

## 4-H CAMP SAFETY GUIDEBOOK FREQUENTLY ASKED QUESTIONS

1. Question: *What certification does a lifeguard need? Some camp swimming activities are in pools, while others use open water such as lakes, rivers or the ocean. Do we need lifeguards for specific types of water activities?*

Answer: UCCE 4-H YDP Policy handbook Chapter 11, Section XXIII B 4 indicates lifeguards must be certified by the Red Cross, American Lifeguard Association, or other similar organization and **should** have training/experience for the water activity that is occurring, such as swimming in lakes. The use of word **should** indicates the training/experience is preferred, but not required.

2. Question: *Do short duration (1-2 nights) camping trips (using tents) need to comply with the California Organized Camp Regulations and address the requirements given in the 4-H Camp Safety Guidebook?*

Answer: Overnight camping trips are not considered to be organized camps and therefore, are not required to address 4-H Camp Safety Guidebook requirements. California Department of Public Health criteria for identifying an organized camp include the following:

- Camp has a well defined program of organized, supervised activities in which campers are required to participate.
- Establishments which rent or lease facilities on an individual, family or group basis for the principal purpose of sporting or other unorganized recreational activities should not be considered an organized camp.

However, overnight camping trips should follow safety information provided in Clover Safe Note #29, Field Trip Safety (<http://safety.ucanr.edu/files/3097.pdf>), including analysis of potential hazards or security issues and development of a field trip emergency plan.

3. Question: *Can the training for First Aid and CPR be done at camp on the first day or does it have to be completed before arriving?*

Answer: The regulation (CCR Title 17, Section 30751) states that the supervision and training requirements apply “when campers are present.” So the CPR and First Aid training needs to be completed before campers arrive.

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4. Question: *Once an adult volunteer (camp counselor) has attended First Aid and CPR training, do they need to go through the training each year?*

Answer: At this time, there is no regulatory requirement for refresher training, so once an adult volunteer (camp counselor) has been trained, they do not need to repeat the training.

5. Question: *Is there an outline or guidance on what topics need to be included in First Aid and CPR training for adult volunteers?*

Answer: The only guidance in the regulation is that “counselors be trained in principles of first aid and cardiopulmonary resuscitation” (CCR Title 17, Section 30751). While the regulation does not provide additional detail, UC ANR EH&S recommends the following guidance for First Aid and CPR training:

- The trainer should be a qualified person, such as a medical professional (doctor, nurse, EMT, etc.) or a certified trainer (Red Cross, etc.)
- The first aid training should contain information about standard first aid procedures, along with information about responding to any medical emergencies specific to the camp site or activities. For example, a camp that offers horseback riding should put attention on injuries common to that activity; or a winter camp should discuss prevention of frostbite in the training.
- Clover Safe Note #62, Basic First Aid Awareness (<http://safety.ucanr.edu/files/3309.pdf>) provides a general overview of first aid practices and may be used as a starting point for deriving the training, but the qualified trainer must add additional topics, procedures, and other relevant information as they deem appropriate.
- Videos on CPR Training (E-095 or E-097) and First Aid (E-096 or E-098) are available for loan from ANR EH&S. To request a video, please visit: <http://ucanr.edu/survey/survey.cfm?surveynumber=1380>
- The training must be of a sufficient length to thoroughly cover the basic first aid and CPR procedures, typically this would be about 2 hours.
- The training needs to be documented through a sign-up sheet or similar documentation.
- Simply providing a hand-out and having the adult volunteers (camp counselors) sign that they have read it would not be sufficient; training shall be in-person or online, with the opportunity to ask questions and verify that adult volunteers understand the material presented.

6. Question: *Can the First Aid and CPR training be completed online?*

Answer: Yes, there are multiple training options available. A free online option is described on the UC ANR EH&S website at: <http://ucanr.edu/4hcampsafety>

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7. Question: *If more than one UCCE County 4-H Program uses the same camp facility, does each County need to submit notice and documents to the local Health Officer?*

Answer: A Notice of Intent to Operate Camp and Camp Operating Procedures must be submitted to the Health Officer for the County where the camp site is located. These submittals are usually the responsibility of the camp Site Operator and may cover individual camps or the entire camp season. Each Camp Director (as appointed by the County Director) should ensure that the Notice and Operating Procedures have been submitted by the Site Operator, or submit the Notice of Intent and Operating Procedures on behalf of the County's 4-H Camp.

8. Question: *If more than one UCCE County 4-H Program uses the same camp facility, who submits the Vector Control Plan? Each County or only one?*

Answer: Only one Vector Control Plan is needed, since it applies to the facility, not the individual County camp groups. The Vector Control Plan can be prepared by the Site Operator for the entire camp season. The Vector Control Plan does not need to be submitted to the County Health Officer, but must be maintained onsite and provided to an inspector upon request.

9. Question: *If more than one UCCE County 4-H Program uses the same camp facility, does each County's camp need to provide its' own Health Care Plan, Emergency Plan, and Swimming and Boating Safety Plan?*

Answer: Yes, each County's camp needs a specific plan. County 4-H Programs may choose to work together on a common plan that covers issues for the camp site, and then add names, procedures, etc. for each separate County's camp. The Emergency Plan and the Health Care Plan need to be prepared, implemented, and provided to an inspector upon request, but are not required to be submitted to the local Health Officer. The Swimming and Boating Safety Plan is only needed if the camp is using a "lake, stream, river or the ocean for swimming or boating" and is not required if the only swimming is in a pool. If a Swimming and Boating Safety Plan is required, then it must be submitted to the local Health Officer prior to camp.

10. Question: *Are criminal records checks (fingerprinting) required for volunteers associated with the 4-H Military Kids program?*

Answer: All 4-H and other volunteers or parents serving as camp chaperones or overnight counselors need to be fingerprinted per the 4-H youth protection policy and follow the process outlined in [Chapter 11](#) of the California 4-H Policy Handbook. US Military personnel or paid employees of the military do not need to be fingerprinted.

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11. Question: Should the Camp Director submit plans to the 4-H staff for their information and/or review?

Answer: Yes, plans should be submitted to 4-H staff so, at a minimum, they are aware that the plans have been completed.

12. Question: How long should medical log and consent forms be maintained as camp records?

Answer: American Camp Association indicates medical log and consent forms should be maintained until the youngest person at camp reaches adulthood plus the statute of limitations. In the case of 4-H YDP, records should be maintained until the youngest person at camp reaches the age of 18 years plus the 3-year statute of limitations for a total of about 13 years.

13. Question: Who needs training to prepare, handle, and serve food at camp?

Answer: Persons that manage the preparation, handling, and serving of food at 4-H camps are required to obtain a Manager's Food Safety Certification. Other persons that are employed to prepare, handle, or serve food at 4-H camp shall obtain a California food handler card. 4-H volunteers and youth leaders that assist in preparing, handling, and serving food at 4-H camp are required to either have a California food handler card or attend either the in-person, two-hour, Make It Safe, Keep It Safe (MISKIS) training provided through UC Cooperative Extension, or the online MISKIS training available at: <http://ucanr.edu/sites/MISKIS/>

The Manager's Food Safety Certification or California food handler card is obtained by successfully passing an approved and accredited food safety certification examination. The certification organization must be accredited by the American National Standards Institute (ANSI). ServSafe® has been accredited by ANSI and has online training available at <http://www.foodhandlerusa.com/>. Employees that prepare, handle and serve food and 4-H volunteers and youth leaders that assist in preparing, handling, and serving food at 4-H camps located in Riverside, San Bernardino, or San Diego counties may obtain a county-specific food handler card that is provided through their local county food handler programs. Copies of the Manager's Food Safety Certification or California food handler cards shall be maintained at camp and available upon request by a health inspector.

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14. Question: Can youth campers help in the kitchen and serve food at camp? What training do they need?

Answer: Youth campers may help with kitchen tasks such as serving or preparation, as long as they are trained and supervised by kitchen staff or adult volunteers who have completed the ServSafe or MISKIS training. The trained adult staff or volunteer shall review the [Food Safety Checklist](#) with the youth campers, answer any questions the campers might have, obtain the campers' commitment to follow the food safe behaviors on the [Food Safety Checklist](#), and monitor the campers for compliance with good food safety practices during camp. If youth campers will be working frequently in the kitchen and preparing or handling food, then they should take the MISKIS training.

15. Question: Should 4-H campers sign an extra waiver for camp shooting sports?

Answer: A waiver for camp shooting sports is a best practice that is encouraged to be implemented. Alternatively, the general waiver for camp could include a listing of the types of camp activities having inherent hazards such as shooting sports.