Oregon 4-H Resident Camps
Benchmarks and Resource Manual
June, 2018
Newest Additions and changes are in red type.

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For questions, concerns or assistance interpreting and using this document contact Virginia Bourdeau, Oregon 4-H Camp Specialist, 503-371-7920, virginia.bourdeau@oregonstate.edu.
Checklist of required procedures for All Oregon 4-H Program Camps

Oregon 4-H Camps are required to follow the procedures listed for each of the activities or services below only if they choose to offer these activities or services.

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_____ Benchmark 10- Transportation Provided by the 4-H Program, pg. 19

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Purpose:
What is 4-H resident camping? The definition of 4-H resident camping includes, but is not limited to, an educational experience of two or more nights, in which the program is operated and staffed by the 4-H camp and the supervision of the individual campers (generally age 15 or under) is the responsibility of youth counselors (generally age 16 and above) and adult staff. Campers stay overnight and the camp is responsible for campers 24 hours a day. These Benchmark procedures do not apply to lock-ins that are held in established communities with an emergency response time of 15 minutes or less, club camps of 2 or less nights with approval of county 4-H staff, older youth leadership retreats or family camps where a parent or legal guardian of each participant is present and responsible for their children during the night hours.

The Benchmarks and Appendices in this manual provide a guide to achieving best practices in Oregon 4-H Resident Camp programs. Only those Benchmarks noted as "required" are mandatory. The required procedures are mandatory only if the camp plans to offer the activity or service- it is not intended to imply that all 4-H camps are required to provide any of the activities or services listed in the manual. A Checklist of Required Procedures is provided on page 3.

It is the responsibility of the 4-H Agent to be aware of, and follow, the Oregon Health Authority, Public Health Division (OHA-HD), Administrative Rules for Organizational Camps found on the web at:
http://arcweb.sos.state.or.us/pages/rules/oars_300/oar_333/333_030.html
https://secure.sos.state.or.us/oard/displayDivisionRules.action;JSESSIONID_OARD=KNvSJZ_pnwtxitZPUQHgkkdPf8sfWrF-GGlYiB4P7LiisrBlABfb!-1740555568?selectedDivision=1245

Staff should save this link in their internet “favorites” file for easy reference. These rules cover many aspects of the camp program including first aid, food service, sleeping spaces, and program supervision requirements. Throughout this document these are referred to as “OHA-HD rules.”

If a resident camp is held at an established facility or licensed organizational camp, all rules and regulations for that facility must be followed. If the facility’s policies are more lenient than those required by the 4-H Program, 4-H procedures must be met. If there are discrepancies between the two, the 4-H Agent should consult the State 4-H Office for guidance.
Oregon 4-H Resident Camp Benchmarks

**Benchmark 1 – Notice of Intent to Administer a Resident Camp (required)**

Any 4-H entity (state, county, multi-county, multi-club, or special interest) within Oregon which intends to operate a resident program of 3 or more nights must provide written notification to the State 4-H Camp Specialist a minimum of two weeks before the start date of the program or by June 1st, whichever is earlier. This will allow the State 4-H Office to be aware of group 4-H program activities and provide appropriate assistance in the event of a catastrophic emergency or natural disaster.

This notification must be in writing; an email message is acceptable. It should include the following information:

**For all 4-H camps:**
Name(s) of Supervising Extension 4-H Staff Member(s) with office, home and cell phone numbers, and dates each supervisor will be on the camp site if multiple staff share this responsibility.
Dates of camp with beginning and ending times when staff and campers will be on-site for both “pre-camp” training and the camp program period.

**For camps not operated at the Oregon 4-H Center:**
Name, address and contact phone of the rental camp site
Name of the organization which operates the camp, and after-hours phone contact, if different from above.
Name and contact phone of organization’s on-site manager/camp host/ranger
Specific driving directions if a primitive site without a street address is used.

**Benchmark 2 – State, County, Local Laws and Codes (required)**

4-H resident camps must adhere to Oregon State, county, federal, tribal and local laws and codes. It is each individual camp’s responsibility to ensure adherence to local laws and codes within their jurisdictions. To determine your own county or local codes, it is recommended you contact your local Public Health Department.

*If you are using an established resident camp facility, please check with the facility management to determine if they are aware of and are meeting required codes and Oregon Health Authority Rules Chapter 333 Division 030 Organizational Camps. Be aware that the camp, as license holder, may require 4-H rental clients to provide some of the services covered by the. For example food service or health care. In this event the 4-H program is responsible for providing the services in accordance with the Organizational Camp Rules.*

**Benchmark 3- Educational Program**

All educational activities should include learning objectives with outcomes, utilize the experiential learning model and be developmentally appropriate. Individual activity areas may include specific safety guidelines as appropriate. See Appendix
B for an example of Goals and Objectives for Camper Development. The Oregon Program Planning Outline for Camps is available on the State 4-H web site under Printed Material, Camping.

All program activities should be reviewed to address risk management (Benchmark 12) and safety issues. This applies to all program elements including materials used, the program area, control of access to the program area (swimming pool, shooting range), and the abilities of the instructors to provide supervision. The Girl Scouts of the U.S.A. publication Safety Wise is an excellent source of activity planning information.

**Permission to Participate Statement (required)**

The 4-H Camp’s permission to participate statement will include a list of all the planned specialized activities and as many regular activities as may be offered in the camp program and must be signed by the parent/guardian. This gives the parent/guardian the opportunity to inform the 4-H program if the camper should not be allowed to participate in a given activity.

"By signing this camp application form I acknowledge that I am aware that my son/daughter may be participating in all regular camp activities offered at 4-H Camp Learn & Grow, including, but not limited to, low element ropes course, archery, air gun, horse back riding and white water rafting."

**Specialized Activities**

The criterion for what qualifies as a specialized activity is as follows:

a. The activity utilizes equipment, animals, or tools whose use by campers requires supervision by a person skilled in their use (such as power tools, model rockets, lacrosse, horseback riding).

b. The activity involves camper use of fire or heat-producing equipment or substances (such as outdoor cooking, wood burning tools or kilns).

c. The activity requires injury protection equipment such as helmets or goggles, or padding (such as wrestling, bicycling or firearms).

Any specialized activity should be supervised by an adult who has

a. Certification from an organization qualified to conduct instructor training in the discipline of the program, **OR**

b. Documentation of competency for the particular activity.

See Appendix C for sample Skills Verification Lists.

Any specialized activity should be specifically addressed in the camp’s risk management plan. See Appendix L: Risk Exposure Worksheet.
**Adventure/Challenge Activities**

Adventure/challenge activities involving stationary elements and/or where participants will be out of contact with the ground, must be under the supervision of a minimum of two staff at all times. One of these staff should be an adult who has certification or documented training or experience from a recognized organization or certifying body for the specific type of Adventure/Challenge activities offered.

4-H programs who wish to use the Oregon 4-H Center's Low Ropes Course must attend a training with Woody Davis, and keep up certification with annual required activities.

**Waterfront/Aquatic Activities (required)**


As defined by OHA-HD rules:

“**Lifeguard**” means a person holding current certification in the following three areas:

(a) Lifeguard certification. Certification in one of the following:

(A) American Red Cross Lifeguard Training;

(B) Young Men's Christian Association (YMCA) Lifeguarding;

(C) International Lifeguard Training Program (ILTP) for deep water;

(D) Starfish Aquatics Institute StarGuard; or

(E) Other lifeguard training approved by the Division.

(b) First aid certification. Certification in one of the following:

(A) American Red Cross First Aid;

(B) American Safety and Health Institute Universal Basic First Aid;

(C) Emergency Medical Planning America Medic First Aid (MFA); or

(D) Other equivalent First Aid Course approved by the Division.

(c) CPR certification. Certification in one of the following:

(A) American Red Cross CPR for the Professional Rescuer;

(B) American Heart Association Healthcare Provider CPR;

(C) American Safety and Health Institute CPR Pro for the Professional Rescuer
Lifeguard Staff
All waterfront and swimming programs must be supervised by a currently certified lifeguard. Lifeguards are needed when an activity is conducted IN OR NEAR bodies of water where a camper could be in the water (intentionally or unintentionally) and rescue would require the skills of someone trained in more than elementary, non-swimming forms of rescue. Lifeguards should be provided with the appropriate equipment for the specific activity and location (rescue tubes, rescue torpedoes, first aid kit, etc....).

If lifeguards are the staff (volunteer/paid) of the 4-H program (vs. the staff of a rental facility) the 4-H Camp Director or Supervising Extension 4-H Staff Member should ask the lifeguard to demonstrate skills in rescue and emergency procedures specific to the aquatic areas and activities to be guarded. See Appendix C: Staff Skills Verification Guidelines.

Adult Observers
Adult Observers used to increase aquatic area supervision should be oriented to their responsibilities and required to demonstrate elementary forms of non-swimming rescue. Non-swimming rescue include, but are not limited to, assist with provided equipment and throwing assists.

Aquatic Area Supervision [required ODHR-HD 33-030-0110 (2) (3)(4)]

<table>
<thead>
<tr>
<th>Activity</th>
<th>Lifeguard Ratio</th>
<th>Adult Observer Ratio</th>
<th>Require Staff on duty with 1st Aid</th>
<th>Require Staff on duty with CPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming Pool</td>
<td>1:40</td>
<td>1:10</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Waterfront-swimming</td>
<td>1:25</td>
<td>1:10</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Waterfront-Flatwater, recreational, non-motorized watercraft</td>
<td>1:25</td>
<td>1:10</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Safety Precautions
All waterfront and swimming programs should have rules for participation at waterfront/swimming sites. All participants must receive an orientation to those rules prior to engaging in aquatic programs. Where feasible, the rules should be posted at the waterfront/swimming sites. All activities must utilize the buddy system. Each aquatic activity area should have an emergency response plan which includes search procedures for missing participants.

If a watercraft program is being planned which will not take place on flatwater (i.e. lake) the State 4-H office should be contacted for further guidelines.
Aquatic Director

An Aquatic Director must supervise any waterfront activity serving a total of 10 or more persons. Waterfront activities are those activities occurring in or on bodies of water other than a pool. The Aquatic Director must be over 18 years of age and currently certified as a lifeguard with training as defined above. OHA-HD rules 333-030-0110

Non-motorized Watercraft on Flatwater

Required: All youth water-craft participants must wear a size-appropriate United States Coast Guard approved personal flotation device.

1. To supervise recreational non-motorized water-craft programs on flatwater at camp the supervisor must have:
   A. Certification or Experience:
      1. Instructor rating in the appropriate craft from a nationally recognized certifying body or
      2. Lifeguard training from a nationally recognized body or
      3. Other acceptable certification or license
         AND
   B. Documented skills and training in water rescue and emergency procedures specific to the location and the activity. A proficiency check should include a demonstration of the following skills:
      - Capsize with self-rescue
      - Rolling (if kayaks are used)
      - Ability to rescue others in the water environment used

2. To instruct a water-craft skills program the instructor must have:
   A. Certification:
      1. Instructor rating in the appropriate craft from a nationally recognized certifying body or
      2. Documentation of experience indicating knowledge and skill in teaching and supervision specific to the watercraft activities to be conducted.
         AND
   B. Lifeguard training from a nationally recognized body
      AND
   C. Documented skills and training in water rescue and emergency procedures specific to the location and the activity. A proficiency check should include a demonstration of the following skills:
      - Capsize with self-rescue
      - Maneuvering boat through obstacle course
      - Rolling (if kayaks are used)
      - Ability to rescue others in the water environment used
### Watercraft Instruction Supervision *

<table>
<thead>
<tr>
<th>Activity</th>
<th>Instructor Ratio</th>
<th>Adult Observer Ratio</th>
<th>Require Staff on duty with 1st Aid</th>
<th>Require Staff on duty with CPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rowing Level 1 &amp; 2</td>
<td>1:10 campers</td>
<td>1:10 or less</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Flatwater canoe Level 1 &amp; 2</td>
<td>1:5 campers</td>
<td>1:10 or less</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Flatwater Slalom Kayak Level 1 &amp; 2</td>
<td>1:5 campers</td>
<td>1:10 or less</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Sailing Level 1 &amp; 2</td>
<td>1:6 campers</td>
<td>1:10 or less</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*United States Coast Guard Camp Boating and Program Curriculum Guidelines, 1993. These guidelines are for instructional, not recreational, use of watercraft. Supervising Extension 4-H Staff Member may choose to consult with State 4-H Office, if needed.

### Equine Activities (required)

All equine activities must follow existing Oregon State 4-H Horse Program policies. 4-H horse member’s materials are 4-H 130 4-H Horse Project and EB 1974 4-H Horse Contest Guide.

A minimum ratio of 2 staff, one of whom is an adult, must be on duty at all times. All participants must wear appropriate headgear (ASTM approved), appropriate boots or similar protective foot-ware, and use the proper equipment required by the riding activity.

Youth participants must have turned 9 years of age or older on September 1 of the previous fall before the current camp season.

Abuse of animals will not be tolerated and visibly ill animals must be dismissed from participating in activities. There will be no riding double or bare back on horses at any time.

OSU faculty, staff and volunteers are not to engage in activities that include the diagnosis or treatment of or the direct administration of medications or non-feed items to animals without authorization from a licensed veterinarian. Commonly acceptable first aid skills/practices in emergency situations may be used.
Shooting Sports Activities (required)
All shooting sports activities at camp must follow the procedures in the Oregon State 4-H Shooting Sports County Program Management Resource booklet. The 4-H Resource booklet includes specific information on 4-H Master Shooting Sports Instructor Requirements.

The Oregon 4-H Shooting Sports Program requires the use of Nationally or State Trained 4-H Master Leader Instructors for each discipline taught at the county level to operate a live-fire range or to conduct any class in which firearms or archery equipment are handled.

Youth participants must have turned 9 years of age or older on September 1 of the previous fall before the current camp season. The 4-H Master Shooting Sports leader should use the Youth Participation Record (SS04) or a dated sign-in form for each teaching and live-fire session with youth. After camp, the Supervising Extension 4-H Staff Member must be able to verify which youth participated in shooting sports activities on specific days and times, if necessary.

Benchmark 4 – Extension Administration

Records Retention (required)
Follow all currently applicable OSU Extension guidelines for storage of registration forms, copies of staff certifications, participant consent forms, medical records, medical logs and incident/accident reports.

4-H program camps using a site licensed by the Public Health Division as an Organizational Camp under contract will be required by the licensed site to retain a record of all campers and staff attending camp for a period of three years. The record must include their name, address, phone number and dates of attendance. OHA-HD 333-030-0103

Extension Administrator Responsibilities
The Supervising Extension 4-H Staff Member is the OSU Extension 4-H employee who has ultimate responsibility for the camping program in the county. Camps that serve one or more counties may choose to designate one person to serve as the Supervising Extension 4-H Staff Member to the camp.

It is the responsibility of the Supervising Extension 4-H Staff Member to ensure that all persons who are considered “camp staff” have (1) been cleared through the OSU Criminal History Check using the Criminal History Check Disclosure Notice and Release Authorization form, (2) that they have appropriate training and (3) that all required Oregon 4-H Camp Benchmarks listed here in are meet.

All youth and adult volunteer camp staff who have overnight responsibilities for youth enrolled in 4-H camp must have a completed background check prior to
the start date of the camp, or they may not serve as staff. For youth who are selected as camp staff a parent signature is required on the Criminal History form. Paid staff must complete a background check as part of the hiring process.

**Participant Registration (required)**

Each individual at camp must complete a registration form which includes permission to participate in activities, parental contact information, emergency contact information for at least one person in addition to the parent, and awareness/release of liability for risks involved. If the camp is using the Oregon 4-H Center the release of liability statement should list the Oregon 4-H Center and Oregon 4-H Foundation.

The form must include a statement requesting information relating to food allergies and/or medically required dietary needs. It should also include a disclaimer as to the amount of advance notice needed to address accommodations (i.e., Some needs may not be able to be met without 30 days advance notice in writing.)

**Enrollment of Adult and Youth Resident Staff (required)**

Resident staff are those staff who are at the camp for 20 or more consecutive hours. All resident adult (18 years+) camp personnel must be enrolled 4-H leaders who have been screened through the OSU Volunteer Enrollment program. Although this may be the only volunteer service provided to the 4-H program, it is critical that all resident adult staff complete the enrollment and background check process before serving at camp.

All resident youth staff must be enrolled 4-H members and must also have completed the Criminal History Check prior to the first day of camp, or they may not serve as staff. For youth who are selected as camp staff a parent signature is required on the Criminal History form.

**Benchmark 5 – Personnel**

There are many areas of staffing important to providing a quality camp program. Selection and **TRAINING** of staff are critical in reducing the camp’s liability exposure for acts of the staff who are on the front line. Agents and directors cannot be everywhere at once. By selecting mature staff, providing guidance and supervision to youth counselors, and training, as recommended below, programs can limit negative issues arising from staff conduct. See Appendix D for sample Staff Hiring Procedures, Appendix E for sample Pre-camp Training Topics, and Appendix F for a sample Activity Leader Evaluation form.

All adults in supervisory roles should be trained to:

- carry out their assigned responsibilities,
- identify and reinforce acceptable performance
• identify and address inappropriate behaviors of adult staff and youth counselors they supervise.

**Supervision Policy for Youth Cabin Counselors (Required)**

4-H Camping Programs will assign one adult staff person as the coach/supervisor to each high school age youth cabin counselor team. The expectations are that this adult staff person will

• Consult with their assigned high school age youth cabin counselors daily enough times to know how the cabin group is operating and provide coaching, as needed, to address any issues that may arise.

• Inform the supervising county faculty member(s) of any issues that arise and proposed solutions to address them.

• Be immediately accessible to the high school age youth cabin counselors 24 hours a day. During showers, swimming or breaks an alternate contact must be provided to the high school age youth cabin counselors.

The supervising county faculty member(s) are expected to consult with and/or inform the State 4-H Camping Specialist of any extreme behavior incidents that involve disciplinary action, including expulsion from camp, and any extreme medical situations requiring treatment off-site.

**Camp Director**

- Minimum of 21 years old
- Willingness to sign behavior guidelines of Oregon 4-H Program
- 3 years experience as resident camp program or administrative staff, or a degree in outdoor recreation or related field.
- Approval of county 4-H agent
- 8 hours of training each year. See Camp Staff Training Topics, following.

**Resident Adult Paid and Volunteer Staff**

- Minimum of 18 years old
- Willingness to sign behavior guidelines of Oregon 4-H Program
- Approval of county 4-H staff
- Receive at least 8 hours of training each year. See Camp Staff Training Topics, following.

**Non-resident Adult Paid and Volunteer Staff (required)**

Episodic volunteers or other adults at camp who have not undergone 4-H volunteer screening, and are not University staff members, should not have any *unsupervised* access to campers. This staff category may include local program presenters, emergency fill-ins, etc. Youth counselor staff are acceptable to provide double coverage. Additionally, at the discretion of the camp director, the training requirement for these personnel may be waived.
**Youth Counselors (Any youth who has control over campers when not directly supervised by an adult staff member.) (Required)**
- Age 16 and above and MUST ALSO BE
- Three (3) years older than the campers they are to supervise.
- Willingness to sign behavior guidelines of Oregon 4-H Program
- Approval of county staff
- Receive at least 32 hours of training each year.

**Counselors – In – Training / Junior Leaders**
- Age 15 or under
- Willingness to sign behavior guidelines of Oregon 4-H Program
- Approval of county staff
- Must receive training as deemed necessary by 4-H Agent and camp director

At least 16 hours of training should be held face to face as a camp staff group. It is highly recommended that this training be held on-site at the camping facility. The additional hours of training may be met through general 4-H program trainings upon approval of County 4-H Staff. Returning camp counselor should also complete the 16 hours of face-to-face training.

**Camp Staff Training Topics (required)**
4-H Camping Programs are required to train all youth and adult staff in child abuse reporting procedures for mandatory reporters. Every camp should download and review the Department of Human Services booklet *What You Can do Child Abuse* at https://apps.state.or.us/Forms/Served/de9061.pdf

See Appendix E for optional additional Pre-camp Training Topics.

**Personnel Policies**
Each camp should develop personnel policies which include:
- *Performance Expectations*
  - Including work rules, dress codes, body piercings, tattoos, personal conduct, and sexual harassment policy.
- *Position Descriptions*
- *Age Requirement for assignment to a cabin or group: Those who are under the age of 18 and will supervise youth participants must be at least three (3) years older than the youth they are supervising.*
- *Performance Review and Evaluation*
- *Employment at will of Camp Administrator or Director*
- *Smoking*
  - No one under the age of 18 is permitted to smoke at camp. Adults are discouraged from smoking. If they choose to smoke, adults may smoke only when not in the presence of youth members in areas designated by the camp director.
**Time Off Duty**

All camp personnel, adult or youth, paid or volunteer, are entitled to time off as scheduled by the camp director each day. It is recommended that each staff member receive two hours of time free from assigned camp responsibilities daily. The Personnel Policies should also address leaves of absence, including late arrival or early departure from camp.

**Benchmark 6 - Supervision Guidelines and Ratios (required)**

The required minimum ratios of staff that are on duty with campers in units or living groups and in general camp activities are:

<table>
<thead>
<tr>
<th>Camper Age</th>
<th>Number of Staff</th>
<th>Number of Campers</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-8 years/Grades 1-3</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>9-15 years/Grades 4-10</td>
<td>1</td>
<td>8</td>
</tr>
</tbody>
</table>

Camp leadership should use the Camp Supervision Ratio Explanation and Worksheet (Appendix A) to assure that their program is in compliance with this policy.

When a “Buddy System” is used youth should be in groups of no less than three campers, especially when they will be out of the direct line of sight of a 4-H staff member. Staff must supervise use of shower and toilet facilities, assuring that no two campers are alone and that no staff member is alone with a single camper. Staff may stand outside restroom doors where they can hear and monitor the activity inside. Where practical, double coverage by staff at these times is the best practice.

**Benchmark 7 - Camp Administration**

It is the responsibility of the 4-H Agent to be aware of, and follow, the Oregon Health Authority, Public Health Division (OHA-HD), Administrative Rules for Organizational Camps found on the web at:

[http://arcweb.sos.state.or.us/pages/rules/oars_300/oar_333/333_030.html](http://arcweb.sos.state.or.us/pages/rules/oars_300/oar_333/333_030.html)

Prior to renting a site for a 4-H camp program it is the Agent’s responsibility to ensure that the Organizational Camp is in compliance with the Administrative Rules. Agents should print a copy of the rules and use them to evaluate the camp’s physical property, infrastructure and practices.

For example: Sleeping Spaces (333-030-0050), do the beds and bunks in the sleeping units provide—

For fire safety, at least 30 inches of walking space between beds or sleeping bags placed on the floor.
At least 30 inches separation between the heads of sleepers must be provided for communicable disease prevention. In lieu of such separation, partitions or physical barriers are acceptable.

At least 30 inches vertical separation between tiers of beds or between the top tier and the ceiling.

Upper bunk beds must have a guardrail on each side of the bed, except a guardrail need not be provided on the side of a bed securely attached to a wall. The guardrails must create no spaces wider than 3.5 inches (89 mm) to prevent an entrapment or choking hazard, and must extend at least 5 inches above the top of the mattress.

The responsibilities of the on-site camp director may include:
- Record maintenance
- Supervision of staff, paid and volunteer
- Supervision of the program
- Enforcement of policies, procedures and all plans of action on-site
- On-site problem solving

The County Extension Agent may determine additional duties, or may choose to retain some of the duties list above as their own responsibility.

**Visitor, Camper & Staff Tracing Log (required)**
4-H program camps using a site licensed by the Oregon Health Authority as an Organizational Camp under contract will be required by the licensed site to have a system to track visitors in and out of the camp property during a camp session to prevent unauthorized persons from visiting camp, and have a log of campers and staff that leave or arrive at camp during the camp session. The record must include the identity of the person taking responsibility for any camper or staff person under 18 years of age. 333-030-0103

**Absentee Camper Policy (required)**
4-H program camps using a site licensed by the Oregon Health Authority as an Organizational Camp under contract will be required to develop and follow a procedure to check or confirm the status of any unexplained absentee campers after camper check-in. This may only require calling the parent to determine why a camper isn’t attending. 333-030-0103

**Mandatory Reporter Policy (required)**
The camp administration and county agents are to follow all established University policies for training staff and volunteers as mandatory reporters. 333-030-0130
**Benchmark 8 – Health and Wellness Procedures**

**Health Services (required) 33-030-0130**

4-H program camps must have a plan to provide health and first aid services. For assistance see Appendix G: First Aid Supplies, Appendix H: Camp Treatment Procedures, Appendix I: Universal Precautions and Appendix J: Camp Medical record.

4-H camps program must ensure that at least one person who has a current first-aid card with cardiopulmonary resuscitation (CPR) certification from a nationally recognized organization is present at the camp at all times and that first-aid supplies are provided.

**If the emergency medical services response time is more than 30 minutes** an adult health services staff person with current wilderness first aid certification or equivalent training must be present at any camp or camp activity.

**Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

4-H camps do not “bill or receive payment for health care in the normal course of business.” Therefore it may be that a camp's participant's health care information is not covered by HIPAA privacy regulations. However, in the best interest of all participants, health and treatment information recorded on the Medical Forms and in the Log Book should be treated as confidential. Only authorized personnel, as specified in the camp’s Treatment Procedures Plan, should have access to this information. Information on HIPPA may be found on the Department of Health and Human Services, Office of Civil Rights website, http://www.hhs.gov/ocr/hipaa.

**Automatic External Defibrillator (AED) (required)**

Rental sites licensed by the Oregon Health Authority as Organizational Camps who serve 100 or more campers and staff on-site at any one time are required to have at least one AED with pediatric capability, located in a central location at camp. 4-H programs should familiarize themselves with the location of the AED and the rental site’s staff persons trained in using it. 333-030-0105

If your rental site does not provide an AED arrangements should be made with a health care provider in the community to provide one for the duration of the camp program.

**Medical Forms (required)**

An Official 4-H Health and Code of Conduct form, using the exact text approved by the University, must be on file for EVERY individual at camp (camper, staff, volunteer, counselors, etc.). The permission to treat must be signed by the participant (if over 18) or the parent or guardian.
The Health Care Supervisor should review each health form at the beginning of camp to determine the health needs of the participants. The camp director should be notified of any special health needs or dietary needs affecting health (not preference), and will then notify counselors and staff as needed. All staff should treat medical information as confidential.

See Benchmark 4 for Records Retention requirements for these documents.

**Medications (required)**
Advise parents/guardians that all prescription medications needed by their camper must be brought in their original labeled and dated container from a pharmacy.

Over-the-counter (OTC) medications brought by the youth participants should be given only with written, signed permission from the parent/guardian naming each OTC and providing specific administration instructions. This includes vitamins and supplements.

All medications must be stored in a locked unit or area except when in the controlled possession of the person responsible for administering them. The only exception to this is that emergency allergy medications, rescue inhalers or other medications or devices used in the event of life-threatening situations may be carried by the camper or staff member.

**Health and Treatment Records (required)**

The camp health staff must have access to the parent contact information and the 4-H Health Form of each camper and staff member.

4-H program camps must maintain a log in a bound book with pre-printed page numbers to record all visits to the health center and all treatments performed. See Appendix J for a sample log.

When a medication is administered or treatment provided to a camper or staff member, health services staff must record the following information:

(A) Name of the person receiving the medication or treatment;
(B) Ailment or condition;
(C) Name of the medication or description of treatment;
(D) Quantity given; and
(E) Date, time and staff who administered the medication or provided the care.

See Benchmark 4 for Records Retention requirements for these documents.
Accident Insurance (required)
All camps must purchase an OSU Extension approved camper insurance policy on all camp participants at least one week prior to the program. Contact your County Extension Office for forms.

Reporting Accidents or Fatality to OHA and OSU (required)
The camp operator must report to the Division and local public health authority any illness outbreaks, fatalities or accidents that require treatment from emergency medical services that occur at the camp on a form approved by the Division. If possible, these incidents should be reported within 24 hours of occurring.

Oregon 4-H Program Camps must report accidents resulting in the need for off-site medical care to the University at http://hr.oregonstate.edu/benefits/workers-compensation-resources/incident-reporting.

Benchmark 9 – Food Service (required)
All food service must comply with federal, tribal, state and local health rules and regulations and should follow current USDA nutritional guidelines.

If the food preparation and serving is done by the 4-H camp the food service staff must have training in food preparation. 4-H camps must:
(A) Provide a food manager, currently certified by one of the Public Health Division-approved food manager certifying agencies or organizations, who supervises the food preparation activities; or
(B) Assure that all food preparation staff have a current Oregon food handler certification.

See the OHA-HD rules 333-030-0095 (4) OUTDOOR COOKING and (5) CABIN COOKING if your camp engages in these activities.

Benchmark 10 – Transportation Provided by the 4-H Program (required)
If the 4-H program camp provides transportation follow all applicable State 4-H policies and procedures for training and approving drivers.

OHA-HD 333-030-0115 states that campers must only be transported in areas of vehicles designed for passengers. This means passengers may not ride in truck beds or other areas of a vehicle not intended for passengers. This includes transportation of persons between locations on the camp site.

Benchmark 11 – Evaluation
Each camp should design and use an evaluation plan to determine if there are any health/safety concerns and to determine if learning objectives have been met and desired outcomes have been achieved for both campers and youth counselors. See Appendix K for a sample Evaluation Plan Process.
All camps are encouraged to use the State-wide 4-H Camp evaluation supported by Mary Arnold on the State 4-H website.

**Benchmark 12 – Risk Management Plan – (Required)**

Risk Management is the process of identifying risks associated with resident camping and determining the camp’s planned response to each risk. OHA-HD section 333-030-0100 lists specific Emergency Procedures requirements. The camp program may choose to accept, transfer, avoid or reduce the risk in any area of camp. See Appendix L for a sample Risk Exposure Worksheet.

There are two versions of the Oregon 4-H Risk Management Workbook on the state 4-H web site (Forms & Info. >For Staff>Camping Information). One version is for camps using the Oregon 4-H Center (Salem) and one is for other rental sites. There are individual worksheets for many of the risks and procedures camp administrators need to consider. Each 4-H program will use only the worksheets that apply to their situation. They are pre-populated with state-wide and 4-H Center specific information.

Risk exposures must be considered for:
- Contract liabilities (including Employee Agreements)
- Tort or third party liabilities
- Property, buildings and equipment
- Participants, staff and volunteers
- Operational financial liabilities

Once the risks have been reviewed a response can be chosen and a risk management plan can be developed. The plan will list the identified risks and the 4-H program’s strategies for responding to them. In addition to providing procedures for addressing immediate incidents, the plan should include procedures for taking care of the members of camp community not directly involved in the incident.

Risk plans must include:

*Emergency Response Procedures:*
- Natural Disasters or other emergencies
- Missing Camper or Runaway Camper
- Lost swimmer
- Fire
- Transportation emergencies
- Sever illnesses, injuries or communicable diseases
- Stranger in camp
- Active shooter or violent intruder in camp
- Transition of supervision and release of campers to a designated responsible party
- Evacuation plans
- Procedures for communication with emergency medical services and the nearest fire station
- Procedures for control of vehicular traffic through camp
- The location of the Automatic External Defibrillator
- Procedures and plans to “shelter in place.” Plan to provide food, water and sanitation for 3 or more days MORE than the scheduled camp session.

**Crisis Plan** (how do we react after the emergency is over):

- Media response- consult the State 4-H Office and the pre-populated sections of the Oregon 4-H Risk Management Workbook on the state 4-H web site (Forms & Info. >For Staff>Camping Information)
- Notification of stakeholders (including ability for immediate contact of 4-H staff)
- Protocol for specific emergencies (i.e., death, serious injury, major incidents)
- Witness statements, etc.
- Phone Log

**Communication Plan**

Each camp should have instantaneous communication 24 hours a day with Emergency Management System (EMS). If remote locations are used the agent should consult the State 4-H office and have a specific written plan to reach EMS if need.

If the 4-H camp program uses an established facility, check with the facility owner/management to become familiar with the facility’s risk management plan and emergency procedures.
Camp Resource Bibliography

Required for use by 4-H Agents in Oregon 4-H Camp Programs:

Secret Encounters- Addressing Sexual Behaviors in Group Settings, Michael Shelton, American Camping Association, 2004

Oregon Health Division Department of Human Resources Administrative Rules for Organizational Camps Chapter 333.
http://arcweb.sos.state.or.us/rules/OARs_300/OAR_333/333_030.html.

Recommended Text Resources:
Accreditation Standards for Camp Programs and Services. American Camping Association, 1998. NOTE: Revised publication to be released in 2006

Basic Camp Management- An Introduction to Camp Administration, Armand and Beverly Ball, American Camping Association, 1995

Camp Boating Program and Curriculum Guidelines. United States Coast Guard, American Camping Association, 1993

Camp is business- Pathways to a Successful Future. Charles R. Rotman, Babson Press, Wellesley, MA., 1998

Community Programs to Promote Youth Development, National Research Council, Institute of Medicine, National Academy Press, Washington, D.C., 2002

It's My Job. Job Descriptions for over 30 camp jobs. Edie Klein, American Camping Association, 1992


Safety-Wise- Girl Scout Program Standards & Activity Checkpoints, Girl Scouts of the U.S.A., 1993

**Recommended Video Resources - also available on loan from the 4-H Center:**

Bob Ditter Training Videos:

- Maintaining an Envelope of Safety - Guidelines for camper-counselor contact. 15 minute video and discussion questions.
- Kids are Talking. Staff Exercises for Part 1: Saying Hello; Part 2: Working with Campers; Part 3: Listening Skills. Total tape time 40 minutes. With activities 2-2.5 hours.
- To Tell the Truth - Interviewing Staff, What a good interview accomplishes, Screening, Sample Questions. Total tape time 1 hour 34 minutes. This tape is intended for Agents, Camp Directors and camp leaders who help select camp staff.

Camp White Cloud Goes to Court: Training Issues for Staff in Risk Management. 3 hour video and training session.

Don’t Laugh at Me. Video Running Time 9:53. Includes CD of Camp Songs by Peter, Paul and Mary. This program was developed by Peter Yarrow to reinforce the culture of camps as places of caring, compassion and cooperation. Includes a 47 page training guide.

Who Will Care When I’m Not There? Training staff in supervision and risk management. 10 minute video and discussion questions.
Appendices Contents List

Appendix A- Camp Supervision Ratio Explanation & Worksheet
Appendix B- SAMPLE: Goals and Objectives for Camper Development
Appendix C- Activity Staff Skills Verification Guidelines, SAMPLE: Archery Skills Verification Checklist
Appendix D- SAMPLE: Staff Hiring Policies/ Procedures
Appendix E- SAMPLE: Pre-Camp Training Topics
Appendix F- SAMPLE: Observation of Activity Leader Check-list
Appendix G- SAMPLE: First Aid Supplies
Appendix I- Information on Universal Precautions- OSHA Bloodborne Pathogens Standard
Appendix J- SAMPLE: Camp Medication Record
Appendix K- SAMPLE: Evaluation Process
Appendix L - Risk Exposure Worksheet
Appendix A: Camp Supervision Ratio Explanation & Worksheet

Youth Camper Supervision

1. 4-H Camps will recruit, train and bring to camp enough staff, ages 16 to adult to provide a minimum of 1 staff person for each 8 campers at camp.

2. Of the staff used to provide the 1:8 youth camper supervision ratio, 80% must be 18 years of age or older.
   a. Example Camp 1
      62 campers are expected to attend camp
      8 staff are needed to meet the 1:8 staff: camper ratio
      7 of the 8 staff must be 18 years of age or older
   b. Example Camp 2
      156 campers are expected to attend camp
      20 staff are needed to meet the 1:8 staff: camper ratio
      16 of the 20 staff must be 18 years of age or older

Teen Participant Supervision

3. For the purposes of supervision of youth campers, 4-H participants, ages 14-15 years of age, are not considered staff.

4. Camps may include 4-H participants ages 14-15 in junior leadership capacities.

5. Camps may recruit, train and bring to camp more youth ages 16-17 than are needed for the 1:8 staff: camper supervision ratio.

6. To supervise each teen participant, ages 14-17, camps will recruit, train and bring to camp one staff person 18 years of age or older for each 10 teen participants. 4-H camps often bring a large number of teen participants to camp in learning and leadership roles. This policy is intended to provide adequate supervision of the teens without penalizing 4-H camps for the large number of teens enrolled in their leadership programs.
   a. Example Camp 1
      2 junior leaders are 14-15 years of age
      6 staff are 16-17 years of age
      8 total teen participants need supervision
      1 staff person 18 years of age or older is needed in addition to the 7 staff needed in Example 2a above
      8 total staff members must be 18 years of age or older
   b. Example Camp 2
      6 junior leaders are 14-15 years of age
      14 staff are 16-17 years of age
      20 total teen participants need supervision
      2 staff persons 18 years of age or older is needed in addition to the 16 staff needed in Example 2b above
      18 total staff members must be 18 years of age or older

Please use the worksheet on the following page to assure compliance.
### Oregon 4-H Youth Development Camp Supervision Worksheet

#### Camper Supervision

<table>
<thead>
<tr>
<th>Enter the number of campers to be enrolled in camp</th>
<th>(1)</th>
</tr>
</thead>
</table>
| Divide the number of campers in box (1) by 8, round up to the nearest whole number:  
*This is the minimum number of staff needed for camper supervision* | (2) |
| Multiply box (2) by .80, round up to the nearest whole number:  
*This is the minimum number of staff age 18+ needed for camper supervision. 80% of the staff required in box(2) must be 18+ years of age.* | (3) |

#### Teen Participant Supervision

| Enter the number of participants ages 14-15 | (4) |
| Enter the number of participant ages 16-17 | (5) |
| Add box (4) and box (5) = | (6) |
| Divide box (6) by 10  
*This is the minimum number of staff age 18+ needed for teen supervision* | (7) |

#### Total number of staff ages 18+ needed for camper & teen supervision

| Add box (3) and box (7) | (8) |

#### Overall Staff: Camper Supervision Ratio

| Enter actual number of staff ages 16-17 planned at camp | (9) |
| Enter actually number of staff ages 18+ planned at camp | (10) |
| Add box (9) and box (10) = | (11) |
| Enter number of campers enrolled in camp | (12) |
| Divide box (12) by box (11), round up to the nearest whole number:  
*This is the number of campers for each staff person. This number should be 8 or less. A minimum 1 staff person for each 8 campers is required.* | (13) |
Appendix B

SAMPLE: Goals and Objectives for Camper Development
Staff Manual Information

Camp ___ is one of the many programs of the Oregon 4-H Program. Each program unit has goals specific to the program emphasis/specialty. The following are a list of goals and objectives for Camp ___.

1. Provide opportunities that stimulates the development of each camper’s self-confidence.
   a. Each camper will select their own activity during “me” time.
   b. Each camper will participate in at least one activity to promote self-esteem, which could include challenge course, values clarifications, cookouts or magic circles.
   c. Campers will participate in getting-to-know-you games during the first 24 hours of camp.
   d. Staff will provide the campers with positive comments and encouragement throughout their stay.

2. Help each camper appreciate the natural surroundings and take an active role in the conservation of our environment.
   a. Each camper will participate in at least one nature session while at camp.
   b. Each camper will attend at least one campfire, while at camp.
   c. Each camper will have the opportunity to participate in some nature activity, in addition to the nature session, which could include one of the following: hiking, environmental activities, or an appropriate activity.
   d. At the beginning of each session, the campers will discuss as a cabin group the importance of taking care of their camp and the type of action they need to take such as picking up litter, staying on trails, not picking flowers, respecting property (no graffiti), and conserving water.
   e. Campers and staff will participate in recycling of materials such as aluminum cans, cardboard, and paper.
   f. Each cabin will be encouraged to perform a service project at camp to help the environment such as picking up litter, recycling, erosion control, exotic species removal, and trail development.
3. **Provide situations for each camper to set goals and challenge themselves while discovering their own skills and abilities.**

   a. Each camper will participate in at least two activities during the week that will personally challenge him/herself such as the challenge course, hiking, outdoor living skills, arts and crafts, backpacking or rock climbing.

   b. Campers will have the opportunity to work in small groups during cookouts while they plan, prepare and clean up after the meal as a group, each camper taking on different roles.

   c. Campers will learn at least one new skill while at camp.

4. **Allow each camper to experience group living.**

   a. Each camper will participate each day in at least one cabin kaper, all-camp kaper, job after meals, or cookout kaper.

   b. Each camper will live in a group with other campers either in cabins or tents. Within these groups, campers will be part of a community making decisions and keeping the area clean.

   c. Each camper will participate in a democratic decision-making process in each cabin each session.

   d. Each session of camp will have at least one all-camp activity that two representatives of each cabin will assist in planning.

   e. Campers will participate in meals served family style.
Appendix C

SKILLS VERIFICATION GUIDELINES

General Guidelines

Staff member demonstrates:

• level of proficiency in activity
• ability to assemble equipment correctly
• ability to use equipment correctly
• ability to maintain equipment in good working condition
• ability to store equipment correctly
• ability to handle hazardous equipment in appropriate manner
• ability to set up and maintain course or program area
• ability to give clear and accurate directions
• ability to problem solve and find appropriate solutions
• ability to understand and implement operating procedures
• ability to monitor safety of participants
• ability to respond appropriately in emergency situations
• ability to deliver clear orientation to participants
• ability to plan and deliver instructional program
• ability to demonstrate appropriate techniques in a clear and logical manner

(See sample Archery checklist following)
<table>
<thead>
<tr>
<th><strong>ARCHERY SKILLS VERIFICATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date____________</td>
</tr>
<tr>
<td>✓ if OK</td>
</tr>
<tr>
<td>can demonstrate adequate level of skill proficiency</td>
</tr>
<tr>
<td>can string bows of differing types</td>
</tr>
<tr>
<td>can determine proper arrow size and bow size/strength for varying skill levels</td>
</tr>
<tr>
<td>can check bows and strings for safety</td>
</tr>
<tr>
<td>can check arrows for safety</td>
</tr>
<tr>
<td>can store archery equipment appropriately</td>
</tr>
<tr>
<td>can perform minor equipment repair</td>
</tr>
<tr>
<td>can set up and maintain archery course</td>
</tr>
<tr>
<td>can describe and follow appropriate range commands</td>
</tr>
<tr>
<td>can describe proper safety procedures</td>
</tr>
<tr>
<td>can describe proper emergency response to varying situations</td>
</tr>
<tr>
<td>can give clear orientation to participants</td>
</tr>
<tr>
<td>can describe adaptive measures for varying skill levels</td>
</tr>
<tr>
<td>can appropriately demonstrate correct stance</td>
</tr>
<tr>
<td>can appropriately demonstrate and correct arrow position</td>
</tr>
<tr>
<td>can appropriately demonstrate correct pull</td>
</tr>
<tr>
<td>can demonstrate and describe correct use of arm guard</td>
</tr>
<tr>
<td>can demonstrate and describe correct use of finger tabs</td>
</tr>
<tr>
<td>can demonstrate ability to correct technique problems</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>
Appendix D
SAMPLE: Staff Hiring Policies/Procedures – Camp _________

Application
Application packets, including the appropriate application forms and job descriptions, shall be available for job inquiries and job fairs.

All staff – long and short-term, seasonal and year-round, part and full-time – must complete the appropriate Camp _________ staff application form:
- New seasonal summer staff: Camp Staff Application Form
- Returning seasonal summer staff: Camp _________ Re-application Form
- Year-round administrative and environmental education staff: Camp _________

Application Form #1
- Program and service specialists – part-time (lifeguards, kitchen workers, etc.): Camp _________ Application Form #2

Screening
Following are steps in the screening process for staff applicants of Camp _________ that are to be completed, depending on position:
1. Verification of previous employment
   - At least two check of previous work (or volunteer) history completed for all staff. For administrative staff, verification of previous employment directly related to position required.
2. Reference checks
   - At least two acceptable personal references received for all staff. Reference forms are to be sent from the Camp _________ office and returned directly to the office.
   - At least two acceptable job-related references received for all seasonal and full-time administrative and program positions. Applicants to complete form authorizing camp to seek reference. Forms sent from Camp _________ office and returned directly to that office.
3. Verification of degree/license/certification
   - Random spot check of educational information supplied by administrative, program director, and environmental education applicants.
   - Copies of license/certification required for health care personnel, shooting sports personnel, tripping personnel, and waterfront personnel.
4. Criminal history checks
   - Satisfactory history checks required for all new year-round staff, and seasonal staff with supervisory contact with children or youth groups.
   - Voluntary Disclosure Form required for all other staff.
5. Personal interview
   - Personal interviews are to be conducted with staff as follows:
     - Perspective Seasonal Summer Staff and returning Seasonal Summer Staff – Camp Director or Assistant Camp Director will interview all seasonal camp staff – preferably in person but at least by phone for all positions.
Appendix E

SAMPLE: Pre-Camp Training Topics

Site and Food Service
- Proper handling and use of power tools
- Proper handling of flammable or poisonous materials, e.g., kerosene, cleaning agents
- Required general maintenance routines, e.g., cleaning, reporting maintenance problems
- Food preparation, storage, and handling procedures (as applicable: includes cookouts)

Transportation
- Bus safety procedures and group management
- Orientation of safety regulations and procedures in vehicles provided for passengers
- Procedures in case of accident during transportation
- Safety procedures for orderly arrival and departure and for loading and unloading of vehicles
- Training for vehicle drivers
- Transportation of persons in non-passenger vehicles or backs of trucks strictly prohibited
- Transportation policies that specify supervision ratios of staff to campers, availability and location of health information, and permission-to-treat forms

Health and Wellness
- Procedures for informing staff of special needs of campers
- Responsibilities of staff for camper health care
- Providing health care and emergency treatment when out of camp
- How prescription and nonprescription drugs are stored at camp
- Records kept in health log and incident reports filed
- Confidentiality of health information

Operational Management
- Procedures camper release from camp
- Emergency communications plan
- General camp safety regulations and rules
- Procedures for camper supervision in public areas
- Completing incident and accident reports
- Missing persons procedures
- Policy and procedures covering: personal property
- Smoking policy
- Procedures for dealing with possible intruders

Human Resources
- Behavior management
- Camper/staff ratios
- Personnel policies

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- Sensitive issue policy
- Staff/camper interaction
- Staff training in diversity
- Supervision of campers
- Supervision of staff
- Supervisor training
- Training for their particular job

**Program Design and Activities**
- Details for designated person left in camp
- Emergency information
- Environmental practices and activities
- Equipment availability
- Operating procedures for each specialized activity
- Skill verification and activity supervision
- Procedures for controlled access of activity areas
- Procedures for overnights and trips
- Participant competency demonstration
- Program goals and outcomes
- Safety orientation for participants
- Use of program equipment

In addition, staff leading special activities such as archery, boating, etc., will provide training/orientation to general staff and campers before use.

Appendix F
Observation of Activity Leader

Name/Title of Staff

Observed

Activity ___________________________________ Date ___________ Time(From/To) __________________

Name/Title of Supervisor

Rate the staff member according to the following criteria. Circle the "0" if the question addresses something that is not observed in the time of the observation or is not applicable to the specific activity/area observed. Circle "1" for a poor rating, "2" for an adequate performance, and "3" for excellent performance by the staff member. Make comments including encouragement, praise, suggestions for improvement, expectations, necessary corrections, etc.

1. Did the staff member orient the participants to the activity with clear instructions on procedures, equipment, safety, and behavioral expectations?
   0 1 2 3
   Comments:

2. Did the staff member enforce general camp safety regulations, as well as those of the specific activity/area?
   0 1 2 3
   Comments:

3. Were adequate instructions given in a clear and understandable manner--appropriate to the age and skill level of the participants.
   0 1 2 3
   Comments:

4. Did the staff member monitor participants closely as they developed competency? Did the staff member continue to provide adequate supervision as the participants progressed in the activity?
   0 1 2 3
   Comments:

5. Were any/all potential hazards identified and managed effectively by the staff member?
   0 1 2 3
   Comments:

6. Were emergency procedures applied appropriately?
   0 1 2 3
   Comments:

7. Does the staff member interact with the participants in an appropriate and respectful manner, focusing on the needs and interests of the participants?
   0 1 2 3
   Comments:

8. Does the staff member use positive behavior management techniques according to the camp's written procedures?
   0 1 2 3
   Comments:

9. Does the staff member's performance meet the expectations addressed in the job description and personnel policies?
   0 1 2 3
   Comments:

10. At what level would you rate the staff person on the following attributes?
    maturity 0 1 2 3
    proficiency in activity 0 1 2 3
    enthusiasm 0 1 2 3
    cooperation with other staff 0 1 2 3
    use/storage of equipment 0 1 2 3

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Assessing size/skill level of participants: 0 1 2 3

Additional comments from the supervisor and comments from the staff member to be recorded on the back of this form or on an attached sheet of paper.

________________________________________  ______________________________________
Signature of Supervisor/Date                  Signature of Staff/Date

Appendix G
Sample 1st Aid Supply List

(a) Cot, stretcher, or materials to improvise a stretcher;

(b) Blankets or sleeping bag;

(c) Band-aids;

(d) Adhesive tape;

(e) Trauma (paramedic) shears;

(f) Tweezers;

(g) Triangular bandages;

(h) Roller bandages, 2 inch;

(i) Antiseptic solution;

(j) Burn ointment (for minor burns only);

(k) Sterile compresses, 2 X 2 inches and 4 X 4 inches;

(l) Soap (non-perfumed);

(m) Calamine lotion;

(n) Topical cream, lotion or ointment antihistamine (for ivy and oak poisoning irritation);

(o) Needles or safety pins;

(p) Single use drinking cups;

(q) Ipecac syrup and poison control telephone number;

(r) Current First-aid manual;

(s) Backboard;

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(t) Sharps and biohazard disposal containers;
(u) Severe Allergic Reaction Response Kit;
(v) Elastic bandages;
(w) Single use latex gloves;
(x) Bloodborne pathogen cleanup kit;
(y) Rescusitator's pocket mask;
(z) Pillow;
(aa) Emergency blanket;
(bb) Universal splint (or equivalent).
Appendix H

SAMPLE: CAMP TREATMENT PROCEDURES

Abdominal pain – With or without nausea, vomiting, or fever. Put patient to bed until seen by physician. Give nothing by mouth without physician’s order.

Abrasions, scratches, cuts – Clean with soap and water. Apply sterile dressing – if necessary. If bleeding is severe or cut extensive, apply sterile dressing and pressure to control bleeding and take to physician at once. Check tetanus record.

Animal bites – Wash thoroughly with soap. Try to capture animal if it can be done safely. Notify physician.

Bed-wetting (Enuresis) – Every case should be reported to the Camp Medical and Administrative Staff, who will then work out a plan for management.

Bleeding – Apply sterile pressure dressing. Tourniquet only in extreme cases. Nose bleed can almost always be controlled by compressing the soft portion of the nose with a finger against the nasal septum. The patient should sit erect with head forward.

Bruises or bumps – Apply ice. Consider possibility of fracture or deep injury.

Burns – Place in cold water to relieve pain. Cover with sterile dressing. Take to physician. Salt-containing fluids may be offered.

Communicable disease – Consider all sick staff and campers with rashes as having a contagious problem until advised to the contrary by physician. Isolate until released by physician.

Constipation – Offer extra fruit (prunes, etc.). Consult physician.

Convulsion – Notify physician. If feverish, sponge with cool water. Protect the patient from hurting themselves.

Diarrhea – Admit to infirmary. Review diet, food sanitation, health of food handlers and notify physician. Notify counselors to watch for, and report, other cases.

Earache – If temperature is elevated or earache persists, notify physician. If discharging from ears, also notify physician.

Fever/Temperature Elevation – Put to bed in isolation area. Note other signs or symptoms. Notify physician. If physician is not available and abdominal pain is not present, give aspirin and clear fluids.

Foreign body in eye – Wash with water, if not successful, very gently try to remove with moist sterile cotton swab unless the foreign body is on the cornea. If the object is not easily removed apply eye dressing and see physician.

Fractures – Splint any suspected fracture in an approved manner with the least possible disturbance. Take to physician at once. Make no attempt to reduce fractures.

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**Headache** – If not otherwise ill, rest in a quiet, dark place. If not relieved, notify physician. Children’s Tylenol may be given with written parent permission.

**Head Injuries** – If any head injury is accompanied by dizziness, unconsciousness, headache, nausea, vomiting, change in pulse rate, bleeding from nose or ears, or other symptoms: Put to bed, keep warm and quiet. Elevate head. Contact physician at once. A person with a severe head, neck, or back injury should be moved only with medical supervision.

**Heat Exhaustion** – Get physician.

**Infections** (scratches, boils, etc.) – Apply warm saline solution or soaks. Take temperature. Admit to infirmary until advised by physician.

**Ingestion of poisons** – Do not induce vomiting for gasoline, kerosene, fuel oil, acids, or alkali. For other poisons dilute with water and induce vomiting. Notify physician. If not immediately available, call nearest poison center for advice.

**Insect bites and stings** – Remove stinger, if still present. Ice will reduce discomfort. Apply approved ointment.

**Poison Ivy/Oak** – Apply Ivy Dry cream or liquid according to directions on label.

**Scabies, impetigo, ringworm, and pediculosis** – The policy regarding exclusion of campers with these conditions from camp will be decided by Camp Director and Camp Physician. Treatment will be prescribed by camp physician.

**Sore throat** – Isolate. Take temperature and notify physician. Symptomatic treatment according to Physician’s orders may include extra fluids, saline gargle (Tylenol and voice rest).

**Splinters** – Clean skin with soap and water. If the end of the splinter projects from skin, it may be removed and then rewashed with soap and water. Do not dig or open the skin to remove a splinter – this is a job for the physician. Check tetanus record.

**Sprains, strains** – Cold applications for 10-15 minutes, then support with ace-bandage or substitute. Elevate if possible.

**Sunburn** – Prevent if possible. Sun screening preparations are helpful. Exposure should be brief at the beginning of the season.


**Toothache** – Rinse mouth with warm salt water. Oil of cloves to the tooth until a dentist can be seen. Call physician for any situations not clearly addressed in these descriptions. All treatments, minor or serious, will be entered in the Permanent Medical Log.

__________________________________________________________________________

Camp Physician (Print then Sign) ___________________________ Date

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Appendix I

Information on Universal Precautions

As part of an overall exposure control plan, mandated by the OSHA Blood borne Pathogens Standard, "universal precautions" are part of infection control practices. They are specific guidelines which must be followed to provide every person protection from diseases which are carried in the blood. Since blood can carry all types of infectious diseases even when a person does not look or feel ill, knowledge of universal precautions is essential for anyone who might come into contact with blood or other body fluids.

The following are sample guidelines, recommended by the Centers for Disease Control, to prevent cross-contamination from blood-borne pathogens.

1. All health care providers should use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or body fluid of any person is anticipated.

   Personal Protective equipment such as latex or vinyl disposable gloves should be readily available in health care, housekeeping and maintenance areas, in all first aid kits, and in vehicles.

2. Any person giving first aid should always wear latex or vinyl disposable gloves if blood is visible on the skin, inside the mouth, or if there is an open cut on the victim. Gloves should be changed after contact with each person.

3. Gloves should always be worn when handling items or surfaces soiled with blood or bloody fluids. Such areas (floor, counter, etc.) should be flooded with bleach solution (1 part bleach to 10 parts water), alcohol, or a dry sanitary absorbent agent. However, routine cleaning practices are all that are needed if blood is not visible or likely to be present.

   As examples, gloves should always be worn when cleaning up blood from a counter after a cut finger, but gloves do not usually need to be worn to handle urine soaked bedding unless blood is obvious. Disposable towels and tissues or other contaminated materials should be disposed of in a trash container lined with plastic. Biohazard bags ("red bags") are to be used for dressings or other materials used to soak up blood or other infectious waste.

4. Remove gloves properly – pulling inside out. Place gloves in bag with waste. Hands and other skin surfaces should be washed with soap and water immediately and thoroughly if contaminated with blood or other body fluids.

5. Masks, protective eye wear, gowns or aprons should be worn during procedures that are likely to generate droplets or splashes of blood or other body fluids.

6. Needles should NOT be re-capped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.

   After use, disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture-resistant "sharps" containers for disposal.
7. Mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.

8. Health care workers who have draining lesions or weeping dermatitis should refrain from all direct care and from handling equipment until the condition resolves. All procedures should be specific to the staff and clientele served. All persons who might come into contact with blood or other body fluids must be trained to follow appropriate procedures.
## Appendix J

### CAMP MEDICATION RECORD

<table>
<thead>
<tr>
<th>Name</th>
<th>Unit/Cabin</th>
<th>Allergies</th>
<th>Physician</th>
<th>Phone#</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Staff Responsible</th>
<th>Session/Dates</th>
<th>Parent(s) Phone #</th>
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</thead>
<tbody>
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</table>

### SCHEDULED MEDICATIONS

<table>
<thead>
<tr>
<th>Medication (Name, Dose, Route, Frequency)</th>
<th>Date</th>
<th>Hour</th>
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<tbody>
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<tr>
<th>Initials</th>
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Oregon Camp Benchmrks RVSD 06 2018.doc
<table>
<thead>
<tr>
<th>Name</th>
<th>Unit</th>
<th>Allergies</th>
<th>Unit Staff</th>
</tr>
</thead>
</table>

**PRN and ONE-TIME MEDICATIONS**

<table>
<thead>
<tr>
<th>MEDICATION (Dose, Route, Frequency)</th>
<th>Reason for Med</th>
<th>Date, Time, and Initials</th>
<th>Effects Noted</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**DOCUMENTATION of OMITTED DOSE of MEDICATION**

<table>
<thead>
<tr>
<th>MEDICATION (Dose, Route, Frequency)</th>
<th>Dose Omitted</th>
<th>Reason for Omission</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
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Appendix K

Evaluation Process
A systematic plan for evaluation should be performed for all areas of the camp operation to identify health/safety and program quality concerns for the camp. Consider the 4 P=s of evaluation:

Program
- Personnel
- Places
- Policies and administration

Feedback should be gathered from participants, staff and administration. A good starting point would be to decide for each of the P=s, what it is you want to know, and who can best give you that information.

Who Evaluates What?
Below are examples of items that can be evaluated by different audiences to address the 4 P=s of evaluation. This list is not exhaustive, but will give a starting point.

<table>
<thead>
<tr>
<th>Program</th>
<th>Participants</th>
<th>Staff/Group Leaders</th>
<th>Camp administration/ owners/ boards</th>
<th>Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>Were staff competent? Did they treat you fairly?</td>
<td>Did you have adequate support and supervision? Were staff skills adequate?</td>
<td>Did staff contribute to accomplishment of camp objectives?</td>
<td>Were staff camper-centered? Did your child have positive things to say about staff?</td>
</tr>
<tr>
<td>Places (the site and facilities)</td>
<td>Satisfied with facilities? Recommendations for improvement?</td>
<td>Recommendations for improvement?</td>
<td>Do camp facilities adequately address intended purpose?</td>
<td>Was camp clean? Were you satisfied with the facilities? Recommendations for improvement?</td>
</tr>
<tr>
<td>Policies</td>
<td>Anything you would like to change about camp?</td>
<td>Any policy changes you want to recommend?</td>
<td>Are policy changes required to improve camp outcomes?</td>
<td>Anything you would like to change about camp?</td>
</tr>
</tbody>
</table>

When and how will evaluation be carried out?
Most camps use a variety of evaluation techniques including both formal and informal methods. Informal discussion with the counselor in the bunk or activity group can provide valuable input, as can discussion with parents in the parking lot on the closing day of the session. Some camps use a pencil and paper evaluation on the closing day of the session, or a week later, or even several months later. Another approach would be to evaluate different topics in alternating years or by varying methods.
## Appendix L: Risk Exposure Worksheet

<table>
<thead>
<tr>
<th>Human Exposures or Liabilities:</th>
<th>Check all that apply to your camp</th>
<th>Examples or Type of Illness/ Injury or Damage Caused by:</th>
<th>Sample Techniques to Reduce, Prevent or Control Loss</th>
<th>Identify Risk Control Methods and Technique(s) and Steps Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard of Care Liabilities</strong> (tort or third party liabilities)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ General duty of care</td>
<td>Damage to others caused by negligence. (Many are described in specific areas below.)</td>
<td>Good general liability insurance in addition to any exclusions or additional coverage described below. Umbrella liability insurance for catastrophic accidents.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Directors and Officers</td>
<td>Decisions made by directors, boards, committees or lack of policies or procedures</td>
<td>Informed decision makers establish policies consistent with common practice or standards of the field, D and O insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Property of Others</td>
<td>Equipment not owned by the camp</td>
<td>Regulations for possession and use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Employer/employee relationship - harassment, slander, discrimination</td>
<td>Inappropriate actions, including criminal behavior, by employer or other staff, wrongful dismissal, invasion of privacy, discrimination based on age, race, religion, sex or disability, etc.</td>
<td>Staff hiring policies, personnel policies, training process, policy on search and seizure, Bona Fide Occupational Qualification, Sexual abuse liability insurance, Employment practices liability insurance (BFOQ), etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Food Service</td>
<td>Unsafe water, hazardous foods containing infectious or toxic microorganisms, e.g., e-coli, salmonella, etc.</td>
<td>Procedures for storage, handling potentially hazardous foods and sanitation, controlled access, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Environmental Impairment and Pollution</td>
<td>Sewage, toxic materials, leaks of underground tanks, insect/weed control, use of chemicals, etc.</td>
<td>Garbage storage capacity, leak-proof, environmental impact plan, etc.</td>
<td></td>
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</tr>
<tr>
<td>Maintenance</td>
<td>Broken equipment, bunk beds rails, rotted stairs, unsafe electrical or gas lines, shower water temperatures, vehicle mechanical failure, damaged program equipment, etc.</td>
<td>Workers compensation insurance, Maintenance plan, identified cutoff points, trained personnel, emergency exits, annual fire equipment and electrical evaluation, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attractive Nuisances</td>
<td>Failure to control access or unauthorized use of ropes course, waterfront, firearms, etc.</td>
<td>Fences, signs, security system, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Standard of Care Liabilities</strong> (tort or third party liabilities)</td>
<td><strong>Examples or Type of Illness/Injury or Damage Caused by:</strong></td>
<td><strong>Sample Techniques to Reduce, Prevent or Control loss</strong></td>
<td><strong>Identify Risk Control Methods and Technique(s) and Steps Taken</strong></td>
<td></td>
</tr>
<tr>
<td>Staff Selection/Training (volunteer or paid)</td>
<td>Lack of screening or training, unqualified staff, etc. Violation of Child labor laws and discrimination laws.</td>
<td>Driver training., training for late hires, in-service training, Work permits and proof of age procedures, knowledge of laws,</td>
<td></td>
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</tr>
<tr>
<td>Staff Supervision/Behavior (volunteer or paid)</td>
<td>Failure to supervise staff, drunkenness or drug use by staff, etc.</td>
<td>Supervision training, guidelines for appropriate and inappropriate behavior</td>
<td></td>
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</tr>
<tr>
<td>Participant Supervision</td>
<td>Failure to supervise adequately, not maintaining appropriate camper to staff ratio, camper to camper child abuse, release of camper to unauthorized person, etc.</td>
<td>Procedures for transporting persons, procedures for prevention of child abuse, appropriate camper behavior techniques, regular analysis of incidents, required documentation, etc. Child abduction liability insurance</td>
<td></td>
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</tr>
<tr>
<td>□ Health Services</td>
<td>Failure to provide appropriate first aid or emergency care, failure to meet special medical needs or dispense medications properly, exposure to blood borne pathogens, bioterrorism, diseases carried by insects or animals, etc.</td>
<td>Health care plan, qualified health care staff, user group information, etc. Exposure Control Plan (OSHA)</td>
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</tr>
<tr>
<td>□ Program Activities</td>
<td>Inadequate safety regulations and emergency procedures, failure to provide qualified leadership, inform parents of risk, etc</td>
<td>Safe and appropriate equipment, signed permissions for participation, supplementary insurance, certifications, etc. All specialized activity standards,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Personal Injury from</td>
<td>Inappropriate actions, including criminal behavior, by staff or other campers, lack of protection in public places or from intruders, camper or staff recruitment practices, misuse of camper photos, inappropriate disclosure of health information, technological security, etc.</td>
<td>Written safety regulations, personnel policies, implementation of ADA requirements and Privacy Rule, guidelines for release of personal information etc. Criminal records checks</td>
<td></td>
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<tr>
<td>- abuse,</td>
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<td>- assault,</td>
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<td>- invasion of privacy</td>
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<td>- discrimination</td>
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<tr>
<td>- search and seizure</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Standard of Care Liabilities (tort or third party liabilities)</th>
<th>Examples or Type of Illness/Injury or Damage Caused by:</th>
<th>Sample Techniques to Reduce, Prevent or Control loss</th>
<th>Identify Risk Control Methods and Technique(s) and Steps Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Defective or tampered products</td>
<td>Contaminated food, defective program or safety equipment, etc.</td>
<td>Credible food and equipment source, controlled access, crisis management plan, etc</td>
<td></td>
</tr>
<tr>
<td>□ False Advertising</td>
<td>Misleading or incomplete information on facilities, activities or personnel, etc.</td>
<td>Brochures, videos and written material that correctly describes facilities, staff, program, etc</td>
<td></td>
</tr>
<tr>
<td>Topic</td>
<td>Inappropriate actions by health care staff,</td>
<td>Knowledge of individuals malpractice insurance or coverage with supplementary or general liability insurance, licensed to practice in state where camp is located</td>
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</tr>
<tr>
<td>Health Care Malpractice</td>
<td>Passengers exceed capacity, lack of seat belts, driver not qualified, improper loading or unloading, poor selection of commercial provider, non-compliance with regulations regarding passenger vans and CDL driver drug and alcohol testing, etc</td>
<td>Insurance, safety regulations, credible vehicle provider, safety checks, maintaining safety reports, etc.</td>
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</tr>
<tr>
<td>Vehicle Operation</td>
<td>Lending endorsement to an activity not in your control; the image of cosponsors</td>
<td>Appropriate insurance, board review of endorsements/sponsorships</td>
<td></td>
</tr>
<tr>
<td>Sponsorship</td>
<td>Sample Techniques To Control, Reduce, or Prevent loss</td>
<td>Identify Risk Control Methods and Technique(s) and Steps Taken</td>
<td></td>
</tr>
<tr>
<td>Loss to Human Resources (Campers, Staff and Volunteers)</td>
<td>Considerations or effects of human loss on:</td>
<td>Identify Risk Control Methods and Technique(s) and Steps Taken</td>
<td></td>
</tr>
<tr>
<td>Injury from accident</td>
<td>• loss of income if activity cannot be offered</td>
<td>Arrangements with crisis intervention services/psychological support</td>
<td></td>
</tr>
<tr>
<td>Illness preventing participation</td>
<td>• staffing for rental group/contracted services</td>
<td>Insurance for loss of income</td>
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<tr>
<td>Disability (long or short term)</td>
<td>• public credibility</td>
<td>Legal support</td>
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<tr>
<td>Death</td>
<td>• campers and staff due to stress of incidents or results of accidents</td>
<td>PR procedures</td>
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<tr>
<td>Disease</td>
<td>• closing camp due to epidemic/illness, terrorism</td>
<td>Back-up staff</td>
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<tr>
<td>Psychological impairment</td>
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<td>Procedures to deal with crises, appoint spokespersons, crisis communication plan</td>
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<td>Plan for handling complaints</td>
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<td>Plan for contacting parents</td>
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</table>
# Financial Exposures or Liabilities:

Check all that apply to your camp

<table>
<thead>
<tr>
<th>Operational Financial Liabilities</th>
<th>Financial Damage Caused by:</th>
<th>Sample Techniques to Control, Reduce, or Prevent loss</th>
<th>Identify Risk Control Methods and Technique(s) and Steps Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Petty Cash</td>
<td>Poor or no procedures/policies to prevent:</td>
<td>• Crime insurance</td>
<td></td>
</tr>
<tr>
<td>□ Cash Receipts</td>
<td>• Theft</td>
<td>• Policies/procedures that specify who has authority to control access to funds and records Use of professional accounting services</td>
<td></td>
</tr>
<tr>
<td>□ Cash Disbursements</td>
<td>• Embezzlement</td>
<td>• Policies on staff reimbursement</td>
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<tr>
<td>□ Reimbursements</td>
<td>• Inadequate records</td>
<td>• External audit or review</td>
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<tr>
<td>□ Authority to Purchase</td>
<td>• Financial commitments beyond budget or ability to pay</td>
<td>• Regular training for persons responsible for finance</td>
<td></td>
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<tr>
<td>□ Authority to Pay</td>
<td>• Bankruptcy</td>
<td>• Use of Generally Accepted Accountings Principles. (GAAP)</td>
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<tr>
<td>□ Authority to Enter into Contracts</td>
<td></td>
<td>• Bonding employees handling money</td>
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<tr>
<td>□ Inventory Control</td>
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<tr>
<td>□ Bank Reconciliations</td>
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<tr>
<td>□ Vacation Accrual</td>
<td>Allowing vacation or payroll to accrue beyond ability to pay or to replace staff in a timely manner. Obligation or commitment to pay for time worked.</td>
<td>Personnel policies specifying use of vacation time, current knowledge and compliance with federal and state employment laws, etc.</td>
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<tr>
<td>□ Payroll Accrual</td>
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<tr>
<td>□ Computer System</td>
<td>Perils or events that affect computer system, i.e., viruses, vandalism, lightning. Losses from electronic business transactions, security, data loss, infringement of copyright, etc.</td>
<td>Risk-control policies on use, anti-virus software and system firewalls, insurance, training, etc. Compliance with Children’s Online Privacy Protection Act (COPPA)</td>
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<tr>
<td></td>
<td>Examples or Type</td>
<td>Sample Techniques to Reduce, Prevent or Control loss</td>
<td>Identify Risk Control Methods and Technique(s) and Steps Taken</td>
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<tr>
<td>Government Regulations and Tax Liabilities</td>
<td>Failure to meet government reporting criteria (tax requirements, fines by government regulatory bodies)</td>
<td>FLSA and OSHA compliance audits, current knowledge and compliance with FICA and FUTA, minimum wage requirements and other regulations and requirements, etc</td>
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<tr>
<td>Business Interruption</td>
<td>Terrorism, destruction due to natural disaster or catastrophic weather event, illness related to contamination, sexual abuse, etc</td>
<td>Business interruption and extra-expense insurance, policies regarding refunds, contracts</td>
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<tr>
<td>Contract Liabilities</td>
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<td></td>
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</tr>
<tr>
<td>Lease/Rental)</td>
<td>Contracts with guest/user groups</td>
<td>Agreement specifies what to transfer/what to retain. Reviewed with lawyer.</td>
<td></td>
</tr>
<tr>
<td>Employment Agreements</td>
<td>Agreements with staff</td>
<td>Personnel policies, address at-will status.</td>
<td></td>
</tr>
<tr>
<td>Refunds</td>
<td>Camper fees, rental cancellations</td>
<td>Written policy for parents/groups</td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>Obligations to fulfill grant stipulations</td>
<td>Time line and stipulations reviewed regularly</td>
<td></td>
</tr>
<tr>
<td>Sales or Purchase Orders</td>
<td>Limits and authority of buyers to purchase, methods of documenting orders</td>
<td>Guidelines specifying limits, procedures and authority to bind the corporation</td>
<td></td>
</tr>
<tr>
<td>Notes, Mortgage, Loans</td>
<td>Limits/authority to sign for camp/corporation</td>
<td>Policy/controls on binding camp/corporation.</td>
<td></td>
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<tr>
<td>Insurance Coverage</td>
<td>Desired coverage’s, limits, exceptions, deductibles</td>
<td>Regular review of coverage’s including the general liability and umbrella liability insurance coverage</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Contracts for Service</td>
<td>Food service, construction, etc.</td>
<td>Agreements specify what to transfer/what to retain. Reviewed by lawyer.</td>
<td></td>
</tr>
<tr>
<td>Program activity Contracts</td>
<td>Horse leasing or public stable use, rafting, community swim pool, permits for access, etc.</td>
<td>Agreement specifies what to transfer/what to retain and conditions of use. Reviewed by lawyer</td>
<td></td>
</tr>
<tr>
<td>Participant/user group registration</td>
<td>Agreement to provide services</td>
<td>Waivers, releases, permission to participate, permission to treat, etc.</td>
<td></td>
</tr>
</tbody>
</table>