

4-H CAMP SAFETY GUIDEBOOK

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**Prepared by
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Agriculture & Natural Resources
Risk & Safety Services
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**In cooperation with the
California 4-H Youth Development Program
<http://4h.ucanr.edu/>**

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INTRODUCTION

Purpose and Scope

The University of California 4-H Youth Development Program (YDP), through its county UC Cooperative Extension (UCCE) offices, organizes and coordinates about 40 camps for more than 4,000 youth participants each year. Most of the camps are scheduled during the summer with a few taking place in the winter. Several camps are dedicated horse-riding camps. Regardless of the 4-H camp purpose or timing, camp programs, projects, and events incorporate activities that inherently have the potential for a variety of injuries or disease exposures to both 4-H camp volunteers and members. Information given in this guidebook has been developed for use by 4-H Representatives and Advisors, adult volunteers, and teen counselors and is intended to provide guidance for implementing practices and procedures to reduce the potential for sustaining injuries or illnesses while participating in 4-H sponsored camps.



San Joaquin County

The Agriculture and Natural Resources (ANR) Risk & Safety Services exists to support all ANR programs, including 4-H YDP, in conducting their activities in a safe, healthy, and environmentally responsible manner. ANR Risk & Safety staff are available to assist 4-H YDP staff and volunteers to interpret the material in this guidebook and to develop specific health and safety information, assess potential hazards, and conduct training. Contact information (i.e., address, telephone numbers, and email) for ANR safety specialists is available on the Risk & Safety website at <http://safety.ucanr.edu>.



Tehama County

The document entitled “State 4-H Camping Task Force 4-H YDP Camp Risk Management Workbook” utilizes a worksheet format to identify and evaluate risks and allows development of risk management perspectives that mutually complement safety guidance given in this guidebook for 4-H camps. The 4-H camp risk management workbook is online at: <http://safety.ucanr.edu/files/186340.pdf>

University of California Policy on Health, Safety and the Environment

The University of California (UC) Policy on Management of Health, Safety and the Environment, dated October 28, 2005 indicates UC is committed to achieving excellence in providing healthy and safe work environments that ensure the protection of students, faculty, staff, visitors, the public, property, and the environment. Furthermore, the

policy states that “Protecting faculty, staff, students, visitors, the public and the environment is a priority whenever activities are planned and performed. The policy also establishes a strategy whereby damage is preempted by designing activities and controls to reduce or eliminate accidents, injuries, and exposures. Accordingly, this guidebook has been developed to assist in meeting the goals of the UC Policy on Management of Health, Safety and the Environment.



Lake and Mendocino
Counties

USE of 4-H CAMP SAFETY GUIDEBOOK

This guidebook provides information to meet the safety needs of 4-H camps ranging from those that independently operate their own camps to those that hold camps at facilities operated by other entities. The Appendices in this guidebook include templates of plans and other documents that are required by California organized camp regulations, such as the Camp Emergency Plan. Although independently operated 4-H camps are required to derive these plans and documents, camp facilities operated by other entities may have already developed these plans and documents and they may adopt and for use by a 4-H camp if they are judged to meet the requirements of the California organized camp regulations and suitable for the safety needs of a 4-H camp group. The 4-H Camp Director is responsible for evaluating and adopting plans or documents that have been developed by others.

Information provided in this guidebook is intended for the use of overnight 4-H camps of the duration of two to five or more days. It is not intended for the use of short duration field trips such as 4-H day camps or events where members stay in dorms or similar accommodations (such as statewide conferences). Alternative materials are available to address safety issues associated with short duration field trips. Consult the 4-H Resources on the ANR Safety webpage at: http://safety.ucanr.edu/4-H_Resources/, including Clover Note #29 or contact the ANR Risk & Safety Services Director at (530) 750-1264 for assistance with short duration field trip safety issues. All camps shall follow UCCE California 4-H Program Policy Handbook Chapter 11, Section IV for youth protection (i.e. “Two Deep” protection procedures).

Plan and document requirements may be met by completing templates provided herein or by adopting plans or documents derived by others , as long as they comply with California organized camp regulations and meet the safety needs of the 4-H camp group.

County Director's Responsibility and Role in 4-H Camp Program

The California 4-H YDP Policy Handbook, Chapter 2, II., states the “The County Directors, are responsible for the program staff and the administration and management of county extension programs, including the county 4-H YDP. County directors are responsible for ensuring that the county 4-H YDP conforms to university policy; federal, state, and local laws; safety and health regulations; affirmative action guidelines; and the mission, core values and educational objectives of the 4-H YDP.” Accordingly, the County Director is the person responsible for the Camp Program and authorized to appoint the Camp Director, whether they are a 4-H Program Representative or Advisor or adult volunteer.

Furthermore, since County Directors are responsible for Camp Programs, they necessarily shall provide signature approvals on the following types of documents: Annual Notices to Operate, Camp Operating Procedures, Camp Health Care Plans, Camp Emergency Plans, Camp Vector Control Plans, and Camp Swimming and Boating Safety Plans for Lakes, Streams, Rivers, or Oceans (see Appendices B through E and G and H).

REGULATIONS, POLICIES, and BEST PRACTICES

This guidebook makes references to various laws, regulations, codes, UC or 4-H policies, guidelines, and best practices. When reviewing the guidebook and applying the information to the planning and operation of your camp, consider the following:

Laws, regulations, and codes are legally enforceable requirements and must be followed. UC or 4-H policies are additional requirements that also must be adhered to when conducting 4-H activities. Failure to meet these required standards can result in fines, criminal charges or other sanctions against ANR, the county 4-H program, or individual employees and/or volunteers.

Guidelines or best practices are not enforceable regulatory requirements, but are measures that UC ANR management, in consultation with program staff and volunteers, have identified as promoting safe and positive outcomes in 4-H activities. Such guidelines may be based on standards used by other similar organizations or as a result of experience in 4-H programs. Failure to use guidelines or best practices in the operation of your camp may increase the likelihood of injury, illness, or liability. Volunteer leaders should consult with the UCCE County Director and 4-H staff when planning camp and considering how the information in this guidebook applies to your specific situation.

Organized Camp Program Regulatory Background and Terminology

The State of California oversees camp facilities through implementation of the Organized Camp Program under the Health and Safety Code (HSC) Sections 18897-18897.7 and California Code of Regulations (CCR) Title 17, Sections 30700-30753. Oversight for the Organized Camp Program has been delegated to County health departments that perform necessary inspections, reviews, and approvals for camps located within their jurisdiction. Many counties have implemented local programs to oversee the camps within the county. When planning a 4-H camp, leaders are encouraged to contact the county Environmental Health department where the camp is located or check the county Environmental Health website for local forms, contacts, and other guidance.



Siskiyou County

Definitions given in HSC Section 18897 and CCR Section 30700 describe the term organized camp and terms for positions that are typically staffed at organized camps, including 4-H camps. The following discussion is presented to clarify the meaning of the term “organized camp” and certain camp positions in order to prevent confusion between the vocabularies used in California 4-H camps and California regulations.

California Organized Camps

California HSC, Section 18897 differentiates and defines a certain type of camp termed an “organized camp” as “*a site with a program and facilities established for primary purposes of providing an outdoor group living experience with social, spiritual, educational, or recreational objectives, for five days or more during one or more seasons of the year.*” Traditionally, the majority of the 4-H YDP camps meet the criteria of an organized camp and therefore, are subject to the California Organized Camp Regulations. The complete text of the California Organized Camp Regulations are presented in Appendix A and where appropriate, referenced in the left and right margins of the following text.

All California 4-H YDP camps shall comply with the “Organized Camp” regulations.

In order to provide a safe camp experience, any shorter-duration 4-H YDP camps that do not meet the “organized camp” criteria shall also meet the minimum regulatory requirements encompassed by the California Organized Camp Regulations. Accordingly, the following discussions of health and safety apply to all 4-H YDP camps, regardless of duration.

Site Operator

“Site Operator” is the person or organization responsible for camp facilities, utilities, and services. “Camp Director” is the person responsible for the camp program and staff.

Camp facilities used by California 4-H YDP are operated by a variety of public and private groups and organizations, including 4-H councils, government and public agencies, private businesses, and non-profit groups. CCR Title 17, Section 30700 (f) defines a “Site Operator” as “*an individual, partnership, joint venture, or organization that owns, leases, or rents an organized camp site.*” The person(s), group, or organization that operates a camp is typically responsible for assuring safe and healthy practices are established and maintained in the daily operation of camp utilities and services whether the site operator is affiliated with 4-H YDP or not. It is important to clearly delineate the assignment of camp utility or service responsibilities when they are distributed between the Site Operator and the 4-H group using the camp. Most California 4-H YDP

The important distinction between a Site Operator and Camp Director is the Site Operator may fully assert control over camp operations, including physical facilities, due to legal agreements and/or property ownership. Alternatively, the Camp Director controls the camp program, including campers, teen counselors, adult volunteers, and depending on the arrangements with the Site Operator, the camp directors duties may include supervision of other personnel participating in the camp, including the Health Supervisor, Lifeguard, water system personnel, and food preparation staff. In some California 4-H YDP camps an adult volunteer serves as Camp Director. 4-H YDP staff and adult volunteers do not usually fill Camp Operator positions.



camps take place at locations where the Site Operator is not affiliated with 4-H.

Camp Director

Under CCR Title 17, Section 30700 (d), “*Director*” is defined as “*a person who is responsible for day-to-day decision making and supervision of the camp program and staff meeting the requirements of Section 30751 (a).*” Section 3075 (a) requires that the camp Director be at least 25 years old and have at least two seasons of administrative or supervisory experience in camp activities. Assuring that 4-H Camp Program responsibilities and associated liabilities will be managed by the proper person requires the County Director to appoint the Camp Director position which may be delegated to an appointed adult volunteer or a UC employee (such as a 4-H Program Representative or Advisor). If the appointed Camp Director is not able to be present throughout the duration of the camp, for short periods of time, an adult volunteer may fulfill the day-to-day tasks and supervisory authority the Camp Director generally provides. Some camps may also have co-directors, provided they meet the experience requirements noted above.

Counselor

As defined under CCR Title 17, Section 30700 (c), “*Counselor*” means “*a person who is directly involved with camp program activities and camp supervision who meets the requirements of Section 30751 (b) and (c).*” Under the provisions of Section 30751 (b) and (c), “*there shall be at least one counselor who is a high school graduate or who is at least 18 years of age, for each 10 campers under 16 years of age*” and “*trained in the principles of first aid and cardiopulmonary resuscitation*” (CPR). Accordingly, a “*counselor*” under the regulatory definition would apply to 4-H adult volunteers and/or employees that have had first aid and CPR training.

Regulation requires counselors to be 18 years of age (California Organized Camp regulations). However, 4-H YDP policy defines a chaperone as an adult volunteer at least 21 years of age (UCCE California 4-H Policy Handbook, Chapter 6, Section III).

Accordingly for 4-H YDP camps, adult volunteers must be at least 21 years old.



Kern County



Butte County



California 4-H



A more protective supervision ratio of eight 4-H members to each adult volunteer is a best practice within all California 4-H YDP programs (CA 4-H Policy Handbook, Chapter 11, Section IV.F.). The table on the following page shows the recommended and regulatory minimum numbers of adult chaperones and first aid/CPR-trained 4-H adult volunteers and/or employees, depending on the number of campers. The term “counselor” at 4-H camps is usually applied to “teen counselors” (or sometimes called “teen staff” or “junior counselors”) of high school age (14-17 years) and should not be confused with the regulatory definition for a “camp counselor.” The term “teen counselor” will be used in this document for high school age 4-H youth members who are participating at camp. Under the Health & Safety Code, these youth are considered “campers” and must be counted as youth when determining supervision ratios.

Tulare County

**Supervisory Ratios of Campers to 4-H Adult Volunteers/4-H Staff/Advisors**

Number of Campers (youth under age 18)	Recommended Number of Adult Chaperones (4-H Volunteers or employees) (per 4-H policy and	Minimum Number of Adult Chaperones (4-H Volunteers or employees) with First Aid/CPR Training
up to 10	2	2
up to 20	3	2
up to 30	4	3
up to 40	5	4
up to 50	7	5
up to 60	8	6
up to 70	9	7
up to 80	10	8
up to 90	12	9
up to 100	13	10

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



Kern County

The UCCE County Director may require a minimum number of chaperones or a site-specific minimum supervision ratio, based on the camp activities, operations, or experience, but in no case may the supervision ratio be greater than the 1:10 minimum required by CCR Title 17, Section 30700.

Health Supervisor

CCR Title 17, Section 30700 (f) defines “*Health Supervisor*” as “*a person who is either a physician, registered nurse, licensed vocational nurse, who is licensed pursuant to Division 2 of the Business and Professions Code or a person who is trained in accordance with Section 1596.866 of the Health and Safety Code.*” HSC Section 1596.866 requires a person have at least 15 hours of health and safety training in pediatric first aid, pediatric CPR, and prevention of childhood injuries and illnesses. For 4-H camps, persons who are trained and certified as an emergency medical technician (EMT) may also serve as camp health supervisor. Health Supervisors at 4-H camps are typically nurses or EMTs.

Health Supervisors may be doctors, nurses or other persons with at least 15 hours training in pediatric first aid/ CPR and prevention of childhood injuries and illnesses.

Aquatics Supervisor

CCR Title 17, Section 30700 (a) defines an “*Aquatics Supervisor*” as “*a person who provides supervision to the aquatic facility, staff and program of the camp meeting the requirements of Section 30741 (d)(1)*” and “*who is at least 18 years of age and who shall possess an American Red Cross Lifeguard Certificate, YMCA Swim Lifesaving Certificate or its equivalent certificate.*” Chapter 11, Section XXIII of the California 4-H Policy Handbook also requires a certified lifeguard for activities involving water contact, including swimming in pools or open water.

To reiterate, Site Operators are responsible for the camp facilities and Camp Directors are responsible for the camp program and staff.

PREPARING FOR CAMP

Camp Registration

As part of camp registration, it is necessary to obtain permission, concurrence with policies, release of liability, and/or other information related to health and risk from 4-H members, teen counselors, and adult volunteers. These data are obtained from forms that are usually completed by parents, guardians, or other responsible adults and may include the following types of documents:

- 4-H Enrollment — see enrollment forms and online enrollment at:
http://4h.ucanr.edu/Resources/Enrollment_Forms/
- Youth Treatment Authorization and Health History Form (part of 4-H enrollment)
- Junior (Teen) Counselor Application (specific to each camp)
- Camp Registration Form (specific to each camp)
- Camp Code of Conduct (in addition to standard 4-H code of conduct)
- Adult Treatment Authorization and Health History Form (part of 4-H volunteer enrollment)

It is necessary to obtain individual permission and information related to health and risk issues prior to the beginning of camp.

Youth and Adult Medical Release Forms are considered “Protected Health Information” and shall be securely filed to prevent casual access (California 4-H YDP Policy Handbook, Chapter 11, Section VII.C.2.b.). Examples of some sample camp registration forms are provided in Appendix F.

Regulatory and 4-H YDP Requirements

4-H camps promote safe and healthy environments for adult volunteers and members by assuring certain components of camp operations meet state and local regulatory requirements, as listed below:

Compliance with regulatory and 4-H YDP requirements are Camp Director responsibilities when supervising staff such as the Lifeguard, water treatment personnel, Health Supervisor, or kitchen staff.

When a Camp Director supervises the Lifeguard, water treatment personnel, Health Supervisor, or kitchen staff, then the Camp Director shall be responsible for verifying their professional credentials are current and assure they perform their duties according to applicable professional standards and regulatory requirements. This includes the posting of required permits, signs, and notices and assuring necessary inspections are conducted, corrective actions are completed, permits are obtained, and permit conditions are met.

If the Camp Director does not supervise these personnel, then the Camp Director shall verify with the Site Operator (or the organization responsible for these services) that required licenses, certifications, and permits have been obtained. 4-H staff or the County Director may also request verification of these credentials or permits.

Required Permits

Drinking Water System	Typically Transient Non-community Permit
California Retail Food Code	Permit/Inspection by local county health department



Merced County

Required Licenses and Certifications

Lifeguard	Completed training program sanctioned by a group such as the American Red Cross or American Lifeguard Association
Water Treatment Operator	State certified Operator Grade I or higher (if drinking water treatment takes place)
Water Distribution Operator	State certified Operator Grade I or higher
Kitchen Supervisor	Manager's Food Safety Certification
Health Supervisor	Typically a Licensed Nurse or EMT in California

Annual Regulatory Agency Inspections (by County Health Dept.)

- | |
|--|
| Food Facility Inspection Report |
| Stormwater Inspection Report for Food Facility |
| Small Water System Inspection Form |
| Public Swimming Pool and Spa Inspection Report |

General Camp Safety Requirements

The following requirements are typically the responsibility of the Site Operator. Camp and established trails, shall be in an area properly drained and free or protected from natural or man-made hazards, such as mine pits, quarries, and high speed-roads, or large numbers of insects and venomous snakes. Poison oak shall be controlled. Excessive dust in the main living and housing areas of the camp shall be prevented by suitable means.

*See Appendix A, CCR
Title 17, Section 30702.*

Local Health Officer Notifications

- An annual Notice of Intention to Operate shall be sent, at least 30 days prior to the start of camp, by the Site Operator to local health officer. An example of an annual Notice of Intention to Operate is presented in Appendix B. Some County Health Departments may require a permit or inspection prior to camp and may have forms to fulfill the Notice of Intention to Operate requirement. Check with the Health Department for the County where your camp is located to determine any local notification or permitting requirements.
- Annually or at change of ownership, the Site Operator shall submit to the local health officer either written verification that the camp is accredited by the American Camp Association or a description of the operating procedures. A template for describing the Camp Operating Procedures is presented in Appendix C.

*See Appendix A, CCR
Title 17, Section 30703.*

General Supervision

The Camp Director and all adult volunteers must be appointed 4-H YDP volunteers, which includes obtaining a satisfactory background check from the California Department of Justice before having unsupervised contact with youth members. In addition, adult volunteers shall attend 4-H camp orientation.

*See Appendix A, CCR
Title 17, Section 30704.*

Health Supervision

- The Health Supervisor shall verify that adult volunteers or employees have been trained in the principles of first aid and CPR (i.e. show their valid first aid/CPR card or provide other documentation or validation

*See Appendix A,
CCR Title 17, Section
30751 (c).*

First aid/CPR training can be conducted by the Red Cross, by a competent medical professional or completed online

Health Supervisors are often licensed nurses or EMTs.

See Appendix A, CCR Title 17, Section 30750.



- of training).
- First aid/CPR training may be provided by the Red Cross, other certifying organizations, or by a competent medical professional (such as a physician, nurse, Health Supervisor, or EMT) prior to camp. Training may also be completed online. It is a best practice that all adult volunteers or employees be trained in first aid/CPR, but at a minimum, there must be enough first aid/CPR-trained volunteers or employees at camp to maintain the required supervision ratio of 10:1. See the table on page 6 for the minimum numbers of trained volunteers/employees.
 - Every camper and each staff member (volunteer or employee) who will be staying at 4-H camp shall furnish a health history of his or her health status. (i.e., submit their current 4-H Youth Treatment Authorization and Health History Form or 4-H Adult Treatment Authorization and Health History Form).
 - A signed statement by a parent or guardian to seek emergency medical treatment shall be provided for each staff member or camper (i.e., submit their current 4-H Youth Treatment Authorization and Health History Form or 4-H Adult Treatment Authorization and Health History Form).
 - There shall be a full-time adult Health Supervisor charged with health supervision, including the supervision of health screening of staff and campers by qualified staff when campers are present. Campers shall be health screened within 24 hours of arrival at camp.
 - If a physician is not on site when campers are present, arrangements shall be made for a physician to be available.
 - A **written Health Care Plan** must be developed and maintained by the Health Supervisor shall be used at the camp. The health plan shall include information described in Appendix D and include planning for the possibility of the occurrence of influenza or other communicable diseases.
 - A medical logbook (example included in the Health Plan, Appendix D) shall be maintained by the Health Supervisor.
 - The Health Supervisor or Site Operator shall report all occurrences of foodborne illness, suspected foodborne illness, or any other reportable disease to the County Health Officer as described in the Health Plan, Appendix D.
 - All medication brought to a camp by campers must be dispensed by the Health Supervisor and shall be in the original labeled container, accompanied by written dispensing instructions, and stored in a locked container when unattended by the Health Supervisor.
 - During camp, UCCE employees and 4-H adult volunteers may



provide teen counselors with information about the general medical needs of campers but not specific medical information (i.e. camper needs to visit nurse before bed rather than listing camper's name with specific medications) (California 4-H YDP Policy Handbook Chapter 11, VIII.D.4.).

- Adult volunteers and teen counselors should know the chronic medical needs (such as diabetes, allergies, or hemophilia) of their campers (California 4-H YDP Policy Handbook, Chapter 11, VIII. D.5.)

The Camp Director shall assure that either: 1) the Site Operator is overseeing the Health Care Supervisor and a Camp Health Care Plan is in place; or 2) the Health Care Supervisor is working under the direction of the Camp Director and has completed a Camp Health Care Plan. Attachment D provides a template for a Camp Health Care Plan.

Emergency Planning

- State regulations require that camps shall develop and retain onsite a **written site-specific Emergency Plan** that is approved by the Camp Director. The Emergency Plan shall outline procedures which address situations such as natural disasters, lost campers, fires, transportation emergencies, severe illnesses and injuries, aquatic emergencies as appropriate, and other emergency situations as appropriate for the site.
- The site-specific plan shall include procedures for evacuating the camp, controlling traffic through the camp, and establishing/maintaining communication between the camp site and emergency medical facility, nearest fire station, and both administrative and health staff of the camp. The plan should also contain procedures and contact numbers to notify the UCCE County office of emergencies or other urgent situations. Adult volunteers, employees, and teen counselors shall be trained in implementation of the procedures set forth in the Emergency Plan.
- Appendix E provides a template for developing a 4-H Camp Emergency Plan. This document is also available online at http://safety.ucanr.edu/4-H_Resources/Camp_Safety_Guidebook/

See Appendix A, CCR
Title 17, Section 30753.



Kern County

The Camp Director shall assure development and if necessary, implementation of a written site-specific Camp Emergency Plan. The Camp Director may adopt all or portions of a Camp Emergency Plan provided by the Site Operator, if a plan is available and meets the needs of the 4-H camp program. See Attachment E for a Camp Emergency Plan template.

Adult volunteers and counselors shall follow two deep and same gender 4-H YDP policies in sleeping areas of the camp.



Lake and Mendocino Counties

See Appendix A, CCR Title 17, Sections 30710 through 30714.

Camp Sleeping Accommodations

- Only adult volunteers of the same gender as a 4-H teen counselor or member may supervise members in the sleeping areas of a camp. No adult may sleep alone with a 4-H teen counselor or member other than his/her own child. An unrelated youth member and adult volunteer must never share a bed (UCCE California 4-H Program Policy Handbook, Chapter 11, IV. E.).
- Head-to head sleeping accommodations are prohibited. A minimum space of 18 inches, or a physical barrier, shall be provided between bed units, including sleeping bags (CCR Title 17, Section 30721).

Camp Utilities

The Site Operator is responsible for the following utilities:

- *Water Supply.* A dependable supply of water adequate to furnish 50 gallons of water per person per day shall be available. Where pit or chemical toilets are used, this figure may be reduced to 30 gallons per person per day. The water supply system shall conform to information described in Appendix A (See Utilities, Section 30710-30714)
- *Drinking Water.* Drinking water shall be provided and be centrally located in camp.
- *Handwashing Facilities.* Handwashing facilities shall be provided adjacent to all flush toilets. Single service soap dispensers shall be provided at handwashing facilities, except for those handwashing facilities located in camper housing facilities.
- *Showers.* When campers are present for three or more consecutive days and nights, showers shall be provided.
- *Toilets.* Toilets shall be provided at the ratio of one fixture per 15 persons as required by CCR Title 24, Part 5, Table 4-4. Pit or chemical toilets may only be used as described in Appendix A.

Pre-Camp Clean Up

Many California 4-H camps require facility clean up prior to the beginning of camp. When performing 4-H camp clean up, the following precautions should be taken by adult volunteers and/or employees to prevent potential injuries or illnesses. 4-H youth members should not be allowed to perform cleaning activities using hazardous chemicals or where there is potential exposure to mold or animal droppings

Safe Handling and Use of Cleaning Chemicals

Exposure to cleaning chemicals may occur by inhalation of vapors or



through skin or eye contact with the chemicals. Exposure to cleaning chemicals can be reduced by taking the following precautions:

- As appropriate, wear personal protective equipment (PPE), such as gloves, eye protection, and closed toed shoes, when using cleaning chemicals.
- If a choice is available, use least hazardous chemical cleaning products.
- Always use the smallest amount of chemical cleaning product needed for the task.
- Assure that the area to be cleaned is well ventilated prior to beginning the chemical cleaning task.
- Plan your cleaning tasks to minimize contact with chemical cleaning products.
- Always follow chemical cleaning product label directions, instructions, and recommendations for use.

Always use PPE when handling cleaning chemicals.

Clean up of Areas Contaminated by Rodents, Bird Droppings, or Mold

If you need to clean an indoor area, such as cabins or other 4-H camping facilities that have been contaminated by rodents, bird droppings, or mold follow these procedures:

- Open windows and doors to ventilate the contaminated area for at least two hours.
- Wear sturdy rubber gloves and eye protection. Depending on the potential exposure, additional protection, such as coveralls, and an air-purifying respirator may be warranted.
- Use a 10% bleach or Lysol® solution to wet down and disinfect potentially contaminated items (rodent droppings, dead rodents, nests, traps, bird droppings, mold, and surrounding areas).
- Allow at least 15 minute contact time for the disinfectant solution, then wipe up with a damp mop, sponge, or paper towels.
- DO NOT SWEEP OR VACUUM - this could cause particles of virus to become airborne and inhaled into the respiratory system.
- Double-bag the disinfectant-soaked items and discard in the trash.
- Rinse gloves in disinfectant solution before removing, then wash hands in soap and water.
- Always use gloves when handling dead rodents or birds. Avoid handling live wild rodents or birds.

Always use PPE when cleaning areas contaminated by rodents, bird droppings, or mold.

*Additional guidance is available from the Center for Disease Control (CDC):
http://www.cdc.gov/rodents/cleaning_up/*

Clean Up of Areas Contaminated by Ash/Soot or Dust

Camps located in areas that have been affected by forest or wildland fires may have unstable structures or trees and be contaminated by ash or soot. Seek guidance from the local Cooperative Extension office or CAL FIRE or US Forest Service to ensure the area is safe to enter. If

Always use PPE when cleaning areas contaminated by ash/soot or dust.

*Additional guidance is available from the California Environmental Protection Agency (CalEPA):
<http://www.calepa.ca.gov/Disaster/Documents/FireAsh.pdf>*

*Always store hazardous substances, tools or equipment in secured buildings, sheds, or cabinets. Safety Data Sheets (SDS) are required for onsite hazardous substances and may be found online at:
<http://hazard.com/>*

you need to clean an outdoor area that has been contaminated by ash/soot or dust follow these procedures:

- Wear gloves, a long-sleeved shirt, and long pants to protect your skin.
- Consider wearing a dust mask for protection, but persons with heart or lung disease should consult their physician before using any type of respirator.
- Use a hose, wet mop, or wet towels to rinse the ash/soot or dust off surfaces.
- Carefully use water to prevent erosion and avoid rinsing ash and other contaminants into streams.
- DO NOT SWEEP OR VACUUM - this could cause particles of ash/soot or dust to become airborne and inhaled into the respiratory system.
- Collected ash may be disposed in regular trash.

Storage of Hazardous Substances

If present on site, the Site Operator shall store any hazardous substances, such as paint, solvents, pesticides, pool and water treatment chemicals, and flammable liquids in secured cabinets, lockers, or buildings that are designed for the storage of these types of materials.

Storage of Tools and Equipment

The Site Operator shall store tools and equipment used to perform camp repair, maintenance, and landscaping tasks in secured buildings, sheds, cabinets, toolboxes, and/or lockers to prevent unauthorized access. This includes hand and power saws, pruning shears, hedge and grass trimmers, lawn mowers, chisels, pliers, hammers, and power drills.

Figure 1- Summary of Organized Camp Regulation Requirements

Figure 1 on the next page (p. 15) depicts regulatory requirements for 4-H camp plans and document submittals, Site Operator and Camp Director responsibilities, and check boxes that may be used to confirm certifications and licenses have been verified, inspections have been conducted, permits are valid, plans have been completed, and required documents have been submitted.

The plans noted on Figure 1 are required by law and must be prepared. 4-H camps may use the templates provided in this guidebook or may use other site-specific plans that meet the regulatory requirements.

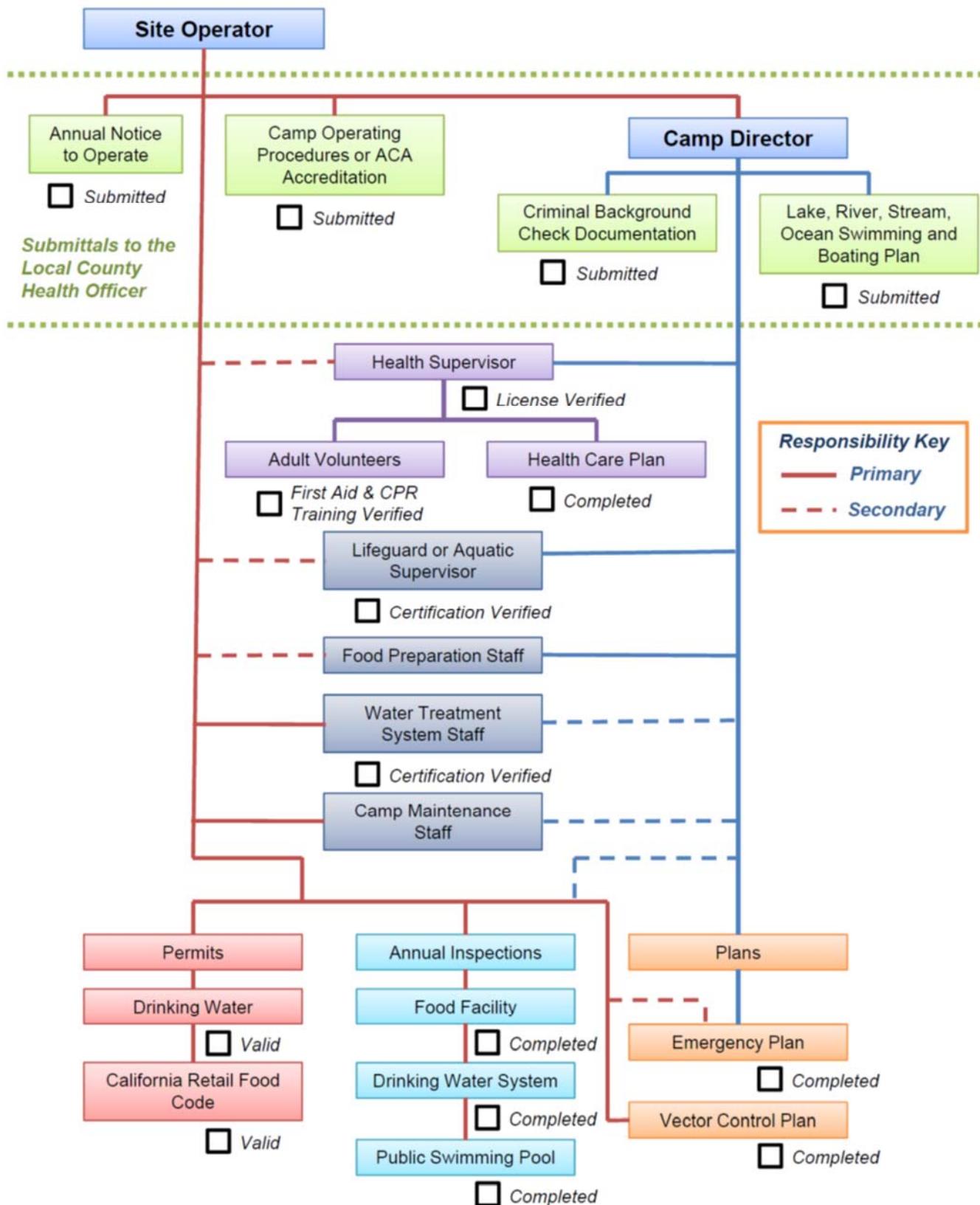


Figure 1 (Summary of Organized Camp Regulation Requirements, CCR Title 17, Section 30700-30753)

PROMOTING SAFE DAILY CAMP ACTIVITIES

The following sections present safety standards and best practices for various activities that may occur at some or all camps. In the case of activities such as swimming or shooting sports, this information only applies if the camp has the appropriate facilities and staffing to safely conduct the activity, and the activity is allowed by local regulations or practices. Consult your local 4-H YDP staff if you are unsure if this information applies to your camp. When planning your camp and specific daily activities, the Camp Director, adult volunteers and employees need to ensure there is adequate adult supervision at all times.

The camp Orientation

Meeting shall be used to inform campers and staff about safety policies and procedures, including the Camp Emergency and Evacuation Plans.

Camp Orientation

At the start of camp, the Camp Director shall hold a general orientation meeting for 4-H members, teen counselors, adult volunteers, employees. The meeting should not only provide information about camp activities, but also review camp safety policies, including the Code of Conduct and camp emergency procedures. An Emergency Plan template is provided in Appendix E.

An Incident Report form shall be completed if an injury or illness requires treatment at a medical clinic.

Injuries or illnesses requiring treatment at a hospital or medical clinic shall be reported to the UCCE County Director and the 4-H camper's parent or guardian.

Treating and Reporting Camp Injuries or Illnesses

- The Health Supervisor is responsible for assessing and treating injuries and/or illnesses to campers, adult volunteers, teen counselors, and employees as described in the Camp Health Care Plan (see Attachment D).
- If the extent of an injury or illness encompasses a visit to a medical clinic for treatment or testing, then an Incident Report form shall be completed by the **Camp Health Supervisor** or 4-H adult volunteers and/or employees. The completed form shall be submitted to the Cooperative Extension 4-H county office and County Director and/or 4-H employees within 48 hours of the incident.
- Incident Report forms are available from the CE county office or online at: <http://ucanr.edu/incidentreport>. The paper copies of incident report forms should be made available at camp.
- 4-H employees will report any injury or illness that requires hospital or medical clinic treatment through their chain of command until an administrator such as the County Director or State 4-H Director is notified.
- The Camp Director, in consultation with the Health Supervisor, should report any injury or illness to the 4-H camper's parent/guardian/emergency contact as described in the Camp Health Care Plan (see Attachment D).



- 4-H adult volunteers and employees should report any injury or illness and circumstances of the incident to their immediate supervisor.

Food Safety

Food service facilities shall comply with the California Retail Food Code (Health and Safety Code, Section 113700). 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 an in-person, Make It Safe, Keep It Safe (MISKIS) training provided through UCCE, 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 a food safety certification examination that is accredited by the American National Standards Institute (ANSI). ServSafe® has been accredited by ANSI and has online training available at <http://www.foodhandlerusa.com/>. 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.

Some basic food safety principles are described below:

Safe Food Handling, Preparation, and Storage Practices

- Personal hygiene shall be utilized, including hand washing and hair constraints.
- Proper hot and cold holding temperatures shall be used for food storage.
- Food contact surfaces shall be clean and sanitized .
- Approved thawing methods shall be used with frozen foods.
- Fresh fruits and vegetables shall be properly washed.
- Food shall be served so as to be protected from dirt and contamination.
- Utensils, tableware, linens, shall be properly stored and handled.
- Garbage and refuse shall be properly contained and disposed.
- Cleaning materials and equipment shall be properly stored in designated janitorial area.
- All signs and permits shall be posted.

Detailed food safety information is available from the UCCE brochure entitled "Make It Safe - Keep It Safe, FIGHT BAC! Keep Food Safe From Bacteria." The brochure may be accessed online at: <http://safety.ucanr.edu/files/3088.pdf>



Shasta County

*See Appendix A,
CCR Title 17,
Section 30736.*

*See Appendix A,
CCR Title 17,
Section 30735.*

*See Appendix A,
CCR Title 17,
Section 30741.*

Regulations: one lifeguard per 25 swimmers.

California 4-H YDP recommendation: one adult supervisor per 5 swimmers.



Sacramento County

Non-swimmers and poor swimmers shall wear PFDs when near water.

Vector Control and Solid Waste

- The camp shall use appropriate measures to control excessive numbers of flies, mosquitoes, other insects, and rodents, including the use of professional pest control services. Suggested camp procedures for controlling vectors and pests are presented in the Camp Vector Control Plan in Appendix G. Alternatively, the Camp Director may choose to adopt the camp facility's Vector Control Plan, if one is available.
- Camp garbage and refuse shall be placed and stored in containers that are flytight and removed and disposed of at a frequency and manner approved by the local health care officer.

Water Safety

Swimming

- The Camp Director shall develop, maintain, and submit a plan for swimming in any lake, stream, river, or ocean as described in Appendix A (CCR Title 17, Section 30741 (a)). Moreover, camps that use lakes, streams, rivers, or the ocean shall also meet the requirements of CCR Title 17, Section 30741 (b) and (c) as given in Appendix A.
- All 4-H swimming activities - **whether in a pool or open water** - require the presence of a certified lifeguard in a ratio of one lifeguard for every 25 campers in the water (CCR Title 17, Section 30741 (d) (2) and CA 4-H YDP Policy Handbook, Chapter 11, Section XXIII.B.4).
- During swimming activities, additional adult chaperones are recommended at a ratio of two (2) supervising adult volunteers for every ten (10) or less swimmers and an additional adult supervisor for every five (5) swimmers exceeding the initial total of ten (10).
- Supervising adults must concentrate on watching the swimmers and not be distracted by other activities such as reading or conversing on a cell phone.
- 4-H members that are not able to swim should wear a personal flotation device (PFD) or life jacket when wading or nearby a body of water.
- 4-H members should never swim alone in a natural body of water. They should always swim with a partner or as part of a group.
- 4-H members should be made aware of water conditions that may be encountered. In particular, 4-H members should be informed of swift currents and rapids, rip tides, deep water, sudden drop-offs, large waves, and obstructions such as rocks, tree limbs, aquatic plants, docks, platforms, piers, jetties, pilings, dams, spillways, and intake and outlet structures.



- 4-H members should not be allowed to swim in areas of commercial vessel, motorboat, sailing, rowing, wind surfing, and/or jet-ski traffic.
- Inexperienced 4-H swimmers should be instructed to keep to shallow water where they can stand with their chest and head above the water surface.
- Always direct 4-H members to exit the water when a thunder or lightning storm approaches.
- 4-H members should be instructed to enter the water feet first and to only dive head first into water in areas that are posted for diving.
- 4-H members should be advised to not swim against rip or other currents. Instead, escape a rip or other current by swimming across it and gradually swimming at an angle to the shore.
- 4-H members should be informed to take precautions during periods of heavy surf. Large waves can lift a person and throw them into the sand causing injuries.
- 4-H members should be instructed to wear sneakers or other footwear to protect their feet when wading along rocky shores or examining tidal pools.
- Alert 4-H members to pay attention to the presence of wildlife in natural bodies of water. In particular, to avoid jellyfish, sea urchins, sharks, eels, stingrays, and other potentially hazardous marine animals.
- 4-H members should be directed to obey all posted signs and lifeguard instructions when at swimming areas.



Orange County

See Appendix A,
CCR Title 17,
Section 30741.

Water Craft

- The Camp Director shall develop, maintain, and submit a plan for using water craft in any lake, stream, river, or ocean as described in Appendix A. If the camp uses watercraft from a vendor that has a prepared Boating Safety Plan, then the Camp Director may adopt the vendor's plan for the boating portion of the required Swimming and Boating Safety Plan. Appendix H provides a template for developing a 4-H camp Swimming and Boating Safety Plan for lakes, streams, rivers, or oceans.
- Prior to use, inspect water craft for cracks, holes, leaks, broken seats, and other types of damage or disrepair. If a water craft fails the pre-use inspection, remove it from service.
- California regulations require all boats, kayaks, and canoes to have one Coast Guard approved personal flotation device (PFD) or life preserver for each person aboard. Therefore, always assure each 4-H member is wearing a properly fitted and approved PFD or life preserver before boarding a boat, kayak, or canoe. It is recommended

*Regulations require
PFDs for all persons
aboard watercraft.*



San Joaquin County

- that 4-H employees, adult volunteers, and teen counselors also wear PFDs before boarding water craft.
- Inexperienced 4-H members should not take a water craft out until they have undergone boat, kayak, or canoe training from an appropriately experienced instructor.
 - 4-H members should be aware of the water craft route and anticipated water conditions, including stretches of white water, strong or swift currents, flooded or low water, or obstructed water where tree limbs, rocks, bridges, reefs, pilings, piers, docks, jetties, or other objects are potential collision hazards.
 - 4-H members should know the carrying capacity and stability limitations of the water craft they intend to use.
 - Wear personal protective equipment appropriate to the weather conditions: jackets or windbreakers during cool weather and light colored clothing, sunscreen, sun glasses, and a hat during warm weather. Wear slip resistant deck shoes.
 - Do not panic if your water craft capsizes. Stay with your water craft.
 - Spread the water craft load evenly and secure gear to prevent shifting.
 - Avoid using water craft during thunderstorms and when wind conditions are creating unsafe waves. If weather conditions deteriorate sufficiently, head for a safe harbor or the shoreline.
 - Always follow all laws and regulations for waterways and water bodies.



Lake and Mendocino
Counties

Sports Activities Safety

Firearms

This section applies only if shooting sports activities are allowed at your camp site, if there are appropriate facilities for the activity, and if the activity is approved by the UCCE County Director.

- Shooting sports activities at 4-H camp must be supervised by a 4-H certified instructor or 4-H Shooting Sports Adult Volunteer who is certified for the discipline that will be at camp (UCCE California 4-H Program Policy Handbook, Chapter 7, XIII.). See the CA 4-H Shooting Sports policies and other information at: http://4h.ucanr.edu/Projects/STEM/SET_Projects/ShootingSports/
- Store firearms and ammunition so they are secured, by lock, and not accessible to unauthorized persons. The key shall be in the possession of the Camp Director or qualified designee (CCR Title 17, Section 30752).
- Ammunition must be stored in a locked container that is separate from firearms.



- Inspect firearms prior to use and be sure they are in safe operating condition. If the firearm fails the pre-use inspection, remove it from service.
- Always follow all instructions of the 4-H Shooting Sport Range Volunteer while at a shooting range.
- Know how to use firearms safely and how each functions prior to operation.
- Use only a safe area with an appropriate backstop for your range and inspect your range area prior to each shooting session.
- Use only the correct ammunition for the firearm.
- Be sure to wear eye protection when using any type of firearm.
- Be sure to wear ear protection when using any cartridge or muzzle loading firearm.
- Post range rules and use clear and consistent range commands.
- When operating firearms the shooter must always follow the acronym **MAT**:
 - **M**uzzle - always keep the muzzle pointed in a safe direction.
 - **A**ction - always keep the action open until you are ready to shoot.
 - **T**rigger - always keep your finger off the trigger until you are ready to fire.
- At the end of each shooting session be sure to have the participants wash their hands with soap and water to remove lead residue.

Firearms users shall always follow MAT.

Archery

- Archery activities at 4-H camp shall be supervised by a 4-H certified instructor or 4-H Shooting Sports Adult Volunteer who is certified for the archery discipline (UCCE California 4-H Program Policy Handbook, Chapter 7, XIII.).
- Prior to use, inspect bow and arrows for defects or disrepair. If archery equipment fails the pre-use inspection, remove it from service.
- Use an arm guard and finger tab or archery glove to protect your forearm and fingers from the bow string.
- Before drawing the bow, always thoroughly inspect the line of sight to the target and areas to either side of the target to assure these arrow-flight zones are clear of people or other non-intended targets.
- Never draw a bow and point the arrow at or in the direction of another person.
- Only draw the bow when pointing the arrow at a target.
- Always follow all instructions of the range master and 4-H Volunteer leaders while at an archery range.
- Do not retrieve your arrows until the “stop shooting” and “all clear” signals have been given. Do not move past the firing line to pick up a



Lake and Mendocino Counties

Always stay behind the archery shooting line until instructed.



San Joaquin County

- dropped arrow or other equipment until these signals have been given.
- Never pass in front of other archers while at an archery range. Stay behind the archery shooting line.
 - If you must search for arrows behind the target, let other archers know where you are by placing your bow in front of the target or having another archer stand in front of the target.
 - Always carry arrows with the points facing down and do not run while carrying arrows.
 - After use, bows and arrows shall be secured, by lock, and not accessible to unauthorized persons.

Fishing

- Wear personal protective equipment when fishing, such as shoes, sunglasses or other eye protection, sunscreen, insect repellent, and a hat.
- Carry and consume an adequate amount of drinking water when fishing.
- When fishing from the shore, be aware that wet ground and surfaces adjacent to bodies of water are slippery and you should step carefully to prevent falls.
- When fishing from a steep bank, maintain a safe distance back from the bank edge.
- Fishing persons that are young, non-swimmers, or poor swimmers should always wear a personal flotation device (PFD) or life preserver.
- Avoid being caught in the open near a water body during a thunderstorm. If a thunderstorm approaches, head inland or away from the body of water and seek shelter.
- Take care when baiting hooks or handling other types of sharp edged fishing tackle. Look behind you and to your sides before casting a lure or hook.
- Follow all state or local fishing regulations, including take limits, restrictions on equipment, and license requirements. 4-H members 16 years and older must have a fishing license with appropriate tags for the species or area being fished.
- Only consume fish caught in California according to advisories posted by the state Office of Environmental Health Hazard Assessment (OEHHA).

*Look behind and to
your sides before
casting a lure or hook.*



San Joaquin County



Hiking

- Bring adequate water for the weather conditions and as appropriate, wear a hat, long pants, boots or sturdy shoes, jacket, and skin and eye protection (i.e., sunscreen and sunglasses).
- Bring any medication that might be needed for hikers with medical conditions, such as asthma.
- Ensure there are enough adult volunteers to maintain adequate supervision on the hike and back at camp.
- In case of an emergency, know how to direct emergency responders to your hiking location or transport an injured person to the closest medical facility.
- Always hike with a group or partner in remote areas. Do not wander from your group or partner.
- Use insect repellants containing compounds such as DEET (repels insects) on exposed skin and permethrin (kills many insects on contact) on clothing only.
- Walk carefully in uneven terrain, especially when the ground surface may be obscured by vegetation or during twilight or at night.
- Carefully pick the spots where you intend to step. Be careful of dislodging rocks onto other hikers below or following you.
- Be particularly alert for falling rocks, rock slides, or rock falls when hiking in proximity to cliff faces or steep rock outcrops.
- When hiking in wet areas or in proximity to water, beware of stepping onto slippery rocks, slopes, or ground. Do not wade in water above your knees.
- When hiking in wetland areas, be cautious of stepping onto unsupported vegetation, soft mud, or quicksand. Use a branch to probe the path surface ahead of you when crossing wetlands areas.
- Whenever a lightning threat becomes apparent, move to a low spot and seek shelter immediately.
- If you encounter a snake, remain calm and back away slowly. Never approach, tease, corner, or poke at any snake.
- Closely look for snakes or insects before placing your hands on objects such as rock outcrops or trees or picking up objects from the ground (i.e., rocks, plants, leaves, etc.)
- Thoroughly inspect the area where you intend to sit, particularly around stumps, logs, boulders, or rock outcrops.

Never wander from your group or partner when hiking.



San Joaquin County

Move to a low spot and seek shelter when lightning becomes a threat.

Horseback Riding

- When riding horses, wear personal protective equipment, including long pants, long-sleeved shirt, closed-toed shoes, sunscreen, and a properly fitted equestrian helmet which meet ASTM/SEI standards as

Horseback riders shall wear properly fitted equestrian helmets.



Solano County

Always treat your horse with respect.

Never wrap ropes, reins, or other lines attached to a horse around your hands or other parts of your body.

Participants in challenge/rope course elements shall wear approved helmets when climbing above their height.

required by UCCE California 4-H Policy Handbook, Chapter 11, XVII. V.

- Before mounting a horse, remove loose jewelry and pull back long hair with a band.
- Approach horses within their field of vision. Move at a deliberate pace and make the animal(s) aware of your approach as you enter their flight zone.
- Once you are near a horse make sure the horse knows where you are at all times by speaking to the horse and/or keeping a hand on the horse's body. Always treat your horse with respect.
- Beginning riders should be matched with experienced riding horses.
- After saddling and bridling your horse, mount your horse by putting one foot in a stirrup and pushing off with your other foot while, at the same, pulling on the saddle horn and back of the saddle. Lower yourself onto the saddle and put your push-off foot in the other stirrup.
- Take up the slack in the reins and gently squeeze your legs to get the horse moving. Once the horse responds, relax your legs and allow yourself to move with the motion of the horse.
- Riders should become familiar with the one-rein stop for emergencies. This maneuver should be practiced until it occurs naturally,
- Do not wrap lead ropes, reins, or other lines attached to the horse around your hands or other parts of your body.
- When trail riding, be aware of and play attention to trail hazards such as overhanging branches, fence lines, stream or water crossings, and steep terrain.
- Always wash your hands with soap and water after touching a horse or an other animal.

Challenge and Rope Courses

- Installation and operation of challenge or ropes courses (including low-course or high-course elements) shall adhere to the standards established by the Professional Ropes Course Association (PRCA) (<http://www.prcainfo.org/>), the Association for Challenge Course Technology (ACCT) (<http://www.acctinfo.org>), or similar guidelines (UCCE California 4-H Program Policy Handbook, Chapter 11, XXIV.A.).
- Approved helmets must be worn by all participants involved in or around high challenge/ropes course elements when participating on a course that is above the participant's height. An "approved helmet" is one that meets the standards of the American National Standards Institute (ANSI) or the International Mountaineering and Climbing



Federation (UIAA) (UCCE California 4-H Program Policy Handbook, Chapter 11, XXIV.B.).

- Climbing harnesses shall be used on all high course elements (UCCE California 4-H Program Policy Handbook, Chapter 11, XXIV. C.).
- Facilitators who lead challenge/ropes courses must have demonstrated training and experience in operating courses with youth participants that meet accepted safety standards from organizations such as PRCA, ACCT, or others (UCCE California 4-H Program Policy Handbook, Chapter 11, XXIV.D.).
- Prior to climbing, remove necklaces or other loose articles of clothing that could become entangled in ropes.
- Ground spotters shall be used to break falls and help keep climbers that fall on cushioned surfaces.
- Rope climbers shall be supported by an overhead rope that is attached to a climbing harness. The overhead rope shall have a controlled-descent device and be attended at all times by a belayer.
- When climbing, always follow the supervisor's instructions. If you begin to tire when climbing, then it is time for you to cease and return to the ground.
- Never attempt to climb a rope or cargo net that is beyond your capabilities.

Climbing harnesses shall be used on all high course elements.

Team Sports (volleyball, softball, soccer, basketball)

- All team sports should emphasize safety, fun, sportsmanship, and learning skills.
- Prior to initiating the team sport, the playing field/surface should be inspected for hazards such as rocks, branches, potholes, etc. If hazards are present, they shall be removed or remedied to make the playing field/surface safe.
- The team sport should be supervised by an adult or volunteer who enforces the safety rules.
- It is preferable if competing teams are comprised of 4-H members that are of similar size, skill level, and physical and emotional maturity.
- 4-H members shall be instructed to follow all rules of the team sport.
- As necessary, 4-H members should warm up and cool down before and after the sport.
- 4-H members should consume adequate fluids to prevent dehydration and heat stress.
- 4-H members should wear safety equipment when appropriate (e.g. batting helmets).



San Joaquin County

Teams preferably should be composed of members of similar size, skill level, and physical and emotional maturity.

Craft Safety

Hot Glue Gun

- Before using, inspect the hot glue gun for damage to the casing. In addition, inspect the electrical cord and plug for fraying and other damage. If the hot glue gun fails your inspection, inform the group leader and remove it from use.
- It is recommended safety practice to wear gloves and safety glasses or goggles when using a hot glue gun.
- Keep the hot glue gun away from flammable materials and use in work areas that are clean and dry.
- Use a wire or metal safety stand to hold the hot glue gun when you are not using it to glue items. Never lay a hot glue gun on its side.
- Place a piece of paper or cardboard under the safety stand to catch hot glue drips.
- Always focus on the gluing task. If you need to look away from gluing, stop using the hot glue gun and place it in the safety stand.
- Do not touch the heated nozzle of a hot glue gun.
- Prevent inhalation of hot-glue vapors by using the glue gun in well-ventilated areas.
- Unplug the glue gun and allow it to cool before changing the nozzle.
- Do not tilt the hot glue gun nozzle upwards or attempt to use a hot glue gun to glue overhead items.
- Never leave a plugged in hot glue gun unattended.
- Skin that comes in contact with hot glue should be immediately plunged into cold water.



Tulare County

*Always focus on the
gluing task.*

Knives (if allowed by camp or local rules)

- Never run or climb while carrying a knife with an unprotected blade.
- When using a knife, cut in a direction away from your body and fingers, hands, arms, and legs,
- Use knives in well-lighted areas.
- Never engage in horseplay with knives.
- Only use knives for their intended cutting/slicing/carving purpose.
- Do not use knives for prying, screwing, hammering, or pounding.
- Never throw a knife.
- Do not attempt to catch a dropped knife. Let it fall and then pick it up.
- Never use a knife on live electrical cords or equipment like appliances.
- Always pass a knife handle first to another person.
- Focus on the task at hand when using a knife. Stop using the knife if you want to look up.
- Always use a cutting board when slicing food.



Lake and Mendocino
Counties

*Only use knives for
their intended
cutting/carving
purpose.*



- When not being used, keep pocket knife blades folded and straight-blade knives in sheathes.
- After use, knives shall be secured, by lock, and not accessible to unauthorized persons.

Scissors

- When using scissors, cut in a direction away from your body and fingers, hands, arms, and legs.
- Focus on the task at hand when using a pair of scissors. Stop using the scissors if you want to look up.
- Do not attempt to catch a dropped pair of scissors. Let the scissors fall and then pick them up.
- Use scissors in well-lighted work areas.
- Never engage in horseplay with scissors.
- Only use scissors for their intended cutting purpose. Do not use scissors for prying, screwing, scraping, or pounding.
- Do not run or climb while carrying a pair of scissors.
- Always pass a pair of scissors handle first to another person.

When using scissors, cut in a direction away from your body.

Wildlife Safety

Biting and Stinging Insects

- The best defense against biting and stinging insects is to not be bitten or stung by one. Avoid being outside during peak biting or stinging activity times (usually early morning and evening hours) and in favorable biting or stinging habitat such as wetlands, along streams, lakes, or oceans, and moist shaded portions of wooded, brush-covered, or grassy areas. Also, avoid contact with insect nests, swarming insects, and ant mounds.
- Wear a long sleeve shirt and long pants with boots when in wild land, overgrown, rural, or wilderness areas. Tucking your pants into your boots or socks helps prevent biting or stinging insects' access to your skin,
- Use insect repellents containing compounds such as DEET (repels insects) on exposed skin and permethrin (kills many insects on contact) on clothing only.
- Closely look for insects or insect activity before placing your hands on objects such as rock outcrops or trees or picking up objects from the ground (i.e. rocks, plants, leaves, etc.)
- Thoroughly inspect the area where you intend to sit, particularly around stumps, logs, boulders, or rock outcrops.
- If you experience an insect bite or sting, see the Camp Health Supervisor.
- Never scratch an insect bite or sting.



Siskiyou County

Closely look for insects or insect activity before placing your hands on objects such as rock outcrops or trees or picking up objects from the ground.

Hantavirus Pulmonary Syndrome

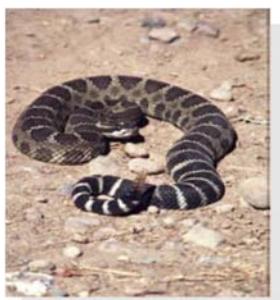


Deer Mouse

Never handle wild rodents, either dead or alive.

- Hantavirus Pulmonary Syndrome (HPS) is carried by rodents and in California, particularly by the deer mouse.
- 4-H members should never handle wild rodents, either dead or alive.
- 4-H members should avoid disturbing or cleaning up deer mice or other wild rodent nests or droppings.
- Keep away from poorly ventilated buildings or enclosures, especially where deer mice or other rodent contamination is present, unless the space has been thoroughly cleaned and ventilated.
- Keep food in rodent-proof containers.
- If you come in contact with wild rodents, nests, or droppings, wash your hands immediately and tell your group leader.
- If bitten by a mouse or other rodent, seek prompt attention from the Camp Health Supervisor.

Poisonous Snakes



Hopland REC

Never approach, tease, corner, or poke at any snake.

- Avoid walking or hiking alone in remote, overgrown, and/or exposed rock areas. Have a walking or hiking partner in areas where poisonous snakes are present.
- Always wear sturdy hiking boots when walking or hiking outdoors. Do not wear sandals or open-toed shoes.
- Avoid heavy underbrush where you cannot see what is in front of you. Stick to existing trails. When heavy underbrush is unavoidable, use a walking stick to first probe and rustle brush and grass that you intend to traverse.
- Be aware that rattlesnakes do not always shake their rattle before striking.
- Closely look for snakes before placing your hands on objects such as rock outcrops or trees or picking up objects from the ground (i.e., rocks, plants, leaves, etc.)
- Thoroughly inspect the area where you intend to sit, particularly around stumps, logs, boulders, or rock outcrops.
- Carefully examine the ground before crossing over or under fences and across logs and boulders.
- Never approach, tease, corner, or poke at any snake. If you encounter a rattlesnake, remain calm and back away slowly. Always give snakes plenty of room to escape from you.
- Consider baby snakes to be as venomous as fully grown poisonous snakes.
- Do not handle recently killed snakes. Although dead, a delayed nervous system reaction by the snake may cause it to bite.
- If a snakebite occurs, immediately contact the Camp Health Supervisor.



Miscellaneous Safety Issues

Heat Illness

- Always drink plenty of fluids such as water and sports drinks. During warm weather, plan to have at least one quart of water available per person per hour of the outdoor activity.
- Wear a summer hat with a brim and loose-fitting, light-colored, and lightweight clothing like cotton.
- Schedule vigorous activities during the coolest portions of the day and take frequent breaks on hot days.
- If someone is feeling symptoms of heat illness, move them into the shade and contact the Camp Health Supervisor.

Always drink plenty of fluids such as water and sports drinks during warm weather.

Skin Protection from Ultraviolet Radiation

- Exposure to ultraviolet (UV) radiation causes more than 90% of skin cancers.
- When outdoors you are exposed to UV radiation levels 20 times greater than when indoors.
- UV radiation exposure increases by about 10% with every 3,000 foot increase in elevation.
- The peak hours of UV radiation are between 10:00 am and 4:00 pm. So scheduling outdoor activities before or after these hours will reduce exposure to UV radiation.
- Always wear a hat with brim, long sleeve shirt, and long pants when spending long hours outdoors.
- Use a sunscreen with a skin protection factor (SPF) of 15 or greater on exposed skin areas. Adult volunteers and teen leaders should remind younger campers to wear sunscreen.

Wear a hat with brim, long sleeve shirt, and long pants when spending long hours outdoors.

Campfires

- Campers should never start a fire unless it is part of a supervised activity.
- Prior to starting a campfire, determine whether any outdoor burning restrictions are in place. Always follow outdoor burning restrictions.
- A first aid kit, emergency telephone numbers (911), directions to the closest emergency care facility, and cell or land-line phone should be readily available before the campfire activity starts.
- Water should be available at all times to extinguish the fire quickly if necessary.
- Never locate a campfire under hanging branches or in areas of heavy brush or tall grasses.
- Use a fire ring that either is built from stones or composed of a metal ring. The fire ring should be less than four feet in diameter.



San Joaquin County

Never leave a campfire unattended and always put a campfire out by drowning it with water.

Sheltering from lightning includes: returning to vehicle, vacating ridge or hill tops and open water bodies, and occupying buildings or facilities.

- Assure that an area extending to about 10 feet outside the perimeter of the fire ring is clear of debris down to the soil. Campers should be seated or located outside the cleared area.
- Keep a bucket of water and shovel nearby to put out embers that may escape the fire ring or to put the campfire completely out when the activity is finished.
- Never start a campfire with a flammable fuel. Use paper scraps or small kindling to start a campfire,
- Do not start a campfire during a thunderstorm or during periods of high winds.
- Never throw away a burned match until the match head is cold to the touch.
- Campers should be aware that once a stick, piece of kindling, branch, or log enters a campfire, it stays in the campfire.
- When cooking over a campfire, use long handle tongs, spatulas, and forks to turn or move food on grills. Also, wear clothing that is snug and buttoned or zipped.
- Use a metal grate to hold posts or frying pans above the campfire. Steel tripods may also be used to hold pots above campfires. Use hot pad holders to pick up hot pots and pans.
- Never leave a campfire unattended. A responsible adult must be present at all times that a campfire is burning.
- Put the campfire out by drowning it with water. Stir the water and ashes until the ashes are cold to the touch.
- At a later time, double check the campfire ashes to assure that the fire has remained out.

Thunderstorms

- If you are within hearing distance of thunder, you are also within striking distance of lighting.
- If you see lighting and hear the resultant thunder in less than 30 seconds, the thunder storm is within six miles of you and should be considered dangerous.
- Whenever a lightning threat becomes significant, seek shelter immediately.
- Shelter from lightning includes returning to a vehicle, vacating ridge or hill tops and open water bodies, and occupying building or facilities.
- If you are able to shelter indoors, unplug and keep your distance from appliances, computers, radios, and television sets.
- Never stand under an isolated tree in an open area to shelter from a thunderstorm.



- During a thunderstorm, avoid contact with metal objects such as fences, poles, electrical wires including overhead utility lines, machinery, and power tools.
- It is not a safe practice to take refuge from lightning beneath canopies or small picnic or rain shelters.
- If you are in the open during a thunderstorm, crouch down and protect your hearing by covering your ears. If possible, crouch down in a nearby topographic depression or low spot.
- Wait at least 30 minutes after a thunderstorm has passed before resuming outdoor activities.



NASA

ENDING OF CAMP

Camp Check Out

- At the conclusion of camp, campers shall be transported offsite by pre-arranged bus or carpools, or released to parents, guardians, or pre-approved adults who have confirming identification.
- Camp registration forms should include information about who is authorized to pick-up children from camp. Campers should not be released to any adults without permission from their parent/guardian.

Campers shall only be released to parents, guardians, or pre-approved adults who have confirming identification.



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FREQUENTLY ASKED QUESTIONS



APPENDIX A

EXCERPTS FROM THE CALIFORNIA HEALTH AND SAFETY CODE AND ORGANIZED CAMP REGULATIONS

Excerpts from the California Health and Safety Code (Sections 18897-18897.7)

HSC Section 18897 (a) through (c) defines an organized camp as a site with a program and facilities established for primary purposes of providing an outdoor group living experience with social, spiritual, educational, or recreational objectives, for five days or more during one or more seasons of the year. The term does not include a motel, tourist camp, trailer park, resort, hunting camp, auto court, labor camp, penal or correctional camp nor does it include a child care institution or home-finding agency. The term also does not include any charitable or recreational organization which complies with the rules and regulations for recreational trailer parks.

HSC Section 18897.1 defines camper as any person in an organized camp on a fee or nonfee basis who is a participant in the regular program and training of an organized camp, and who may take on duties relating to such program and training.

HSC Section 18897.4 establishes the authority of the local health officer to enforce rules and regulations related to organized camps.

HSC Section 18897.7 states that no organized camp shall be operated unless it meets the minimum standards in this code and CCR Title 17, Sections 30700 through 30753. Violation of this section is a misdemeanor.

California Department of Public Health criteria to be used in identifying an organized camp are as follows:

1. Camp is located on a permanent site.
2. Camp has a well defined program of organized, supervised activities in which campers are required to participate.
3. There is present at the camp a qualified program director and staff adequate to carry out the program.
4. A major portion of daily program activities are out of doors.
5. 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.
6. Camps operated by organizations such as the Y.M.C.A., Y.W.C.A., Girl Scouts of the United States, Boy Scouts of America, Camp Fire, Salvation Army, etc. are true prototypes of organized camps. Memberships in one of the following organizations is indicative of status as an organized camp:
 - a. The American Camp Association, or
 - b. The Christian Camping International, or
 - c. The Western Association of Independent Camps, or
 - d. The Association for Environmental and Outdoor Education Inc., or
 - e. Other similar camping associations

Excerpts from the California Organized Camp Regulations (Title 17, Sections 30700 through 30753)

CCR Title 17, Section 30700 definitions:

- (a) "Aquatics Supervisor" means a person who provides supervision to the aquatic facility, staff and program of the camp meeting the requirements of Section 30741 (d)(1).
- (b) "Camp" means an organized camp as defined in Health and safety Code, section 18897 and does not include facilities, programs and arrangements listed in Health and safety Code, section 1596.792.
- (c) "Counselor" means a person who is directly involved with camp program activities and camp supervision meeting the requirements of Section 30751 (b) and (c).
- (d) "Director" means a person who is responsible for day-to-day decision making and supervision of the camp program and staff meeting the requirements of Section 30751 (a).
- (e) "Health Screening" means an examination to identify observable evidence of illness, injury, or communicable disease; to review and update each person's health history; and to identify current medical treatment (including medication), allergies or dietetic restrictions.
- (f) "Health Supervisor" means a person who is either a physician, registered nurse, licensed vocational nurse, who is licensed pursuant to Division 2 of the Business and Professions Code or a person who is trained in accordance with section 1596.866 of the health and safety code.
- (g) "Site Operator" means an individual, partnership, joint venture, or organization that owns, leases, or rents an organized camp site.

General Camp Safety Requirements (CCR Title 17, Section 30702)

The camp and established trails, shall be in an area properly drained and free or protected from natural or man-made hazards, such as mine pits, quarries, and high-speed roads, or large numbers of insects and venomous snakes. Poison oak shall be controlled. Excessive dust that may be injurious to health and safety in the main living and housing areas of the camp shall be prevented by suitable means.

Notice of Intention to Operate (CCR Title 17, Section 30703)

- (a) At least 30 days prior to the operation of any camp in any calendar year, written shall be sent by the site operator to the local health officer of the city, county, or city and county in which the camp is located, setting forth the name, location and mailing address of the person or agency that owns the camp, the name and address of the person or agency proposing to operate the camp and the proposed dates of occupancy during that calendar year. Camps which operate year-round shall provide only an initial notice of operation.
- (b) Written notice shall be sent to the local health officer at least 30 days prior to:
 - (1) Construction of any new camp,
 - (2) Any major expansion of physical facilities or
 - (3) Any changes to items of information required in (a) above.

Requirements for Camps (CCR Title 17, Section 30704)

On an annual basis and at change of ownership the site operator shall submit to the local health officer

- (a) A written verification that the camp is accredited by the American Camp Association, (formerly the American Camping Association) or
- (b) (1) A written description of operating procedures that describes the program of organized and supervised activities of the camp in the following areas:
 - (A) Supervisor qualifications and training
 - (B) Staff skill verification criteria and process
 - (C) Participant eligibility requirements (if any)

- (D) Staff-to participant supervision ratios
 - (E) Equipment needed
 - (F) Safety procedures
 - (G) Emergency procedures specific to location
 - (H) Environmental hazards
 - (I) Access and equipment control
 - (J) Equipment and maintenance repair
- (2) An accepted reference for these operating procedures are the following chapters of Accreditation Standards for Camp Programs and services (2007 Edition) published by the American Camp Association, Martinsville, Indiana, identified as:
- (A) PD – Program – Design and Activities
 - (B) PA – Program – Aquatics
 - (C) PC – Program – Adventure/challenge
 - (D) PH – Program – Horseback Riding
 - (E) PT – Program – Trip and Travel
- (c) A written statement by the Director that the Director has reviewed the criminal history record check and voluntary disclosure statement as described in section 30751 for all individuals for which it is required by section 30751 (a), and documentation of the criminal history record check of the Director.

Utilities

Water Supply (CCR Title 17, Section 30710)

- (a) A dependable supply of potable water adequate to furnish 50 gallons of water per person per day shall be available. Where pit or chemical toilets are used, this figure may be reduced to 30 gallons per person per day.
- (b) The water supply system shall conform to the following:
 - (1) Water wells shall be constructed in accordance with the requirements of California Bulletin 74-81, Water Well Standards, Chapter II and Appendix A, B, C (December 1981) and California Bulletin 74-90 (June 1991), Water Well Standards published by the Department of Water Resources, State of California Resources Agency.
 - (2) Springs shall meet the following requirements:
 - (A) Use of a spring as a potable water source shall not be permitted if it is located on the side of or at the foot of a hill where cesspools, privies, sewers, or other sources of contamination would be located above the spring and in the path of the groundwater flow toward the spring. In no one case shall a spring be used if it is located closer than 200 feet to an upstream potential source of contamination.
 - (B) Springs used as a potable water source shall be developed with a tight box or enclosure including a watertight cover with no openings that will permit entrance of surface waters, windblown dusts or small animals.
 - (3) No stream sources for potable water shall be used without treatment.
 - (4) Water supply, quality, monitoring, storage, and distribution shall comply with the requirements of the California Safe Drinking Water Act, Health and safety Code, Section 116270, et seq.

Drinking Water (CCR Title 17, Section 30711)

Drinking water shall be provided and be centrally located in the camp.

Handwashing Facilities (CCR Title 17, Section 30712)

Handwashing facilities shall be provided adjacent to all flush toilets. Single service soap dispensers shall be provided at handwashing facilities, except for those handwashing facilities located in camper housing facilities.

Showers (CCR Title 17, Section 30713)

When campers are present for three or more consecutive days and nights, showers shall be provided.

Toilets (CCR Title 17, Section 30714)

Toilets shall be provided at the ratio required in Table 4-4, part 5, Title 24, CCR. Pit or chemical toilets may only be used in remote areas where a plumbing system for water distribution is unavailable. Pit or chemical toilets shall be located so as not to endanger water supplies and shall be so constructed as to exclude flies and vermin.

Housing

Building Structures (CCR Title 17, Section 40720)

- (a) Plans and specifications for every building or structure shall be approved by the local health officer prior to the start of any construction.
- (b) Nothing in this section shall prohibit the State department of Public Health or local health officer from contracting with the Office of the State Architect of the Department of General Services or any private or other governmental agency for the review of design and performance of inspection of construction of camp buildings and structures, in accordance with the provisions of this section.

Sleeping Accommodations (CCR Title 17, Section 30721)

Head-to-head sleeping accommodations shall be prohibited. A minimum space of 18 inches, or a physical barrier, shall be provided between bed units including sleeping bags.

Repair, Safety, Maintenance and Sanitation (CCR Title 17, Section 30722)

- (a) Every building, structure, tent, tent structure, cabin, and premises shall be kept in good repair, and shall be maintained in a safe and sanitary condition, clean and free from accumulations of paper, rubbish, or standing water, satisfactory to the local health officer.
- (b) All appliances, equipment, devices, facilities, electrical, mechanical, plumbing, refrigerating, and ventilating systems shall be kept in good repair, and shall be maintained in a safe and sanitary condition satisfactory to the local health officer.
- (c) When provided, mattresses, mattress covers, blankets, sheets, pillows, and/or sleeping bags shall be maintained sanitary and in good condition. Blankets, sheets, pillows, and/or sleeping bags shall be laundered and/or sanitized prior to issuance to a camper. Mattresses shall be covered with waterproof material or washable covers so as to be easily cleaned and sanitized.

Overhead Electrical Line Construction (CCR Title 17, Section 30723)

All overhead electrical lines installed in a camp shall be in accordance with the Public Utilities Commission, General Order No. 95 (January 2006), Rules for Overhead Electrical Line Construction.

Food Service Facilities and Operations

Food Service Facilities (CCR Title 17, Section 30730)

Food service facilities shall comply with the requirements of the California Retail Food Code, Health and Safety Code, Section 113700 et seq.

Solid Waste

Garbage and Refuse (CCR Title 17, Section 30735)

All garbage and refuse shall be deposited and stored in flytight containers, removed and disposed of at a frequency and in a manner satisfactory to the local health officer.

Vector Control

Vectors and Pests (CCR Title 17, Section 30736)

Every camp shall have a plan and equipment for coping with excessive numbers of flies, mosquitoes and other insects and with rodents. At times or places where special risk of transmission of disease to humans from insects, rodents or other animals exists, the camp shall institute special measures to protect the campers, under the guidance of the local health officer.

Swimming and Bathing

Swimming Facilities (CCR Title 17, Section 30740)

All swimming pools, pools, wading pools and special purposes pools which are located in or provided for any camp shall be designed, constructed, maintained, and operated in accordance with the provisions of Article 5, Chapter 5, Part 10, Division 104, of the Health and safety code, Sections 116035-116068, and with the applicable provisions of Chapter 20, Division 4, Title 22, and chapter 31, Part 2, Title 24, Sections 3101B-3137B.2. and Figures 31B-1-31B-5 of the CCR.

Lake, Stream, River or Ocean Swimming (CCR Title, Section 30741)

- (a) A plan for the use of any lake, stream, river or the ocean by any camp for swimming or boating shall be:
 - (1) Developed and maintained by the Director,
 - (2) Submitted to the local health officer prior to use, and
 - (3) Implemented in accordance with any special conditions that may be specified in writing by the local health officer to protect health and safety.
- (b) Any camp which uses places such as lakes, streams, rivers or the ocean for swimming shall be equipped with at least one lifeboat or equivalent water safety device that is suited to the size, location and use of the water facility, population of the camp and that shall:
 - (1) Be used for no other purpose than for saving lives or for other emergencies,
 - (2) Be kept in good repair and readily accessible to the areas of potential use, and
 - (3) Comply with Harbors and Navigation Code Section 652.
- (c) No camp shall maintain or use a lake, stream or river unless careful soundings of depth of water and location of eddies and pools and determinations of the presence and nature of dangerous currents, sunken logs, rocks and obstructions in the lake, stream or river have been made and:
 - (1) Legible signs indicating in plain letters, the depth of water, the location of pools and eddies, and the presence and direction of currents of water shall be posted at any lake, stream or river used by a camp for camper swimming, and
 - (2) The signs shall be visible from the swimming or bathing area during the season when bathing and swimming are permitted.
- (d) Lifeguard services equivalent to those defined in Section 116028, Health and Safety Code, shall be provided at any location used for swimming by campers.
 - (1) There shall be a designated aquatics supervisor who is at least 18 years of age and who shall possess an American Red Cross Lifeguard Certificate, YMCA Swim Lifesaving Certificate or its equivalent certificate.
 - (2) Lifeguard service shall be provided at a ratio of 1 lifeguard for each 25 campers in the water.

Supervision

Health Supervision (CCR Title 17, Section 30750)

- (a) Every camper and each staff member entering camp shall furnish a health history of his or her health status that is completed and signed by the individual camper or staff member, or by the parent or guardian if the camper or staff member is under the age of 18. This history shall be kept on-site as long as the camper or staff member is at camp and shall include the following:

- (1) A description of any health condition requiring medication, treatment, special restriction or consideration while at camp,
 - (2) A record of immunizations including date of the last tetanus shot, and
 - (3) A record of any allergies.
- (b) A signed statement by a parent or guardian to seek emergency medical treatment shall be provided for each staff member or camper, except those minors accompanied in camp by a parent or guardian. The local health officer, when necessary for the protection of the health of campers and staff members, may require special inoculations and testing for each camper and staff member entering camp.
 - (c) There shall be a full-time adult Health Supervisor charged with health supervision at the camp when campers are present.
 - (d) Health screening shall be conducted under the supervision of the Health Supervisor by qualified staff that meet the requirements of section 30700 (f) for:
 - (1) All staff prior to the arrival of campers; and
 - (2) All campers under the age of 18 who are unaccompanied by a parent or guardian within 24 hours of arrival at camp.
 - (e) If a physician is not on site when campers are present, arrangements shall be made for a physician to be available on an on-call basis. An infirmary (tentage or other shelter), with provision for isolating patients, shall be provided. Advance arrangements shall be made for the immediate removal of seriously sick or injured campers or staff members to a point of adequate medical care, on recommendation of a physician. This subsection shall not apply to intermittent short-term organized camps operating less than 72 hours except when required by the local health officer for the protection of the health of campers and adult supervisors.
 - (f) A medical logbook shall be maintained by the Health Supervisor which includes at least the following information for each accident, injury or illness:
 - (1) Name of the person treated;
 - (2) Dosage and intervals of any medication dispensed;
 - (3) First aid or medical treatment rendered;
 - (4) Name of the person administering the first aid or medical treatment;
 - (5) Date and time of treatment; and
 - (6) Date parent/guardian notified of accident, illness or injury.
 - (g) The Health Supervisors or the site operator shall report all occurrences of foodborne illness, suspected foodborne illness, or any other reportable disease as required by CCR Title 17, Section 2500 (b) promptly to the local health officer for the camp location.
 - (h) All medication brought to a camp by campers that needs to be dispensed by the Health Supervisor or qualified staff that meet the requirements of section 30700 (f) shall be:
 - (1) In the original container and labeled in accordance with California health and Safety Code, Division 104, Part 5, Chapter 6, Article 3, commencing with section 11330, or
 - (2) In containers accompanied by specific written dispensing instructions from a parent, legal guardian, or physician licensed pursuant to Division 2 of the Business and Profession Code, and
 - (3) Stored in a locked container when unattended by the Health Supervisor.
 - (i) A written health care plan developed and maintained by the Health Supervisor shall be used at the camp. The health plan shall include:
 - (1) The responsibilities and authority of the Health Supervisor and other qualified health staff meeting the requirements of section 30700 (f) that provide health care including first aid,
 - (2) The procedures for camp health care and sanitation,
 - (3) A record keeping process,
 - (4) A plan for provision and maintenance of supplies and equipment, and
 - (5) The relationships and agreements with local medical personnel, hospitals, and providers of

- emergency care and other emergency care providers, and
- (6) A plan to prevent and control the spread of pandemic flu or other communicable diseases among campers.

General and Safety Supervision (CCR Title 17, Section 30751)

- (a) When campers are present, every camp shall have a Director at the camp in charge who is at least 25 years of age and has at least two seasons of administrative or supervisory experience in camp activities. The director shall provide staff for the care, protection, and supervision of the campers. The director and all camp counselors shall not have direct unsupervised contact with campers without first obtaining a satisfactory criminal history record check from the California Department of Justice, Bureau of Criminal Identification, or U.S. Department of Justice National Sex Offender Public Registry, and voluntary disclosure statement that contains the same information as standard HR-4 Staff Screening of the Accreditation Standards for Camp Programs and Services, American Camp Association (2007 Edition).
- (b) When campers are present, there shall be at least one counselor who is a high school graduate or who is at least 18 years of age, for each 10 campers under 16 years of age.
- (c) The health Supervisor shall verify that all counselors have been trained in principles of first aid and cardiopulmonary resuscitation.
- (d) Subsections (b) and (c) shall not apply to intermittent organized short-term camps.

Firearms (CCR Title 17, Section 30752)

All firearms and ammunition, when not in use for authorized camp activities, shall be stored in a cabinet designated for this use and locked. The key shall be in the possession of the Director or qualified designee meeting the requirements of section 30751 (a).

Emergency Plan (CCR Title 30753)

- (a) Each camp shall retain on site a written site specific plan, approved by the Director, outlining procedures which deal with the following emergency situations:
- (1) Natural disasters.
 - (2) Lost campers.
 - (3) Fires.
 - (4) Transportation emergencies.
 - (5) Severe illnesses and injuries.
 - (6) Strangers in camp.
 - (7) Aquatic emergencies as appropriate for the site.
 - (8) Other emergency situations as appropriate for the site.
- (b) The site specific plan shall include procedures for:
- (1) Evacuation of the camp site,
 - (2) Control of vehicular traffic through the camp, and
 - (3) Communication from persons at the site of an emergency to the emergency medical facilities, the nearest fire station, and both administrative and health staff of the camp.
- (c) Camp staff shall be trained in implementation of the procedures set forth in the emergency plan.



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4-H Youth Development Program

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APPENDIX B

4-H CALIFORNIA YDP ANNUAL NOTICE to OPERATE TEMPLATE

(to be used if 4-H is the Camp Operator, as defined in CCR Title 17, Section 30700)

(to be prepared by the County Director)

This template is available online at:

http://safety.ucanr.edu/4-H_Resources/Camp_Safety_Guidebook/



APPENDIX C

4-H CALIFORNIA YDP CAMP OPERATING PROCEDURES TEMPLATE

(to be used if 4-H is the Site Operator, as defined in CCR Title 17, Section 30700, or if no operating procedures exist)

(to be prepared by the Site Operator)

This document is provided to meet the regulatory requirements for describing Camp Operating Procedures. It allows you to document your site-specific procedures by filling in and completing the template's blank spaces and check boxes.

This template may be completed by filling in the blanks and check boxes by hand or electronically by filling in the grey form-field blanks and check boxes.

This template is available online at:

http://safety.ucanr.edu/4-H_Resources/Camp_Safety_Guidebook/



APPENDIX D

4-H CALIFORNIA YDP HEALTH CARE PLAN TEMPLATE

(to be prepared by the Camp Health Supervisor)

This document is provided to meet the regulatory requirements for a Health Care Plan. It allows you to document your site-specific procedures by filling in and completing the Plan's blank spaces, forms, and logs. The Health Care Supervisor may add or remove portions of the template at their discretion to develop a Health Care Plan that meets the needs of their specific Camp conditions and/or activities.

This template may be completed by filling in the blanks by hand or electronically by filling in the grey form-field blanks.

This template is available online at:

http://safety.ucanr.edu/4-H_Resources/Camp_Safety_Guidebook/



APPENDIX E

4-H CALIFORNIA YDP CAMP EMERGENCY PLAN TEMPLATE

(to be approved by the Camp Director)

This document is provided to meet the regulatory requirements for a Camp Emergency Plan. It allows you to document your site-specific procedures by filling in and completing the Plan's blank spaces, forms, and logs. The Camp Director may add or remove portions of the template at their discretion to develop a Camp Emergency Plan that meets the needs of their specific Camp conditions, facilities, and/or activities including using the Worksheets available in the 4-H YDP Camp Risk Management Workbook.

This template may be completed by filling in the blanks by hand or electronically by filling in the grey form-field blanks.

This template is available online at:

http://safety.ucanr.edu/4-H_Resources/Camp_Safety_Guidebook/



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APPENDIX F

4-H CALIFORNIA YDP EXAMPLES of CAMP APPLICATION and OTHER FORMS

**Example forms for camp applications and links to other sample forms
are available at:**

http://safety.ucanr.edu/4-H_Resources/Camp_Safety_Guidebook/

**Current 4-H enrollment forms and links to online enrollment
are available at:**

http://4h.ucanr.edu/Resources/Enrollment_Forms/



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APPENDIX G

4-H CALIFORNIA YDP CAMP VECTOR CONTROL PLAN TEMPLATE

(to be prepared by the Site Operator)

This document is provided to meet the regulatory requirements for a Camp Vector Control Plan. It allows you to document your site-specific procedures by filling in and completing the Plan's blank spaces.

This template may be completed by filling in the blanks by hand or electronically by filling in the grey form-field blanks.

This template is available online at:

http://safety.ucanr.edu/4-H_Resources/Camp_Safety_Guidebook/



APPENDIX H

4-H CALIFORNIA YDP

CAMP SWIMMING and BOATING PLAN TEMPLATE for LAKES, STREAMS, RIVERS, or OCEANS

**(to be prepared for any camp that uses lakes, streams, rivers, or oceans
for swimming or boating)**

(to be prepared by the Camp Director)

This document is provided to meet the regulatory requirements for a Camp Swimming and Boating Plan for Lakes, Streams, Rivers, or Oceans. It allows you to document your site-specific procedures by filling in and completing the Plan's blank spaces.

This template may be completed by filling in the blanks by hand or electronically by filling in the grey form-field blanks.

This template is available online at:

http://safety.ucanr.edu/4-H_Resources/Camp_Safety_Guidebook/