

Compliance Made Easy

4-H Camp Safety Guidebook

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Introduction

Purpose of Camp Safety Project

- Prevent injuries and illnesses
- Comply with regulations/policy



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2008/09 Survey Results

- 42 counties have camps
- 32 camp sites
- >4,000 youth attend camps each year
- 2 camp facilities are operated by 4-H (or support group)
- 5 camps operate at ACA accredited facilities



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Organized Camp Regulations

- Regulations enacted in 2008
- Requirements include:
 - Preparation and submittal of documents:
 - Notice of Intent to Operate
 - Operating Procedures
 - Health Care Plan
 - Emergency Plan
 - Swimming & Boating Safety Plan
 - Vector Control Plan
 - Qualifications of camp personnel



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Development and Review of Guidebook

- Reviewed regulations and guidance from CDPH and ACA Guidelines
- Reviewed 4-H Camp Risk Assessment Workbook (May 2006)
- Met with Camping Committee
- Developed draft Camp Safety Guidebook
- Review and comment by 4-H Policy Advisory Committee
- Edits based on training and survey
- Published FAQs on website
- Training at Camp Conference (2010, '12, '14)
- Revision of Guidebook March 2016



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4-H Camp Safety Guidebook Overview

Format for Guidebook Organization

Guidebook incorporates four main sections:

1. Introduction
2. Preparing for Camp
3. Promoting Safe Daily Camp Activities
4. Ending of Camp



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REGULATIONS, POLICIES, and BEST PRACTICES

This guidebook makes references to various laws, regulations, codes, policies, guidelines, and best practices. When reviewing the guidebook and applying the information, consider the following:

- **Laws, regulations, and codes** are legally enforceable requirements and must be followed.
- **UC or 4-H policies** are additional requirements that must be followed when conducting 4-H activities.
- Failure to meet these required standards can result in fines, criminal charges or other sanctions against ANR, the county 4-H program, or individuals.
- **Guidelines or best practices** are not enforceable regulatory requirements, but are measures that UC ANR management, in consultation with program staff and volunteers, have identified recommendations for conducting 4-H activities.
 - Guidelines may be based on standards used by other similar organizations or as a result of experience in 4-H programs.
 - Failure to use guidelines or best practices in the operation of your camp may increase the likelihood of injury, illness, or liability.
- Volunteer leaders should consult with the UCCE County Director and 4-H staff for local requirements.

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4-H Camp Safety Guidebook Overview

Key Definitions and Terminology

Organized Camp: A site with a program and facilities that provides an outdoor group living experience for five or more days. Note: all overnight 4-H camps shall follow these requirements, regardless of duration.

Site Operator: An individual or organization that owns, leases, or rents an Organized Camp.

Camp Director: Person responsible for daily decision making and supervision of camp program and staff.

Adult Volunteer (“Counselor”): Person directly involved with camp program activities and supervision and is at least 21 years old and has CPR/first aid training.

Regulations: one adult volunteer for every 10 campers younger than 16.

4-H Practice: one adult volunteer for every 8 campers.

Teen Counselor: A 4-H term for high school age (14-18 years) youth members (also called junior counselors, teen staff, etc.). For compliance purposes, these youth are “campers.”



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Key Definitions and Terminology (cont.)

Health Supervisor: A person who is either a physician, registered nurse, licensed vocational nurse, EMT, or a person that has at least 15 hours of health and safety training in pediatric first aid, pediatric CPR, and prevention of childhood injuries and illness. Health Supervisor is responsible for developing Camp Health Care Plan and assessing, treating, and reporting injuries or illnesses.

Aquatics Supervisor: A person who provides supervision to the aquatic facility, staff, and program who is at least 18 years of age and who shall possess an American Red Cross Lifeguard Certificate, YMCA Swim Lifesaving Certificate or its equivalent certificate.

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Supervision Ratios

4-H Practice: 8 campers per adult volunteer chaperone

Regulations: 10 campers per adult “counselor”

To determine the recommended number of adult chaperones, divide the number of campers by 8 and round the result up to the nearest whole number. For example, 60 campers divided by 8 equals 7.5, rounded up to 8 adult chaperones.

Campers	4-H Practice	Regulations: First Aid/CPR
up to 10	2	2
up to 20	3	2
up to 30	4	3
up to 40	5	4
up to 50	7	5
up to 60	8	6
up to 70	9	7
up to 80	10	8
up to 90	12	9
up to 100	13	10

Note: When determining the number of adult volunteers needed to maintain supervision ratios, remember to consider the number of participants in separate activity groups.



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Permits

- Drinking Water System
- California Retail Food Code



Licenses and Certifications

- Lifeguard
- Water Treatment Operator (if disinfection takes place)
- Water Distribution Operator
- Health Supervisor



Annual Inspections

- Food Preparation Facility
- Stormwater for Food Facility
- Small Drinking Water System (if applicable)
- Public Swimming Pool and Spa (if applicable)
- County Camp Safety Program (in some counties)



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4-H Camp Safety Guidebook Overview

Camp Notification and Planning Documents

- Annual Notice of Intention to Operate: 30 days before camp begins. Submitted by **Site Operator**.
- Camp Operating Procedures or verification of camp accreditation by ACA. Submitted by **Site Operator**.
- Camp Health Care Plan: prepared by **Health Supervisor**.
- Camp Emergency Plan: approved by **Camp Director**.
- Camp Vector Control Plan: prepared by **Site Operator**.
- Swimming and Boating Safety Plan for Lakes, Streams, Rivers, or Oceans: prepared and submitted by **Camp Director**.

Notes: All required submittals shall be transmitted to the local health officer (i.e. County Health Department).

Some County Health Departments may require a permit or inspection prior to camp and may have local forms to fulfill the Notice of Intention to Operate requirement.



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Camp Orientation Meeting

At the beginning of camp, the Camp Director shall hold a general orientation meeting for all participants that provides information about camp activities and safety policies, including the Camp Emergency Plan and Code of Conduct.

Camp Emergency Plan Training

The Camp Director shall provide emergency planning training to staff and campers that includes describing potential emergencies, sounding the emergency alarm, identifying assembly area(s), and other pertinent information given in the Camp Emergency Plan.

Camp Activities

4-H staff and volunteers shall be familiar with safe procedures and processes associated with the activity they are supervising and be capable of identifying those risks that pose the potential for causing injury or illness exposures. Once a injury or illness exposure risk has been identified, then they must be able to delineate and establish administrative and/or engineering controls, such as written or oral instructions, training, demonstrations, modification of activities, or use of personal protective equipment to reduce or prevent the identified risks and likelihood of injuries or illnesses.

The 4-H Safety Guidebook incorporates safety training information for 19 activities that frequently occur at camp. Additional safety training information is available on the EH&S web site at: http://safety.ucanr.edu/4-H_Resources/Clover_Safe_Notes_by_Project_Area/

Ending of Camp

At the end of camp, campers shall be released to parents, guardians, or pre-approved adults.



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Responsibilities:

Camp Director

- Document criminal background checks (i.e. prepare a statement that, per 4-H policy, all adult volunteers have undergone a background check).
- Prepare and submit Lake, River, Stream, Ocean Swimming and Boating Plan.
- Manage Health Supervisor, Lifeguard, and Food Preparation Staff. Includes verification of certifications and licenses.
- Approve Camp Emergency Plan.
- Verify that all Site Operator responsibilities have been met (e.g. permits obtained and plans submitted).
- Hold camp orientation meeting.

Responsibilities:

Site Operator

- Submit Annual Notice to Operate and Camp Operating Procedures or ACA accreditation.
- Assure a Vector Control Plan is developed.
- Manage Water Treatment and Camp Maintenance Staff. May also manage Health Supervisor, Lifeguard, Food Preparation Staff. Includes verification of certifications and licenses.
- Assure all inspections are performed.
- Obtain all necessary permits (such as drinking water system and food preparation facility).

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Using Plan Templates

How to use plan templates

- Plan templates are designed to meet minimum regulatory requirements – there may be other safety issues that you should include for your camp.
- If you already have developed a written plan, review it for compliance with Organized Camp Regulations.
- If the campsite has a plan that you may adopt, review it to ensure that it works for your program, activities, and staff.



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Using Plan Templates

Camp Operating Procedures

- Written description of the following:
 1. Supervisor qualifications and training
 2. Staff skill verification criteria and process
 3. Participant eligibility requirements (if any)
 4. Staff-to-participant supervision ratios
 5. Equipment needed
 6. Safety procedures
 7. Emergency procedures specific to location
 8. Environmental hazards
 9. Access and equipment control
 10. Equipment and maintenance repair
- Or verification of ACA accreditation



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Using Plan Templates

Camp Health Care Plan

- Plan Requirements:
 1. The responsibilities and authority of the Health Supervisor and other qualified staff that provide health care or first aid.
 2. The procedures for camp health care and sanitation.
 3. A record keeping process.
 4. A plan for provision and maintenance of supplies and equipment.
 5. The relationships and agreements with local medical personnel, hospitals, and emergency care providers.
 6. A plan to prevent and control the spread of pandemic flu or other communicable diseases among campers.

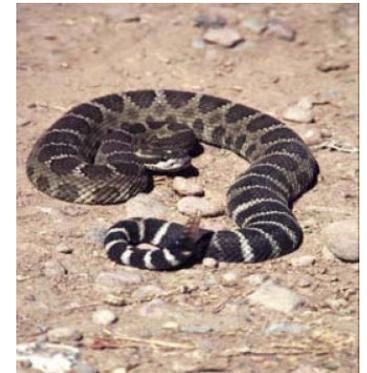


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Using Plan Templates

Camp Emergency Plan

- Types of emergency situations:
 - Natural Disasters
 - Lost Campers
 - Fires
 - Transportation emergencies
 - Severe illnesses and injuries
 - Strangers in camp
 - Aquatic emergencies
 - Other emergencies as appropriate



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Using Plan Templates

Camp Emergency Plan

- Required procedures:
 - Evacuation of camp
 - Control of vehicular traffic
 - Communication between camp site and emergency personnel
- Adult staff/volunteers must be trained on implementation of plan
- Conduct drill



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Camp Vector Control Plan

- Requirements:
 - Have a plan and equipment for coping with excessive numbers of flies, mosquitoes, and other insects and with rodents.
 - If there is special risk of transmission of disease to humans from insects, rodents, or other animals, the camp shall institute special measures to protect the campers, under the guidance of the local health officer.



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Using Plan Templates

Camp Swimming and Boating Plan

- If any lake, stream, river, or ocean is used by camp for swimming or boating:
 1. A plan shall be developed and submitted to the local health officer prior to activity.
 2. The plan shall be implemented in accordance with any special conditions specified in writing by the local health officer to protect health and safety
 3. The camp shall maintain and operate at least one dedicated lifeboat or equivalent water safety device for water rescue or emergency operations.
 4. The camp shall delineate and post water depths and locations of water hazards.
 5. When swimming, there must be at least one certified lifeguard for every 25 campers in the water, regardless of the type of water body (pools or open water).

Note: 4-H guidance recommends additional supervision of two adults for every 10 or less swimmers and one additional adult supervisor for every 5 swimmers exceeding the initial total of 10.



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Exercise (if time allows)

Divide into groups and review an Emergency Situation from Section V of the Camp Emergency Plan:

1. Natural Disasters
2. Lost Campers
3. Fires
4. Transportation emergencies
5. Severe illnesses and injuries
6. Strangers in camp
7. Aquatic emergencies

Exercise

For your section of the Camp Emergency Plan, consider:

1. What procedures do you already have?
2. How does this plan differ from your procedures?
3. Do any plan elements/procedures not work for you?
4. How would you train the staff/campers?

Report back to group

Additional discussion topic:

How would you conduct an emergency drill?

Questions?

For More Information

- UC ANR EH&S website:
<http://ucanr.edu/4hcampsafety>
- UC ANR 4-H Camps website:
<http://4h.ucanr.edu/Programs/Camps/>
- 4-H Camp Risk Assessment Workbook
(available at EH&S website shown above)
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