

Youth Camp Safety Checklist

The University of Maine has a variety of day and overnight camps that provide enrichment opportunities for all ages. Our camps encompass a broad selection of life skills. Including leadership, sports, engineering, performing arts and many more. Managing these camps requires a great deal of planning, written procedure, proper staff and training.

Everyone involved with these camps shall follow all applicable policies and procedures of the University of Maine, includes additional policies and procedures specific to their camp. To support these efforts we have developed a youth camp safety checklist that is designed to address the security and safety needs for camps conducted at The University of Maine.

NOTE: Each Camp Director is required to complete this checklist prior to the beginning of each camp season and maintain a copy on file. The major requirements are:

- Camp Director
- External Contracts
- Safety/Risk Assessment
- Transportation
- Written procedures
- Training
- Background Checks
- Camper Discipline
- Child Abuse
- Health History
- Emergency Procedures
- Missing/Lost Campers
- Residential Living
- Camp Rules

Item - <i>** State of Maine - Camp Standards - Adopted as best practice</i>	Yes	No	N/A
1. Do you have an assigned person to provide oversight for camp programs? <i>**The camp director shall be at least 25 years of age. A day camp director shall be at least 21 years of age.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do all contracted camp activities have an approved contract that meets the minimum standards required below?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have all camp staff and volunteers passed the required HR background screening?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have the appropriate staff and camper ratios? <i>**Ages Served Counselor Camper</i> <i>6 years and under 1 to 5</i> <i>7-8 years 1 to 6</i> <i>9-14 years 1 to 8</i> <i>15-18 years 1 to 10</i> <i>19 years and over 1 to 20</i>			
5. Do you have a <u>Parent's Instruction Sheet</u> to make them aware of the risks associated with the activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you conducted a safety/risk assessment/ADA and implemented the required protections? For Safety/Risk Assessment questions contact SEM at 581-4055. For ADA/Discrimination/Reporting questions Office of Equal Opportunity at 581.1226 or the appropriate state agency <i>Staff has been trained to recognize and respond to signals in case of an emergency. You have trained staff in first aid and CPR or contract personnel.</i> <i>Note: Current physicals are required for camps involving vigorous athletic activities;</i> <i>Participants should be in appropriate physical condition for the activity they are participating;</i> <i>Participants should be placed in the correct skill level for the activity scheduled,</i> <i>Note: Questions designed to ensure a participant's level of ability are appropriate, however questions about disabilities are not.</i> <i>Participant Safety:</i> <i>An adequate ratio of staff to participants must be maintained at all times; particularly when in residence halls;</i> <i>Safety equipment must be inspected prior to and during camp for safe conditions;</i> <i>Acceptable procedures for releasing children from camp must be followed (pay particular attention to procedures followed in accepting/ releasing commuters).</i> <i>Safe Environment:</i> <i>Grounds shall be inspected prior to and during the camp for safe conditions;</i> <i>Equipment should be kept in safe condition and suitable for intended use; and</i> <i>Vehicles used for transportation must be properly inspected.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do have certified lifeguards for water related activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you have written procedures in place that requires grounds, sports fields, participant safety equipment be inspected prior to use and during camp?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Have all staffer operating transportation vehicles (including golf carts, recreational vehicles, etc.) been trained and records on file? Note: 1. Cannot use 15 passenger vans, 2. Passenger's can only be transported in designed seating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you have mandatory staff training prior to start of camp?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Do you have written policies, procedures training and audit systems for the following?	P o l i c y	P r o c e d u r e	T r a i n i n g	A u d i t	N / A
<p>a. Camper Discipline Disciplinary Procedures The University of Maine is committed to the idea that each camper should have a positive and enjoyable experience at youth camp, and the misbehavior of one camper, or a group of campers, should not be allowed to impact negatively on the experience of others. Most camps are short in duration, so prompt action may be required.</p> <p>All staff members have received training in behavior management during staff orientation. Most disciplinary matters are minor and are handled by camp staff when appropriate. The Camp Director is an adult professional who works most closely with the staff assigned to keep tabs on how each camper is fairing. In cases where a disciplinary matter is serious or reoccurring, the parents shall be contacted and requested to take part in the resolution. Campers who do not hold the prospect of living in harmony with the other kids in camp shall be dismissed. Bullying, thievery, drugs/alcohol, and disrespectful behavior are not tolerated.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>b. Potential child abuse – Mandatory Report procedures – All staff have been trained</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>c. Health survey</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>d. Liability waiver</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>e. Emergency procedures (Campus, Department and Venue)</p> <p>FIRE DRILLS/EVACUATION</p> <ol style="list-style-type: none"> 1. Fire drills will be conducted periodically during the camp season and explained to campers each opening day. 2. <p>Thunder Storms - If severe weather is forecasted or looks imminent, the campers shall remain indoors.</p> <ul style="list-style-type: none"> • Staff will stay with his/her group. • If a storm moves in when campers are in an open area, the staff shall move the campers into buildings or shelter away from the flagpole, trees and overhead lines. • Severe storms that come at night may be disturbing to campers. Staff should remain calm and reassure campers. Staff will be informed if there is a need to move from the dorm or cabins. • If a severe storm occurs during the night, the counselors will circulate through the dorm to check campers. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>f. First aid / Medical Emergencies</p> <p>There shall be on site an adult health supervisor who is one of the following: Physician, Physician Assistant, Registered Nurse, Licensed Practical Nurse, Emergency Medical Technician An athletic trainer certified by the National Athletic Trainers' Association Board of Certification (NATABOC) at all times.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>All employees or volunteers administering in first aid, must have, first aid/CPR training and bloodborne pathogens training. <u>They shall be included in the department exposure control plan.</u></p> <p>All prescription medications brought to camp by campers and staff housed with campers shall be kept under lock.</p> <p>Schedule II drugs shall be kept under double lock or in the immediate possession of the health supervisor or the person specifically designated by such supervisor. The double lock should be a locked compartment inside of a locked cabinet.</p> <p>Each camp shall have a written policy authorizing those campers who are required to self-administer emergency medication, including, but not limited to, an asthma inhaler or an epinephrine pen to self administer such medication provided the following requirements are met:</p> <ul style="list-style-type: none"> - A camper who self-administers emergency medication shall have the prior written approval of the camper's primary health care provider and the camper's parent or guardian; - The camper's parent or guardian shall submit written verification to the camp from the camper's primary health care provider confirming that the camper has the knowledge and the skills to safely self-administer the emergency medication in camp; - The camp health staff shall evaluate the camper's technique to ensure proper and effective use of the emergency medication in camp. - A treatment log for all campers and staff shall be kept and made available to the Director upon request. 					
<p>g. Blood Borne Pathogens</p> <ul style="list-style-type: none"> - Written Exposure Control Plan on file - Training/ Vaccinations are up to date 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>h. Reporting injuries/illnesses/damage</p> <p>All injuries/Illnesses shall be reported to the Camp Director. The Camp Director shall immediately report directly to University Police Department the conditions.</p> <ul style="list-style-type: none"> - Must complete a UMS incident report for all (camper, visitor, volunteer injuries/illnesses causing unconsciousness, medical care beyond first-aid and necessitating hospitalization, Epidemic illnesses involving 3 or more persons including suspect food infection, or food intoxication and any illness causing muscle paralysis or weakness, unconsciousness, loss of hearing. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>i. Missing camper/Lost camper</p> <p>Lost Camper Plan is in place:</p> <ol style="list-style-type: none"> 1. Staff must account for all campers in their programs at all times (staff are expected to know that all campers are present at each meal). If at any time a camper is suspected of being missing, immediately notify the University Police and the Camp. (Campers should never be alone, ensure a two deep policy and buddy system is in place with your group at all times). 2. Stay calm. 3. Upon report that a camper is missing, the Camp Director will determine where and when the camper was last seen. He or she will also request additional information as to the campers emotional state, friends, 4. Camp Director and UMPD will designate who will search (so other campers are not left unattended) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>5. Department search will be conducted. 6. If camper is not found, UMPD will open the EOC and will be informed as to campers' last whereabouts, description of child, clothing, etc. and begin an extended search. If necessary, EOC will contact nearby neighbors to alert them about the missing campers, 7. Camp Director will follow EOC instructions for forming search parties to search outside of camp. Search groups will be adequately equipped with signal devices, first aid kits and provisions for transporting an injured camper. These provisions will be supplied by the camp director, 8. Camp Director will notify parents with information. 9. A complete incident report will be completed by the Camp Director within 24 and sent to UMPD/SEM.</p>					
<p>j. Access/Security</p> <p>A written policy is in place verifying that all campers shall only be released from camp into the custody of a designated person, previously identified in writing, who may be the camper's parent, guardian, or other person(s) identified by the parent or guardian.</p> <p>DO NOT allow anyone (stranger or known) to remove a camper from camp without the express permission of the camp director:</p> <ul style="list-style-type: none"> • Staff members must refer all visiting persons to the Director. • If a camper is taken from camp without the direct approval of the director, get descriptions of all persons involved if possible (hair, clothing, height, automobile license plate number, etc.). • Notify the UMaine Police immediately, and then notify Camp Director. <p>- At overnight camps, include a written policy's for accessing the residence halls, how you handled access to campers via staff and visitors. Policy must describe under what circumstances campers' parents and UMaine administration contact is required.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>k. Parent/guardian written information is collected</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>l. Accepting and releasing commuters procedures are in place</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>m. Transportation to and from activities via walking or vehicle safety procedures in place for appropriate age groups</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>n. Residence Halls</p> <p>Written procedures are in place.</p> <p><u>Housing Guidelines and Procedures (EXAMPLE)</u></p> <p><u>General:</u></p> <p><i>The University of Maine's residence halls are designed to provide reasonable security for tenants; the door to each room locks when closed and each resident is provided with a key to their assigned room. There are also a limited number of single room accommodations and rooms specifically for wheelchair accessibility. These guidelines, therefore, are not intended to be strict requirements.</i></p> <p><i>Room Assignment Guidelines</i></p> <p><i>Two people will be assigned to each double room. *Exceptions to double occupancy may be made when circumstances require individuals providing supervision to be assigned to separate floors of the residence hall.</i></p> <p><i>Except in cases involving family members or staff assigned to provide supervision and/or control of campers, every effort will be made to assign male and female campers to different residence halls.</i></p> <p><i>Assigning male and female campers to different floors facilitates control. If male and female campers are assigned to the same residence hall, control.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- If this is not feasible, every effort will be made to confine exceptions to single gender floors to the first floor of the residence hall. Single rooms will be used to deal with unusual lodging situations. At least one residential monitoring staff returns to the residential hall with the campers at curfew. The staff shall supervise the campers, as they get ready for bed. After lights out the staff remains at the floor. In addition to staff coverage, 3 members of the camp's senior staff are scheduled night duty and confirm that all is well by visiting the cabins up until 12:30am. At 12:30am all staff members return to their quarters and the night watch person takes over.					
o. Staff/Volunteer Uniform/I Each Camp Director will issue a camp staff credential for each cleared camp staff member. Camp directors shall distribute these credentials to the respective camp staff member and instruct them to wear the credential while working at camp.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. Camp rules (Handouts & Signs) - In Place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q. Camp staff/volunteer training manual - Provided to each employee and volunteer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r. Training Records in Place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. General Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. First Aid / Bloodborne Pathogens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. Child Abuse Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vi. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vii. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
s. Emergency Plans includes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Name of Camp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Emergency contact people (Staff/Fire/Police/EMS/Other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. Locations / drop-off point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv. Locations / pickup point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v. Overnight housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vi. Copy of parent/guardian info	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have completed the annual review of our camp program.

All program requirements are in place and operational - Yes ___ No ___

Minor revisions are necessary – Yes___ No ___

Explain

Camp Director: _____
 (Signature)

Date _____

Camp Director _____

(Print Name)