



UC Camps Safety & Compliance Survey

The UC Camps Work Group, in the interest of continuous improvement and risk management, has researched both the California Health & Safety Code (CH&SC) and the American Camping Association (ACA) accreditation process for organized camps. UC does not desire to seek ACA accreditation, but does seek to implement and maintain the California Health Code regulations for their organized camp programs. In this regard, we are exercising due diligence and performing a survey to gather information on the existing programs and determine the areas that meet the standard, partially meet the standard, or must be developed to meet the standard.

There are no wrong answers. We are seeking brief responses about your existing programs, but you can make your response as long as you need to, for example, you may cut and paste the procedure into the response box in the survey. You may also submit your documents that pertain to the question using the file upload links at the end of the survey.

Please review the questions below and note the supporting documents requested. Some questions have multiple parts requiring a more detailed response. Each Recreational Director/Task Group Member may wish to assign various staff to gather the response information and supporting documents.

Individual campus results will be kept confidential, the Camps Work Group will report generalized results to the Risk Management Leadership Council, including any risk or compliance gaps and best practices that are identified through this survey.

*** = Required**

Question

Response

UC Campus

*** Name of Person Responding to Survey**

*** Phone #**

*** e-mail**

Part 1. Camp Operations

This section contains questions related to requirements for operation of Organized Camps contained in the CA Health & Safety Code.

A. Operating Procedures

A1. Supervisor Qualifications and Training.

Briefly describe:

a) your verification process to affirm that each camp director* is over 25, and that background checks and a criminal history

review is conducted,
b) who conducts the back ground check? (if a vendor is used, note which vendor), and
c) your Supervisor Training Program. * A camp "director" is the person who is responsible for day-to-day decision making and supervision of camp programs and staff meeting the requirements of Section 30751(a).

A2. Staff Skill Verification.

Provide a brief overview the basis for your skills criteria and the process used to confirm resumes and verify required skills where required by job title (related camp certifications, education, and/or prior experience).

A3. Participant/Camper Eligibility Requirement (if any).

Briefly describe the process you use to develop any camp program eligibility standards, proficiencies, or requirements such as age level, for participants, which are to be noted in the operating plan (note this is the process overview, curriculums are discussed in Part 2.)

A4. Staff to participant ratios.

Briefly describe:

a) your process used to assess and develop staff ratios of 1 counselor to a given # of campers (for example: 1 trained in first aid/CPR, age 18 or older, high school graduate for each 10 campers under 16 years of age where required). Attach your table of ratios by program, if available.

b) note if your program requires at least 2 adult staff or volunteers to be present when there is only 1 camper (i.e. no 1:1 contact).

A5. Equipment Needed to Operate. (Attach list of major equipment if available).

Briefly describe:

a) major equipment types needed to support camp programs, note whether owned or rented,

b) process to inspect and maintain major equipment,

c) how equipment access is controlled, and

d) which staffer (by title) is responsible for equipment management.

A6. Safety Procedures

Briefly describe your general camp safety procedures for campers and staff.

a) How are campers, staff, and user groups (if applicable) oriented to established safety regulations and emergency procedures in the general camp area?

Note whether your written camp safety program for campers includes:
b) identification of boundaries for living areas and general activity areas,
c) expectations for appropriate behavior,
d) precautions concerning natural or physical hazards of the site,
e) employee safety per both UC and Cal/OSHA workplace requirements.

A7. Emergency Procedures Specific to the Location.

Briefly describe:

- a) the process to identify and establish the emergency response procedures and evacuation plans specific to the camp location (geography, terrain, buildings, etc),
- b) how this information is provided to staff and campers.

A8. Environmental Hazards (refer to EH&S if applicable) including poisonous plants (poison oak), insects, snakes, animals, dust control, water supply, sewerage/septic systems, control/removal of garbage).

Briefly describe:

- a) the process to identify each (unless N/A),
- b) the process to mitigate environmental exposures including training, avoidance, barriers/fencing, signage, management plans, at your camp,
- c) who (staff title) is responsible for these hazard assessments?

A9. Vector/Pest Control Plan (refer to EH&S if applicable).

Briefly describe:

- a) your plan and equipment for coping with excessive numbers of flies, mosquitoes, other insects, and with rodents,
- b) your process to implement special measures to protect campers, coordinated with the local health department, where transmission of disease to humans from insects, rodents or other animals has been identified.

A10. Annual Notice submitted to Local Health Officer.

Describe your process for submitting "a Notice of Intention to Operate" to the local health officer 30 days prior to the operation of any camp. The notice includes your operating procedures document that describes the program of organized and supervised activities as noted in Section A above.

B. Safety Inspections

NOTE: If your camp takes place on campus and utilizes campus buildings, you may reference the campus inspection and correction processes. Pre-Camp inspections are usually completed within 15-30 days of camp opening to assure all maintenance and corrections are completed before any camper arrives.

B1. Pre-Camp Building/Electrical Services/Water Supply and Sanitation Inspection.

Briefly describe your process to:

- a) accomplish the pre-camp building and health/sanitation inspections,
- b) note who performs the inspections,
- c) how inspections are documented,
- d) how corrections are completed prior to camp opening,
- e) if on campus, who represents the camp leadership during the inspections?

Inspection forms may be attached, if available.



B2. Pre Camp Sleeping Arrangements/Toilets/Showers.

Briefly describe:

- a) areas where campers sleep (*confirm no head to head sleeping*),
- b) toilet/shower arrangements (*Note: per CH&SC shower facilities are to be available for any camp longer than 3 days*).



B3. Pre Camp and Ongoing Fire Prevention Inspections.

Briefly describe your inspection process, who performs the inspections, how documented and how corrections are completed prior to opening and during camp.



B4. Pre Camp and Ongoing Safe Arrangements.

Briefly describe:

- a) your process to evaluate the safe arrangements of food prep areas, tents/cabins, grounds, bleachers, play equipment, sports equipment, walking and climbing trails,
- b) your process to establish the inspection and maintenance procedures, who performs,
- c) your process to document the evaluations and complete correction, including a brief description of the process to remove items from service and replace or restrict access, prior to camp opening and during camp,
- d) note if any outside vendors or contractors are used for these services.



B5. Pre-Camp and Ongoing Minimization and Control of Hazardous Materials.

Briefly describe:

- a) your process to identify and quantify any

- hazardous materials that may be necessary for camp operations,
- b) how quantities are minimized to keep quantities as low as possible,
- c) how stored (away from food) and controlled (qualified person),
- d) any "green" processes that are in place (these would be considered best practices).

B6. Pre-Camp and Ongoing Maintenance Orders and Timely Corrections (close out procedures).

Briefly describe:

- a) the process to track and close out any maintenance requests for repairs or other improvements,
- b) your prioritization methodology to expedite repairs bases on health and safety,
- c) which staffer (by title) is accountable for this process.

C. Health Plan for Staff and Campers

C1. Staff Pre-Camp Health Screening and Clearance.

Briefly describe your current staff health screening process.

Note: Health screening means an examination to identify observable evidence of illness, injury or communicable disease; to review and update each person's health history; and identify the current medical treatment, including medications, allergies or dietetic restrictions. CH&SC requires the Health Screening to be completed prior to the arrival of campers and kept on file by the Camp Health Supervisor.

C2. Camper Pre-Camp Health Screening and Clearance.

Describe your current camper Health Screening process.

Note: Health screening means an examination to identify observable evidence of illness, injury or communicable disease; to review and update each person's health history; and identify the current medical treatment, including medications, allergies or dietetic restrictions. CH&SC requires the Health Screening to be completed within 24 hours of arriving at camp and kept on file by the Camp Health Supervisor.

C3. Camper Pre-Camp Rx to be administered by Med Staff.

Briefly describe your process to store, dispense and log medications to be administered to campers.

C4. Camper Pre-Camp Medical Transport arrangements.

Briefly describe:

- a) your process to obtain medical transport if needed,
- b) your process to obtain a signed statement

from parents allowing emergency med transport.

C5. Medical/Health Supervisor on site and defined role.

Does your camp have:

- a) a full time qualified Health Supervisor on site,
- b) a physician available on a on-call basis,
- c) a process for the immediate removal of seriously sick or injured campers or staff.

C6. Staff trained First Aid and CPR.

Briefly describe your process to verify certain staff are trained in nationally recognized provider of FA and CPR.

Note: Advanced FA is required if emergency medical services are 20-60 minutes away.

C7. Infirmary arrangements for providing first aid, first aid log.

Briefly describe:

- a) the infirmary, types of supplies, documentation process,
- b) does your camp have a medical director that provides standing orders?
- c) briefly describe your incident/accident investigation process for staff, guests and campers.

C8. Medication Lock Box arrangement and controls.

Briefly describe:

- a) your process whereby only the Health Supervisor dispenses all medications brought to camp,
- b) where medications are stored and the storage controls,
- c) the documentation process for all medications dispensed.

D. Human Resources/Staff Hiring, Volunteers, and Training

D1. Pre-Camp: Background Checks.

- a) Briefly describe your process to complete of full background checks.

Note: this will include finger printing, and sex offender registry with clearance to hire or volunteer assignment, as long as no history of crimes against children, and verification that director is 25 years old.

- b) Is a vendor used? If yes, which vendor?

D2. Pre-Camp: Motor Vehicle Records (MVRs).

- a) Briefly describe your process for verification of valid driver license and clear MVR for any staff or volunteer who may drive

any camp vehicle or their personal vehicle for camp business.

b) Is a vendor used? If yes, which vendor?

D3. Pre Camp: Working with Children.
Briefly describe your process for training of all staff in CA statues regarding working with children, camp safety and emergency procedures, and documentation of training.

E. Emergency Response- Site Specific Plan

For Section E below, briefly describe the method or procedure your camp has in place for each item.

E1. Natural Disasters/Other Physical Risk Exposure Identification.
Briefly describe your process to assess the site specific camp perimeters and trails and methods used to avoid/mitigate exposures to campers (i.e. quarries, mine shafts, rugged terrain, flooded rivers/streams, busy roadways, etc.).

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E2. Lost Campers.
Briefly describe your search and rescue process for lost and runaway campers.

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E3. Fires (man caused, lightning, wind driven, etc).
Briefly describe your site specific fire alarm and response plan--if a campus location, site specific plan must pertain to evacuation or shelter in place for the areas the campers are using.

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E4. Transportation emergency.
Briefly describe your transportation emergency process, what vehicles are arranged, communications with authorities and parents.

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E5. Severe Illness and Injury Responses (Food poisoning, poison oak, allergic reactions, and all serious injuries).
Briefly describe your process to obtain a medical consultation and transport to medical attention, communication with parents.

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E6. Strangers in Camp.
Briefly describe your site specific security processes for:
a) perimeter security,
b) stranger notice and deterrence process,
c) lock down process,
d) coordination with law enforcement
e) campers wear uniforms? Shirts?

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f) staff wear uniforms?

E7. Aquatic Emergencies for the Site and ANY body of water campers are transported to (Pool, Stream, River, Lake, Ocean).

Provide a brief overview of your aquatic emergency response plan for:

- a) each body of water type,
- b) rescue procedures,
- c) qualifications of counselors.

E8. Other emergencies appropriate for the site.

Briefly describe any additional risks identified for which you have developed emergency response plans (provide the plans if available).

E9. Process for emergency evacuation.

Briefly describe primary response plans (by type) and any alternate plans based on location of emergency (for example: tsunami, earthquake, flooding).

E10. Vehicle traffic plan (parking, roads, dust control).

Briefly describe each control as applicable. Are vehicles assigned to parking lots? Permit process?

E11. Communication plan with local authorities (Fire Dept, Sheriff Dept, Local Health Officer).

Describe briefly communications arrangements and frequency of visits to the camp. Prior to opening? During camp?

Part 2: Camper Program Requirements

Sections F-J are ACA Program Accreditation requirements cited in the CA Health & Safety Code.

F. Program Design and Activities

F1. Curriculums (Academic programs such as Marine Biology, Astronomy, Math, etc)

If applicable, briefly describe types, attach curriculum. Note generally if there are any special safety precautions or equipment that are needed.

F2. Sports Activities

- a) Briefly list or attach a table noting what sports are offered,
- b) generally describe safety equipment required/recommended by various recognized sporting organizations (i.e. helmets, padding,

- face gear, footwear, etc),
- c) note any special qualifications of training staff,
- d) any special venues? away from campus or camp location?

F3. Music/Dancing Activities.

- a) Briefly describe what programs are offered.
- b) Briefly note any special equipment (gymnastics/props) and safety equipment required/recommended by the Rec department and/or various recognized sports organizations.
- c) Any special venues? On campus or away from camp?

F4. Arts and Crafts.

- a) Briefly describe what programs are offered,
- b) Briefly describe any special equipment or exposures--metal working, glass blowing, etc.
- c) Any travel to other locations for painting classes?
- d) Safety precautions established?
- e) Any special venues on campus or away from camp?

F5. Camper Chores Participation and Training.

Briefly describe types and frequency of chores, and how camper trained and supervised.

G. Program Aquatics

G1. Aquatics Supervisor Requirements.

- a) Verify that the camp provides a dedicated staff member to serve as the Aquatics Supervisor (for the facility, staff, programs for each aquatics area),
- b) Briefly describe verification process that aquatics supervisor is at least 18 years of age and holds a current lifeguard training certificate from the American Red Cross or the YMCA of the U.S.A. or equivalent as determined by the CA State Dept of Public Health,
- c) Briefly describe the procedure to instruct campers in the safe use of any aquatic equipment or watercraft and to demonstrate their ability to use or operate safety.

G2. Certified Lifeguards (Any body of water).
Describe your process to: establish the ratio of certified lifeguards to campers and staff

swimmers for each body of water the camp may control or use as referenced in your Aquatics Program. CH&SC requires at least one lifeguard for every 25 campers in the water. Verify there are at least two persons trained in FA and CPR, including training in bloodborne pathogens exposure control, among the staff supervising aquatics activities.

G3. Certified Watercraft Lifeguards/Lifeboat and/or Other Life Saving Devices.
Briefly describe your process to establish and enforce:

- a) develop watercraft lifeguard ratios,
- b) lifeguard certification in watercraft rescues in each body of water the campers will use (i.e. pool, lake, river, rapids, ocean),
- c) training for all staff, campers (and parents that may be present) in watercraft safety and regulations that must be followed at all times,
- d) PFDs required at all times.

G4. Emergency watercraft, inspection and supply of PFDs.
Briefly describe the Aquatics Program aspects that address:

- a) watercraft inspection for owned or rented watercraft,
- b) qualifications of the inspector,
- c) inspection documentation procedures,
- d) briefly list watercraft used,
- e) what emergency watercraft is available on shore or docked to support a water rescue.

G5. Certified Diving Instructor/Master Diving Instructor.

For SCUBA diving briefly describe:

- a) your supervision and dive certification requirements for training and supervising non-certified divers,
- b) your required Divemaster certification for activities in which all participants are dive-certified.

H. Program Adventure/Challenge

H1. Skating/Boarding.

Describe requirements for helmets, padding and apparel of appropriate size for campers for any skating or boarding activity. Describe any special equipment (hockey), and how inspected and maintained.

H2. Rock Climbing Equipment and Venue.

Briefly describe:

- a) Helmets, padding and apparel appropriate to size of camper,
- b) rock climbing location or venue,
- c) equipment inspection and maintenance process,
- d) qualification of trainers,
- e) required use of spotters and belayers.

Note: Rock climbing includes bouldering, spelunking, cave descents.

H3. Orienteering.

Briefly Describe:

- a) apparel required,
- b) equipment used,
- c) equipment inspection and maintenance processes,
- d) qualifications for guides,
- e) overnight camping away from camp? If yes, describe camp safety procedures for site, food supplies, water, sanitation.

H4. Ropes Courses.

Describe helmets and apparel appropriate to the size of the camper. Course location/venue, type of course (features), equipment/ropes/anchor points inspections and maintenance procedures.

H5. Fire Arms Program.

Briefly describe:

- a) controls/supervision,
- b) hearing Protection/eye Protection,
- c) training,
- d) storage under lock and key.

I. Program Horseback Riding

I1. Helmets and Apparel for Equestrian Program.

Briefly describe:

- a) your riding program (i.e. where ride, and what riding apparel is specified and safety equipment required/provided),
- b) supervision and qualification of trainers.

I2. Stabling/Handling Procedures.

Briefly describe:

- a) stables used,
- b) ownership of stable and horses,
- c) how horse stock is managed,
- d) duties of campers regarding stabling and supervision provided.

J. Program Trip and Travel/Overnight Trips

J1. Transportation Procedures and Permissions.

Briefly describe:

- a) activities where transportation required,
- b) type of vehicle used/available and number of passengers,
- c) mandatory seat belt use,
- d) note if permissions specifically obtained from parents for transportation in camp application.

J2. Camping Equipment and Temporary Camp Set Up/Controls.

Briefly describe programs where alternate camp sites are used away from main camp:

- a) How is gear transported,
- b) How is food and water supply provided,
- c) How is sanitation set up,
- d) How camp perimeter and security reviewed,
- e) How are communications with base camp and emergency procedures established.

J3. Supervision/Ratios.

- a) Briefly describe your process to verify trip and temporary camping ratios. Note per ACA: ratio of one leader and one counselor for every 6 campers under age 14, or one leader and appropriate ratio of counselors determined for the trip for campers age 15-18, based on the duration and activities.
- b) Briefly describe your process to verify one staff person traveling must have FA/CPR training that includes blood borne pathogens exposure control training.

J4. Aquatic Trip and Travel.

Describe supervision/lifeguarding for Watercraft activities including:

- a) instructor rating in the appropriate craft,
- b) certification as a lifeguard by the American Red Cross, YMCA of the U.S.A. or equivalent as determined by the CA State Dept. of Public Health.

Describe supervision/lifeguarding for Swimming, including:

- c) certification as a lifeguard by the American Red Cross, YMCA of the U.S.A. or equivalent as determined by the CA State Dept. of Public Health,
- d) all participants are wearing PFDs.
- e) Describe the ratio of certified lifeguards to campers and staff swimmers for each body of water the camp may control or use for watercraft activities or swimming as referenced in your Aquatics Program.

Note: The CH&SC requires at least one lifeguard for every 25 swimmers in the water.

Verify there are at least two persons trained in FA and CPR, including training in bloodborne pathogens exposure control, among the staff supervising aquatics activities.

Responses will be reviewed by the Camps Work Group and assessed follows, and noted on the heat map:

- **Meets Requirement(s): (Green)** The existing procedure, process or document meets the requirement as defined in the survey question.
- **Partially Meets Requirements: (Yellow)** If the procedure, process or document described in the question is partially in place, please describe the components that are in place and note those that are needed.
- **Needs Development: (Orange)** If the procedure, process or document does not exist, note that this program is not currently in place and needs development.
- **Not Applicable: (Gray)** If a procedure, process or document is not applicable please note N/A in the response box and a brief description as to why it does not apply to they type of camp you operate or due to the location the camp is held.

File Upload

Use the section below to upload supporting documents such as:

- Operating Procedures (questions A1-A2).
- Camp Staff Training Manual (Q A1).
- Camp Supervisor job description.
- Sample Supervisor Training Roster.
- Criteria and process for staff skill verification (worksheet/Checklist).
- Sample completed process worksheet if available, de-identified.
- Camp session description with number of campers and staff required.
- etc.

Upload your file(s)

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