 or visit their website ([www.op.nysed.gov/prof/](http://www.op.nysed.gov/prof/)).

49. Check the Health Director's credential(s):

- Physician                       Physician Assistant                       Nurse Practitioner  
 Registered Nurse               Licensed Practical Nurse  
 Emergency Medical technician (EMT)                       Other (specify): Enter text here.

50. **For day camps only** – Will the health director be on-site, or off-site and represented by an on-site designee?     On-site

Off-site (answer question a – b below):

N/A (Overnight Camp)

a. Qualification of the on-site designee include:

- Certified in CPR and First Aid
- Trained by the health director in the camp's health procedures and responsibilities
- Other (specify):

b. Specify reasons the on-site designee will contact the health director.

- Reportable Injuries       Camper Illness       Medication Error
- Other (specify):

### **First Aid and CPR Staff**

The health director, other staff specified in section 7-2.8 of the State Sanitary Code, and certain camp trip and activity leaders are required to possess valid certification in first aid. See the NYSDOH Fact Sheet titled "[First Aid Certification for NYS Children's Camp Staff](#)" for a list of approved first aid courses ([www.nyhealth.gov/environmental/outdoors/camps](http://www.nyhealth.gov/environmental/outdoors/camps)) or contact your local health department.

CPR certification is required for the health director and other staff specified in sections 7-2.5, 7-2.8 and 7-2.11(a)(5) of the State Sanitary Code, aquatics director, lifeguards, and certain trip and activity leaders. Annual CPR re-certification is required, regardless of expiration date on card. See the NYSDOH Fact Sheet titled "[Cardiopulmonary Resuscitation \(CPR\) Certification for NYS Children's Camps and NYS Bathing Beaches](#)" for a list of approved courses ([www.nyhealth.gov/environmental/outdoors/camps](http://www.nyhealth.gov/environmental/outdoors/camps)) or contact your local health department.

51. Specify the camp staff that will possess first aid and CPR certifications:

- Health Director       Assistant to the Health Director       Trip Leader
- Activity Leader       Lifeguard       Other (specify):

## Camper Confidential Medical Histories

The SSC requires a current confidential medical history to be kept on file for every camper and updated annually. Medical history information must include:

- The child's immunization record, which includes immunization **dates** against diphtheria, haemophilus influenza type B, hepatitis B, measles, mumps, poliomyelitis, rubella, tetanus and varicella (chicken pox), (Notation that immunizations are “up to date” or similar language is not acceptable.)
- Any restrictions, allergies, medications, special dietary need, and other pre-existing medical, physical, or psychological conditions and illnesses.
- Physician's name, address and telephone number for campers with disabilities and recommended for all campers.

Modified diets and other special needs related to a camper's disability must be identified for each camper prior to their arrival at camp, reviewed by the camp health director, planned for and provided for in accordance with supplied directions.

In addition, camper and staff's family or other responsible person's name, address and telephone to contact during an emergency must be kept on file.

No child should be prevented from attending camp because he/she is not immunized! If a child has not received immunizations, a written and signed statement from the parent or guardian stating the reason (due to their religious beliefs, immunosuppression, serologic immunity, medical, etc.), should be included with the child's health history.

It is strongly recommended that all staff, including international staff, at camps be fully immunized with all vaccinations recommended by the [Centers for Disease Control](#). Camps should maintain current, complete immunization records for staff. Additionally, camps should maintain a detailed list of staff, campers and other individuals who are not fully immunized and protected against Vaccine Preventable Diseases (VPD). The list should clearly identify which disease(s) an individual is vulnerable to contracting. Camps will need this information to quickly identify at-risk individuals if a suspect case of a VPD occurs. Having immunization and health information readily available allows for a timely and appropriate public health response to control illness when required. If a case of a VPD is identified, suitable precautions must be taken to protect individuals who are not immunized and never had the disease in question.

For the NYS Department of Health's "[Recommended Immunization Schedule](#)," and for further information about immunizations, visit [www.nyhealth.gov/prevention/immunization](http://www.nyhealth.gov/prevention/immunization) or contact your Local Health Department or regional New York State Department of Health Immunization Program.

52. The camp's health history form (attach a copy of the camp's health form to this document) will be completed for each camper prior to his or her arrival at camp. The form will be reviewed by the health director and kept on file in the camp's infirmary.

Check this box to indicate agreement with the above and that the camp's health form is attached.



53. Items reviewed will include, but are not limited to:

- Record of immunization history
- Emergency contact information
- Recent/current illness/injury/existing medical conditions
- Restrictions/limitations
- Special needs/diets
- Medications/treatments
- Allergies (e.g. medications, food, insect stings)
- Other concerns, including bed wetting, sleep walking, etc.

Any allergies, special diets, activity restriction or other conditions/special needs will be shared with the appropriate staff in charge of the activity (e.g. camper's counselor, aquatic director, kitchen manager).

- Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

Enter text here.

- Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.

#### **Individual Treatment, Care, and Behavioral Plans**

Individual treatment, care, or behavioral plans are plans that address an individual's unique physical, medical, behavioral, and/or social needs.

Campers with developmental or other disabilities **are not required** to have a treatment, care, or behavioral plan to attend a children's camp. However, when a camper has such a plan, camps are required to obtain them and implement adequate procedures, based on the plan, to protect the camper's health and safety. Camp operators should consult with the camper's parents, guardian, and/or clinical team to determine what portions of the plan are relevant to the camp setting.

To determine if a camper has a plan, camp operators must inquire with the camper's parent or guardian. The inquiry should occur as early as possible in the enrollment process, so information about the camper's disability (developmental and/or physical disabilities) and needs can be obtained and planned for. To accomplish this the State Camp Safety Advisory Council recommends including questions as to any special needs of the camper during the camp's enrollment process or during other initial contact with parents. It is not advisable to wait for a health form to be submitted. Follow-up, as needed, with parents or guardians should occur as soon as possible to obtain details about the camper's needs and disabilities.

54. How will campers with treatment, care, or behavioral plan be identified?

- With question on enrolment forms       Other (specify): Enter text here.

Overnight children's camp operators are required to provide parents/guardians of campers

attending camp for seven or more consecutive nights with written information about meningococcal meningitis and with a copy of an immunization response form that has been approved by the State Commissioner of Health. The immunization response form must be submitted annually and kept on file at camp.

A sample parent letter and response form, which may be used to comply with the law, are posted on the NYSDOH website at [www.nyhealth.gov/environmental/outdoors/camps/](http://www.nyhealth.gov/environmental/outdoors/camps/) or available from your local health department. If a camp chooses to develop and use their own information or forms, the documents must be approved by the NYSDOH Immunization program. Submit documents for review to:

New York State Department of Health Immunization Program  
Room 649, Corning Tower  
Albany, NY 12237  
Fax (518) 474-1495

55. Do campers attend the camp for seven or more consecutive nights?  Yes  No

**If “yes”, who is responsible to ensure that the meningococcal meningitis vaccination response form is received for each camper?**

Camp Director  Health Director  Other (specify):

### **Initial Health Screening of Campers**

56. An initial health screening for camp participants (staff and campers) will be conducted by the health director shortly after arrival at camp and will include, but not limited to (check all that apply):

- A review, verification and update as needed of individual’s health needs/restrictions.
- A review/verification of individual’s medications and instructions for use.
- Asking the individuals about any potential exposure to communicable disease and recent travel in the two weeks prior to their arrival at camp.
- Observing general health and referring to a health care provider when necessary.
- Asking individuals to share and discuss any health or other concerns they may have.
- Other (specify):

### **Daily Health Surveillance of Campers**

Daily health surveillance of campers will be conducted that include but are not be limited to symptoms of illness (loss of appetite, nausea, fever, diarrhea, vomiting, rash, etc.) or injury and indications of child abuse (i.e. frequently appearing injuries such as bruises, cuts and/or burns, where the child is unable to provide an adequate explanation of the cause.)

57. Who is responsible for completing camper’s daily health surveillance?

- Health Director  Counselors  Camp Director  
 Other (specify):

For information on recognizing and reporting child abuse and neglect visit [www.ocfs.ny.gov/main/cps/signs.asp](http://www.ocfs.ny.gov/main/cps/signs.asp).

### **Provisions and procedures for Medical, Nursing and Emergency Medical Services**

First aid and CPR staff must be located on-site and readily available to respond to emergency. When an activity is conducted at a location where the camp staff certified in first aid and CPR are not readily available (within five minutes), the activity leader shall possess or be accompanied by staff who possesses a current first aid and CPR certificate. First aid staff and CPR staff must also accompany out-of-camp trips where emergency medical care is not readily available and/or an activity such as wilderness hiking, camping, rock climbing, horseback riding, bicycling, swimming and/or boating.

58. What are the procedures for providing first aid and handling medical emergencies?

- a. In the event of an injury, on-site first aid/CPR-certified staff will be summoned, and will assess the patient. The infirmary will handle injuries that do not require off-site treatment.

How will on-site first aid and CPR staff be summoned in the event of an emergency?

- Two-way radio       Loud speaker       Runner       Phone  
 Other (specify): Enter text here.

- b. For injuries and medical events requiring more than first aid, EMS will be contacted. A staff member will be sent to the entrance of the camp and direct EMS to the location of the victim. First aid and CPR staff will attend to the victim until emergency medical services (EMS) arrive.

What are the camp's procedures for summoning the community emergency medical service (EMS)? Enter text here.

- Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

Enter text here.

- Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided)

Enter text here.

### **Location and Use of First Aid and CPR Supplies**

59. Indicate in the table below where available first aid supplies are stored (Check all that apply):

Supplies	Not Available	Infirmary Area	Main Office	Dining Hall	Pool Area	Other (specify):

First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Enter text here."/>
CPR Mask	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Enter text here."/>
Oxygen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Enter text here."/>
AED*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Enter text here."/>
Epinephrine Auto Injector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Enter text here."/>
Spine Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Enter text here."/>
Head Immobilization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Enter text here."/>
Other (specify) <input type="text" value="Enter text here."/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Enter text here."/>
Other (specify) <input type="text" value="Enter text here."/>	<input type="text" value="Enter text here."/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Enter text here."/>

\* A Public Access Defibrillation (PAD) program must be established for a camp to maintain an automated external defibrillator (AED). For procedures on how to establish a PAD program, contact your local health department or visit [www.nyhealth.gov](http://www.nyhealth.gov). Please attach a copy of the collaborative agreement with the emergency health care provider for PAD programs.

Does the camp have a PAD program?       No       Yes and the collaborative agreement with an emergency health care provider is attached.

### **Mental Health First Aid**

Mental health issues and emergencies encountered at camps present different challenges from other first aid needs. Consideration should be given for staff to receive certification or training that prepares non-mental health professionals (teachers, camp counselors, etc.) to recognize when a child is experiencing a mental health issue (anxiety, behavior, mood, or substance use disorder) and intervene in situations where immediate action is needed. Training is not intended to replace professional diagnosis or treatment, but assist adolescents in obtaining the appropriate professional help and intervention.

### **Preventing Child Abuse**

Staff should receive training to help prevent abuse at camp. All allegations of abuse should be taken seriously. Training should include:

- The identification of indicators of physical and sexual abuse, promoting an understanding of child abuse and its potential effects on victims.
- Discussion about the camp’s policy regarding appropriate touching, displays of affection and discipline. Review and use roll-play exercises to show appropriate ways to address situations which may occur at camp.
- Instruction about adequate supervision at the camp. Provide job descriptions outlining

supervisory and other responsibilities expected of staff.

- An explanation of the camp's procedure to report an allegation of child abuse including the identification of key persons that all suspicions and concerns should be reported to.

Other Suggestions:

- Routinely evaluate staff, including unscheduled staff observations at varied hours of the day and night. Assign new staff to work with experienced staff.
- Discourage one on one activities/situations between staff and campers. If possible, always pair or "buddy-up" staff with staff, and campers with campers. This is especially important for changing rooms, restrooms, and shower rooms. Encourage respect of privacy of campers and staff.
- Identify staff that campers should contact if they encounter situations that make them feel uncomfortable.

#### 60. What are the procedures for responding to allegations of abuse?

All staff will be instructed to immediately notify the camp director or health director if they are witness to, or hear of, any camper abuse (physical, sexual or verbal). The accused will be separated from the rest of the camp population. All allegations of abuse will be reported to the local health department and to the appropriate law enforcement agency.

- Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below:

Enter text here.

- Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.

### **Storage and Administration of Medicines**

Camps are required to establish general policies for medication storage and administration. Some campers may have preexisting conditions that they are accustomed to self-monitoring and controlling on a routine basis, such as diabetes. The camp's general policies are not intended to address or limit the care or treatment of an individual camper. Individual camper needs should be addressed with the camp health director, camper's parents/guardian, and the camper's physician to ensure a safe delivery of medication and care while at camp.

**Medication collection and storage:** All medications should be turned over to camp staff and secured in the infirmary or other area under the control of staff except for emergency medications such as epinephrine auto-injectors and inhalers.

For day camps – It is not recommended that campers transport medications each day to and from

camp. Parents/guardians should request that the pharmacy provide two containers, one to remain at home and one to remain at camp.

With the exception of Epinephrine Auto-injectors and certain immunization agents, prescription medication must be prescribed and dispensed to an individual. Repackaging or re-labeling of prescription medications is prohibited. Prescription medication must be in its original container with labeling that includes but is not limited to:

- Complete name of patient
- Date prescription filled
- Expiration date
- Directions for use/precautions (if any), and storage (if any)
- Dispensing pharmacy name & address
- Name of physician prescribing medication

Stock supplies of non-prescription medications (over-the-counter items) may be maintained by the camp or brought to camp by individuals (campers and staff). Individual patient non-prescription medications should be labeled with the complete name of the patient.

All campers' medication (prescription or non-prescription) must be accompanied by a patient-specific written order from a licensed prescriber. Pharmacy labeling on the medication is **not** sufficient for this purpose as the medication, dosage, and or regimen may have been changed since the pharmacy filled the prescription.

61. Describe how medication will be collected upon arrival to camp:

- a. Upon arrival at camp, campers must provide their medications (prescription and non-prescription) to the camp's health director or designee.

For overnight camps – When transportation is provided from a common pick-up point, all medications will be accounted for and collected prior to departure from the location(s).

- b. Only prescription medications in a pharmacy labeled container will be accepted. All non-prescription medications will be labeled with the camper's name.

For day camps – The camper's medications will remain at the camp.

- c. Camp staff will review licensed prescriber's written orders and health histories to ensure required medication have been turned in and properly ordered. When there is an inconsistency between health records and medications brought to camp, the camp will resolve the discrepancy by contacting the parent/guardian. Additional follow-up with the camper's physician may be necessary as well.

- Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

Enter text here.

- Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.

62. Describe medication storage:

- a. All medications are stored per product directions (e.g. refrigerate, avoid excessive heat) and kept in a secure (locked) area accessible only to the camp health director/designated staff, except when required to be available to the patient for emergency use (e.g. "epi-pen" prescribed for severe allergies, Asthma Inhalers). Those individuals that need emergency medications may carry the medications themselves. When necessary, staff may be assigned to carry the medication; assigned staff will ensure that at all times the patient and medication will remain in close proximity and are not separated.
- b. Controlled substances (narcotics) and syringes must be "double-locked" (e.g. locked in a box locked in a cabinet) and standards of best practice followed, including counting the controlled substances upon arrival and periodically thereafter.

- Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

Enter text here.

- Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.

**Medication Administration** – The children’s camp regulations do not grant a camp or individual authority to perform duties that are beyond his/her certification or license (scope of practice). Medication management must comply with applicable State laws. Camp operators should consult appropriate medical and other professionals when developing their policies and procedures.

Some medication schedules can be altered to non-camp times, which will eliminate the camp’s responsibility for oversight. Camp operators can check with the parents/guardians to determine when this is possible. All medication changes must be made by the camper’s physician or other health care provider.

In general, when a parent or guardian of a child is not available to administer medications, two options are available: administration by a licensed health care practitioner (e.g. physicians, dentist, nurse practitioners, physician’s assistants, registered professional nurses, and licensed practical nurses) and self-administration.

An emergency medical technician (EMT) of any level may practice under their certification only as part of an established emergency medical service (EMS) system. An EMT employed by a children’s camp is not working for an established EMS and therefore **cannot** routinely administer medications or implement any other EMS protocols. Contact the NYSDOH Bureau of EMS for addition information at (518) 402-0996 or visit their website at [www.health.state.ny.us/nysdoh/ems/main.htm](http://www.health.state.ny.us/nysdoh/ems/main.htm). First aid staff and staff without medical certification/license are prohibited from routinely administering medication as well.

Administration by a licensed health care practitioner –NYS Education Law allows a licensed health

care practitioner to administer medications (prescription and over-the-counter). A registered nurse (RN) can assess patient health and administer medications including PRN (as needed) medications following orders that are written specifically for an individual camper. A licensed practical nurse (LPN) must work “under the direction” of a NYS licensed physician, other licensed health care provider or registered nurse. A LPN cannot legally assess a patient’s/camper’s condition. A LPN can administer medications following a patient specific order; however, in the case of a PRN (as needed) order, a LPN must first confer with the RN or licensed health care provider he/she is working “under the direction” of. For additional clarification/questions regarding licensed health care practitioner’s scope of practice limitations, contact the NYS Education Department (SED) at (518) 474-3852 or visit their website: [www.op.nysed.gov/prof/nurse/](http://www.op.nysed.gov/prof/nurse/).

Because of the need to assess a patient’s/camper’s condition, PRN (as needed) medications including over-the-counter medications cannot be routinely administered at camps that do not have a licensed health care practitioner (e.g. physicians, dentist, nurse practitioners, physician’s assistants, RN, and LPN)

Patient specific written orders from and signed by a licensed prescriber, describing use of the medication, are required in order for a nurse to administer or to allow a camper to self-administer a medication (prescription and over the counter). A written statement from a camper’s parent or guardian that requests the camp to administer the medication to the camper as ordered by the licensed prescriber is suggested.

A written order is not required for campers to carry and use sunscreen under the following conditions:

- Sunscreen is used to protect against overexposure to the sun;
- The sunscreen is approved by the FDA for over-the-counter use; and
- Written permission from a parent or guardian for campers to carry and use sunscreen is obtained by the camp.

63. How will medication be administered? (select all that apply)

- No medication will be administered at the camp
- By camper’s parent
- Self-administration (complete corresponding section below)
  
- Administration by a licensed health care practitioner (select all that apply)
  - Physician
  - Nurse Practitioner
  - Physician Assistant
  - Registered Nurse
  - Licensed Practical Nurse

**Self-administration procedures** – only complete this section if self-administration procedures are used at the camp.

- a. Self-administration of medications will only be allowed for those individuals determined to be “independent”. Determination as to whether or not a camper should be considered for



self-administration will be made by the health director, camper's physician or parent and will be based on the camper's ability to:

- Identify the correct medication (e.g., color, shape);
  - Identify the purpose of the medication (e.g., to improve attention);
  - Determine that the correct dosage is being administered (e.g., one pill);
  - Identify the time the medication is needed (e.g., lunch time, before/after lunch);
  - Describe what will happen if medication is not taken (e.g., unable to pay attention); and
  - Refuse to take medication if camper has any concerns about its appropriateness.
- b. In general campers will **not** be allowed to self-administer "as needed" (PRN) medications, except for emergency medications such as inhalers and epinephrine auto-injectors, or when directed by the camper's physician and/or parent.
- c. Self-administration procedures:
- The camp health director, or designee trained by the health director in self-administration procedures, will keep a list of all campers in their charge requiring medications, the medication needed, time and dosage to be taken.
  - The camper will be reminded each time when a scheduled dose is to be taken and will read or be read the name of the medication, dosage and other instructions for use.
  - At the time of self-administration, the health director or designee will verify who the camper is and that he or she has the correct medication, dosage and other use instructions.
  - Medications will be handed, in the original container, to the camper for self-administration. Camp staff that are not licensed health care practitioners may not pour or dispense pills into container(s) for ingestion. Staff that remove medication from the original container are administering medication. Staff may help camper loosen container cap, if necessary.
  - Administration of the medication will be witnessed and documented by noting (in the medical log or recipient's health record) the names of the recipient, medication, dosage, witness, and the date, and time self-administered.
  - Medication will be returned and properly stored.

- Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.
- Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.

64. Medication administration including the camper's name, medication, dosage, and date will be documented in the following location.

- Medical log       Camper's medical record       Other (specify): Enter text here.

Medication Errors – A carefully designed and executed medication delivery system is the best deterrent to prevent medication errors. A medication error includes any failure to administer medication as prescribed. This includes failure to administer the prescribed medication to the correct camper, at the correct time, in the correct dose or through the correct route.

Medication errors can occur when an individual is interrupted or distracted. Eliminating distractions and/or other responsibilities during periods of concentrated medication administration can increase safety and decrease the potential for errors. Medication errors must be addressed immediately.

65. What actions will be taken in the event of a medication error?

- a. If adverse reaction, call 911 and/or contact the Poison Control Center (if wrong medication or overdose given).
- b. Notify the health director or other supervising medical staff, if not present.
- c. Notify the camper's parent or guardian.
- d. Notify the camper's physician and/or the licensed prescriber.
- e. Document medication error detailing camper's name, specific details of the medication error, reaction to medication given, which individuals were notified, and remedial action.
- f. Review the medication errors and take necessary steps for appropriate medication administration in the future.

- Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

Enter text here.

- Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.

### **Injury and Illness Prevention and Control**

Injuries are not "accidents"; they are predictable and preventable events that can be controlled when appropriate interventions occur. Establish an injury control program at the camp. Routinely review injuries noted in the medical log. Have injuries occurred at one activity, location or under the supervision of one counselor in particular or are there other common threads between injuries? If so monitor the event in question for obvious contributing factors. You may need to interview the victims/witnesses for more information about the injury event and pre-event also. There are preventative measures that can be taken!

Example:

Over a two-week period, two 6-year-old campers playing on the playground sustained cuts on their hands, which required sutures. Your questions to the counselors and victims lead you to a swing, which at first glance appears safe. You ask the victims to show you what they were doing, and learn both were sharing the swing with another camper. With two campers in the swing, you note the

additional weight causes a sharp piece of wire to protrude below the seat!

Preventative Measures:

Maintenance staff replaced the damaged swing seat and checked all the others for similar defects. Playground staff modified their written plan to include the routine inspection of the swing seats, and to allow only one camper per swing. The health director reviewed medical log entry requirements with her staff, and reminded them to provide details about how and where incidents occur.

66. Who is responsible for the camps injury control program?

- Camp Director       Health Director       Other (specify): Enter text here.

The spread of gastrointestinal (vomiting and diarrhea), respiratory and other ailments can quickly change a pleasant camp visit into a difficult experience for staff and campers. Early identification and intervention may prevent additional cases of illness.

67. What are the procedures for identifying and responding to an illness outbreak?

The health director or designee will check the medical log entries daily for common ailments and/or increased frequency of cases of illness with similar symptoms (e.g. headache, vomiting, diarrhea, fever, eye infection, sore throat). If noted:

- a. The local health department will be contacted immediately.
- b. Intervention and control strategies recommended by the local health department and medical staff will be implemented at the camp to prevent the spread and reoccurrence of illness.

General intervention and control strategies to be implemented for an outbreak include but are not limited to:

- Ill persons will be excluded from duties (e.g. food preparation/handling) and/or activities until permission is granted by the health director to resume.
- Ill individuals will be physically separate from well; housing areas for large number of ill at overnight camps will be designated, and ill day-campers will be sent home.
- Entry/exit from camp will be limited; activities involving visitors, including other camps will be postponed or restricted.
- Hand washing (staff and campers) will occur frequently and not just during outbreaks! Campers and staff will be instructed to wash hands after activities, and always after using the bathroom and before eating. Staff will monitor camper's hand washing. Plenty of soap and disposable paper towels will be provided in hand washing areas.
- Housekeeping – "Sick" areas (bathrooms, sleeping areas etc.) will require increased housekeeping emphasis. Housekeeping staff will be instructed to wear gloves and follow other precautions, as directed. Staff will be instructed to practice thorough hand washing, and will be encouraged to change to clean clothing prior to resuming other activities.
- Discontinuing salad and sandwich bars, "family-style" service, buffets - use servers only.

- Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

Enter text here.

- Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.

### **Diseases transmitted by insects and ticks:**

Protective measures should be used in areas where Lyme disease and other diseases transmitted by ticks and insects are present. This includes but is not limited to wearing clothing to cover legs and arms, eliminating standing water where mosquitoes breed, keeping outdoor play areas well maintained, avoiding areas of tall grass and brush, checking oneself for ticks, and considering the use of repellents.

Ticks that spread disease, including Lyme disease, may be found in outdoor areas where camp activities take place. Ticks will cling to tall grass, brush and shrubs, usually no more than 18-24 inches off the ground. They also live in lawns and gardens, especially at the edges of woods and around old stone walls. If camp activities occur in areas known or suspected of having ticks, provide parents with information regarding the prevention and signs of Lyme disease.

New York State Public Health Law allows campers to carry and use tick and insect repellents when the child's parent or guardian provides written permission for it. Camp staff may assist campers with the application of the repellent when the child is unable to do so, provided the child requests the assistance and it is permitted/authorized by the parent/guardian and the camp. Camp operators must maintain a record of the parental/guardian permission. It is recommended that the camp health form include authorization for the use of specific tick and/or insect repellent and need for assistance.

Staff should receive training in the proper use of tick and insect repellents including:

- Read instructions and follow directions on the label, do not over apply, and determine whether product can be used on skin, or if it can only be applied to clothing and gear.
- Discontinue use and seek medical attention if a rash or other reaction occurs.
- Only use repellents approved by camper's parent/guardian.

If an embedded tick is found on a camper he/she should be immediately taken to the infirmary and parents should be notified.

Information including tick removal, Lyme disease, and safe use of tick and insect repellents can be found at:

- [www.health.ny.gov/diseases/communicable/lyme/](http://www.health.ny.gov/diseases/communicable/lyme/)
- [www.cdc.gov/ticks/](http://www.cdc.gov/ticks/)

68. Will campers carry and use repellents during activities where ticks and insects may be present?

Yes       No

If yes, who is responsible for obtaining written parental permission?

Camp Director       Health Director       Other (specify): Enter text here.

### **Potential Rabies Exposure:**

Rabies is a deadly disease caused by a virus that attacks the central nervous system of mammals, including humans, pets, livestock and wildlife. Animals testing positive for rabies have been found throughout NYS. All animal bites and scratches, and any contact whatsoever with bats or animals suspected of having rabies, must be reported to the camp's permit-issuing official IMMEDIATELY to determine if testing of the animal or human post exposure treatment is required. For additional information on this subject visit [www.health.state.ny.us/environmental/outdoors/camps](http://www.health.state.ny.us/environmental/outdoors/camps) or contact your local health department.

#### Pre-camp:

- Repair or modify camp buildings to keep bats and other animals out. Make sure that doors and windows are secure, and any small openings that might allow an animal entrance are sealed or screened, including chimneys, vents, etc. Don't occupy buildings until they are animal-proof, and free of unwanted animals. Provide animal-proof garbage containers and arrange for routine refuse removal, and cleanup and monitoring of these areas.
- If pets or domestic animals are allowed at the camp, be certain these animals are immunized against rabies. Proof of current immunization should be maintained on file at the camp for the animals at camp.

#### Potential Exposure – If a bite, scratch or other contact with a suspect animal occurs:

- IMMEDIATELY wash the victim's wound(s) or exposed site thoroughly with soap and water. Seek medical assistance.
- If possible to do safely, try to confine or capture the suspect animal, or seek assistance as noted above.
- IMMEDIATELY notify your local health department to report the incident and exposure details (circumstances leading to incident, who was involved or present, location, if the animal was captured, etc.) and to arrange for testing the suspect animal (if available).
- If the animal is found dead, dies or is killed, refrigerate the carcass with ice until testing is arranged.

Potential Exposure – BATS – If ANY exposure to a bat occurs, or if a bat is found in a room where someone was sleeping, or someone was present who could not communicate (e.g. infant, young child, person with sensory or mental impairment):

- Notify your local health department and describe the circumstances.
- Try to confine or capture the bat (without causing damage to the head) for testing. See video at [www.health.state.ny.us/diseases/communicable/zoonoses/rabies](http://www.health.state.ny.us/diseases/communicable/zoonoses/rabies).

- To aid in the capturing bats, camps should prepare by having a bat capture kit consisting of:
  - Gloves (heavy, preferably pliable thick leather)
  - Forceps (9" to 12" length, rat-tooth for gripping)
  - Extension pole w/net (fine mesh insect net of polyester or muslin material with a spring steel hoop on telescoping pole – net and pole sold separately)
  - Coffee can w/tight-fitting lid or similar container (e.g., cardboard ice cream carton w/lid; keep multiple containers on hand)
  - Sheet of cardboard to slide between wall and container to act as a lid
  - Tape (to secure lid on container)
  - Flashlights (including fresh batteries & extra batteries)
  - General Guidelines for Management of Bat-Related Incidents at Children's Camps

Training - Information must be provided to staff and campers during training to prevent potential rabies exposure and, where possible, avoid the lengthy and costly rabies post exposure treatment:

- Never feed, rescue, handle or intentionally get close to any wild animals, including bats in caves and “abandoned wildlife.”
- Don’t touch and avoid injured, ill or stray animals.
- Don’t touch and avoid pets and domestic animals you're not familiar with.
- Don’t touch and avoid any animal that exhibits behavior that appears abnormal.
- Report to appropriate camp staff (e.g. camp director, health director) IMMEDIATELY:
  - The presence and location of any suspicious animal.
  - The presence of a bat in any sleeping area or in a building used for activities or assembly, or a dead or grounded bat, or a bat roosting within reach (indoors or outdoors) of campers or staff.
  - Any injury caused by contact with an animal.

69. Who will be responsible for capturing a bat or contacting a nuisance wildlife agent if a suspect animal is found at the camp?

- Camp Director     
  Health Director     
  Maintenance staff  
 Other (specify): Enter text here.

70. Are bat capture kits maintained at the camp?     Yes     No

If “yes”, where are they maintained?

- Each bunk     
  Bunk number(s) Enter text here.     
  Maintenance area  
 Other (specify): Enter text here.

**Diabetes Prevention and Control:** The DOH Bureau of Chronic Disease Services, Diabetes Prevention and Control Program has developed a publication titled, *Children with Diabetes: A Resource Guide for Families and Schools*. The resource guide provides valuable information and tools that may be utilized by camps for the prevention and management of diabetes in children. The resource guide is available to download from the DOH website at [www.nyhealth.gov/publications/0944.pdf](http://www.nyhealth.gov/publications/0944.pdf) or hard copies may be ordered from the [DOH forms distribution center](#).

## **Medical Log**

71. The health director or designee will document all health-related incidents involving campers and staff, including medical complaints and injuries, and camper allegations of child and/or sexual abuse in a logbook. The medical log will be maintained at the health center and readily accessible for review by the health department representative. The health director or designee will review the medical log daily for any commonly occurring injuries or illness to identify potential hazards or illness outbreaks at the camp.

At a minimum, the medical log will include the following information:

1. Date and time of visit
2. Name of patient
3. Camper, staff (title) or other (indicate)
4. Name of bunk or group, if applicable
5. Nature of complaint
6. Description of treatment and follow-up, if required
7. Name of care giver

Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

Enter text here.

Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.

## **Universal Precautions**

Universal Precautions is an approach to infection control. Accordingly, all human blood and any other human body fluids should be treated as if known to be infectious for HIV, Hepatitis Virus and other blood-borne pathogens.

72. Universal Precautions will be employed during treatment and in the handling of blood and other body fluids including, but not be limited to, vomitus, diarrhea and any bodily discharge (e.g. from cuts, boils). Universal Precautions implemented at the camp include (check all that apply):

Every first aid trained staff member will be trained in Universal Precaution techniques.

- All bodily fluids shall be considered potentially infectious material. Protective barriers, such as gloves and masks, will be used to prevent contact with bodily fluids.
- Any surface or equipment that has been contaminated by blood or any other bodily fluid shall be cleaned and sanitized with a bleach solution of 1 part bleach to 10 parts warm water.
- Hand washing facilities, which are readily accessible, are available throughout the camp.
- Any contaminated bandages, dressing or any other material will be separated from other wastes and disposed of in a red biohazard bag. Containers used for the contaminated waste will be marked prominently on the containers with the universal warning sign or the word "biohazard."
- Any needles will be placed in an approved "Sharps" container labeled "biohazard" and taken to an approved collection location. (Most hospitals will accept "Sharps" waste for disposal and some Fire Departments can assist in "Sharps" disposal. In addition, you can check with the local sanitation district to see if they offer "Sharps" disposal sites).
- When away from camp (off-site-trips), an antiseptic hand cleanser or towelettes will be provided. As soon as possible, hands will be washed with soap and running water.
- Other (specify):

### **Reporting of Incidents**

The local health department must be notified, within 24 hours, of the following occurrences:

- Camper and staff injuries or illnesses that result in death or require resuscitation, admission to a hospital or the administration of epinephrine.
- Camper or staff exposures to animals potentially infected with rabies.
- Camper injuries to the eye, head, neck or spine which require referral to a hospital or other facility for medical treatment.
- Injuries where the camper sustains second or third degree burns to 5 percent or more of the body.
- Camper injuries that involve bone fractures or dislocations.
- Lacerations sustained by a camper that require sutures, staples or medical glue.
- Camper physical or sexual abuse allegations.
- Camper and staff illnesses suspected of being water-, food- or air-borne or spread by contact.

At Camps for Children with Developmental Disabilities (20% or more enrolment of campers with developmental disabilities) staff must also report all allegations of abuse or neglect and significant incidents to the local health department and the Justice Center and possible crimes against campers with disabilities to local law enforcement and the local health department. See the [Requirements for Camps for Children with Developmental Disabilities](#) for additional details.



73. Who will be responsible for establishing reporting policies for the incidents above?

- Camp Director     
  Health director     
  Other (specify): Enter text here.

**Provisions to Supervise Sanitation**

Camp Sanitation is important to prevent disease transmission. Camps must establish a procedure to oversee sanitation at the camp.

74. Specify the camp’s procedures for supervising sanitation at the camp:

The health director or designee will oversee the camp’s general sanitation assessment as well as conducting on-going sanitation reviews. This will include but not be limited to visiting the area of camp indicated below at the indicated frequency to assess cleanliness and sanitation:

<u>Area</u>	<u>Frequency of Visit</u>		
• Kitchen and dining area <u>here.</u>	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Other <u>Enter text here.</u>
• Refuse management and disposal <u>here.</u>	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Other <u>Enter text here.</u>
• Living quarters <u>here.</u>	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Other <u>Enter text here.</u>
• Sewage system <u>here.</u>	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Other <u>Enter text here.</u>
• Water supply <u>here.</u>	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Other <u>Enter text here.</u>
• Pool/Beach <u>here.</u>	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Other <u>Enter text here.</u>
• Other buildings/bathrooms <u>here.</u>	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Other <u>Enter text here.</u>

**V. SUPERVISION AND ACTIVITY SAFETY**

**Camper Supervision**

Supervision of the campers is the single most important aspect of a children's camp. It is recommended staff always be assigned to supervise specific campers. Many camps “buddy” staff, so coverage is available in case of an emergency. The State Sanitary Code (SSC) requires that campers receive “adequate supervision,” which is defined as:

- Being protected from any unreasonable risk to their health and safety, including physical or sexual abuse; and

- Having visual or verbal communication capabilities between campers and their counselor during activities and a method of accounting for the campers' whereabouts at all times.

The **minimum** required counselor to camper ratio varies based on the type of camp (day vs. overnight), age of the campers, the activity and individual camper's needs:

- At overnight camps, the minimum counselor to camper ratios for general activities is:
  - 1:10 for campers 8-years and older
  - 1:8 for campers younger than 8-years-old
- At day camps, the minimum staff to camper ratios for general activities is:
  - 1:12 for all campers
- The minimum ratio of counselors to campers who are confined to wheelchairs or require the use of adaptive equipment or bracing to achieve ambulation, but who do not possess, for whatever reason, the ability to fit, secure or independently manipulate such devices satisfactorily to achieve ambulation, is 1:2.
- Additional staff may be necessary to ensure the safety of campers based on the type and location of an activity and needs of each camper.

75. How will campers be accounted for and supervised?

- At the beginning of each session, counselors will be given a list of campers under their charge for that camp session or activity. Counselors will take attendance frequently, including at the beginning of each day and activity, to account for all campers in their charge. If a camper is unaccounted for, the counselors will immediately notify the camp director.
- At all times the counselors will provide a level of supervision that shall protect campers from any unreasonable risk to their health or safety, including physical or sexual abuse. Counselors will actively supervise campers, maintaining visual or verbal communications capabilities at all times to ensure camper activities are safe and consistent with safety plan and camp policies.
- Counselors supervising campers with developmental or physical disabilities will be trained in the specific needs and special considerations for the campers.

- Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

Enter text here.

- Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.

76. What minimum counselor to camper ratio will be maintained for general activities (e.g. arts and crafts, sports, organized games):

- 1:8 for campers younger than 8-years-old       1:10 for campers 8-years and older

1:12 (day camps)

Other (specify) Enter text here.

State Sanitary Code allows for a Counselor-in-training (CIT) or Junior Counselor, who is a camper, to be assigned to an on-duty counselor or other staff member to assist in performing specific duties. **A CIT may not independently supervise campers, and must be supervised as a camper.** All CITs must receive training specific to their duties, and camper orientation. A maximum of 10 percent of the total number of counselors required may be CITs. See Subpart 7-2.5(k).

77. Will CITs or Junior Counselors be used to meet minimum supervision ratios?

Yes       No

78. How will campers be supervised during the following the following time periods?

a. Between scheduled activity periods (traveling from one activity to the next):

- Camper supervision will be in accordance with the standards listed above in numbers 75–77 including ratios, accountability and counselor to camper communication capabilities.
- Campers may travel between activities/areas without direct staff supervision. When this occurs, the staff member in charge of the activity/area the camper is traveling to will have a list of all expected campers, where they are coming from and the time that activity ends.

A maximum of five minutes will be allowed for travel to the activity/area. If the camper does not arrive at the expected location within five minutes of the end of the previous activity the staff member in charge will immediately notify the Camp Director and initiate the lost camper plan.

Alternative procedures to account for campers between activities:

Enter text here.

b. Passive activities – an activity that takes place in a defined area, where participants are spectators or have limited mobility and use no tools or equipment (other than computers).

- Camper supervision will be in accordance with the standards listed above in numbers 75 – 77 including ratios, accountability and counselor to camper communication capabilities.
- A counselor to camper ratio of 1:25. (Select all passive activities at the camp)
  - Religious instruction       Storytelling       Viewing movies
  - Board games       Drama       Singing
  - Other (specify): Enter text here.

Alternative procedures for supervising campers:

Enter text here.

c. Free Time:

No free time periods during camp.

- Camper supervision will be in accordance with the standards listed above in numbers 75 – 77 including ratios, accountability and counselor to camper communication capabilities.
- Alternative procedures for supervising campers:  
Enter text here.

d. Sleeping and rest hours

During the hours campers are resting or sleeping, the supervision ratio may be modified based on the arrangement, size, and location of the sleeping area(s) and potential for visual and/or verbal supervision; provided in all circumstances that:

- Supervision is adequate to protect the campers from any unreasonable risk to their health or safety; and
- At least one counselor is present on every level used for resting or sleeping in a multi-story building.
- Staffing levels must be adequate to respond to emergencies at all times.
- Supervision ratios must be reinstated to the code-required level at the conclusion of the resting or sleeping period.

- No sleeping or rest periods during camp (day camps only).
- Camper supervision will be in accordance with the standards listed above in numbers 75 – 77 including ratios, accountability and counselor to camper communication capabilities.
- Alternative procedures for supervising campers.  
Applicable time periods: Enter text here.  
Minimum staff to camper ratio: Enter text here.  
Describe ability to provide visual and/or verbal communication with campers. Include or attach a sketch of staff positioning relative to campers (indicate the arrangement, number of floors, and camper capacity for each building).  
Enter text here.

e. Transportation:

- Transportation is **not** provided by the camp
- Camper supervision will be in accordance with the standards listed above in numbers 75 – 77 including ratios, accountability and counselor to camper communication capabilities.
- At least one counselor will be in a vehicle transporting campers.
- There will be at least one counselor in addition to the driver in any vehicle transporting developmentally disabled campers.
- Alternative procedures for supervising campers:  
Enter text here.

79. Describe the camp's discipline policy.

- a. Discipline will be aimed at addressing and correcting unacceptable behavior.
- b. Counselors who are unable to quickly, safely and effectively deal with a camper who is misbehaving will utilize the chain of command to address the situation.
- c. Forms of acceptable discipline may include: talking to the camper about their behavior, discussion of the expectations the camp has of all campers, asking the camper to express his feelings, mediation of a dispute, and notification of parents/guardians.
- d. Discipline that is considered **unacceptable** and that will not be allowed includes but is not limited to corporal punishment, humiliating treatment, frightening methods, punishment associated with food, rest or isolation, and use of foul or abusive language.

- Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

Enter text here.

- Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.

80. What is the camp's lost camper plan?

In the event that a camper becomes lost or unaccounted for, the Lost Camper Plan will immediately be activated, which will include the following:

- a. Provide and maintain adequate supervision for all remaining campers
- b. Notify the Camp Director and other counselors of the identity of the missing camper
- c. Interview staff and campers in an attempt to determine the last known whereabouts of the missing camper.
- d. Begin a search, starting with the last known place of the camper and nearby restrooms, and high risk areas (e.g. pool, beach).
- e. If out of camp, the assistance of the facility being visited will be requested. Camp staff will be sent the designated meeting area and the exits of the facility.
- f. Maintain the supervision of campers and widen the search area.
- g. The police will be notified if the camper remains unaccounted for greater than:
  - 10 minutes       20 minutes       30 minutes
  - Other (specify) Enter text here.
- h. Parents/guardians will be notified.
- i. Contact the local health department within 24 hours if the camper has not been located or if a reportable injury has occurred.

- Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

Enter text here.

- Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.

## Activity Safety

Each camp activity must be evaluated to establish appropriate policies and procedures for the supervision and prevention of injuries to camper. Additional staff are required for specialized activities such as wilderness, equestrian, boating, etc.

- 1:8 for campers 6-years and older
- 1:6 for campers less than 6-years-old

On-site activities – An activity leader must supervise each camp activity occurring on the camp’s property and be competent in the activity being conducted. A minimum of one activity leader and one staff member must supervise activities that occur at locations where additional camp staff assistance is not readily available (within five minutes). When a camp activity is conducted at a location where the camp staff certified in first aid and CPR are not readily available, the activity leader must possess or be accompanied by staff who possesses current first aid and CPR certification in an approved course. NYSDOH Fact Sheets listing approved CPR and First aid certifications are available at [www.health.ny.gov/environmental/outdoors/camps](http://www.health.ny.gov/environmental/outdoors/camps) or by contacting your local health department. The activity leader for activities that includes wilderness hiking, camping, rock climbing, horseback riding, bicycling, swimming and/or boating must be at least 18 years old.

Camps with developmentally or physically disabled campers - all appropriate recreational activities must be accessible by providing ramps, proper surfaces for movement, and/or adaptive equipment.

81. Check all activities available to campers in sections a and b and complete the specified Activity-Specific Plan or Generic Activity Plan Template for that activity.

a. Complete the **Activity-Specific Plan template** (available from your local health department) for each of the following activities available to campers:

- |  |   |
|--|---|
| <input type="checkbox"/> Archery                   | <input type="checkbox"/> Swimming   |
| <input type="checkbox"/> Boating/Canoeing/Kayaking | <input type="checkbox"/> On-Site  |
| <input type="checkbox"/> Camp Trips                | <input type="checkbox"/> Off-Site (complete Camp Trip Swimming Plan)            |
| <input type="checkbox"/> Horseback Riding          | <input type="checkbox"/> Wilderness (complete Camp Trip Swimming Plan)          |
| <input type="checkbox"/> Riflery                   | <input type="checkbox"/> Aquatic Theme Parks (complete Camp Trip Swimming Plan) |
| <input type="checkbox"/> Sports                    |   |
|  | <input type="checkbox"/> Ropes/Challenge Course                                 |

b. Complete the **Generic Activity Plan template** (available from your local health department) for the following activities available to campers:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Aquatic Theme Parks | <input type="checkbox"/> Ice Skating            | <input type="checkbox"/> Tubing                |
| <input type="checkbox"/> Arts and Crafts     | <input type="checkbox"/> Mountain Boarding      | <input type="checkbox"/> Whittling/woodcarving |
| <input type="checkbox"/> Bicycling           | <input type="checkbox"/> Nature Study           | <input type="checkbox"/> Other (specify):      |
| <input type="checkbox"/> Cooking             | <input type="checkbox"/> Organized Games (Play) | <input type="text" value="Enter text here."/>  |
| <input type="checkbox"/> Gymnastics          | <input type="checkbox"/> Petting Zoo            | <input type="text" value="Enter text here."/>  |

Go Carts

Roller Skating/Blading

Enter text here.

Hiking

Skate Boarding

### **Weather Conditions**

Estimates made by sources such as the National Weather Service indicate that approximately 400 people are struck and seriously injured by lightning each year. One out of four victims is killed. To minimize risk for injury from lightning, camp staff must monitor local forecasts for thunderstorms and restrict activities to locations that provide adequate shelter. For additional information regarding lightning safety, the Department's Fact Sheet titled "Lightning Safety Basics" is available at [www.nyhealth.gov/environmental/outdoors/camps/](http://www.nyhealth.gov/environmental/outdoors/camps/).

Heat-related illnesses occur when the body is unable to cool itself. The most common heat-related illnesses are heat stroke (sunstroke), heat exhaustion, heat cramps and heat rash.

The risk of heat related illness increases with the air temperature and relative humidity. Based on the relation of the two, the National Weather Service has devised a heat index to alert the public of days that have a potential for causing illness. In general, a heat index of 90 or above may result in heat illness. For additional information see the Department's brochure titled "[Keep Your Cool During Summer Heat](#)".

The key in preventing heat related illness is to be aware of the weather conditions that have potential for adverse effects and to schedule less strenuous activities during those times. Additionally, drink plenty of cool water or other fluids prior to and during activities.

82. Who monitors and assesses weather conditions to cancel or curtail activities (on-site and during camp trips) due to weather, such as thunderstorms, high heat and/or humidity and elevated ozone levels, and notifies activity staff leaders of activity restrictions?

Camp Director    Program Director    Other (specify): Enter text here.

83. Means of staff notification will include but not be limited to:

Direct verbal contact    Cell phone    Portable radios

Public address systems    Other (specify): Enter text here.

84. Which activities will be suspended or minimized in anticipation and response to thunderstorm and lightning activity? (check all that apply)

Hikes and other activities that would prevent staff and campers from access to immediate cover in a shelter, car or bus.

Swimming (outdoors and indoors), boating or other activities in or on the water.

All outdoor activity will be ceased if thunderstorm and lightning activity occurs.

Other (specify): Enter text here.

A substantial building that has plumbing or electrical service, is completely enclosed and has





## Incidental Water Immersion

Incidental water immersion is the intentional entry into a body of water for a purpose, other than swimming, which is ancillary to the primary activity being conducted. Such immersion, including partial immersion, shall include but not be limited to stream crossing or entering water for personal hygiene, but shall exclude boating, water skiing, sail boarding and similar water sports where participants wear U.S. Coast Guard approved lifejackets.

88. Does incidental water immersion occur during any camp activities (on-site or off-site)?

Yes       No

**If “yes”, complete the following section.**

a. List below the activities (on-site or off-site) during which incidental immersion is permitted:

1) Enter text here.

2) Enter text here.

3) Enter text here.

4) Enter text here.

5) Enter text here.

b. What are the procedures for incidental water immersion?

1) Incidental water immersion will be prohibited when the water’s depth cannot be determined or when the water’s depth or current does not ensure a safe crossing.

2) Water Depth: (Select one)

Incidental water immersion is not permitted in water deeper than mid-calf of the shortest camper.

The following procedures(s) will be used for incidental water immersion in water deeper than mid-calf of the shortest camper (specify below)

Enter text here.

3) Staff will test the entire area in which incidental immersion will occur prior to campers entering the water.

4) A trip or activity leader must be familiar with safe water flow characteristics and camp safety plan procedures for any body of water entered.

Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

Enter text here.

Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.

## VI. ORIENTATION AND TRAINING

While the two processes (staff training and camper orientation) are similar, they differ considerably in the depth to which various topics are covered, as can be seen from the examples below.

Topic	Staff Training	Camper Orientation
<b>Child Abuse</b>	<ul style="list-style-type: none"> <li>• Need to be trained to know, understand, and recognize what abuse is.</li> <li>• Must know when and to whom to report all allegations/observations regardless of the source.</li> </ul>	<ul style="list-style-type: none"> <li>• Only need to know that if they are uncomfortable about anything at camp, to whom they should go to discuss it. There should always be one route through their counselor/unit leader and another independent route, such as through the health director.</li> </ul>
<b>Buddy System and Waterfront Supervision</b>	<ul style="list-style-type: none"> <li>• Need to know how to scan water and their supervision responsibilities at the waterfront.</li> <li>• Need to know how to help run a buddy check.</li> <li>• Need to know their role in lost swimmer plan.</li> <li>• Need to know and enforce rules (e.g. diving, running, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Need to know to stay with their buddy and how to answer a buddy check.</li> <li>• Need to know what to do if their buddy leaves the water or disappears.</li> </ul>

Camp directors for camps with camper enrollments of 20 percent or more developmentally disabled campers must develop a written staff training program appropriate to the specific needs of the developmentally disabled enrolled in the camp.

### Staff Training

89. Staff training and orientation is as important as the selection of good staff. Training programs should occur prior to the arrival of the first campers. Provide an estimated time spent during staff training for each of the following subject areas:

Subject	Estimated time (hours/minutes)
An outline of the training curriculum	<a href="#">Enter text here.</a>
Tour of camp property	<a href="#">Enter text here.</a>
Description of camp hazards and policies for eliminating or minimizing them	<a href="#">Enter text here.</a>
Chain of command	<a href="#">Enter text here.</a>
Procedures for camper supervision and discipline	<a href="#">Enter text here.</a>

Child abuse recognition and reporting	<a href="#">Enter text here.</a>
Provisions for first aid and emergency medical assistance	<a href="#">Enter text here.</a>
Reporting of camper injury and illness	<a href="#">Enter text here.</a>
Identification and reporting of crimes against campers with disabilities (Required for Camps for Children with Developmental Disabilities only)	<a href="#">Enter text here.</a>
Buddy system and lost swimmer plan (if camp has an aquatics program)	<a href="#">Enter text here.</a>
Lost camper plan	<a href="#">Enter text here.</a>
Lightning plan	<a href="#">Enter text here.</a>
Fire safety and fire drills	<a href="#">Enter text here.</a>
Camp evacuation procedures	<a href="#">Enter text here.</a>
Activity specific training for assigned activities	<a href="#">Enter text here.</a>
Camp trips (if provided)	<a href="#">Enter text here.</a>
Other (specify) <a href="#">Enter text here.</a>	<a href="#">Enter text here.</a>
Other (specify) <a href="#">Enter text here.</a>	<a href="#">Enter text here.</a>
Other (specify) <a href="#">Enter text here.</a>	<a href="#">Enter text here.</a>

90. What are the procedures for conducting staff training?

- Prior to any counselor starting work at the camp, they will attend staff training minimally consisting of the topic list above and based on the contents of this safety plan. A “sign-in-sheet” will be provided at all staff training to document the attending staff members, date of training, and content of what was covered during the training. Sign-in-sheets will be maintained at the camp for inspection by the local health department.
- Prior to assuming direct care responsibilities of a camper with disabilities, camp staff will receive training in the specific needs of the camper in their charge. Training provided will be based on information provided by the camper’s parent, guardian, and/or clinical team. The training/instruction will be documented including the name of the person receiving training, the date of training, the name of the trainer, and topics discussed.
- Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

[Enter text here.](#)

### **Camper Orientation**

91. Every camper must receive, on arrival at the camp, an orientation to the camp and the camp’s policies and procedures. Provide an estimated time spent during camper orientation for each of the following subject areas:

Subject	Estimated time (hours/minutes)

Orientation curriculum outline	<u>Enter text here.</u>
Tour of camp property	<u>Enter text here.</u>
Description of camp hazards	<u>Enter text here.</u>
Chain of Command	<u>Enter text here.</u>
Reporting illness, injury, abuse and other incidents	<u>Enter text here.</u>
Buddy system	<u>Enter text here.</u>
Lost camper plan	<u>Enter text here.</u>
Lightning plan	<u>Enter text here.</u>
Fire drills and evacuation	<u>Enter text here.</u>
Camp trips	<u>Enter text here.</u>
Other (specify) <u>Enter text here.</u>	<u>Enter text here.</u>
Other (specify) <u>Enter text here.</u>	<u>Enter text here.</u>

92. How will camper orientation be documented?

- Camper sign-in sheet
- Camp Director documentation of participating campers and date of orientation
- Other (specify) Enter text here.