

**RECREATIONAL/EDUCATIONAL CAMP INSPECTION GUIDANCE**  
Updated January 2024

**AT THE OFFICE**

**A. Permit** (displayed in public view)

**B. Plan Review:** Any construction or modifications that occurred in past year-approval required.

**C. Copies of Certifications**

1. Health Supervisor/Qualifications: \_\_\_\_\_
  - Other health staff (must hold CPR/AED) \_\_\_\_\_
  - Health staff Med administration: (online course "medication administration principles" and proof of test with passing grade.) \_\_\_\_\_
  - If camp has a Rx for Epi autoinjector or prefilled syringes of Epinephrine for emergency use, staff must complete anaphylaxis training: \_\_\_\_\_
2. Waterfront Supervisor: \_\_\_\_\_
  - Lifeguards (must hold current first aid, CPR & AED) \_\_\_\_\_
  - Course of certification: \_\_\_\_\_
  - Boating (Jan 1, 1989, require valid boating license): \_\_\_\_\_
  - Written Lifeguard/attendant staffing plan on premise 78.26(3)(C)(2)
    - Diagram of water areas
    - Designated swimming and boating area
    - Hours of operations (lighting if beyond dark)
    - Indicate how obstruction are addressed with placement of guards and attendants
    - Location of first aid kit
    - Method of communication
    - Description of reliable system to reach 911 from waterfront
    - Number of lifeguard and attendants per table 78.26
3. High Risk "Specialized Program" Supervisor:
  - Archery/Rifle: \_\_\_\_\_
  - Horseback Riding: \_\_\_\_\_
  - High/Low Ropes Course: \_\_\_\_\_
  - Other: \_\_\_\_\_
4. Certified Food Manager \_\_\_\_\_

**D. Annual Written Arrangements For:**

- ☐ Staff Physician, or Consulting Physician, or Consulting Physicians' practice
- ☐ Law Enforcement notified
- ☐ Fire notified
- ☐ EMS within 30 mins(written documentation)- This determines # of Health Service staff required onsite table 78.27
- ☐ Rental Groups: signed by both parties, designated responsibility, agree contents, & validation. ATCP 78.16

**E. Test or Inspection Results:**

- ☐ **Well Water:** bacteria and nitrate- seasonal camps completed 2 months prior to opening. Year-round camps completed annually.
- ☐ **High/Low Element Challenge Course** Inspection report (3<sup>rd</sup> party, within past 24 months)
  - Course built after July 1, 2023 - require initial acceptance validation inspection.

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- ☐ **Fire Alarm System:** document of annual inspection and testing of system
  
- F. Staff/Camper Ratio:** One 18+ year old staff member per 10 campers under 18. One 18+ staff member per 4 campers for campers 6 and under. Excluded maintenance and kitchen staff.
  
- G. Written Emergency Procedures For**
  - ☐ Standing orders for routine health care, emergencies and admin of medication reviewed annually.
  - ☐ Procedures and space for temporary isolation of sick, injured, and communicable diseases.
  - ☐ Fire
  - ☐ Severe weather (power outage, identify a designated shelter)
  - ☐ Lost Camper
  - ☐ Lost Swimmer
  
- H. \*Campus Security Written Plans:**
  - ☐ Monitoring and tracking visitors, vendors, contracted services that enter premises.
  - ☐ Firearms and ammunition used by staff for non-program activities.
  - ☐ Active Threats
  - ☐ Annual Camper Sexual Abuse Prevention Training (must have copy of curriculum, maintain certificates and dates for each staff member) 78.26(5)(c)
  - ☐ Frequency of training and rehearsal of staff for emergency plan and campus security.
  
- I. Death, Illness, Injury Report:** If an ambulance is required on campus complete document and notify health dept. within 24 hours.
  - ☐ Must have form on site prepared for if needed.
  
- J. Registration:** Register of campers and staff kept 3 years (name, home address, phone number, email). Staff require emergency contact (name, phone, email). Rental Groups responsible for retention of registry.
  
- K. Camp Supervision:**
  - ☐ Written agreement for camp staff & any 14yr+ residing on premises with access to campus. (must provide permission for background check)
  - ☐ Background Check Threshold- Policy reviewed & signed. 78.26(1)(c)
  - ☐ Background Check every 2 years.
  
- L. \*Active Managerial Control- Requirement for inspection once every 3 years**
  - ☐ No Reinspection in last 3 years
  - ☐ Has written Standard Operating Procedures (SOP) for the following:
    - o Rental Group Agreements following 78.16
    - o Food Service Operations including the following information:
      1. Temperature Monitoring
      2. Handwashing
      3. Employee illness restrictions & exclusions
      4. Cleaning & Sanitizing (surfaces, utensils, and equipment)
      5. Vomiting & diarrhea clean up
      6. No bare hand contact w/ ready to eat foods.
      7. Washing fruits & vegetables
      8. Date marking
      9. Receiving delivery of foods
    - o Supervision, safety, and staff coverage per 78.26
    - o Health staffing and medication administration per 78.27
    - o Primitive camping per 78.32
  - ☐ Monitoring and corrective action for SOP's
  - ☐ Verification for SOP's
  
- M. Recommendations:**
  - ☐ Written protocol & staff education on Lyme disease & Rabies (bat exposure).

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### GENERAL FACILITIES

#### A. Location of Camp

- ☐ Well drained, graded, free from contaminations (garbage & animal waste)
- ☐ Cooking, dining, and sleeping quarters not located within 100 feet from barn or livestock housing.

#### B. Water

- ☐ Backflow prevention device installed and maintained.
- ☐ Plumbing system for buildings supplied with water must comply with SPS 382 and 384
- ☐ Containers for transporting drinking water- labeled, food grade, easily cleanable.
- ☐ Drinking facilities must be provided to campers: (fountain, disposable cups, personal containers)

#### C. Sewage

- ☐ All liquid and water from sinks, bath/shower, toilets must discharge to appropriate system-not to grade.
- ☐ Public sewer must be used if available.
- ☐ POWTS covered & locked, designed, constructed and operated according to DSPS

#### D. Means of Egress

- ☐ Doors open from occupants' side
- ☐ Doors latch or fastening device.
- ☐ Exit signage- on public buildings: Exits marked with sign that is visible from any direction, maintained in operational order 78.24(3)(b)

#### E. Facility maintained in clean and in good repair

- ☐ Interior: wall, ceilings, floors and equipment in buildings
- ☐ Hot water pipes, steam radiators, fireplaces, space heaters, registers-(shielded or screened to protect campers from burns)
- ☐ Exterior: roofs, exterior walls, doors and windows
- ☐ Openings to outside (windows & doors) protected from entrance of pests.
- ☐ Grounds free of refuse and pests
- ☐ Parking & Roadways: maintained to minimize dust and dirt.

#### F. Hazardous Substance

- ☐ Pest control substance applied according to label instructions.
- ☐ Applied only by certified applicator.
- ☐ Stored in original container with label, separate, well ventilated, secure area, accessible only to staff.
- ☐ Disposed in a manner and location directed by manufacturer label or SDS sheet.

#### G. Fire Prevention

- ☐ Fire extinguisher in all public buildings- maintained annually and tagged.
- ☐ Smoke detectors (compliance 101.145) (basement, each floor at the head of any stairway, and either in each sleeping area of each unit or elsewhere in the unit within 6 feet of each sleeping area, not in a kitchen)
- ☐ Carbon Monoxide Detectors (compliance 101.149) (Sleeping room with fuel burning appliance or adjacent to one, outside doorway to attached garage)
- ☐ Fire alarm & detection systems:
  - o Installed & maintained in compliance with SPS 362 & 314
  - o Operational at all times.
  - o Notify the fire alarm technician immediately if there is any illuminated indicator for alarm.
- ☐ Prohibit use of unvented heating systems fueled by natural gas, kerosene, alcohol, or other fuels.
- ☐ Evacuation diagrams- (any building with 2 or more doors that open to outside) 78.24(8)(f)
  - o Conspicuously posted
  - o Indicate the viewers location
  - o Indicate minimum of 2 evacuation routes

#### H. Handrails, Guards, & Stairs:

- ☐ Handrails required on steps with more than 3 risers (30"-38" above step & full length of flight of steps)
- ☐ Guards
  - o Required on all open sides of more than 3 risers.
  - o Required on elevated surface greater than 24 inches above floor or grade (decks, lofts, balconies)
  - o Height must be minimum of 36 inches above floor.
  - o Between guards not less than 4 3/8-inch gap.
  - o If ropes, cable, or similar material used should not allow sphere of 3.5" diameter pass w/ vertical structural support posts should be no more than 4 feet apart.

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- ☐ Stairs
  - Triangle opening by the riser, tread and bottom rail must not allow passage of a sphere 6" in diameter.
  - Open risers shall not exceed more than 4" height.
- ☐ Exemptions to these requirements:
  - Egress window wells, retaining walls, landscape features, detached walkways, or stairs that are not apart of a building.

### I. Garbage

- ☐ Indoor Containers:
  - Durable, easily cleanable, pest resistant, leak-proof, nonabsorbent
  - Maintained covered and closed when not in use.
  - Emptied at frequency to prevent harbor of pests.
- ☐ Outdoor Containers:
  - Easily cleanable, tight-fitting lids, doors or covers.
  - Kept covered and closed when not in use.
  - Drain plug kept in place except when cleaning.
  - Capacity sufficient to hold garbage until disposal.
- ☐ Cardboard that does not contain food waste does not need to be kept stored in covered container.

### J. Playground

- ☐ Installed to manufacture directions.
- ☐ Maintained in good repair
  - No open "S" hooks
  - Bolts not protruding beyond 2 threads
  - No sharp points or edges
- ☐ Prevent trip hazards and falls
- ☐ No hazards on the ground under or surrounding equipment

### K. Petting Zoo or Animal Interactions:

- ☐ Handwashing station in close proximity (water, soap, toweling)
- ☐ Hand Sanitizer if no handwashing station is available. Must be 60% alcohol base
- ☐ Staff must supervise campers are handwashing or using sanitizer.

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### LODGING (permanent structures)

- ☐ Minimum ceiling height 7 feet.
- ☐ Individual bed for each individual.
- ☐ Floor space: at least 3 feet between sides of beds, at least 6 feet horizontally between heads.
- ☐ Discuss head to toe spacing. ("L" shape or end to end acceptable if positioned to meet above requirements)
- ☐ Mattress covers: Nonabsorbent, clean, in good repair.
- ☐ Bunk beds:
  - Guardrails: Top of rail at least 5 inches above top of mattress; bottom of rail no more than 3.5 inches above top of bedframe.
  - Vertical separations: at least 2.5 feet above mattress of upper bed and between top of lower mattress and bottom of upper bed.
  - No more than 2 beds stacked vertically.
  - Located away from potential hazards: heat source, ceiling fans, ceiling protrusions.
- ☐ Bedding cleaned weekly and between guests when provided by operator.
- ☐ Smoke detectors and carbon monoxide detectors.
- ☐ Screens present and intact
- ☐ Outside doors tight fitting and self-closing
- ☐ Building evacuation diagram if more than 2 doors leading outside
- ☐ Platform Tents: platform constructed with solid, level floor for tent shall not exceed 3ft above the ground.

### TOILET/SHOWER ROOMS

- ☐ Within 400 feet of lodging units.
- ☐ Comply with building code.
- ☐ Maintained clean and in good repair.
- ☐ Toilets:
  - Privacy lock for each stall
  - Supplied with toilet paper.
- ☐ One toilet & handwashing sink for every 10 campers. Urinals for up to ½ of required number of toilets.
  - 'Unisex' OK single occupant (male or female)-single full door that is lockable and is separate room.
  - Multiple occupant must be labeled male/female-(one big room, a bunch of stalls)
- ☐ One shower or tub for every 20 campers
- ☐ Showers must have slip resistant flooring.
- ☐ No carpeting
- ☐ Tempered water for handwashing and showers
- ☐ Adequate lighting
- ☐ Toilets and showers for individuals with disabilities must comply with SPS 362.121(1m)
- ☐ Screens present and intact/pest proof
- ☐ Outside doors tight fitting and self-closing.

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**CAMPING**

**A. Primitive Camping**

- ☐ Sites should be safe, clean and sanitary.
- ☐ Medication or treatment administered during the trip should be documented then transferred to camps logs upon return. Original documentation must also be kept.
- ☐ First aid supply should be fully stocked.
- ☐ Reliable communications available at all times.
- ☐ The camper to staff and health staff ratio must be maintained. Table 78.25 & 78.27
- ☐ Drinking water supply:
  - Obtained from camp: from potable water source, transported in clean, sanitized, food grade container.
  - Obtained from alternative source: Must be visibly clear, and be treated by train adult (boil 1 min or purifier)
- ☐ \*Off Site Written Food Safety Plan: (must be available to health department)
  - General food safety
  - Hand Hygiene
  - Utensil Washing Procedures
  - Food protection from animals and pests
- ☐ Toilet facilities:
  - At least 200 feet from water body/well, camp, tent or sleeping quarters.
  - Must use 8" deep slit-trench or carry out.
- ☐ Garbage is carried out for proper disposal.

**B. Open Air Sleeping Experiences** (collapsible tent or tent covering a non-collapsible framework in place for less than 29 days)

- ☐ Capacity: should not exceed manufacturers specifications for occupancy
- ☐ Screening/netting may be provided upon request.
- ☐ Sleeping bags: if provided washed between use, kept clean and free of pests.

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### HEALTH LODGE

#### A. Health Supervisor

- ☐ Qualifications met (Physician, RN, PA, Athletic trainer, EMS, Wilderness 1<sup>st</sup> aid course)
- ☐ Check in medications when campers arrive.
- ☐ Reviews Health history forms
- ☐ Follow standing orders approved by physician for routine health care, emergencies, and administration of medications.
- ☐ Minimum number of health service staff regarding EMS response time (Table 78.27)

#### B. Health Histories for staff and campers:

- ☐ Signed by adult or guardian.
- ☐ Includes record of immunizations, medical treatment, allergies, and special conditions.
- ☐ Signed to provide camp permission to provide routine and emergency treatment, and OTC meds.
- ☐ Staff's health history should include any medical limitations that would make them exempt from certain programs.

#### C. Isolation Area for Persons with Suspected Communicable Diseases

- ☐ Reportable diseases reported.
- ☐ Written procedures and space for temporary isolation of sick, injured, or multiple campers ill with a communicable disease

#### D. Medications:

- ☐ Stored in locked cabinet and/or locked refrigerator.
- ☐ Administered by Health Supervisor (or assignee) as prescribed by physician.
  - ☐ Assignee: must have AED/CPR certificate, first aid and annually take Medication Administration Principles online course.
- ☐ Properly labeled containers (name of camper, name of med, dosage, frequency of administration, route of administration, name of physician, prescription number, date prescribed)
- ☐ Prepackaged pill pack accepted provided by pharmacy with paperwork with same requirements of bottled meds.
- ☐ OTC medications are labeled with camper name, medication name and direction of use.
- ☐ Medication and Treatment logs:
  - ☐ Recorded in bound book with pre-printed page numbers (name of camper, ailment, name of medication or treatment, quantity given, date and time administered, who administered, comments.)
  - ☐ Health electronic software is accepted if each change to record is recorded & previous entry cannot be edited or deleted.
  - ☐ By making an electronic medication administration record, printed with date and time stamp, from a health software program to be used for manual recording with a signature on the form of the individual making entries.
- ☐ Bound medication and treatment book kept for 3 years.
- ☐ If camp has a prescribed Epi autoinjector or prefilled syringes for emergency use, staff must complete anaphylaxis training with certificate on site.

#### E. Health Lodge, General Facilities:

- ☐ First aid supplies are provided and available for off-site trips.
- ☐ Protected from insects or pests.
- ☐ Mattresses nonabsorbent, good repair. Bedding provided: good condition, washed between use.
- ☐ Smoke/carbon monoxide detectors installed appropriate places (same as lodging requirements)
- ☐ Vehicle available at all times
- ☐ Emergency Phone:
  - ☐ Conveniently located, always available, battery back-up and reliable service)
  - ☐ List of emergency phone numbers near phone and Facilities address attached or nearby.
- ☐ AED (if present): Must be operational and always available.

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**WATERFRONT**

- ❖ **Written Lifeguard/attendant staffing plan on premise 78.26(3)(C)(2)**
  - Diagram of water areas
  - Designated swimming and boating area
  - Hours of operations (lighting if beyond dark)
  - Indicate how obstruction are addressed with placement of guards and attendants
  - Location of first aid kit
  - Method of communication
  - Description of reliable system to reach 911 from waterfront
  - Number of lifeguard and attendants per table 78.26
- ❖ **Lifeguards:**
  - Hold current lifeguard certification, CPR/AED for adults and bloodborne pathogens training.
  - Wear clothing while on duty that is marked "lifeguard" or "guard".
  - Equipped with rescue tub and harness and whistle (or other signaling device)
- ❖ **Safety Equipment at waterfront**
  - Maintained in good repair in aquatic area.
  - Backboard w/ head immobilizer & sufficient straps attached.
  - Ring buoy w/harness **OR** rescue tube w/50ft of rope attached **OR** throw bag with 50ft of rope attached  
{Note: must have 1 of the 3 items}
- ❖ **Personal Flotation Devices (PFD)**
  - At least one PFD must be readily available for each individual over 13yrs of age while on board a boat.
  - Children 13 years and under must wear a proper fitting, coast guard approve PFD while onboard a boat.
  - Any individual on a sailboard must wear a PFD.
  - Boats 16 feet or more in length must have throwable PFD onboard in addition to wearable PFDs.
- ❖ **Supervision:**
  - One lifeguard per 50 persons and one attendant. 2 lifeguards per 51-100 persons and 1 attendant per 50 persons. (see table 78.26)
  - Staff must have a designated check-in/check-out system.
  - Method of supervising swimmers (buddy system, buddy check)
  - No swimmer may enter beyond their evaluated ability.
- ❖ **Aquatic Area:**
  - Posted rules & restrictions for boating and swimming areas. (verbally done when off-site trips)
  - Designated separate areas for each aquatic program activity.
  - A swimming test shall be conducted to evaluate swimmer proficiency.
  - Maintained clean and free of hazards including: docks, ladders, rafts, diving boards, boats, PFD, paddles.
  - Swimming after dark only if adequate lighting to identify swimmers.
- ❖ **Rescue Boat:**
  - Must be readily available when activities are beyond the swimming area.
  - Equipped with the following:
    - A reach pole or standard-length oar/paddle may substitute.
    - Ring buoy w/harness **OR** rescue tube w/ 50ft of rope attached **OR** throw bag w/ 50ft of rope attached {Note: must have 1 of the 3 items}
    - PFD devices that are coast guard approved and properly sized for each individual.
- ❖ **Motorboats:**
  - If born after Jan 1, 1989, must have one of the following:
    - Hold a valid boating license/certificate.
    - Accompanied by individual 18yr and older that holds a valid boating license/certificate.



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**High Risk Programs**

**General High Risk Activities Areas**

- ☐ Equipment properly stored and secured when not in use or being supervised.
- ☐ Proper disinfecting between shared equipment (ie: Helmets, Bows)
- ☐ First aid kit available
- ☐ How often is equipment inspected and by who?
- ☐ Equipment is in good repair.

**Paintball, Riffle, Archery, Axe throwing:**

- ☐ Firearms and ammunition are kept secured and under lock when not in use or being supervised.
- ☐ Designated safety areas for campers not participating in activity or to prevent injury during participating in activity.
- ☐ Safety back drops are in good repair.
- ☐ Signage posted of safety signals & commands to control activity (fire line & retrieval).

**High or Low rope challenge course:**

- ☐ Newly constructed course after July 1<sup>st</sup>, 2023, must complete acceptance validation inspection.

**Horseback Riding:**

- ☐ Supervisor must evaluate each camper's riding ability that matched with appropriate horse and equipment.
- ☐ Require helmet for riders under 18yrs old (exception pony rides)
- ☐ Animal Medication must be secured away from campers and locked.
- ☐ Stables, corrals, riding rings must be 100ft away from lodging, and dining.

**Motorized Vehicles for program: (example go kart)**

- ☐ Equipped with restraints (harness or seatbelt)
- ☐ Required protective head gear to be worn 18yrs and under.
- ☐ Establish policy with guidelines of when and where vehicle to be used.
- ☐ Provide safety and operating instructions.

**All-Terrain or Utility-terrain Vehicle:**

- ☐ Require helmet 18yrs and under.
- ☐ Minimum of 4 wheels
- ☐ Establish policy with guidelines of when and where vehicle to be used.
- ☐ Provide safety and operating instructions.

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**Please send the following documents to tri-county for their review prior to routine inspections.**

**\*Campus Security Written Plans:**

- ☐ Monitoring and tracking visitors, vendors, contracted services that enter premises.
- ☐ Firearms and ammunition used by staff for non-program activities.
- ☐ Active Threats
- ☐ Annual Camper Sexual Abuse Prevention Training (must have copy of curriculum, maintain certificates and dates for each staff member) 78.26(5)(c)
- ☐ Frequency of training and rehearsal of staff for emergency plan and campus security.

**\*Active Managerial Control- Requirement for inspection once every 3 years**

- ☐ Has written Standard Operating Procedures (SOP) for the following:
  - o Rental Group Agreements following 78.16
  - o Food Service Operations including the following information:
    1. Temperature Monitoring
    2. Handwashing
    3. Employee illness restrictions & exclusions
    4. Cleaning & Sanitizing (surfaces, utensils, and equipment)
    5. Vomiting & diarrhea clean up
    6. No bare hand contact w/ ready to eat foods.
    7. Washing fruits & vegetables
    8. Date marking
    9. Receiving delivery of foods
  - o Supervision, safety, and staff coverage per 78.26
  - o Health staffing and medication administration per 78.27
  - o Primitive camping per 78.32
- ☐ Monitoring and corrective action for SOP's
- ☐ Verification for SOP's

**Primitive Camping:**

- ☐ \*Off Site Written Food Safety Plan: (must be available to health department)
  - o General food safety
  - o Hand Hygiene
  - o Utensil Washing Procedures
  - o Food protection from animals and pests