



Public Health
Environmental Health Services
Camp Documentation Checklist

Camp Name: _____

EHS Facility #: _____

Annual Documentation *(Required to be resent to EHS whenever updated)*

- 1) Notice of Intent to Operate (Section 30703)
 - Name, location and mailing address of the owner of the camp
 - Name and address of the camp operator
 - Proposed dates of occupancy

- 2) A written statement regarding criminal history check (Section 30704)
 - From the CA Dept. of Justice, Bureau of Criminal Identification, or U.S. Dept. of Justice National Sex Offender Public Registry

- 3) ACA accreditation (certificate/proof of accreditation) **or written description of operating procedure** that describes: (Section 30704)
 - Supervisor qualification and training
 - Staff skill verification criteria and process
 - Participant eligibility requirement (if any)
 - Staff-to-participant supervision ratios
 - Equipment needed
 - Safety procedures
 - Emergency procedures specific to location
 - Environmental hazards
 - Access and equipment control
 - Equipment and maintenance repair

- 4) Zipline/Challenge Course/Ropes Course documents separate from other activity operating procedures
 - Inspection and correction reports
 - Certifications/staff skill verification criteria and process

Overall notes: _____

A. Plan/Procedure Documentation *(Required to be resent to EHS whenever updated)*

- 1) Health Care Plan (Section 30750)
 - Responsibilities and authority of Health Supervisor and other health staff
 - Procedures for camp health care and sanitation
 - Record keeping process
 - Provision and maintenance of supplies and equipment
 - Relationship and agreement with local medical personnel and facilities
 - Prevention and control of communicable diseases

- 2) Insect/Rodent Plan (Section 30736)
 - Coping with excessive number of flies, mosquitoes, other insects and rodents
 - Measures to protect campers from diseases transmitted by insect/rodent

- 3) Written Emergency Procedure (Section 30753)
 - Natural disasters
 - Lost campers
 - Fires
 - Transportation Emergency
 - Severe Illness and injuries
 - Stranger in camp
 - Aquatic emergencies (if any)
 - Other site specific emergency situations

Note: Plan to include evacuation, control of vehicular traffic, and communication with emergency facilities.

- 4) Use of Lake, Stream or River Plan (Section 30741)
 - Lifeboat or equivalent safety device
 - Site specific signage
 - Lifeguard services

- Documents submitted to EHS
- Documents readily available at the camp
- Staff trained on the documents