NY STATE SAFETY PLAN

2024

LAMOKA BAPTIST CAMP



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Children's Camp Safety Plan

Camp Name: Lamoka Baptist Camp
Camp Address: 3646 E Lamoka Lake Rd Tyrone NY 14887
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Signature: Greg Howard Date: 2/1/2023

New York State Sanitary Code Subpart 7-2, Children's Camps, requires that children's camp operators develop, review annually, update and implement a written safety plan. This plan must be submitted to the Local Health Department (LHD) or State District Office that has jurisdiction in the county or city where the camp is located for their review and approval. The plan must accurately describe the camp's procedures for personnel, facility operation and maintenance, fire safety, medical, general and activity safety, staff training, and camper orientation.

Camps may complete this document to fulfill safety plan requirements. Include any attachments (e.g. maps, schematics) as necessary. Once completed, it will serve as the camp's comprehensive written safety plan. This plan must address the specific conditions of the camp and its operations, as well as serve as a training and reference document for camp staff. Local rescue, police and fire personnel should be consulted when developing the camp's safety plan. LHDs may require additional information based on the camp's operation, activities, and local requirements.

Additional information may be obtained at www.health.ny.gov

Please send a copy to:

And, please retain a copy of this document for use at the camp.

For Health Department Use Only

Approved: ☐ Yes ☐ No

Reviewer: Date: Comments:

I. PERSONNEL

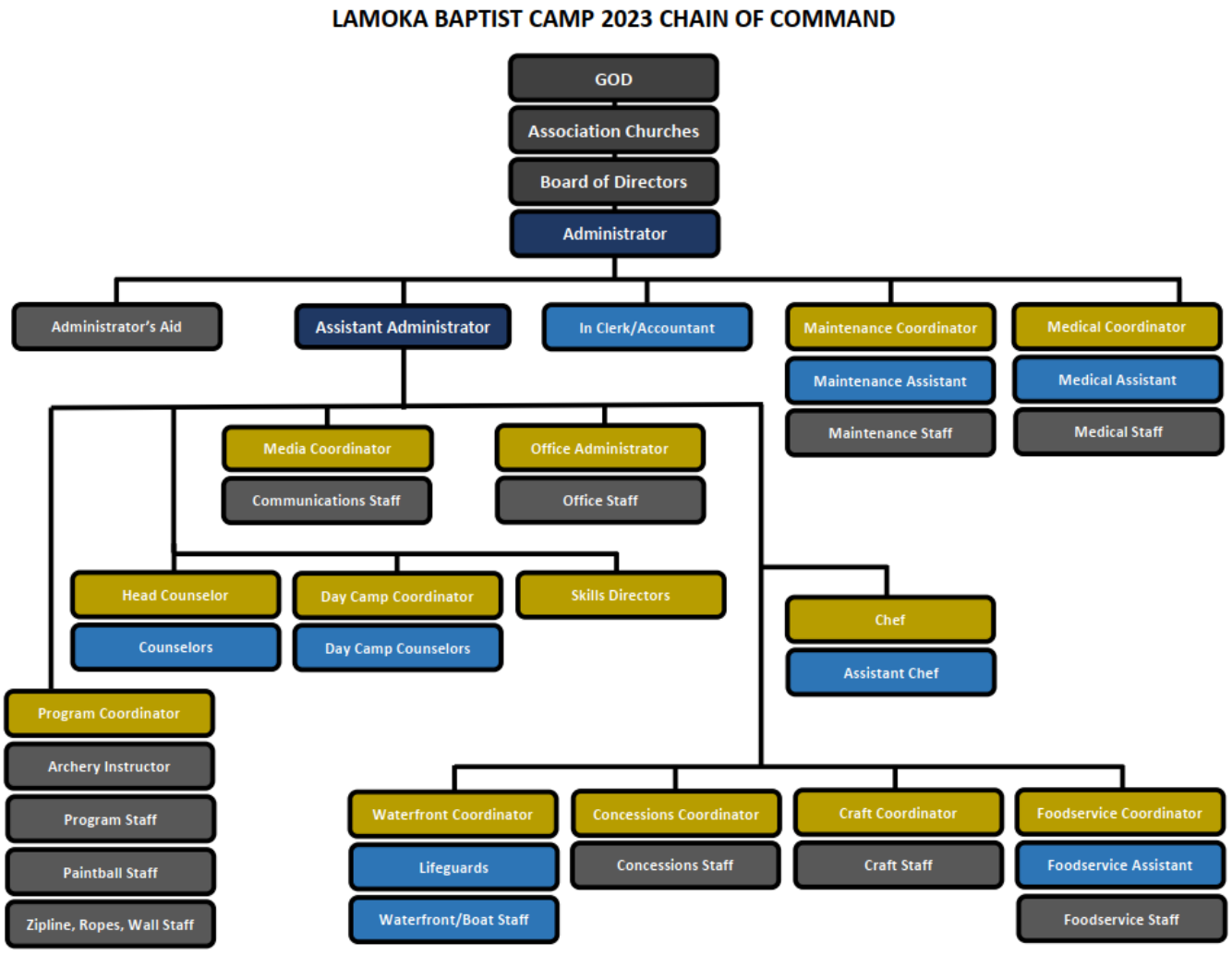
Chain of Command

Describe the camp's "Chain of Command." A chain of command depicts an order of succession of responsibility/authority, which becomes particularly important when key staff are unavailable or unable to perform their assigned duties/responsibilities (if supervisory/evaluation responsibilities differ from the order below, show this information separately). An outline, similar to the diagram below, is an effective way to share this information during staff orientation.

* In the absence of the Camp Director, the Program Director will assume the Camp Directors responsibilities.

☐ The above schematic accurately represents the camp's chain of command.

☒ A chain of command schematic is attached separately. ☐ A chain of command schematic is described below:



Staff Job Descriptions

Minimum qualifications and/or certifications for staff must meet State Sanitary Code requirements (7-2.5, 7-2.8, 7-2.11, 7-2.25) for age, certifications, experience, etc., for each position. Refer to Subpart 7-2 or the brochure "Requirements for Children's Camps in New York State" for minimum staff requirements/qualifications and current "Fact Sheets" for accepted Aquatic, Cardiopulmonary Resuscitation (CPR) and First Aid certifications. The brochure and fact sheets can be obtained at www.health.ny.gov/environmental/outdoors/camps/ or from your local health department (LHD).

List the duties and responsibilities of each staff member. Staff titles listed below contain job duties and responsibilities critical to the operation of a children's camp, which frequently relate to procedures in this plan. If a job duty or responsibility provided is not the responsibility of the identified staff title, list that duty or responsibility with the appropriate staff title.

Camp Director – Duties and Responsibilities (check all that apply):

☒ Responsible for the overall operation of the camp. This can include but is not limited to staffing requirements, employee screening, program development, scheduling, supervision, and site evaluations at camp and trip sites.

☒ Ensure that camp maintains compliance with Subpart 7-2 (Children's Camp Code).

☒ Oversee the implementation of the camp's written safety plan. ☐
Other (list any additional duties/responsibilities):

Camp Health Director – Duties and Responsibilities (check all that apply):

☒ Oversee the implementation of the written safety plan's medical components.

☒ Supervise the health and sanitation at the camp.

☒ Review and maintain campers' confidential medical histories.

☒ Oversee initial health screening of campers and daily surveillance of the camp occupants.

☒ Handle health emergencies and injuries, including emergency preparedness and follow-up for professional health care.

☒ Maintain the camp medical log.

☐ Other (list any additional duties/responsibilities):

Counselors – Duties and Responsibilities (check all that apply):

☒ Supervise campers such that they are protected from any unreasonable risk to their health or safety, including physical or sexual abuse or any public health hazard.

☒ Maintain visual or verbal communications capabilities with campers during activities and account for assigned camper's whereabouts at all times. ☐ Other (list any additional duties/responsibilities):

Aquatics Director

☐ N/A (No on-site swimming)

Duties and Responsibilities (check all that apply):

☒ Oversee the implementation of the written safety plan's swimming procedures.
☒ Establish and oversee all swimming activities at the camp, including off-site swimming.
☒ Supervise all staff and campers participating in swimming activities.
☒ Respond to waterfront emergencies.
☒ Implement/oversee buddy system.
☒ If certified as a lifeguard, may serve as a lifeguard.
☒ If qualified as a Progressive Swimming Instructor, may assess camper's swimming ability.
☐ Other (list any additional duties/responsibilities):

Progressive Swimming Instructor

☐ N/A (No swimming activities)

Duties and Responsibilities (check all that apply):

☒ Assess the swimming ability of each camper prior to allowing the child to participate in swimming activities.

☐ Other (list any additional duties/responsibilities):

Qualified Lifeguard

☐ N/A (No lifeguards required)

Duties and Responsibilities (check all that apply):

☒ Actively supervise participants in the camp's swimming activities as detailed in the camp's approved safety plan.

☒ Shall not be engaged in duties or activities that distract them from the direct supervision of the waterfront.

☐ Other (list any additional duties/responsibilities):

Counselor-in-Training (CIT)

A CIT or Junior Counselor is a camper who is assigned to an on-duty counselor or other staff member to assist in performing specific duties. A CIT may not independently supervise campers, and shall be supervised as a camper. All CITs shall receive training specific to their duties, and camper orientation.

☐ N/A (CIT not used)

Duties and Responsibilities

☒ Assist assigned staff member in performing the following duties (describe):

In the table below, provide a job description for other staff titles, not listed above, that are utilized by the camp.

Job Title	Duties and Responsibilities
Boat Driver	Drives the boat. Has a PV license

Boat staff	Responsible to put lifejackets on campers and facilitate boating.
Administrative secretary	Responsible for office work and communication.
Cook	Responsible to adhere to all children's camp codes relating to the kitchen and foodservce. Oversees the making of food.
Crafts Coordinator	Responsible to oversee crafts.

Procedure for Verification of Staff Qualifications

Select all staff carefully! It is recommended that applications include questions regarding any past criminal convictions and current charges concerning a crime involving children. Evaluate the specific facts of the conviction or pending case against the prospective staff member and determine if employment as camp staff would involve an unreasonable risk to the safety or welfare of camp participants, the property, or the general public. Screen candidates in person (preferably) or by telephone interviews, asking questions about qualifications for the job and prior employment history, including experience working with children.

The camp operator is also required to obtain and verify references on the character of all prospective camp staff. It is recommended to require references in writing from persons not related to the candidate and include questions specific to the candidate's experience with children, work history and reasons why the candidate would or would not be appropriate for the position. References should be verified by telephone. Interviews, reference questions, and responses must be documented, filed with employment applications at the camp, and available for inspection.

In additional, camp operators must annually check the NYS Sex Offender Registry to determine if a prospective employee or volunteer at the camp is listed. A fact sheet, "NYS Sex Offender Registry Search Procedures" provides guidance on how to conduct a search of the Sex Offender Registry, and is available at www.health.ny.gov/environmental/outdoors/camps or from your local health department.

Camps for Children with Developmental Disabilities (enrollment of 20% or more campers with developmental disabilities) must also check the Justice Center Staff Exclusion List (SEL) and the Statewide Central Registry (SCR). See the guidance document "Requirements for Camps for Children with Developmental Disabilities" available at www.health.ny.gov/environmental/outdoors/camps or from your local health department.

Indicate how staff qualifications and references are verified in addition to the mandatory checks above.

☒ Prior employment with camp

☒ Written applications

☒ Submittal of written references (specify number required): 3 (2 if they have worked under the current Camp Director)

☒ References checked by telephone

☒ Written references

☐ Past employer interviews
☒ Other (specify): Pastoral Reference (1 of the three references must be from a pastor of like-faith),

II. FACILITY OPERATION AND MAINTENANCE

Potable Water Supply

Camps with an on-site potable water system(s) that are not subject to continuous water use must ensure that an acceptable annual start-up procedure is completed. A camp which receives water from an off-site public water system that, due to seasonal use, is not subject to continuous water use, may be required to implement a start-up procedure when the Permit-Issuing Official determines it to be necessary to ensure the satisfactory quality of the potable water. Start-up procedures, including required sampling, must be completed at least 15 days prior to opening for the season. The fact sheet, "Water Supply Start Up Procedures for Children's Camps" provides guidance on acceptable annual start up procedures and is available from your local health department.

How many water systems serve the camp? 1

Complete the following table for each water source:

Water Source Name and/or Number	Source Type	On-Site Treatment	Startup Procedure*
Pump House ☐ Year-Round ☒ Seasonal	☐ Off-Site Public ☒ On-Site Groundwater (Well) ☐ On-Site Surface Water (Lake/Reservoir)	☐ None ☒ Chlorination ☐ UV Disinfection ☐ Filtration ☐ Other:	☒ Startup Procedure A ☐ Startup Procedure B ☐ Startup Procedure C ☐ Startup Procedure D ☐ None (Year-Round)
☐ Year-Round ☐ Seasonal	☐ Off-Site Public ☐ On-Site Groundwater (Well) ☐ On-Site Surface Water (Lake/Reservoir)	☐ None ☐ Chlorination ☐ UV Disinfection ☐ Filtration ☐ Other:	☐ Startup Procedure A ☐ Startup Procedure B ☐ Startup Procedure C ☐ Startup Procedure D ☐ None (Year-Round)
☐ Year-Round ☐ Seasonal	☐ Off-Site Public ☐ On-Site Groundwater (Well) ☐ On-Site Surface Water (Lake/Reservoir)	☐ None ☐ Chlorination ☐ UV Disinfection ☐ Filtration ☐ Other:	☐ Startup Procedure A ☐ Startup Procedure B ☐ Startup Procedure C ☐ Startup Procedure D ☐ None (Year-Round)

* For seasonal water sources, obtain the "Acceptable Water Supply Start-up Procedures" from www.health.ny.gov/environmental/outdoors/camps/water_startup.htm or your local health department and include as an appendix to this document. Only use the start-up procedure appropriate

for the potable water system type. Facility operators that annually disinfect on-site well(s) as part of their routine start-up procedures should use procedure “C Well Disinfection.”

Who will be responsible for performing the annual start-up procedures for the water system? ☐ N/A (year-round water supply) ☒ Camp Director ☐ Head of Maintenance ☐ Other (specify):

Who will be responsible for immediately notifying the local health department of pressure loss in the distribution system to determine the need to issue a Boil Water Order?
☒ Camp Director ☐ Head of Maintenance ☐ Other (specify):

What will be done if water service is interrupted or unavailable for more than a few hours? Address this issue regardless of the camp's source of water. Check each box that applies:

☐ Notify the local health department
☐ Close camp - Send campers home
☒ Obtain bottled water
☐ Go to an alternate location (specify):
☐ Other (specify):

Who will be responsible for the system(s) and maintaining the records of the monitoring?
(Contact your local health department for assistance and the forms to maintain proper records.)
☐ N/A (Off-site/Public Water) ☐ Camp Director ☒ Head of Maintenance ☐ Other (specify):

Water Samples

☐ Off-site/public water. Skip to question 13.

Who will be responsible for collecting water samples?
☐ Camp Director ☒ Head of Maintenance ☐ Other (specify):

Sample results that are positive for Total Coliform or Escherichia Coli must be reported to the permit-issuing official as soon as possible but no later than 24 hours of being notified by the laboratory. Pre-operational water analysis reports must be submitted to the permit-issuing official prior to permit issuance.
All other water analysis reports requested or ordered by the permit-issuing official shall be submitted to the permit-issuing official within 10 days of the end of each month in which samples were collected.

Sample Type	Sample Frequency*
Coliform (Bacterial) Analysis	Pre-season (at least 15 days prior to operation) Monthly during the season
Nitrate	Once a season
Nitrite	New on-site water sources only

*Additional monitoring may be required when determined by the permit-issuing official as necessary.
Indicate agreement with the above schedule or state an alternative.
☒ Agreement

☐ Alternate schedule (specify):

Sewage Treatment System

Does the camp have an on-site sewage treatment system?
☐ No (Skip to question 16) ☒ Yes (Complete questions 14-15)

Untreated sewage effluent may contain organisms that cause serious disease, such as Shigellosis and Hepatitis A. When uncorrected, a sewage discharge may contaminate the camp's water supply or bathing beach.

Do any of the camp's sewage disposal systems require daily treatment and/or monitoring? ☐
Yes – Specify the job title of the person responsible for performing:
☒ No

What is the frequency of periodic inspection for system failure or leakage?
☒ Daily ☐ Weekly ☐ Other (specify):

Transportation

Does the camp provide or obtain transportation services for campers, including to or from camp or camp trips?
☒ Yes (complete questions 17-18) ☐ No (skip to question 19)

Safety Advisory on 15-Passenger Vans: According to the United States Department of Transportation, National Highway Traffic Safety Administration (NHTSA), fifteen-passenger vans are more likely to be involved in a single-vehicle rollover crash than any other type of vehicle. In response, the National Highway Traffic Safety Administration (NHTSA) has issued a safety advisory on these vehicles. Visit NHTSA website (http://www.nhtsa.dot.gov/) for additional information and safety tips if the camp utilizes a 15-passenger van for transporting campers or staff.

What type of vehicles will be used to transport campers? (Check all that apply)
☐ Bus - owned by camp ☐ Chartered Bus ☐ 15 Passenger Van
☒ Other (specify): 3 Mini Vans
The following transportation requirements will be implemented:
Passengers shall only be transported in portions of vehicles that are designed for passenger occupancy. Transportation in the bed of a truck or trailer shall be prohibited.

Every vehicle used for transporting staff or campers shall bear required registration and inspection stickers and be equipped with at least a first-aid kit, tools, fire extinguisher, and flares or reflective triangles that are labeled with the Federal DOT symbol or a statement that the device complies with all Federal Motor Vehicle Safety Standards.

The driver of any vehicle transporting campers will be at least 18 years old and possess a valid driver's license.

Seat belts shall be utilized by all passengers in vehicles so equipped.
Occupancy of a vehicle shall be limited to its rated capacity.

Camps serving wheelchair-bound campers will provide an appropriately equipped vehicle for transportation.

☒ Check to indicate agreement with the above procedure. Specify additional or alternative procedures in the space provided below.

Housing and Grounds

Building and grounds maintenance. Measures taken to maintain the buildings and grounds in a safe and clean matter so as to not present hazards to campers will include but are not limited to:
Daily monitoring of building and grounds, including playground equipment and pathways, to ensure they are clean and in good repair.
The premises will be maintained free of insect and rodent infestations that may cause a nuisance or health hazard.
Bats will be excluded from living areas of occupied buildings. If a bat or other animal takes up residence in camp buildings, they will be safely removed, and repairs will be made to keep them out prior to use by campers and/or staff. For information about rabies prevention, including how to safely capture a bat, see the sidebar titled "Rabies Facts" in Section V, Medical Requirements, of this document.
Ragweed, poison ivy, poison oak, poison sumac and other noxious weeds will be controlled to minimize contact by camp occupants.
Trees along pathways and in areas used by campers will be assessed prior to camp opening, after storms, and throughout the season. Unhealthy trees and broken/damaged limbs will be promptly removed.
Garbage/refuse storage and disposal. Provisions will be provided and maintained for the storage, handling and disposal of solid wastes to prevent nuisance conditions, insect and rodent infestations, and pollution of air and water.
Hazardous materials. Agricultural, commercial or household pesticides and toxic chemicals will be stored and/or used to cause no air, surface water or ground water pollution and so as not to be hazardous to the occupants of the camp. They shall be stored in their original containers in areas designated for such use.
To prevent scalding, water temperatures in lavatories and showers used by campers with physical, intellectual or developmental disabilities, who are unable to moderate temperatures safely, will be maintained to at no greater than 110 degrees Fahrenheit.
Other (specify):

☒ Check to indicate agreement with the above procedure. Specify additional or alternative procedures in the space provided below.

Reminder: If planning renovations or new construction, contact your local code enforcement officer and health department for specific requirements and necessary approvals early in the planning stages and at least 60 days prior to construction. Notification requirements also apply to water supplies and sewage treatment systems.

Food Protection

Does the camp provide or prepare food?

☒ Yes (Complete questions 21-23)

☐ No (Skip to Waterfront Physical Facility Maintenance information after question 23)

Kitchens, dining areas and food service must comply with Subpart 14-1 of the State Sanitary Code. Obtain a copy of State Sanitary Code Subpart 14-1 from your local health department or the NYS DOH's website.

Foodborne illness has been identified as the cause of large outbreaks at children's camps. Safe food handling procedures will help protect the camp population from foodborne illness. Information regarding safe food handling, preparation and storage can be found in the department's brochures available from your local health department or at www.health.ny.gov/environmental/indoors /food_safety/guidance.htm.

Review the camp's menu. Are there any meals that will require the food to be prepared before the day on which it is served? If so, discuss these menu items with your local health department to determine what safety precautions should be taken.

Steps taken to prevent foodborne illness will include but are not limited to:

At no time shall any ill person be allowed to be involved in food service or preparation.

A stem/probe thermometer will be available and used to monitor food temperatures in accordance with Subpart 14-1 for cooking, cooling, reheating, hot holding and cold holding.

Gloves or other hand barrier (e.g. tongs, spoon, deli paper) will be used by all kitchen or food service staff to prevent bare hand contact with ready-to-eat foods. When single-service plates and utensils are used (paper plates, plastic utensils) they will be discarded after their use.

Tongs, spoons, deli paper or other hand barrier will be used by campers and staff during self-service buffet style lunch lines and on-the table "family style" service to prevent bare hand contact with readyto-eat foods.

Campers and staff will be instructed to wash their hands before serving or eating meals. Staff will monitor camper's hand washing. Plenty of soap and disposable paper towels will be provided at the hand washing areas.

During trips, coolers with ice or ice packs will be used to ensure proper cold holding of 45˚F or less and raw meats will be carried in a separate cooler. Only food from approved sources will be used.

Re-service of food previously served to another person will be prohibited. Foods served (e.g. from an individual's plate or from an on-the-table "family style" portion) will be discarded.

The kitchen will be cleaned in a manner and frequency sufficient to maintain a clean and sanitary condition. Other (specify):

☒ Check to indicate agreement with the above procedure with any additional or alternative procedures in the space provided below.

Who is responsible for ensuring that the above steps to prevent foodborne illnesses are followed?

☐ Camp Director ☐ Foodservice Manager ☒ Other (specify): Cook/Foodservice Coordinator

The camp's procedures to ensure that food brought by campers or provided by an approved outside source are protected until consumed include (check all that apply):

☒ Refrigeration is provided to hold food at 45˚F or less.

☐ Parent will be notified that refrigeration is not available. Campers' lunches will be stored in a protected area away from heat and direct sun for consumption at lunch.

☒ A stem or probe thermometer is provided to monitor hot/cold food temperatures at time of arrival, holding and service. Hot foods must be maintained at 140˚F or higher and cold foods at 45˚F or less.

☒ Gloves or similar utensils are provided to prevent bare hand contact with ready-to-eat foods.

☒ Service and storage areas are properly maintained in a sanitary condition.

☒ Leftover food that has been served will be discarded.

☐ Other (specify):

Waterfront Physical Facility Maintenance

Pool, beach, and aquatic spray grounds operated at a children's camp must comply with Part 6 of the State Sanitary Code. Obtain copies of State Sanitary Codes Subpart 6-1 (pools), Subpart 6-2 (beaches), and Subpart 6-3 (aquatic spray grounds) from your local health department or the NYS DOH's website.

If the camp has a pool or beach, complete the Activity-Specific Plan for Swimming.

If the camp has a spray ground, complete the Activity-Specific Plan for Spray Ground Operation.

III. FIRE SAFETY

Evacuation

Who will be responsible for coordinating and implementing the evacuation plan? ☒ Camp Director ☐ Program Director ☐ Other (specify):

What signal(s) will be used to alert the camp and initiate a fire drill/evacuation sequence? Air horn – 15 blasts – 3 blasts in 5 directions

In case of a fire or other emergency that would require staff and campers to evacuate buildings, an emergency assembly area must be designated. The emergency assembly area should be centrally located, easily accessible and away from buildings, structures or other potential hazards. An open field, such as a ball field, is recommended.

It may be necessary to evacuate the camp to an off-premises location during an extreme emergency. At a minimum, a primary route of evacuation should be established. When possible, a secondary route should be designated in the event the primary route is blocked. Once off camp property, an offsite assemblage area must be established. Make necessary arrangements with the off-site property owner prior to the start of camp.

List emergency assemble area(s): Normal: Flag pole; during inclimate weather: dining hall and craft barn; and in an evacuation: The Tyrone Fire Hall

Describe or attach a facility sketch identifying the camp evacuation route: Attached

Is there an alternate route if the primary route is blocked? ☒ Yes ☐ No

If "yes", describe below or include on facility sketch:

Attached.

☒ Check to indicate evacuation routes are indicated on an attached facility sketch.

The first priority is for the evacuation of building(s) and the accounting of all persons. Trained staff should only attempt firefighting when a fire is small and presents no risk to the staff member attempting to extinguish it.
No one will be permitted to re-enter a burning building for any reason. Rescue efforts involving a burning building should be conducted by the fire department.

Fire drill/evacuation procedures and method of accounting for and supervising campers and staff during emergencies:

At the sound of the evacuation alarm campers and staff will proceed to the nearest exit in a quick and orderly manner. Upon exiting the building, staff will take attendance of the campers in their charge and proceed in a quick and orderly manner to the designated assembly area.
Upon hearing the fire/evacuation alarm during outdoor activities, counselors will immediately stop the activity, take attendance and proceed to the assembly area.
The minimum counselors to camper ratio for general activities will be maintained. Staff will maintain visual and/or verbal communication with campers and ensure that all campers are safe and accounted for. Upon reaching the assembly area each counselor will account for all campers in their charge. Counselors will immediately notify the camp director of any unaccounted for camper and provide information about where the camper was last seen. Attendance to account for all staff and verify that all campers in their charge are accounted for will be taken. Upon identifying a missing person, the lost camper plan will be implemented and the fire department immediately notified.

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Fire Drills

Drills must run smoothly and rapidly. Fire drills must be conducted within the first 48 hours of each camp session; if campers arrive late, be certain they receive this training. A log with drill dates and times must be maintained on-site and verified by the camp director. It is recommended to conduct drills from various buildings at varying hours with staff prior to the arrival of campers to identify and eliminate potential exiting problems.

Who is responsible for overseeing fire drills?

☐ Camp Director ☐ Head of Maintenance ☒ Other (specify): Support Staff Leader

When will fire drills be held?
Fire drills shall be held within the first 48 hours of each camping session and (check the frequency below):

☒ Every week thereafter ☐ Every two weeks thereafter

☐ Alternate schedule (specify):

During the first fire drill of each session, campers will be instructed on the camp's evacuation procedures, including building exiting, assembly area(s), and whom to notify if they see a fire. Campers who arrive late to camp or for whatever reason miss the first fire drill of the session will receive training and instructions on fire drill procedures.

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Fire Prevention

Combustibles will be removed prior to the start of camp and throughout the camping season. Items that will be removed include the accumulation of leaves, twigs, garbage, etc., from around and under buildings and excessive storage/accumulation of unused furnishings and supplies in basement and storage areas.

Who will be responsible for the removal of combustibles?

☒ Head of Maintenance ☐ Camp Director ☐ Other (specify):

Are containers of gasoline, kerosene and other flammable materials stored on camp property?

☒ Yes ☐ No

If "yes", these items are to be clearly labeled and stored in a separate locked and unoccupied building.

Are oil-based paints and thinners stored on camp property? ☒ ☐ No

If "yes", check all that apply below to indicate what these items are to be stored in:

☐ Approved-type paint lockers ☒ Separate locked and unoccupied building ☐

Other (specify):

Are fuel-fired heaters used in any of the buildings utilized by the camp? ☒ Yes ☐ No If "yes", who will be responsible for inspecting and maintaining them?

☒ Head of Maintenance ☐ Camp Director ☐ Other (specify):

Equipment/heaters requiring inspection (specify): in building heaters are not used during the summer season and are only used for off season retreats, and they are inspected before each use. Inspection and/or maintenance frequency (specify): Before each use in the off season.

Coordination with Local Fire Officials

The fire department will be notified of a fire by dialing: ☒ 911 ☐ Other (specify):

a. Specify the location(s) of where emergency numbers are posted: Nurse's Station and Office

In the event emergency assistance is called, provide the operator with as much information as possible, including camp address, directions, incident information, and known missing or injured persons. Always let the operator hang up first.
Emergency situations can be stressful. Have scripted information such as camp address, driving directions, and where to go when they arrive at camp readily available.

Upon calling the fire department, the camp director will assign a staff member to wait at the entrance of the camp and direct responding emergency personnel where to go.

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

The fire department and EMS service should be invited to visit the camp to become familiar with it and insure that their apparatus can negotiate the roads to and within the site prior to each camp season.

Fire Alarm and Detection Systems

Automatic fire alarm systems, when provided, and the related detection equipment must be operated and maintained as to provide adequate warning to all the occupants in the event of a fire. Documentation must be available on-site indicating the system is maintained in accordance with applicable sections of the State Uniform Fire Prevention and Building Code (Uniform Code). Contact the local code enforcement official (CEO) or the NYS Department of State (www.dos.ny.gov/dcea/) for questions regarding Uniform Code standards and compliance.

Complete the table below with the types of fire detection/alarms that are used in camp buildings and the frequency of testing.

Fire Detection/Alarm System Type (Full building alarm system, battery operated smoke detectors, 110-volt single station detectors, etc.)	Building(s) or Location(s)	Frequency of Testing
Battery Operated smoke detectors	All cabins and sleeping areas.	Monthly

Who is responsible for ensuring that detection and alarm systems are tested at the frequency indicated above and maintained in proper working order at all times?

☐ Head of Maintenance ☒ Camp Director ☐ Other (specify):

Automatic fire suppression systems, when provide, must be operated and maintained as to provide detection and suppression functions of fire related events as necessary. Documentation should be available on-site indicating the system is maintained in accordance with applicable sections of the Uniform Code.
Portable fire extinguishers must be conspicuously located and readily accessible for use in the event of a fire. Documentation must be available on-site indicating the extinguishers are located and maintained in accordance with applicable sections of the Uniform Code.
Contact the local code enforcement official (CEO) or the NYS Department of State for questions regarding Uniform Code standards and compliance.

Type, Location, and Maintenance of Fire Extinguishers

A variety of classifications of fire extinguishers are available, ranging from Class A through Class K. Class A and Class B extinguishers carry numerical ratings, such as 2-A:5-B, to indicate how large a fire an experienced person can put out with the extinguisher. The larger the number, the larger a fire they can potentially handle; for example, a 10-B extinguisher should extinguish about twice as much fire as a 5-B extinguisher. Extinguishers suitable for more than one class of fire will be identified by multiple letters, such as 4-A:80-B:C. The following is a list of fire extinguisher classes and the types of fire they can most effectively and safely extinguish.

Class A – Ordinary combustible, such as wood, cloth, and paper.
Class B – Flammable liquids, such as oils, gasoline, and grease.
Class C – Electrical equipment, such as wiring, fuse boxes, and energized electrical equipment.
Class D – Combustible metals, such as magnesium, titanium, zirconium, sodium, and potassium. Class K – Cooking oils and grease such as animal and vegetable fats.

Complete the table below with the types (standpipe, sprinkler, 4-A:80-B:C fire extinguisher, etc.) and locations (kitchen, infirmary, building 1, etc.) of firefighting equipment provided. One location may have multiple types of firefighting equipment, such as a building equipped with a sprinkler system that also has fire extinguishers.

Equipment Type	Locations	Equipment Type	Locations

Class A	Boys bathroom, pump house, cabin 6/7, cabin 0, kitchen, dining hall, gift shop, chapel		
Class K	Kitchen		

All firefighting equipment will be inspected by a qualified individual prior to the start of camp and appropriately tagged. What will be the inspection frequency of firefighting equipment to ensure it is in proper working order?

☐ Daily ☐ Weekly ☒ Other (specify): Before the start of each season.

Who is responsible for maintaining and testing the firefighting equipment?

☐ Head of Maintenance ☐ Camp Director ☒ Other (specify): Inspector – Larry Day

Inspection and Maintenance of Exits

What measures will be taken to inspect and maintain exits?

☒ Doors will not be able to lock against egress by dead bolts, hooks and eyes, etc. All doorknobs will allow single motion opening.

☒ Where required, lighted exit signs will be in place and in good repair.

☒ Doors swing outward in the direction of egress (except where not required) and unobstructed routes to exits and safe assembly area(s) will be maintained at all times. ☐ Other (specify):

Campfire Safety

Does the camp have campfires? ☒ Yes ☐ No (If no, skip to question 45)

Campfire procedures will include, but are not limited to:

Campfires will only occur in designated fire pits/rings that are away from buildings, tents or other structures, and overhanging branches.

The DEC Fire Danger Map (www.dec.ny.gov/lands/68329.html) will be checked prior to making fires to ensure it is safe.

All litter, leaves, branches, and other combustible materials will be removed from within a 10-foot diameter around the fire pit/ring.

Only clean, dry untreated wood will be used. Painted or treated wood, plastic, glass, metal, or garbage will not be burned.

Gasoline, charcoal lighter fluid, kerosene or other flammable liquids will not be used or stored near the campfire.

Campfires will be maintained to less than 3 feet in height and 4 feet in diameter.
The fire will never be left unattended. Flames or coals, which are not extinguished, can flare up and cause fires.
The fire will be completely extinguished by drowning it with water. Make sure all embers, coals, and sticks are wet. Staff will make sure the fire is completely out prior to leaving the area.
☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Electrical Safety

The inspection of the height and condition of overhead electrical wires (including building entry points) and the maintenance of electric outlets, switches and junction and breaker boxes (e.g., keeping covers on the boxes, installing and testing ground fault circuit interrupters near sinks, pools, on outlets for outdoor equipment) are critical components of an electrical safety program.

Who is responsible for the frequency with which inspections are conducted?
☐ Camp Director ☒ Head of Maintenance ☐ Other (specify):

How often are inspections conducted?
☐ Daily ☒ Weekly ☐ Other (specify):

Reporting
Who is responsible for reporting to your local health department within 24 hours, fires that destroy or damage any camp building, or that result in notification of the fire department, or are life or health threatening, or necessitate evacuations?
☒ Camp Director ☐ Camp Operator ☐ Other (specify):

A copy of the approved Fire Safety section of the camp safety plan must be submitted to the local fire district or department.

☒ Check this box to indicate that the fire safety section of this plan will be submitted to the fire department prior to the start of camp with a letter providing the camp's operating dates and any special needs.

IV. MEDICAL REQUIREMENTS

The camp medical plan must be tailored to the individual camp based on its location, access to emergency care facilities, the medical needs of the campers, and the health director's credentials.

Description of Health Center

An overnight camp is required to provide an infirmary with hot and cold running water, examining room, isolation and convalescent space, bathroom with flush toilets and showers, and medical supplies, or have alternate provisions for infirmary services included in the camp safety plan.

Summer day camps and children's traveling summer day camps shall provide a holding area satisfactory to the permit-issuing official for all ill or injured children.

What type of health center is provided at the camp?
☐ Holding area ☒ Infirmary ☐ Alternative provisions (describe):

Health Director

The camp health director may be a physician, nurse practitioner, physician assistant, registered nurse, licensed practical nurse, emergency medical technician, or other person acceptable to the permit-issuing official.

At overnight camps, the health director must be on-site;
At day camps, the health director may be on-site or represented on-site by a qualified designee, as described in Section 7-2.8(a) of the State Sanitary Code.
At Camps for Children with Developmental Disabilities (20 percent or more campers have a developmental disability), the health director should be a physician, physician's assistant, registered nurse or licensed practical nurse and must be on-site for the period the camp is in operation.

The duties and responsibilities of the camp health staff must not exceed the abilities that are allowed by law (known as “scope of practice”). The State Sanitary Code does not grant an individual authority to perform duties that are beyond his/her scope of practice. Camp operators should evaluate the medical needs of the campers and select a health director and other health/medical staff that can fulfill those needs.

For additional clarification/questions regarding an individual’s scope of practice limitations, contact the NYS agencies with regulatory oversight of that certification:

EMTs - contact the NYSDOH Bureau of EMS at (518) 402-0996 or visit their website at www.health.ny.gov/professionals/ems/.
Physicians and Nurses - contact the NYS Education Department at (518) 474-3852 or visit their website (www.op.nysed.gov/prof/).

Check the Health Director’s credential(s):
☐ Physician ☐ Physician Assistant ☐ Nurse Practitioner
☒ Registered Nurse ☐ Licensed Practical Nurse
☐ Emergency Medical technician (EMT) ☐ Other (specify):
For day camps only – Will the health director be on-site, or off-site and represented by an on-site designee? ☒ On-site
☐ Off-site (answer question a – b below):
☐ N/A (Overnight Camp)

Qualification of the on-site designee include:

☒ Certified in CPR and First Aid

☒ Trained by the health director in the camp's health procedures and responsibilities ☐ Other (specify):

Specify reasons the on-site designee will contact the health director.

☒ Reportable Injuries ☒ Camper Illness ☒ Medication Error ☐ Other (specify):

First Aid and CPR Staff

The health director, other staff specified in section 7-2.8 of the State Sanitary Code, and certain camp trip and activity leaders are required to possess valid certification in first aid. See the NYSDOH Fact Sheet titled "First Aid Certification for NYS Children's Camp Staff" for a list of approved first aid courses (www.health.ny.gov/environmental/outdoors/camps/) or contact your local health department.

CPR certification is required for the health director and other staff specified in sections 7-2.5, 7-2.8 and 7-2.11(a)(5) of the State Sanitary Code, aquatics director, lifeguards, and certain trip and activity leaders. Annual CPR re-certification is required, regardless of expiration date on card. See the NYSDOH Fact Sheet titled "Cardiopulmonary Resuscitation (CPR) Certification for NYS Children's Camps and NYS Bathing Beaches" for a list of approved courses (www.health.ny.gov/environmental/outdoors/camps/) or contact your local health department.

Specify the camp staff that will possess first aid and CPR certifications:

☒ Health Director ☐ Assistant to the Health Director ☐ Trip Leader

☒ Activity Leader ☒ Lifeguard ☒ Other (specify): Climbing Wall Leader

Camper Confidential Medical Histories

The SSC requires a current confidential medical history to be kept on file for every camper and updated annually. Medical history information must include:

The child's immunization record, which includes immunization dates against diphtheria, haemophilus influenza type B, hepatitis B, measles, mumps, poliomyelitis, rubella, tetanus and varicella (chicken pox), (Notation that immunizations are "up to date" or similar language is not acceptable.)

Any restrictions, allergies, medications, special dietary need, and other pre-existing medical, physical, or psychological conditions and illnesses.

Physician's name, address and telephone number for campers with disabilities and recommended for all campers.

Modified diets and other special needs related to a camper's disability must be identified for each camper prior to their arrival at camp, reviewed by the camp health director, planned for and provided for in accordance with supplied directions.

In addition, camper and staff's family or other responsible person's name, address and telephone to contact during an emergency must be kept on file.

No child should be prevented from attending camp because he/she is not immunized! If a child has not received immunizations, a written and signed statement from the parent or guardian stating the reason (due to their religious beliefs, immunosuppression, serologic immunity, medical, etc.), should be included with the child's health history.

It is strongly recommended that all staff, including international staff, at camps be fully immunized with all vaccinations recommended by the Centers for Disease Control. Camps should maintain current, complete immunization records for staff. Additionally, camps should maintain a detailed list of staff, campers and other individuals who are not fully immunized and protected against Vaccine Preventable Diseases (VPD). The list should clearly identify which disease(s) an individual is vulnerable to contracting. Camps will need this information to quickly identify at-risk individuals if a suspect case of a VPD occurs. Having immunization and health information readily available allows for a timely and appropriate public health response to control illness when required. If a case of a VPD is identified, suitable precautions must be taken to protect individuals who are not immunized and never had the disease in question.

For the NYS Department of Health's "Recommended Immunization Schedule," and for further information about immunizations, visit www.health.ny.gov/prevention/immunization/ or contact your Local Health Department or regional New York State Department of Health Immunization Program.

The camp's health history form (attach a copy of the camp's health form to this document) will be completed for each camper prior to his or her arrival at camp. The form will be reviewed by the health director and kept on file in the camp's infirmary.

☒ Check this box to indicate agreement with the above and that the camp's health form is attached.

Items reviewed will include, but are not limited to:
Record of immunization history
Emergency contact information
Recent/current illness/injury/existing medical conditions
Restrictions/limitations
Special needs/diets
Medications/treatments
Allergies (e.g. medications, food, insect stings)
Other concerns, including bed wetting, sleep walking, etc.
Any allergies, special diets, activity restriction or other conditions/special needs will be shared with the appropriate staff in charge of the activity (e.g. camper's counselor, aquatic director, kitchen manager).

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Individual Treatment, Care, and Behavioral Plans

Individual treatment, care, or behavioral plans are plans that address an individual's unique physical, medical, behavioral, and/or social needs.

Campers with developmental or other disabilities are not required to have a treatment, care, or behavioral plan to attend a children's camp. However, when a camper has such a plan, camps are required to obtain them and implement adequate procedures, based on the plan, to protect the camper's health and safety. Camp operators should consult with the camper's parents, guardian, and/or clinical team to determine what portions of the plan are relevant to the camp setting.

To determine if a camper has a plan, camp operators must inquire with the camper's parent or guardian. The inquiry should occur as early as possible in the enrollment process, so information about the camper's disability (developmental and/or physical disabilities) and needs can be obtained and planned for. To accomplish this the State Camp Safety Advisory Council recommends including questions as to any special needs of the camper during the camp's enrollment process or during other initial contact with parents. It is not advisable to wait for a health form to be submitted. Follow-up, as needed, with parents or guardians should occur as soon as possible to obtain details about the camper's needs and disabilities.

How will campers with treatment, care, or behavioral plan be identified?

☒ With question on enrolment forms ☐ Other (specify):

Overnight children's camp operators are required to provide parents/guardians of campers attending camp for seven or more consecutive nights with written information about meningococcal meningitis and with a copy of an immunization response form that has been approved by the State Commissioner of Health. The immunization response form must be submitted annually and kept on file at camp.

A sample parent letter and response form, which may be used to comply with the law, are posted on the NYSDOH website at www.health.ny.gov/environmental/outdoors/camps/ or available from your local health department. If a camp chooses to develop and use their own information or forms, the documents must be approved by the NYSDOH Immunization program. Submit documents for review to:
New York State Department of Health Immunization Program
Room 649, Corning Tower
Albany, NY 12237
Fax (518) 474-1495

Do campers attend the camp for seven or more consecutive nights? ☐ Yes ☒ No

If "yes", who is responsible to ensure that the meningococcal meningitis vaccination response form is received for each camper?

☐ Camp Director ☐ Health Director ☐ Other (specify):

Initial Health Screening of Campers

An initial health screening for camp participants (staff and campers) will be conducted by the health director shortly after arrival at camp and will include, but not limited to (check all that apply):

☒ A review, verification and update as needed of individual's health needs/restrictions.

☒ A review/verification of individual's medications and instructions for use.

☒ Asking the individuals about any potential exposure to communicable disease and recent travel in the two weeks prior to their arrival at camp.

☒ Observing general health and referring to a health care provider when necessary.

☒ Asking individuals to share and discuss any health or other concerns they may have.

☐ Other (specify):

Daily Health Surveillance of Campers

Daily health surveillance of campers will be conducted that include but are not be limited to symptoms of illness (loss of appetite, nausea, fever, diarrhea, vomiting, rash, etc.) or injury and indications of child abuse (i.e. frequently appearing injuries such as bruises, cuts and/or burns, where the child is unable to provide an adequate explanation of the cause.)

Who is responsible for completing camper's daily health surveillance?

☒ Health Director ☒ Counselors ☐ Camp Director

☐ Other (specify):

For information on recognizing and reporting child abuse and neglect visit www.ocfs.ny.gov/main/cps/signs.asp.

Provisions and procedures for Medical, Nursing and Emergency Medical Services

First aid and CPR staff must be located on-site and readily available to respond to emergency. When an activity is conducted at a location where the camp staff certified in first aid and CPR are not readily available (within five minutes), the activity leader shall possess or be accompanied by staff who possesses a current first aid and CPR certificate. First aid staff and CPR staff must also accompany out-of-camp trips where emergency medical care is not readily available and/or an activity such as wilderness hiking, camping, rock climbing, horseback riding, bicycling, swimming and/or boating.

What are the procedures for providing first aid and handling medical emergencies?

In the event of an injury, on-site first aid/CPR-certified staff will be summoned, and will assess the patient. The infirmary will handle injuries that do not require off-site treatment.

How will on-site first aid and CPR staff be summoned in the event of an emergency?

☐ Two-way radio ☐ Loud speaker ☒ Runner ☒ Phone ☐ Other (specify):

For injuries and medical events requiring more than first aid, EMS will be contacted. A staff member will be sent to the entrance of the camp and direct EMS to the location of the victim. First aid and CPR staff will attend to the victim until emergency medical services (EMS) arrive.

What are the camp's procedures for summoning the community emergency medical service (EMS)? 911

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided)

Location and Use of First Aid and CPR Supplies

Indicate in the table below where available first aid supplies are stored (Check all that apply):

Supplies	Not Available	Infirmary Area	Main Office	Dining Hall	Pool Area	Other (specify):
First Aid Kit	☐	☒	☐	☐	☒	
CPR Mask	☐	☒	☐	☐	☒	
Oxygen	☐	☐	☐	☐	☐	
AED*	☐	☐	☐	☐	☐	
Epinephrine Auto Injector	☐	☐	☐	☐	☐	
Spine Board	☐	☒	☐	☐	☒	Climbing Wall
Head Immobilization	☐	☒	☐	☐	☒	Climbing Wall
Other (specify)	☐	☐	☐	☐	☐	
Other (specify)		☐	☐	☐	☐	

* A Public Access Defibrillation (PAD) program must be established for a camp to maintain an automated external defibrillator (AED). For procedures on how to establish a PAD program, contact your local health department or visit www.health.ny.gov. Please attach a copy of the collaborative agreement with the emergency health care provider for PAD programs.

Does the camp have a PAD program? ☒ No ☐ Yes and the collaborative agreement with an emergency health care provider is attached.

Mental Health First Aid

Mental health issues and emergencies encountered at camps present different challenges from other first aid needs. Consideration should be given for staff to receive certification or training that prepares non-mental health professionals (teachers, camp counselors, etc.) to recognize when a child is

experiencing a mental health issue (anxiety, behavior, mood, or substance use disorder) and intervene in situations where immediate action is needed. Training is not intended to replace professional diagnosis or treatment, but assist adolescents in obtaining the appropriate professional help and intervention.

Preventing Child Abuse

Staff should receive training to help prevent abuse at camp. All allegations of abuse should be taken seriously. Training should include:
The identification of indicators of physical and sexual abuse, promoting an understanding of child abuse and its potential effects on victims.
Discussion about the camp's policy regarding appropriate touching, displays of affection and discipline. Review and use roll-play exercises to show appropriate ways to address situations which may occur at camp.
Instruction about adequate supervision at the camp. Provide job descriptions outlining supervisory and other responsibilities expected of staff.
An explanation of the camp's procedure to report an allegation of child abuse including the identification of key persons that all suspicions and concerns should be reported to.
Other Suggestions:
Routinely evaluate staff, including unscheduled staff observations at varied hours of the day and night. Assign new staff to work with experienced staff.
Discourage one on one activities/situations between staff and campers. If possible, always pair or "buddy-up" staff with staff, and campers with campers. This is especially important for changing rooms, restrooms, and shower rooms. Encourage respect of privacy of campers and staff. Identify staff that campers should contact if they encounter situations that make them feel uncomfortable.

What are the procedures for responding to allegations of abuse?
All staff will be instructed to immediately notify the camp director or health director if they are witness to, or hear of, any camper abuse (physical, sexual or verbal). The accused will be separated from the rest of the camp population. All allegations of abuse will be reported to the local health department and to the appropriate law enforcement agency.

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below:

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Storage and Administration of Medicines

Camps are required to establish general polices for medication storage and administration. Some campers may have preexisting conditions that they are accustomed to self-monitoring and controlling on a routine basis, such as diabetes. The camp's general policies are not intended to address or limit the care or treatment of an individual camper. Individual camper needs should be addressed with the camp health director, camper's parents/guardian, and the camper's physician to ensure a safe delivery of medication and care while at camp.

Medication collection and storage: All medications should be turned over to camp staff and secured in the infirmary or other area under the control of staff except for emergency medications such as epinephrine auto-injectors and inhalers.

For day camps – It is not recommended that campers transport medications each day to and from camp. Parents/guardians should request that the pharmacy provide two containers, one to remain at home and one to remain at camp.

With the exception of Epinephrine Auto-injectors and certain immunization agents, prescription medication must be prescribed and dispensed to an individual. Repackaging or re-labeling of prescription medications is prohibited. Prescription medication must be in its original container with labeling that includes but is not limited to:

Complete name of patient
Date prescription filled
Expiration date
Directions for use/precautions (if any), and storage (if any)
Dispensing pharmacy name & address
Name of physician prescribing medication

Stock supplies of non-prescription medications (over-the-counter items) may be maintained by the camp or brought to camp by individuals (campers and staff). Individual patient non-prescription medications should be labeled with the complete name of the patient.

All campers' medication (prescription or non-prescription) must be accompanied by a patient-specific written order from a licensed prescriber. Pharmacy labeling on the medication is not sufficient for this purpose as the medication, dosage, and or regimen may have been changed since the pharmacy filled the prescription.

Describe how medication will be collected upon arrival to camp:
Upon arrival at camp, campers must provide their medications (prescription and non-prescription) to the camp's health director or designee.
For overnight camps – When transportation is provided from a common pick-up point, all medications will be accounted for and collected prior to departure from the location(s).
Only prescription medications in a pharmacy labeled container will be accepted. All non-prescription medications will be labeled with the camper's name.
For day camps – The camper's medications will remain at the camp.
Camp staff will review licensed prescriber's written orders and health histories to ensure required medication have been turned in and properly ordered. When there is an inconsistency between health records and medications brought to camp, the camp will resolve the discrepancy by contacting the parent/guardian. Additional follow-up with the camper's physician may be necessary as well.

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Describe medication storage:
All medications are stored per product directions (e.g. refrigerate, avoid excessive heat) and kept in a secure (locked) area accessible only to the camp health director/designated staff, except when required to be available to the patient for emergency use (e.g. “epi-pen” prescribed for severe allergies, Asthma Inhalers). Those individuals that need emergency medications may carry the medications themselves. When necessary, staff may be assigned to carry the medication; assigned staff will ensure that at all times the patient and medication will remain in close proximity and are not separated.
Controlled substances (narcotics) and syringes must be "double-locked" (e.g. locked in a box locked in a cabinet) and standards of best practice followed, including counting the controlled substances upon arrival and periodically thereafter.

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Medication Administration – The children’s camp regulations do not grant a camp or individual authority to perform duties that are beyond his/her certification or license (scope of practice). Medication management must comply with applicable State laws. Camp operators should consult appropriate medical and other professionals when developing their policies and procedures.

Some medication schedules can be altered to non-camp times, which will eliminate the camp’s responsibility for oversight. Camp operators can check with the parents/guardians to determine when this is possible. All medication changes must be made by the camper’s physician or other health care provider.

In general, when a parent or guardian of a child is not available to administer medications, two options are available: administration by a licensed health care practitioner (e.g. physicians, dentist, nurse practitioners, physician’s assistants, registered professional nurses, and licensed practical nurses) and self-administration.

An emergency medical technician (EMT) of any level may practice under their certification only as part of an established emergency medical service (EMS) system. An EMT employed by a children’s camp is not working for an established EMS and therefore cannot routinely administer medications or implement any other EMS protocols. Contact the NYSDOH Bureau of EMS for addition information at (518) 402-0996 or visit their website at www.health.ny.gov/professionals/ems/. First aid staff and staff without medical certification/license are prohibited from routinely administering medication as well.

Administration by a licensed health care practitioner – NYS Education Law allows a licensed health care practitioner to administer medications (prescription and over-the-counter). A registered nurse (RN) can assess patient health and administer medications including PRN (as needed) medications following orders that are written specifically for an individual camper. A licensed practical nurse (LPN) must work "under the direction" of a NYS licensed physician, other licensed health care provider or registered nurse. A LPN cannot legally assess a patient's/camper's condition. A LPN can administer medications following a patient specific order; however, in the case of a PRN (as needed) order, a LPN must first confer with the RN or licensed health care provider he/she is working "under the direction" of. For additional clarification/questions regarding licensed health care practitioner's scope of practice limitations, contact the NYS Education Department (SED) at (518) 474-3852 or visit their website: www.op.nysed.gov/prof/nurse/.

Because of the need to assess a patient's/camper's condition, PRN (as needed) medications including over-the-counter medications cannot be routinely administered at camps that do not have a licensed health care practitioner (e.g. physicians, dentist, nurse practitioners, physician's assistants, RN, and LPN)

Patient specific written orders from and signed by a licensed prescriber, describing use of the medication, are required in order for a nurse to administer or to allow a camper to self-administer a medication (prescription and over the counter). A written statement from a camper's parent or guardian that requests the camp to administer the medication to the camper as ordered by the licensed prescriber is suggested.

A written order is not required for campers to carry and use sunscreen under the following conditions:
Sunscreen is used to protect against overexposure to the sun;
The sunscreen is approved by the FDA for over-the-counter use; and
Written permission from a parent or guardian for campers to carry and use sunscreen is obtained by the camp.

How will medication be administered? (select all that apply)

☐ No medication will be administered at the camp

☐ By camper's parent

☒ Self-administration (complete corresponding section below)

☒ Administration by a licensed health care practitioner (select all that apply)

☐ Physician	☐ Nurse Practitioner	☐ Physician Assistant
☒ Registered Nurse	☐ Licensed Practical Nurse	

Self-administration procedures – only complete this section if self-administration procedures are used at the camp.
Self-administration of medications will only be allowed for those individuals determined to be "independent". Determination as to whether or not a camper should be considered for selfadministration will be made by the health director, camper's physician or parent and will be based on the camper's ability to:

Identify the correct medication (e.g., color, shape);
Identify the purpose of the medication (e.g., to improve attention);
Determine that the correct dosage is being administered (e.g., one pill);
Identify the time the medication is needed (e.g., lunch time, before/after lunch);
Describe what will happen if medication is not taken (e.g., unable to pay attention); and Refuse to take medication if camper has any concerns about its appropriateness.

In general campers will not be allowed to self-administer "as needed" (PRN) medications, except for emergency medications such as inhalers and epinephrine auto-injectors, or when directed by the camper's physician and/or parent.

Self-administration procedures:
The camp health director, or designee trained by the health director in self-administration procedures, will keep a list of all campers in their charge requiring medications, the medication needed, time and dosage to be taken.
The camper will be reminded each time when a scheduled dose is to be taken and will read or be read the name of the medication, dosage and other instructions for use.
At the time of self-administration, the health director or designee will verify who the camper is and that he or she has the correct medication, dosage and other use instructions.
Medications will be handed, in the original container, to the camper for self-administration. Camp staff that are not licensed health care practitioners may not pour or dispense pills into container(s) for ingestion. Staff that remove medication from the original container are administering medication. Staff may help camper loosen container cap, if necessary.
Administration of the medication will be witnessed and documented by noting (in the medical log or recipient's health record) the names of the recipient, medication, dosage, witness, and the date, and time self-administered.
Medication will be returned and properly stored.

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.
☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Medication administration including the camper's name, medication, dosage, and date will be documented in the following location.
☒ Medical log ☐ Camper's medical record ☐ Other (specify):

Medication Errors – A carefully designed and executed medication delivery system is the best deterrent to prevent medication errors. A medication error includes any failure to administer medication as prescribed. This includes failure to administer the prescribed medication to the correct camper, at the correct time, in the correct dose or through the correct route.

Medication errors can occur when an individual is interrupted or distracted. Eliminating distractions and/or other responsibilities during periods of concentrated medication administration can increase safety and decrease the potential for errors. Medication errors must be addressed immediately.

What actions will be taken in the event of a medication error?
If adverse reaction, call 911 and/or contact the Poison Control Center (if wrong medication or overdose given).
Notify the health director or other supervising medical staff, if not present.
Notify the camper's parent or guardian.
Notify the camper's physician and/or the licensed prescriber.
Document medication error detailing camper's name, specific details of the medication error, reaction to medication given, which individuals were notified, and remedial action.
Review the medication errors and take necessary steps for appropriate medication administration in the future.
☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Injury and Illness Prevention and Control

Injuries are not "accidents"; they are predictable and preventable events that can be controlled when appropriate interventions occur. Establish an injury control program at the camp. Routinely review injuries noted in the medical log. Have injuries occurred at one activity, location or under the supervision of one counselor in particular or are there other common threads between injuries? If so monitor the event in question for obvious contributing factors. You may need to interview the victims/witnesses for more information about the injury event and pre-event also. There are preventative measures that can be taken!

Example:
Over a two-week period, two 6-year-old campers playing on the playground sustained cuts on their hands, which required sutures. Your questions to the counselors and victims lead you to a swing, which at first glance appears safe. You ask the victims to show you what they were doing, and learn both were sharing the swing with another camper. With two campers in the swing, you note the additional weight causes a sharp piece of wire to protrude below the seat!

Preventative Measures:
Maintenance staff replaced the damaged swing seat and checked all the others for similar defects. Playground staff modified their written plan to include the routine inspection of the swing seats, and to allow only one camper per swing. The health director reviewed medical log entry requirements with her staff, and reminded them to provide details about how and where incidents occur.

Who is responsible for the camps injury control program?
☒ Camp Director ☒ Health Director ☐ Other (specify):

The spread of gastrointestinal (vomiting and diarrhea), respiratory and other ailments can quickly change a pleasant camp visit into a difficult experience for staff and campers. Early identification and intervention may prevent additional cases of illness.

What are the procedures for identifying and responding to an illness outbreak?

The health director or designee will check the medical log entries daily for common ailments and/or increased frequency of cases of illness with similar symptoms (e.g. headache, vomiting, diarrhea, fever, eye infection, sore throat). If noted:

The local health department will be contacted immediately.
Intervention and control strategies recommended by the local health department and medical staff will be implemented at the camp to prevent the spread and reoccurrence of illness.

General intervention and control strategies to be implemented for an outbreak include but are not limited to:
Ill persons will be excluded from duties (e.g. food preparation/handling) and/or activities until permission is granted by the health director to resume.
Ill individuals will be physically separate from well; housing areas for large number of ill at overnight camps will be designated, and ill day-campers will be sent home.
Entry/exit from camp will be limited; activities involving visitors, including other camps will be postponed or restricted.
Hand washing (staff and campers) will occur frequently and not just during outbreaks! Campers and staff will be instructed to wash hands after activities, and always after using the bathroom and before eating. Staff will monitor camper's hand washing. Plenty of soap and disposable paper towels will be provided in hand washing areas.
Housekeeping – "Sick" areas (bathrooms, sleeping areas etc.) will require increased housekeeping emphasis. Housekeeping staff will be instructed to wear gloves and follow other precautions, as directed. Staff will be instructed to practice thorough hand washing, and will be encouraged to change to clean clothing prior to resuming other activities.
Discontinuing salad and sandwich bars, "family-style" service, buffets - use servers only.

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Diseases transmitted by insects and ticks:
Protective measures should be used in areas where Lyme disease and other diseases transmitted by ticks and insects are present. This includes but is not limited to wearing clothing to cover legs and arms, eliminating standing water where mosquitoes breed, keeping outdoor play areas well maintained, avoiding areas of tall grass and brush, checking oneself for ticks, and considering the use of repellents.

Ticks that spread disease, including Lyme disease, may be found in outdoor areas where camp activities take place. Ticks will cling to tall grass, brush and shrubs, usually no more than 18-24 inches off the ground. They also live in lawns and gardens, especially at the edges of woods and around old stone walls. If camp activities occur in areas known or suspected of having ticks, provide parents with information regarding the prevention and signs of Lyme disease.

New York State Public Health Law allows campers to carry and use tick and insect repellents when the child's parent or guardian provides written permission for it. Camp staff may assist campers with the application of the repellent when the child is unable to do so, provided the child requests the assistance and it is permitted/authorized by the parent/guardian and the camp. Camp operators must maintain a record of the parental/guardian permission. It is recommended that the camp health form include authorization for the use of specific tick and/or insect repellent and need for assistance.

Staff should receive training in the proper use of tick and insect repellents including:

Read instructions and follow directions on the label, do not over apply, and determine whether product can be used on skin, or if it can only be applied to clothing and gear.
Discontinue use and seek medical attention if a rash or other reaction occurs. Only use repellents approved by camper's parent/guardian.

If an embedded tick is found on a camper he/she should be immediately taken to the infirmary and parents should be notified.

Information including tick removal, Lyme disease, and safe use of tick and insect repellents can be found at:
www.health.ny.gov/diseases/communicable/lyme/ www.cdc.gov/ticks/


Female Deer Tick

Will campers carry and use repellents during activities where ticks and insects may be present? ☒ Yes ☐ No
If yes, who is responsible for obtaining written parental permission?
☐ Camp Director ☒ Health Director ☐ Other (specify):

Potential Rabies Exposure:
Rabies is a deadly disease caused by a virus that attacks the central nervous system of mammals, including humans, pets, livestock and wildlife. Animals testing positive for rabies have been found throughout NYS. All animal bites and scratches, and any contact whatsoever with bats or animals suspected of having rabies, must be reported to the camp's permit-issuing official IMMEDIATELY to determine if testing of the animal or human post exposure treatment is required. For additional information on this subject visit www.health.ny.gov/environmental/outdoors/camps/ or contact your local health department.

Pre-camp:

Repair or modify camp buildings to keep bats and other animals out. Make sure that doors and windows are secure, and any small openings that might allow an animal entrance are sealed or screened, including chimneys, vents, etc. Don't occupy buildings until they are animal-proof, and free of unwanted animals. Provide animal-proof garbage containers and arrange for routine refuse removal, and cleanup and monitoring of these areas.
If pets or domestic animals are allowed at the camp, be certain these animals are immunized against rabies. Proof of current immunization should be maintained on file at the camp for the animals at camp.

Potential Exposure – If a bite, scratch or other contact with a suspect animal occurs:

IMMEDIATELY wash the victim's wound(s) or exposed site thoroughly with soap and water. Seek medical assistance.
If possible to do safely, try to confine or capture the suspect animal, or seek assistance as noted above.
IMMEDIATELY notify your local health department to report the incident and exposure details (circumstances leading to incident, who was involved or present, location, if the animal was captured, etc.) and to arrange for testing the suspect animal (if available).
If the animal is found dead, dies or is killed, refrigerate the carcass with ice until testing is arranged.
Potential Exposure – BATS – If ANY exposure to a bat occurs, or if a bat is found in a room where someone was sleeping, or someone was present who could not communicate (e.g. infant, young child, person with sensory or mental impairment):

Notify your local health department and describe the circumstances.
Try to confine or capture the bat (without causing damage to the head) for testing. See video at www.health.ny.gov/diseases/communicable/zoonoses/rabies/.
To aid in the capturing bats, camps should prepare by having a bat capture kit consisting of:
Gloves (heavy, preferably pliable thick leather)
Forceps (9" to 12" length, rat-tooth for gripping)
Extension pole w/net (fine mesh insect net of polyester or muslin material with a spring steel hoop on telescoping pole – net and pole sold separately)
Coffee can w/tight-fitting lid or similar container (e.g., cardboard ice cream carton w/lid; keep multiple containers on hand)
Sheet of cardboard to slide between wall and container to act as a lid
Tape (to secure lid on container)
Flashlights (including fresh batteries & extra batteries)
General Guidelines for Management of Bat-Related Incidents at Children's Camps

Training - Information must be provided to staff and campers during training to prevent potential rabies exposure and, where possible, avoid the lengthy and costly rabies post exposure treatment:

Never feed, rescue, handle or intentionally get close to any wild animals, including bats in caves and "abandoned wildlife."
Don't touch and avoid injured, ill or stray animals.
Don't touch and avoid pets and domestic animals you're not familiar with.
Don't touch and avoid any animal that exhibits behavior that appears abnormal.

Report to appropriate camp staff (e.g. camp director, health director) IMMEDIATELY:
The presence and location of any suspicious animal.
The presence of a bat in any sleeping area or in a building used for activities or assembly, or a dead or grounded bat, or a bat roosting within reach (indoors or outdoors) of campers or staff. Any injury caused by contact with an animal.

Who will be responsible for capturing a bat or contacting a nuisance wildlife agent if a suspect animal is found at the camp?

☐ Camp Director ☐ Health Director ☒ Maintenance staff

☐ Other (specify):

Are bat capture kits maintained at the camp? ☒ Yes ☐ No If "yes", where are they maintained?

☐ Each bunk ☐ Bunk number(s) ☒ Maintenance area

☐ Other (specify):

Diabetes Prevention and Control: The DOH Bureau of Chronic Disease Services, Diabetes Prevention and Control Program has developed a publication titled, Children with Diabetes: A Resource Guide for Families and Schools. The resource guide provides valuable information and tools that may be utilized by camps for the prevention and management of diabetes in children. The resource guide is available to download from the DOH website at www.health.ny.gov/publications/0944.pdf or hard copies may be ordered from the DOH forms distribution center.

Medical Log

The health director or designee will document all health-related incidents involving campers and staff, including medical complaints and injuries, and camper allegations of child and/or sexual abuse in a logbook. The medical log will be maintained at the health center and readily accessible for review by the health department representative. The health director or designee will review the medical log daily for any commonly occurring injuries or illness to identify potential hazards or illness outbreaks at the camp.

At a minimum, the medical log will include the following information:

Date and time of visit
Name of patient
Camper, staff (title) or other (indicate)
Name of bunk or group, if applicable
Nature of complaint
Description of treatment and follow-up, if required
Name of care giver

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Universal Precautions

Universal Precautions is an approach to infection control. Accordingly, all human blood and any other human body fluids should be treated as if known to be infectious for HIV, Hepatitis Virus and other blood-borne pathogens.

Universal Precautions will be employed during treatment and in the handling of blood and other body fluids including, but not be limited to, vomitus, diarrhea and any bodily discharge (e.g. from cuts, boils). Universal Precautions implemented at the camp include (check all that apply):

☒ Every first aid trained staff member will be trained in Universal Precaution techniques.

☒ All bodily fluids shall be considered potentially infectious material. Protective barriers, such as gloves and masks, will be used to prevent contact with bodily fluids.

☒ Any surface or equipment that has been contaminated by blood or any other bodily fluid shall be cleaned and sanitized with a bleach solution of 1 part bleach to 10 parts warm water.

☒ Hand washing facilities, which are readily accessible, are available throughout the camp.

☒ Any contaminated bandages, dressing or any other material will be separated from other wastes and disposed of in a red biohazard bag. Containers used for the contaminated waste will be marked prominently on the containers with the universal warning sign or the word “biohazard.”

☒ Any needles will be placed in an approved “Sharps” container labeled “biohazard” and taken to an approved collection location. (Most hospitals will accept “Sharps” waste for disposal and some Fire Departments can assist in “Sharps” disposal. In addition, you can check with the local sanitation district to see if they offer “Sharps” disposal sites).

☒ When away from camp (off-site-trips), an antiseptic hand cleanser or towelettes will be provided. As soon as possible, hands will be washed with soap and running water.

☐ Other (specify):

Reporting of Incidents

The local health department must be notified, within 24 hours, of the following occurrences:
Camper and staff injuries or illnesses that result in death or require resuscitation, admission to a hospital or the administration of epinephrine.
Camper or staff exposures to animals potentially infected with rabies.
Camper injuries to the eye, head, neck or spine which require referral to a hospital or other facility for medical treatment.
Injuries where the camper sustains second or third degree burns to 5 percent or more of the body.
Camper injuries that involve bone fractures or dislocations.

Lacerations sustained by a camper that require sutures, staples or medical glue.
Camper physical or sexual abuse allegations.
Camper and staff illnesses suspected of being water-, food- or air-borne or spread by contact. At Camps for Children with Developmental Disabilities (20% or more enrolment of campers with developmental disabilities) staff must also report all allegations of abuse or neglect and significant incidents to the local health department and the Justice Center and possible crimes against campers with disabilities to local law enforcement and the local health department. See the Requirements for Camps for Children with Developmental Disabilities for additional details.

Who will be responsible for establishing reporting policies for the incidents above?
☐ Camp Director ☒ Health director ☐ Other (specify):
Provisions to Supervise Sanitation

Camp Sanitation is important to prevent disease transmission. Camps must establish a procedure to oversee sanitation at the camp.

Specify the camp's procedures for supervising sanitation at the camp:
The health director or designee will oversee the camp's general sanitation assessment as well as conducting on-going sanitation reviews. This will include but not be limited to visiting the area of camp indicated below at the indicated frequency to assess cleanliness and sanitation:

Area	Frequency of Visit			
Kitchen and dining area	☒ Daily	☐ Weekly	☐ Other	
Refuse management and disposal	☐ Daily	☒ Weekly	☐ Other	
Living quarters	☒ Daily	☐ Weekly	☐ Other	
Sewage system	☐ Daily	☒ Weekly	☐ Other	
Water supply	☐ Daily	☒ Weekly	☐ Other	
Pool/Beach	☒ Daily	☐ Weekly	☐ Other	
Other buildings/bathrooms	☒ Daily	☐ Weekly	☐ Other	

V. SUPERVISION AND ACTIVITY SAFETY

Camper Supervision

Supervision of the campers is the single most important aspect of a children's camp. It is recommended staff always be assigned to supervise specific campers. Many camps “buddy” staff, so coverage is available in case of an emergency. The State Sanitary Code (SSC) requires that campers receive “adequate supervision,” which is defined as:

Being protected from any unreasonable risk to their health and safety, including physical or sexual abuse; and

Having visual or verbal communication capabilities between campers and their counselor during activities and a method of accounting for the campers’ whereabouts at all times.

The minimum required counselor to camper ratio varies based on the type of camp (day vs. overnight), age of the campers, the activity and individual camper’s needs:

At overnight camps, the minimum counselor to camper ratios for general activities is: 1:10 for campers 8-years and older
1:8 for campers younger than 8-years-old

At day camps, the minimum staff to camper ratios for general activities is: 1:12 for all campers

The minimum ratio of counselors to campers who are confined to wheelchairs or require the use of adaptive equipment or bracing to achieve ambulation, but who do not possess, for whatever reason, the ability to fit, secure or independently manipulate such devices satisfactorily to achieve ambulation, is 1:2.

Additional staff may be necessary to ensure the safety of campers based on the type and location of an activity and needs of each camper.

How will campers be accounted for and supervised?
At the beginning of each session, counselors will be given a list of campers under their charge for that camp session or activity. Counselors will take attendance frequently, including at the beginning of each day and activity, to account for all campers in their charge. If a camper is unaccounted for, the counselors will immediately notify the camp director.
At all times the counselors will provide a level of supervision that shall protect campers from any unreasonable risk to their health or safety, including physical or sexual abuse. Counselors will actively supervise campers, maintaining visual or verbal communications capabilities at all times to ensure camper activities are safe and consistent with safety plan and camp policies.
Counselors supervising campers with developmental or physical disabilities will be trained in the specific needs and special considerations for the campers.

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

What minimum counselor to camper ratio will be maintained for general activities (e.g. arts and crafts, sports, organized games):

☒ 1:8 for campers younger than 8-years-old ☒ 1:10 for campers 8-years and older

☐ 1:12 (day camps) ☐ Other (specify)

State Sanitary Code allows for a Counselor-in-training (CIT) or Junior Counselor, who is a camper, to be assigned to an on-duty counselor or other staff member to assist in performing specific duties. A CIT may not independently supervise campers, and must be supervised as a camper. All CITs must receive training specific to their duties, and camper orientation. A maximum of 10 percent of the total number of counselors required may be CITs. See Subpart 7-2.5(k).

Will CITs or Junior Counselors be used to meet minimum supervision ratios?

☐ Yes ☒ No

How will campers be supervised during the following the following time periods?

Between scheduled activity periods (traveling from one activity to the next):

☒ Camper supervision will be in accordance with the standards listed above in numbers 75–77 including ratios, accountability and counselor to camper communication capabilities.

☐ Campers may travel between activities/areas without direct staff supervision. When this occurs, the staff member in charge of the activity/area the camper is traveling to will have a list of all expected campers, where they are coming from and the time that activity ends.

A maximum of five minutes will be allowed for travel to the activity/area. If the camper does not arrive at the expected location within five minutes of the end of the previous activity the staff member in charge will immediately notify the Camp Director and initiate the lost camper plan. ☐ Alternative procedures to account for campers between activities:

Passive activities – an activity that takes place in a defined area, where participants are spectators or have limited mobility and use no tools or equipment (other than computers).

☐ Camper supervision will be in accordance with the standards listed above in numbers 75 – 77 including ratios, accountability and counselor to camper communication capabilities.

☒ A counselor to camper ratio of 1:25. (Select all passive activities at the camp)

☒ Religious instruction ☒ Storytelling ☒ Viewing movies

☐ Board games ☒ Drama ☒ Singing

☐ Other (specify):

☐ Alternative procedures for supervising campers:

Free Time:

☐ No free time periods during camp.

☒ Camper supervision will be in accordance with the standards listed above in numbers 75 – 77 including ratios, accountability and counselor to camper communication capabilities. ☐ Alternative procedures for supervising campers:

Sleeping and rest hours

During the hours campers are resting or sleeping, the supervision ratio may be modified based on the arrangement, size, and location of the sleeping area(s) and potential for visual and/or verbal supervision; provided in all circumstances that:

Supervision is adequate to protect the campers from any unreasonable risk to their health or safety; and
At least one counselor is present on every level used for resting or sleeping in a multi-story building.
Staffing levels must be adequate to respond to emergencies at all times.
Supervision ratios must be reinstated to the code-required level at the conclusion of the resting or sleeping period.

☐ No sleeping or rest periods during camp (day camps only).

☒ Camper supervision will be in accordance with the standards listed above in numbers 75 – 77 including ratios, accountability and counselor to camper communication capabilities.

☐ Alternative procedures for supervising campers.
Applicable time periods:
Minimum staff to camper ratio:

Describe ability to provide visual and/or verbal communication with campers. Include or attach a sketch of staff positioning relative to campers (indicate the arrangement, number of floors, and camper capacity for each building).

Transportation:

☐ Transportation is not provided by the camp

☒ Camper supervision will be in accordance with the standards listed above in numbers 75 – 77 including ratios, accountability and counselor to camper communication capabilities.

☐ At least one counselor will be in a vehicle transporting campers.

☐ There will be at least one counselor in addition to the driver in any vehicle transporting developmentally disabled campers.

☐ Alternative procedures for supervising campers:

Describe the camp's discipline policy.

Discipline will be aimed at addressing and correcting unacceptable behavior.

Counselors who are unable to quickly, safely and effectively deal with a camper who is misbehaving will utilize the chain of command to address the situation.

Forms of acceptable discipline may include: talking to the camper about their behavior, discussion of the expectations the camp has of all campers, asking the camper to express his feelings, mediation of a dispute, and notification of parents/guardians.
Discipline that is considered unacceptable and that will not be allowed includes but is not limited to corporal punishment, humiliating treatment, frightening methods, punishment associated with food, rest or isolation, and use of foul or abusive language.

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

What is the camp's lost camper plan?
In the event that a camper becomes lost or unaccounted for, the Lost Camper Plan will immediately be activated, which will include the following:
Provide and maintain adequate supervision for all remaining campers
Notify the Camp Director and other counselors of the identity of the missing camper
Interview staff and campers in an attempt to determine the last known whereabouts of the missing camper.
Begin a search, starting with the last known place of the camper and nearby restrooms, and high risk areas (e.g. pool, beach).
If out of camp, the assistance of the facility being visited will be requested. Camp staff will be sent the designated meeting area and the exits of the facility.
Maintain the supervision of campers and widen the search area.
The police will be notified if the camper remains unaccounted for greater than:

☐ 10 minutes ☐ 20 minutes ☒ 30 minutes

☐ Other (specify)

Parents/guardians will be notified.
Contact the local health department within 24 hours if the camper has not been located or if a reportable injury has occurred.

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Activity Safety

Each camp activity must be evaluated to establish appropriate policies and procedures for the supervision and prevention of injuries to camper. Additional staff are required for specialized activities such as wilderness, equestrian, boating, etc.
1:8 for campers 6-years and older
1:6 for campers less than 6-years-old

On-site activities – An activity leader must supervise each camp activity occurring on the camp's property and be competent in the activity being conducted. A minimum of one activity leader and one staff member must supervise activities that occur at locations where additional camp staff

assistance is not readily available (within five minutes). When a camp activity is conducted at a location where the camp staff certified in first aid and CPR are not readily available, the activity leader must possess or be accompanied by staff who possesses current first aid and CPR certification in an approved course. NYSDOH Fact Sheets listing approved CPR and First aid certifications are available at www.health.ny.gov/environmental/outdoors/camps or by contacting your local health department. The activity leader for activities that includes wilderness hiking, camping, rock climbing, horseback riding, bicycling, swimming and/or boating must be at least 18 years old.

Camps with developmentally or physically disabled campers - all appropriate recreational activities must be accessible by providing ramps, proper surfaces for movement, and/or adaptive equipment.

Check all activities available to campers in sections a and b and complete the specified Activity-Specific Plan or Generic Activity Plan Template for that activity.

Complete the Activity-Specific Plan template (available from your local health department) for each of the following activities available to campers:

- ☒ Archery
- ☒ Boating/Canoeing/Kayaking
- ☒ Camp Trips
- ☐ Horseback Riding
- ☐ Riflery
- ☒ Sports
- ☒ Swimming
- ☒ On-Site
- ☐ Off-Site (complete Camp Trip Swimming Plan)
- ☐ Wilderness (complete Camp Trip Swimming Plan)
- ☐ Aquatic Theme Parks (complete Camp Trip Swimming Plan)
- ☒ Ropes/Challenge Course

Complete the Generic Activity Plan template (available from your local health department) for the following activities available to campers:

- ☐ Aquatic Theme Parks
- ☒ Arts and Crafts
- ☐ Bicycling
- ☐ Cooking
- ☐ Gymnastics
- ☐ Go Carts
- ☒ Hiking
- ☐ Ice Skating
- ☐ Mountain Boarding
- ☐ Nature Study
- ☒ Organized Games (Play)
- ☐ Petting Zoo
- ☐ Roller Skating/Blading
- ☐ Skate Boarding
- ☒ Tubing
- ☐ Whittling/woodcarving
- ☒ Other (specify): Hay Rides

Weather Conditions

Estimates made by sources such as the National Weather Service indicate that approximately 400 people are struck and seriously injured by lightning each year. One out of four victims is killed. To minimize risk for injury from lightning, camp staff must monitor local forecasts for thunderstorms and restrict activities to locations that provide adequate shelter. For additional information regarding lightning safety, the Department's Fact Sheet titled "Lightning Safety Basics" is available at www.health.ny.gov/environmental/outdoors/camps/.

Heat-related illnesses occur when the body is unable to cool itself. The most common heat-related illnesses are heat stroke (sunstroke), heat exhaustion, heat cramps and heat rash.

The risk of heat related illness increases with the air temperature and relative humidity. Based on the relation of the two, the National Weather Service has devised a heat index to alert the public of days that have a potential for causing illness. In general, a heat index of 90 or above may result in heat illness. For additional information see the Department's brochure titled "Keep Your Cool During Summer Heat".

The key in preventing heat related illness is to be aware of the weather conditions that have potential for adverse effects and to schedule less strenuous activities during those times. Additionally, drink plenty of cool water or other fluids prior to and during activities.

Who monitors and assesses weather conditions to cancel or curtail activities (on-site and during camp trips) due to weather, such as thunderstorms, high heat and/or humidity and elevated ozone levels, and notifies activity staff leaders of activity restrictions?

☒ Camp Director ☐ Program Director ☐ Other (specify):

Means of staff notification will include but not be limited to:
☒ Direct verbal contact ☒ Cell phone ☐ Portable radios ☐ Public address systems ☐ Other (specify):

Which activities will be suspended or minimized in anticipation and response to thunderstorm and lightning activity? (check all that apply)

☒ Hikes and other activities that would prevent staff and campers from access to immediate cover in a shelter, car or bus.

☒ Swimming (outdoors and indoors), boating or other activities in or on the water.

☒ All outdoor activity will be ceased if thunderstorm and lightning activity occurs.

☐ Other (specify):

A substantial building that has plumbing or electrical service, is completely enclosed and has sufficient capacity to shelter all campers should be used as a shelter against storms. In addition, on high-risk days or during high-risk periods, the camp may modify their daily program and replace outdoor activity with indoor activity in a primary structure either on the camp property or off-site such as a movie theater, bowling alley, etc.

Specify the locations/buildings designated as shelters for storms:

Dining Hall Craft Barn/Noah's Ark

What instructions will be provided for those caught away from shelter/camp by a storm?

☒ Cease all outdoor activity and seek shelter inside the nearest large building that is deemed acceptable. If no building is available, a car or bus will be utilized.

☐ Do not use telephone except in an emergency (cell phones or cordless phones are acceptable for use).

☒ If no shelter of any type is available, then:

☒ Stay away from utility poles and tall, isolated or lone trees.
☒ Stay off of or leave hill tops.
☒ Avoid wire fences, pipes, and metal poles.
☒ If unable to get to a substantial shelter, assume a protective crouch position with your legs bent at the knees and your feet close together; keep your hands on your knees and lower your head toward your knees (do not lie down).
☒ If in a group, stay several yards apart.
☐ Other (specify)
Camp will not resume outdoor activities until thunder has not been heard for at least a full thirty minutes. ☒ Yes

Sun protection – skin cancer is the most commonly diagnosed cancer in the United States. The biggest risk for skin cancer is unprotected exposure to the sun during childhood. Some simple steps that can be taken at your camp to protect against sun exposures include:

Limiting the amount of time spent in the sun, especially between 10 am and 4 pm. Conduct activities in shaded areas whenever possible.
Wearing protective clothing such as a wide-brimmed hat, long-sleeved shirt, long shorts or pants, and sunglasses that state that they protect from 100% of UVA and UVB.
Using sunscreen labeled "broad-spectrum" with a sun protection factor (SPF) rating of 15 or higher.

For additional information visit www.health.ny.gov/diseases/cancer/skin/ or contact the NYSDOH Bureau of Chronic Disease Control at (518) 474-1222.

Incidental Water Immersion

Incidental water immersion is the intentional entry into a body of water for a purpose, other than swimming, which is ancillary to the primary activity being conducted. Such immersion, including partial immersion, shall include but not be limited to stream crossing or entering water for personal hygiene, but shall exclude boating, water skiing, sail boarding and similar water sports where participants wear U.S. Coast Guard approved lifejackets.

Does incidental water immersion occur during any camp activities (on-site or off-site)? ☐
Yes ☒ No
If “yes”, complete the following section.
List below the activities (on-site or off-site) during which incidental immersion is permitted: 1)

What are the procedures for incidental water immersion?
Incidental water immersion will be prohibited when the water’s depth cannot be determined or when the water’s depth or current does not ensure a safe crossing.
Water Depth: (Select one)
☐ Incidental water immersion is not permitted in water deeper than mid-calf of the shortest camper.
☐ The following procedures(s) will be used for incidental water immersion in water deeper than mid-calf of the shortest camper (specify below)

Staff will test the entire area in which incidental immersion will occur prior to campers entering the water.
A trip or activity leader must be familiar with safe water flow characteristics and camp safety plan procedures for any body of water entered.
☐ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

VI. ORIENTATION AND TRAINING

While the two processes (staff training and camper orientation) are similar, they differ considerably in the depth to which various topics are covered, as can be seen from the examples below.

Topic	Staff Training	Camper Orientation
Child Abuse	Need to be trained to know, understand, and recognize what abuse is. Must know when and to whom to report all allegations/observations regardless of the source.	Only need to know that if they are uncomfortable about anything at camp, to whom they should go to discuss it. There should always be one route through their counselor/unit leader and another independent route, such as through the health director.
Buddy System and Waterfront Supervision	Need to know how to scan water and their supervision responsibilities at the waterfront. Need to know how to help run a buddy check. Need to know their role in lost swimmer plan. Need to know and enforce rules (e.g. diving, running, etc.)	Need to know to stay with their buddy and how to answer a buddy check. Need to know what to do if their buddy leaves the water or disappears.

Camp directors for camps with camper enrollments of 20 percent or more developmentally disabled campers must develop a written staff training program appropriate to the specific needs of the developmentally disabled enrolled in the camp.

Staff Training
Staff training and orientation is as important as the selection of good staff. Training programs should occur prior to the arrival of the first campers. Provide an estimated time spent during staff training for each of the following subject areas:

Subject	Estimated time (hours/minutes)
An outline of the training curriculum	1 hour
Tour of camp property	1 hour
Description of camp hazards and policies for eliminating or minimizing them	30 minutes
Chain of command	30 minutes
Procedures for camper supervision and discipline	30 minutes
Child abuse recognition and reporting	1 hour
Provisions for first aid and emergency medical assistance	1 hour
Reporting of camper injury and illness	30 minutes
Identification and reporting of crimes against campers with disabilities (Required for Camps for Children with Developmental Disabilities only)	
Buddy system and lost swimmer plan (if camp has an aquatics program)	30 minutes
Lost camper plan	30 minutes
Lightning plan	30 minutes
Fire safety and fire drills	30 minutes
Camp evacuation procedures	30 minutes
Activity specific training for assigned activities	4 hours
Camp trips (if provided)	1 hour
Other (specify)	
Other (specify)	
Other (specify)	

What are the procedures for conducting staff training?

☒ Prior to any counselor starting work at the camp, they will attend staff training minimally consisting of the topic list above and based on the contents of this safety plan. A “sign-in-sheet” will be provided at all staff training to document the attending staff members, date of training, and content of what was

covered during the training. Sign-in-sheets will be maintained at the camp for inspection by the local health department.

☒ Prior to assuming direct care responsibilities of a camper with disabilities, camp staff will receive training in the specific needs of the camper in their charge. Training provided will be based on information provided by the camper's parent, guardian, and/or clinical team. The training/instruction will be documented including the name of the person receiving training, the date of training, the name of the trainer, and topics discussed.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Camper Orientation

Every camper must receive, on arrival at the camp, an orientation to the camp and the camp's policies and procedures. Provide an estimated time spent during camper orientation for each of the following subject areas:

Subject	Estimated time (hours/minutes)
Orientation curriculum outline	5 minutes
Tour of camp property	30 minutes
Description of camp hazards	10 minutes
Chain of Command	5 minutes
Reporting illness, injury, abuse and other incidents	5 minutes
Buddy system	5 minutes
Lost camper plan	10 minutes
Lightning plan	10 minutes
Fire drills and evacuation	10 minutes
Camp trips	30 minutes
Other (specify)	
Other (specify)	

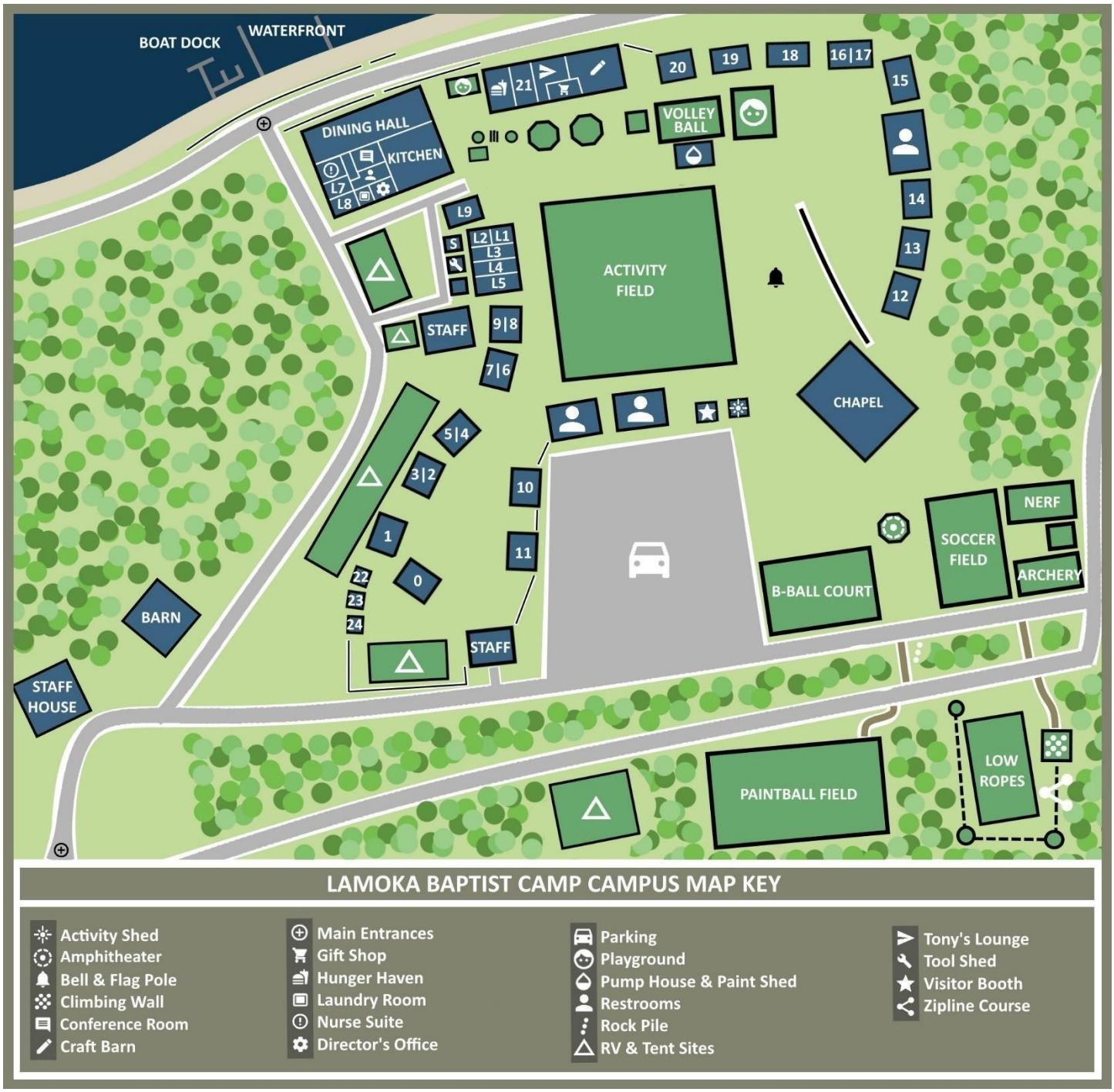
How will camper orientation be documented?

☐ Camper sign-in sheet

☒ Camp Director documentation of participating campers and date of orientation

☐ Other (specify)

Campus Map



EVACUATION PLAN

Evacuation: Rescuing, removing and accounting for all present must be the first priority. A fire is the most likely reason for the evacuation of buildings or the property. However, the following procedures may also be used for other emergencies or disasters requiring evacuation, such as floods and storm damage.

* The Assistant Administrator or Maintenance Coordinator is responsible for coordinating and implementing the evacuation plan.

Evacuation Plan:

1. The Camp Administrator or designee will sound the emergency signal - 3 blasts in 5 directions.
2. While the alarm is sounded, the Camp Administrator or designee will call the fire department – 911.
3. In response to the emergency alarm, all campers and staff will evacuate every building and assemble promptly at the flagpole – or in inclement weather the girls will go to the Dining Hall and the boys to the Craft Barn to take roll call.
4. Counselors and staff will serve as fire marshals, assisting in the orderly evacuation of the buildings for which they are responsible – responsibilities will be assigned during the summer's C.I.T. week.
5. If a camper is missing at roll call, the Fire Department will be notified and the Lost Camper Procedure implemented.
6. No one will go near the fire without permission from the Administrator.
7. Adult staff members will be responsible for extinguishing fires if:
    a. This can be done safely.
    b. The Fire Department has not yet arrived.
8. Buildings with red squares on the outside will have fire extinguishers. No one will be allowed to enter a burning building to get a fire extinguisher.
9. If the Kitchen, sleeping quarters, or other vital services are interrupted because of a fire, the NYS Department of Health will be notified and the camp evacuated.
10. In the event of evacuation due to the loss of property by fire, the Camp Administrator or designee will call each camper's family. If transportation is not available from the parents or guardians, the Camp Administrator or his designate will be responsible for returning each camper to his or her home.
11. If campers are in immediate danger because of a fire, they will be moved by staff automobiles to the Tyrone Fire House or any other place designated by the Sheriff's Department.
12. If the camp needs to be evacuated, campers shall stay in their designated areas (as long as it is safe to do so) and drivers will bring the cars to them and exit the camp to the Fire Hall.
13. If an evacuation by food is needed, the Administrator will indicate a route based upon the safest at the time. Most likely this would be through the Camp to Cemetery Road and then south to the Fire Hall.
14. The Assistant Camp Administrator shall lead the group to the Fire Hall. The Administrator shall be the last to leave the Camp. Roll call will be taken before and after the move.

The first priority is for the evacuation of building(s) and the accounting of all persons. Trained staff should only

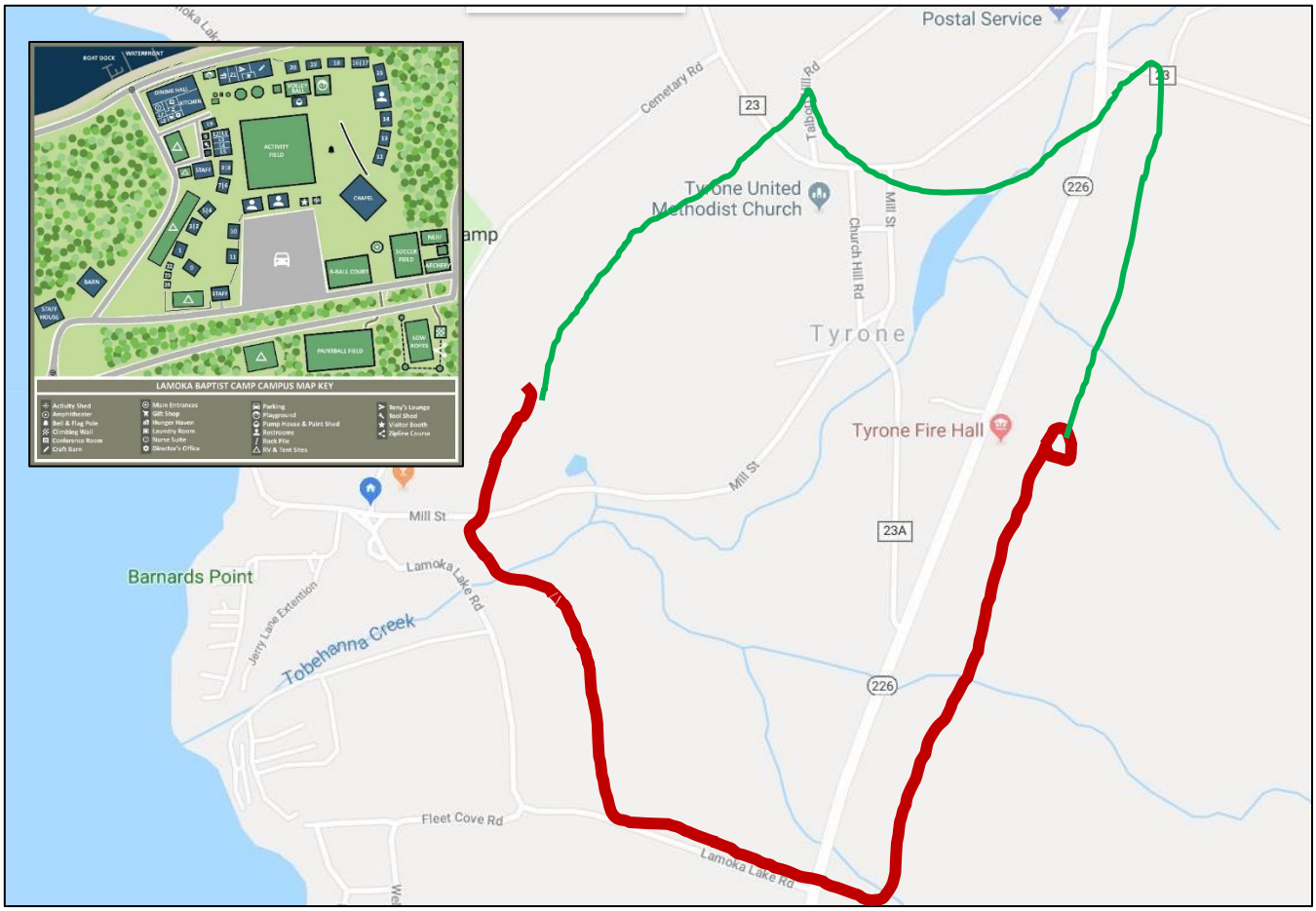
attempt firefighting when a fire is small and presents no risk to the staff member attempting to extinguish it. No one will be p ermitted to re-enter a burning building for whatever reason. A rescue attempt of a person from a burning building should be conducted by the fire department.

Fire drill/evacuation procedures and method of accounting for and supervising campers and staff during emergencies:

- At the sound of the evacuation alarm campers and staff will proceed to the nearest exit in a quick and orderly manner. Upon exiting the building, staff will take attendance of the campers in their charge and proceed in a quick and orderly manner to the designated assembly area. Upon hearing the fire/evacuation alarm during outdoor activities counselors will immediately stop the activity, take attendance and proceed to the assembly area.
- The minimum counselor to camper ratio for general activities will be maintained. Staff will maintain visual and/or verbal communication with campers and ensure that all campers are safe and accounted for. Upon reaching the assembly area each counselor will account for all campers in their charge. Counselors will immediately notify the camp director of any unaccounted for camper and provide information about where the camper was last seen. Attendance to account for all staff and verify that all campers in their charge are accounted for will be taken. Upon identifying a missing person, the lost camper plan will be implemented and the Fire Department immediately notified.

Drills must run smoothly and rapidly. Fire drills must be conducted within the first 48 hours of each camp session; if campers arri ve late, be certain they receive this training. A log with drill dates and times must be maintained on -site and verified by the Administrator (***FORM E.1***). It is recommended you conduct drills from various buildings at varying hours with staff prior to the arrival of campers to identify and eliminate potential exiting problems.

The Assistance Administrator is responsible to preside over the fire drill and for filling out ***FORM E.1.***


Postal Service
Cemetary Rd
23
Tyrone United Methodist Church
Church Hill Rd
Mill St
226
Tyrone
Tyrone Fire Hall
Mill St
23A
Barnards Point
Lamoka Lake Rd
Jerry Lane Extension
Tobehanna Creek
226
Fleet Cove Rd
Lamoka Lake Rd
LAMOKA BAPTIST CAMP CAMPUS MAP KEY

Archery Activity-Specific Plan

Camp Name: **Lamoka Baptist Camo** Date: **3/1/2019**

Prepared by: **Greg Howard** Title: **Director/Administrator**

Phone number: **607-463-0324** Email: **camp@lamoka.com**

Signature: Greg Howard

Complete the following plan for each archery activity that campers participate in. Submit the completed plan to the local health department or State District Office that has jurisdiction in the county where the camp is located for review.

A copy of the approved plan must be maintained at the camp and reviewed by the activity leader prior to overseeing the activity.

For Health Department Use Only

Approved: ☐ Yes ☐ No

Reviewer: Date: Comments:

For on-site archery activities, the activity leader must be at least 18-years-old and competent in archery activities including, but not limited to; use and maintenance of equipment, proper constructing of a shooting range, and instruction of correct shooting techniques.

When archery is conducted at a location where the camp staff certified in first aid and CPR are not readily available, the activity leader must possess or be accompanied by staff who possesses current first aid and CPR certification in an approved course. NYSDOH Fact Sheets listing approved CPR and First aid certifications are available by contacting your local health department or at www.health.ny.gov/environmental/outdoors/camps.

- List the required prerequisites for the activity leader (e.g. training, skills, experience, certification):

☐ Minimum age: ☒ 18 years-old ☐ 21 years-old or older ☐ Other (specify): ☒

Experience (specify in number of weeks or other quantifiable time period): **2 weeks** ☐

Certification(s) (specify):

☒ Training (specify): **Trained by the director to strictly adhere to this archery plan and any other applicable portions of the safety plan. The training will go over firing line, safety line, archery field measurements, bow safety, retrieval safety, firing safety, etc.**

☐ Other Skill or knowledge required (specify):

- Does the activity leader need to possess or be accompanied by staff who possesses current first aid and CPR certifications for this activity?

☐ Yes ☒ No

Subpart 7-2 requires that an archery staff-to-camper ratio of one for every 10 campers on the firing line is maintained and that all archery staff possess training in archery. A minimum of one activity leader and one staff member must supervise activities that occur at locations where additional camp staff assistance is not readily available (within five minutes).

- What ratio of counselors to campers will be maintained?

☒ 1:8 for campers younger than 8-years-old ☒ 1:10 for campers 8-years and older

☐ Other (specify)

- Supervision – describe any specific duties of the activity leader, counselors and other specialty staff (if any) for this activity.

☐ None

Teach archery safety and guide the campers through the process safely.

- List participant prerequisites (e.g. training, skills, experience, age). Check all that apply.

☒ Campers and archery staff must complete a safety orientation that includes:

- Procedures for firing and retrieving arrows
- Safety rules (e.g. never shoot arrows up in the air, only shoot at targets, obey shooting and retrieval commands, non-shooters must remain behind ready line)

- How to string a bow
- Inspection of equipment
- Other (specify)

☒ Demonstrate the ability/maturity to follow directions and safety rules

☒ Must be a minimum of **7** years old (specify)

☐ Other participant prerequisites (list):

- What safety equipment is required to be used by participants?

☐ Stringer ☐ Armguard ☐ Tabs (to protect fingers) ☐ Chest protector

☐ Other (specify)

The archery range must not endanger any person or persons in other program activities and be clearly marked to warn passing campers away from the danger area. The shooting area must have at least 50 yards of clearance or archery net behind each target. Archers must fire from a common firing line and a ready line shall be marked behind it. The range should be setup so that shooters are not facing into the sun.

The bows and arrows must be stored in a locked cabinet.

- Who is responsible for the setup and maintenance of the archery range and warning signs to ensure that the use of the range does not endanger participants or bystanders?

☒ Activity leader ☐ Camp Director ☐ Other (specify)

- What safety rules will be employed at the archery range?

- Campers not shooting and spectators must be kept behind the ready line.
- Shooters are required to straddle the shooting line to prevent accidents caused by shooting from behind another person
- Only arrows with target tips will be used. Broadhead arrow points, which are used for hunting, will not be allowed.
- No one will cross the firing line to retrieve arrows until signaled by the activity leader or designated staff. The command to retrieve arrows will only be made after all shooters on the firing line have fired all their arrows and set their bow down.

☒ Check to indicate agreement with the above safety rules. Specify additional or alternative safety rules in the space provided below.

- How often does the archery staff inspect the equipment for damage (arrow, bows, etc.)?

☒ Prior to each day's use ☐ Weekly ☐ Other (specify)

Boating Activity-Specific Plan

Camp Name: **Lamoka Baptist Camp** Date: **3/1/2019**

Prepared By: **Greg Howard** Title: **Director/Administrator**

Phone number: **607-463-0324** Email: **camp@lamoka.com**

Signature: Greg Howard

Complete the following plan for each boating activity that campers participate in. Use additional sheets if necessary. For offsite locations, complete the Activity-Specific Plan for Camp Trips. Submit the completed plan to the local health department or State District Office that has jurisdiction in the county where the camp is located for review.

A copy of the approved plan must be maintained at the camp and reviewed by the activity leader prior to overseeing the activity.

In addition to Subpart 7-2 of the NYS Sanitary Code, boats operated at children's camps must comply with NYS Navigation Law, which contains requirements for the inspection, operation, and reporting of injuries associated with public vessels. Contact the Marine Services unit of the NYS Office of Parks, Recreation and Historic Preservation (OPRHP) at 518-474-0445 or visit their website at www.nysparks.state.ny.us/boating/services.asp for questions or additional information regarding NYS Navigation Law and public vessel licensure and inspection.

Definition of a Public Vessel
As stated by the New York State Navigation Law, the term "Public Vessel" shall mean and include every vessel which is propelled in whole or in part by mechanical power and is used or operated for commercial purposes on the navigable waters of the state; that is either carrying passengers, carrying freight, towing, or for any other use for which compensation is received, either directly or where provided as an accommodation, advantage, facility, or privilege at any place of public accommodation, resort, or amusement. (Section 2.6(a), NYS Navigation Law)

For Health Department Use Only

Approved: ☐ Yes ☐ No

Reviewer: Date: Comments:

Boating is a popular activity at many children's camps. In addition to providing hours of enjoyment, boating activities also include the risk of injury or drowning.

A camp boating activity or trip leader is required to oversee all watercraft activities. The leader must be least 18 years-old, experienced, and competent in the type of boating activity they are overseeing. NYSDOH Supervision of Boating Activities Fact Sheet provides factors to consider when selecting a camp's boating activity or trip leader including age, maturity, training, and certifications. It is available at www.health.ny.gov/environmental/outdoors/camps/boating_fact_sheet.htm or from your local health department.

Lifeguards are a valuable addition to staff overseeing boating activities. Lifeguards overseeing boating activities should receive additional training in watercraft rescue techniques.

A minimum of one activity leader and one staff member must supervise activities that occur at locations where additional camp staff assistance is not readily available (within five minutes).

When the activity is conducted at a location where the camp staff certified in first aid and CPR are not readily available, the activity leader must possess or be accompanied by staff who possesses current first aid and CPR certification in an approved course. NYSDOH Fact Sheets listing approved CPR and First aid certifications are available at www.health.ny.gov/environmental/outdoors/camps or by contacting your local health department.

Complete a Boating Activity table for each boating activity that campers participate in. Types of **boating with the same supervision and safety procedures may be listed together.** Use additional sheets if necessary.

Boating Activity	
Type of Boating	☐ Row ☒ Sail ☒ Canoe ☒ Kayak ☐ Motor ☒ Paddle ☐ Other (specify):
Location	☒ On-site ☐ Off-site (specify location):
Type of Water	☒ Flat ☐ Flowing ☐ Surf ☐ White Water (indicate stream classification):
Counselor to Camper Ratio	☒ 1:8 for campers 6-years and older ☒ 1:6 for campers younger than 6 years old ☐ Other (specify):
Required Safety Equipment	☐ None required ☒ Life jacket* ☐ Helmet ☐ Other (specify): *See the informational text box at the end of this document for guidance on lifejacket usage.
Activity Leader prerequisites (e.g. training,	☒ Minimum age: ☒ 18 years-old ☐ 21 years-old or older ☐ Other (specify):

skills, experience, certification)	☒ Experience (specify in number of weeks or other quantifiable time period): **15 weeks** ☒ Certification(s) (specify): **Lifeguard, CPR** ☒ Training (specify): **Training on all boats available** ☒ Other Skill or knowledge required (specify): **experience on all boats available**
Is a lifeguard required?	☐ Yes ☒ No If yes, how many and where will they be positioned?
Are CPR and first aid staff required?	☐ Yes ☒ No
Participant Prerequisites (Training, Skills, Age, etc.)	☐ None ☐ Classified as a "swimmer" ☒ Minimum of **7** years old ☒ Activity safety orientation ☐ Boater safety course ☐ Demonstrate ability to properly leave and re-enter a swamped boat ☐ Other (specify):

Specify safety rules or precautions.

No running anywhere at the waterfront. No swimming on boat dock side. Campers are not allowed on docks without permission and a lifejacket, all boating activities require a lifejacket. No horseplay. No food, candy, drinks, or gum on the boat dock.

Supervision – Specify how staff, counselors, and specialty activity staff (if any) coordinate the supervision of campers during this activity. For flowing bodies of water, indicate procedures for keeping the group together and positioning of staff. For flat water, indicate areas that are off limits and positioning of staff to ensure complete surveillance.

At least one boat dock staff member will help campers get the right lifejackets on and tightened to the appropriate amount. At least one counselor (or as many as are needed to fulfil ratio requirements stated above) will be assigned to watch campers and do crowd control at the boat dock. This counselor and/or boat staff member will position themselves in such a way to keep kids from going onto docks without permission. The activity leader will be on hand to oversee all activities and to aid if there is a need.

Indicate procedures for emergencies such as a capsized boat.

Non-motorized boats must stay within a range of the boat dock that allows them to easily hear the boat dock staff. If a boat capsizes or if there is an emergency the boat dock staff will then be able to communicate with the campers who are in boats. Staff will be deployed to get campers and a boat if it is capsized.

Specify additional policies and procedures for the boating activity.

Boating Activity	
Type of Boating	☐ Row ☐ Sail ☐ Canoe ☐ Kayak ☒ Motor ☐ Paddle ☐ Other (specify):
Location	☒ On-site ☐ Off-site (specify location):
Type of Water	☒ Flat ☐ Flowing ☐ Surf ☐ White Water (indicate stream classification):
Counselor to Camper Ratio	☒ 1:8 for campers 6-years and older ☒ 1:6 for campers younger than 6 years old ☐ Other (specify):
Required Safety Equipment	☐ None required ☒ Life jacket* ☐ Helmet ☐ Other (specify): *See the informational text box at the end of this document for guidance on lifejacket usage.
Activity Leader prerequisites (e.g. training, skills, experience, certification)	☐ Minimum age: ☒ 18 years-old ☐ 21 years-old or older ☐ Other (specify): ☒ Experience (specify in number of weeks or other quantifiable time period): **At least 20 hours of driving boat.** ☒ Certification(s) (specify): **PV Drivers License** ☐ Training (specify): ☐ Other Skill or knowledge required (specify):
Is a lifeguard required?	☐ Yes ☒ No If yes, how many and where will they be positioned?
Are CPR and first aid staff required?	☐ Yes ☒ No

Participant Prerequisites (Training,	☐ None ☐ Classified as a "swimmer" ☐ Minimum of years old ☒ Activity safety orientation ☐ Boater safety course
Skills, Age, etc.)	☐ Demonstrate ability to properly leave and re-enter a swamped boat ☐ Other (specify):
Specify safety rules or precautions.	
All campers will board the motorized boat(s) only when given permission to do so. All campers will remain seated when boat is in motion. All campers will wear lifejackets for the entire ride and until they get off the boat. No horseplay. Boat rides will not exceed 30 miles per hour.	
Supervision – Specify how staff, counselors, and specialty activity staff (if any) coordinate the supervision of campers during this activity. For flowing bodies of water, indicate procedures for keeping the group together and positioning of staff. For flat water, indicate areas that are off limits and positioning of staff to ensure complete surveillance.	
A trained over 18 year old with a PV and boater safety course will pilot the boat and enforce rules on the boat during boat rides.	
Indicate procedures for emergencies such as a capsized boat.	
If the boat capsizes, campers and staff will swim toward each other and take role call to make sure all campers and staffers are accounted for. They will then make their way to the nearest shore line, where they will call for help or return to campus on foot.	
Specify additional policies and procedures for the boating activity below.	

Boating Activity	
Type of Boating	☐ Row ☐ Sail ☐ Canoe ☐ Kayak ☐ Motor ☐ Paddle ☐ Other (specify):

Location	☐ On-site ☐ Off-site (specify location):
Type of Water	☐ Flat ☐ Flowing ☐ Surf ☐ White Water (indicate stream classification):
Counselor to Camper Ratio	☐ 1:8 for campers 6-years and older ☐ 1:6 for campers younger than 6 years old ☐ Other (specify):
Required Safety Equipment	☐ None required ☐ Life jacket* ☐ Helmet ☐ Other (specify):

	*See the informational text box at the end of this document for guidance on lifejacket usage.
Activity Leader prerequisites (e.g. training, skills, experience, certification)	☐ Minimum age: ☐ 18 years-old ☐ 21 years-old or older ☐ Other (specify): ☐ Experience (specify in number of weeks or other quantifiable time period): ☐ Certification(s) (specify): ☐ Training (specify): ☐ Other Skill or knowledge required (specify):
Is a lifeguard required?	☐ Yes ☐ No If yes, how many and where will they be positioned?
Are CPR and first aid staff required?	☐ Yes ☐ No
Participant Prerequisites (Training, Skills, Age, etc.)	☐ None ☐ Classified as a "swimmer" ☐ Minimum of years old ☐ Activity safety orientation ☐ Boater safety course ☐ Demonstrate ability to properly leave and re-enter a swamped boat ☐ Other (specify):
Specify safety rules or precautions.	

Supervision – Specify how staff, counselors, and specialty activity staff (if any) coordinate the supervision of campers during this activity. For flowing bodies of water, indicate procedures for keeping the group together and positioning of staff. For flat water, indicate areas that are off limits and positioning of staff to ensure complete surveillance.
Indicate procedures for emergencies such as a capsized boat.
Specify additional policies and procedures for the boating activity below.

Life Jackets. They Float. You Don't!
Wearing your life jacket (life vest or personal flotation device - PFD) can save your life! When boating, occupants seldom expect to find themselves in the water; but if they do, and are not wearing a life jacket, they increase their chance of becoming a boating statistic. Approximately 83 percent of the people who died in boating accidents in the United States in 2016 were not wearing life jackets. Since 1985, *New York State has required all boat occupants at children's camps to WEAR United States Coast Guard-approved life jackets*. No camper boating deaths have occurred since 1980 in New York State.
What Type is Right?

The following types are all accepted as meeting the life jacket requirements for NYS children's camps. Look for the United States Coast Guard (USCG) approval and type on the label.

Type I - Offshore Life Jacket: Designed for large, rough waters where rescue may not be prompt and to turn most unconscious wearers face up. These PFDs are most often found on commercial crafts. They tend to be bulky.

Type II - Near Shore Buoyant Vest: Less bulky and providing less floatation than Type I, these vests are for use in calm inland waters where there is a chance of fast rescue; vest will turn some wearers face up.

Type III - Flotation Aids: Generally the most comfortable type of life jacket. This type includes many activity specific designs (i.e. water skiing, fishing, sailing, etc.), so be sure to check the label. They are not designed to turn the unconscious wearer face up, but will keep the wearer upright in the water.

Type V – Special Use Hybrids: A Type V is any approved device designed for specific and restricted use. The specific approved use of a Type V and any restricted or limitations will be described on the device label. Some Type V PFDs are, under certain conditions, approved as a replacement for a Type III or other device, usually with the provision that they be worn.

Inflatable PFDs

The USCG does approve inflatable PFDs for use on recreational vessels; however, they are not allowed for non-swimmers, water skiers, and youths under the age of 16 or riders of personal watercraft. Inflatable PFDs require the user to pay careful attention to the condition of the device. Inflatable PFDs must have a full cylinder and all status indicators on the inflator must be green, or the device is not acceptable. The wear must also read the approval label to determine if it is suitable for the water activity being conducted.

Belt pack inflatable PFDs are Type V life jackets with Type III performance because you have to slip the inflated chamber over your head. The wearer must be conscience in order to place the jacket over their head.

Hybrid (Foam & Inflation)

Hybrid PFDs can be used by swimmers & non-swimmers. This form of PFD comes with a foam-padded vest with an inflatable bladder, sort of a type III and an inflatable type V. As with all other types of PFDs they come in Adult, Youth, and Child sizes. The USCG approval is for wearable styles only; they must be worn to be considered an approved device. The wearer must also read the approval label to determine if this type of PFD is suitable for the water activity they are participating in. Some are designed for specific water sports.

The Fit is It!

When you select life jackets for your children's camp and to fit individuals, keep in mind they must be sized appropriately. Read the label to determine the size and weight restrictions. Life jackets should be adjusted to fit snugly. To determine this, lift the shoulders of the life jacket; it's too big if there is more than three inches between the shoulders of the wearer and the device, or if the device slips over the chin or ears. The use of straps between the legs is an important feature on life jackets for small children.

Check Life Jackets

Check flotation characteristics at the beginning of each season. Depending on materials, care and use, there is a potential for buoyancy loss. Test: fit the jacket to the wearer and have them walk gradually into the water until it completely supports the wearer. If the PFD floats the person out of the water and feels comfortable, the device is still usable.

Check the materials for wear and tear, pulling seams, straps and buckles for strength. Kapok filled jackets should be checked for air leaks/moisture, which causes the Kapok to deteriorate and lose buoyancy. Discard when in doubt.

Dry life jackets and store out of the sun, away from chemicals such as gasoline or oil.

Information provided by the U.S. Coast Guard and the National Safe Boating Council.

Camp Trips Activity- Specific Plan

Camp Name: **Lamoka Baptist Camp** Date: **3/1/2019**

Prepared By: **Greg Howard** Title: **Director/Administrator**

Phone number: **607-463-0324** Email: **camp@lamoka.com**

Signature: Greg Howard

Complete this plan for each out-of-camp trip. Additionally, if the camp trip includes swimming, boating or horseback riding, complete the corresponding Activity-Specific Plan for that activity. Submit the completed plan to the local health department or State District Office that has jurisdiction in the county where the camp is located for review.

A copy of the approved plan must be maintained at the camp and reviewed by the trip leader prior to overseeing the activity.

For Health Department Use Only

Approved: ☐ Yes ☐ No

Reviewer: Date: Comments:

1. Destination of camp trip: **Sugar Hill/Finger Lake Trails, Watkins Glen NY**

2. Duration of trip: ☐ Half-day ☐ Day trip

☒ Overnight trip (indicate number of days) **1.5**

The children's camp operator remains responsible for meeting State Sanitary Code requirements at an "off-site" location used during camp trips and for camper protection. Staff supervising a camp trip must review the camp safety plan for each trip within 24 hours prior to departure, except when the staff participated in an identical trip or in the pre-camp training within one week prior to the intended trip.

Make pre-arrangements with off-site facilities well in advance to:

- Obtain facility rules and requirements.
- Ensure the facility is able to accommodate the camp. Provide the facility information about your group, including the age and number of campers in your group.
- Determine the best time(s) for your visit and what area(s) the campers may and may not use.
- Determine what role, if any, the off-site facility will play in implementing your safety plan.
- Exchange key contact information with the facility, including the camp's address and emergency telephone number(s) and name(s) of camp staff who will oversee the camp group at the facility.

You should confirm your arrangements in writing with the facility and maintain the written agreement on file. When the same individual (operator) oversees the children's camp and off-site facility, a written agreement is not necessary; however, arrangements must still be made. If possible, visit the facility prior to taking campers there.

3. Provide a description of the camp trip, include estimated duration and activities planned for each stop. If there is a written agreement for use of the trip site, attach it.

Campers will leave in two vans on Thursday and arrive at Sugar Hill State Park (the fire tower and red area) (Finger Lakes Trail) in the afternoon. Campers and staff will unload vans and hike into the forest on the Finger Lakes Trails for the evening, eating dinner on the trail. The campers and staff will then camp and sleep in tents at a designated camp site on the trail (leanto). They will eat breakfast in the morning, breaking camp immediately after. They will then hike back to the drop off location (the same way they came), load up vans, and return to Camp Lamoka before lunch on Friday.

Trip leader – A trip leader must be at least 18 years of age and have participated in at least three camp trips in a similar program activity as a children's camp staff member, or have experience and training in the activity which the local health department has determined to be equivalent to three camp trips. (For approval of experience and training as being equivalent to three camp trips, complete and submit the form at the end of this Appendix to your local health department.)

Trip leaders for wilderness, equestrian, boating and similar specialized activities must be competent in the activity. The camp may rely on off-site facility staff or venders to provide competent staff in

the activity; however, the camp must still provide a qualified trip leader (age and experience) to oversee camper supervision and implementation of the safety plan.

A trip leader of a camp trip with an itinerary that includes an activity where emergency medical care is not readily available (within five minutes), and/or an activity such as wilderness hiking, camping, rock climbing, horseback riding, bicycling, swimming and/or boating, must possess or be accompanied by staff who possesses current first aid and CPR certification in an approved course. NYSDOH Fact Sheets listing approved CPR and First aid certifications are available at www.health.ny.gov/environmental/outdoors/camps or by contacting your local health department.

4. List the required prerequisites for the trip leader (e.g. training, skills, experience, certification):

☐ No specialized prerequisites required

☒ Minimum age: ☐ 18 years-old ☒ 21 years-old or older ☐ Other (specify):

☒ Experience (specify in number of weeks or other quantifiable time period): **5+ wilderness trips** ☐ Certification(s) (specify):

☐ Training (specify): ☒ Other Skill or knowledge required (specify): **Experience on the Finger Lake Trails.**

5. Does the trip leader need to possess or be accompanied by staff who possesses current first aid and CPR certifications for this activity?

☒ Yes ☐ No

6. For wilderness, equestrian, boating and similar specialized activities, will the camp or off-site facility/vendor provide competent staff to oversee the activity?

☒ Camp ☐ Off-site facility/vendor ☐ N/A (specialized staff not required)

A trip leader and at least one counselor must accompany all camp trips. A minimum counselorto-camper ratio of 1:8 must be maintained for swimming, wilderness, equestrian, boating and similar specialized trips, unless the children are less than six years of age; then the ratio must be 1:6. A minimum counselor-to-camper ratio of 1:12 must be maintained when transporting campers via motor vehicles to a specific activity site.

7. What ratio of counselors to campers will be maintained for the trip?

☐ 1:8 for campers 6 and older and 1:6 for campers 5 and younger

☒ 1:8 for campers younger than 8-years-old and 1:10 for campers 8-years and older

☐ 1:12 (day camps)

☐ Other (specify)

8. List participant prerequisites, if any (e.g. training, skills, experience, age). For swimming, boating and horseback riding, complete the corresponding Activity-Specific Plan.

☐ No participant prerequisites

☒ Campers and participating staff must complete a safety orientation that includes (list): **Hiking and wilderness safety.**

☒ Must be a minimum of **10** -years-old (specify)

☐ Other (specify)

9. How will campers be accounted for and supervised?

Prior to departure, the trip leader will prepare a roster of all campers (first and last name) attending the trip and counselors will be provided a list of specific campers assigned to them to supervise during the trip. Counselors will maintain visual or verbal contact with assigned campers for the entire trip. Campers will be paired with a buddy prior to leaving the camp and instructed to stay with that buddy at all times and notify the nearest staff person if their buddy is missing or hurt.

The trip leader will take attendance prior to leaving the camp and prior to departing from each stop to ensure that no camper is left behind. Counselors will take frequent attendance of campers in their charge and prior to moving between activities during the trip.

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

10. What safety equipment is required for the activities conducted during the trip? For swimming, boating and horseback riding, complete the corresponding Activity-Specific Plan.

☒ No safety equipment needed

Activity	Required Safety Equipment						Equipment Provided By
	Helmet	Elbow / Knee Pads	Safety Goggles	Long Pants	PFD	Other	
	☐	☐	☐	☐	☐		☐ Camp ☐ Vendor
	☐	☐	☐	☐	☐		☐ Camp ☐ Vendor
	☐	☐	☐	☐	☐		☐ Camp ☐ Vendor

	☐	☐	☐	☐	☐		☐ Camp ☐ Vendor

11. List the rules and/or safety precautions for the activities conducted during the trip.

The trip leader and multiple other staff members will carry cell phones for the entire trip. The campers will always be in visual range of the staff and trip leader. Campers will follow all other camp rules (e.g. no horseplay, no inappropriate language, no touching animals, to climbing trees, etc…)

12. How will medication be administered during the trip?

☐ The camp's Health Director will accompany the trip and coordinate and administer medications in accordance with the Medication Administration section of this document.

☒ The trip leader or other designee will coordinate and oversee the administration of medications in accordance with the Medication Administration section of this document.

☐ Alternative procedures (specify):

13. Describe provisions made for routine medical care and emergencies during the trip?

A CPR and First Aid certified individual will accompany the group on the trip. He will carry with him a first aid kit. In an emergency, phones will be used to call for help.

14. What is the lost camper plan for this trip?

Prior to the trip or immediately upon arrival at the location, the Trip Leader will identify a specific area or location for campers to go if they become separated from the group. Campers will be instructed to notify the nearest facility staff member, if available, that they have become separated from the camp group and to go with a facility person to the meeting location.

In the event that a camper becomes lost or unaccounted for, the Lost Camper Plan specified in the General and Activity Specific Safety section of this document will be activated.

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

15. If the trips are into wilderness or off-road areas, what provisions are made for communication with the camp?

☒ Cell phone ☐ Two-way-radio ☐ Other (specify)

16. When off-site how will food be transported, stored, refrigerated, cooked, prepared, etc.? What types of foods? Is drinking water provided? Where is it obtained?

1) FOOD: Food will be stored and carried by the campers and staff on the trip. No raw meat or refrigerated foods will be taken. Examples of food that will be taken: Trail Mix, Granola, instant mac and cheese, instant oatmeal, energy bars, dry foods, etc... 2) WATER: Bottles of water will be carried by all campers and staff. Extra water will be taken in case of emergency.

Rope and Challenge Course Activity-Specific Plan

Camp Name: Lamoka Baptist Camp Date: 6/18/2021

Prepared by: Greg Howard Title: Director/Administrator

Phone number: 607-463-0324 Email: camp@lamoka.com

Signature: Greg Howard

Complete the following plan for rope and challenge course activities that campers participate in. Submit the completed plan to the local health department or State District Office that has jurisdiction in the county where the camp is located for review.

A copy of the approved plan must be maintained at the camp and reviewed by the activity leader prior to overseeing the activity.

For Health Department Use Only

Approved: ☐ Yes ☐ No

Reviewer: Enter text here. Date: Enter a date.

The New York State Department of Labor (DOL) rules and regulations, 12 NYCRR Part 45, for Amusement Devices apply to zip lines, high rope courses, climbing walls with mechanical belays, canopy tours, euro bungees, water slides 20 feet tall and higher, and similar non-motorized devices (including giant swings) operated at a children's camp. The New York State Departments of Health

(DOH) and DOL have established a policy to eliminate duplicative inspection and oversight responsibilities of these activities when they are operated at the camp for its exclusive use. This allows the camp operator to elect to have the physical structure and operation of qualifying amusement device to be permitted by DOL or DOH. If a covered amusement device is open to the public during the camp season or operated outside of the timeframe of the camp permit, the operator must obtain a DOL permit for its operation. For additional information including construction and annual inspection requirement for amusement devices and similar equipment at camps, refer to the Fact Sheet available at www.health.ny.gov/environmental/outdoors/camps/amuse.htm or from your local health department.

Regardless of which agency oversees the physical structure and operation of an amusement device, the camp must establish safety requirements and supervision policies and procedures in accordance with Subpart 7-2.5(n)(5) of the State Sanitary Code.

The activity leader for a rope and challenge course must be competent in the course activities available at the camp, including but not limited to: equipment's function, use and maintenance; belaying and spotting techniques; and communication/signals. A minimum of the activity leader and one staff member must supervise activities that occur at locations where additional camp staff assistance is not readily available (within five minutes).

When the activity is conducted at a location where the camp staff certified in first aid and CPR are not readily available, the activity leader must possess or be accompanied by staff who possesses current first aid and CPR certification in an approved course. NYSDOH Fact Sheets listing approved CPR and First aid certifications are available at www.health.ny.gov/environmental/outdoors/camps or by contacting your local health department.

1. List the required prerequisites for the activity leader (e.g. training, skills, experience, certification):
   ☐ Minimum age: ☒ 18 years-old ☐ 21 years-old or older ☐ Other (specify): Enter text here.
   ☒ Experience (specify in number of weeks or other quantifiable time period): 1 season/6 weeks
   ☒ Certification(s) (specify): CPR and First Aid
   ☒ Training (specify): ACCT equivalent training for climbing wall and zipline
   ☐ Other Skill or knowledge required (specify): Enter text here.

2. Does the activity leader need to possess or be accompanied by staff who possesses current first aid and CPR certifications for this activity?
   ☒ Yes ☐ No

3. What ratio of counselors to campers will be maintained?
   ☐ 1:6 for campers younger than 6-years-old ☒ 1:8 for campers 6-years and older ☐ Other (specify) Enter text here.

4. Supervision – describe any specific duties of the counselors for this activity.

☐ None

☒ Specific duties (specify) Crowd control.

An operation manual, which specifies the operation, maintenance, and daily inspection requirements for use and is consistent with industry standards, must be provided by the ropes or challenge course manufacturer and maintained on-site at the camp. Where such a manual does not exist, it should be created by an industry professional knowledgeable in the safe operation of the device. The operator must maintain records documenting compliance with the schedule/requirements.

Zip lines, high rope courses, climbing walls, canopy tours and similar devices must be designed and inspected after construction and prior to use annually thereafter by a third-party certified Association for Challenge Course Technology (ACCT) Professional Vendor Member, ACCT Professional Inspector, Professional Ropes Course Association (PRCA) Accredited Vendor, a person certified by the National Association of Amusement Ride Safety Officials, professional engineer, or other certification/accreditation acceptable to DOL. Each device/element must be inspected for the integrity of all hardware, materials, equipment, and the condition of the environment in the vicinity of the device/element by the inspector.

5. What are the procedures for the inspection and maintenance of the course and all ropes, harnesses, etc.?

Annually prior to the use, and as otherwise specified by the manufacturer of the rope/challenge course, a third-party certified ACCT Professional Vendor Member, ACCT Professional Inspector, PRCA Accredited Vendor, professional engineer, or other certification/accreditation acceptable to DOL will conduct an inspection of all elements and equipment. Any deficiencies identified by the inspector will be rectified prior to its use.

Low rope courses and other elements that in their construction do NOT contain critical loadbearing cables, components and/or anchoring systems where failure could result in serious injury, will be inspected annually prior to use by an appropriate individual knowledgeable in their construction, maintenance, and safe use. Any deficiencies or safety issues identified will be rectified prior to use.

Prior to each day's use the activity leader will inspect all components of each element and equipment (e.g. ropes, harnesses, cables, anchors, trees, lumber) to be used that day. Components will be maintained free of hazards, securely anchored where necessary, installed and used in accordance with manufacturer's instructions. The condition of each element and equipment will be documented. Any element or equipment found to be in disrepair will not be used until replaced or properly repaired.

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

To see additional and more detailed and specific procedures, see the Lamoka Baptist Camp Climbing, Low Ropes, and Zipline Local Operating Procedures Manual, which is maintained on site by the operator and activity leader.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided): Enter text here.

6. What records do you keep of the amount of service various elements have seen (i.e. how long has a rope been in use and how many falls has it "caught")? At what point will equipment be discarded and replaced?

   Records will be kept at the Wall and will include how many times a rope has been used and how many falls that rope has "caught." An inspection of all equipment will be done by a trained professional before each summer. If they indicate that something should be discarded or replaced, it will be discarded (cut apart or destroyed when feasible before disposal) or replaced.

7. Who will train staff prior to the season in the skills (spotting, belaying, rescue, emergency procedures, etc.) needed to operate the course?

   ☒ An experienced challenge course professional knowledgeable in current industry standards (e.g. ACCT, PRCA) and familiar with the proper operation and use of elements offered at the camp.

   ☒ Camp staff will be used to supplement training provided by the challenge course professional.

   ☐ Other (specify certification or qualifications) Enter text here.

8. What training is given to campers prior to their participation?

   Prior to using any elements at the ropes/challenge course, campers will be instructed by the activity leader in terminology, equipment function and use, spotting and belaying techniques, and communication commands/signals used on the course. Prior to a camper's first use of an element, the activity leader will demonstrate and provide instruction in the specific procedures for that element, including but not limited to: safety equipment use, preflight check requirements (if any), and the spotting or belaying technique used for that element.

   ☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below. Enter text here.

   ☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

   Enter text here.

9. What provisions will be made for emergency communications and response for a participant injured at the course?

☒ Two-way radio ☐ Telephone ☒ Cell phone ☐ Other (specify) Enter text here.

10. Complete the following information for each element. Elements with the same supervision and safety procedures may be listed together. Include sketches and pictures of elements as needed.

Name of element(s) Swinging platforms, Long Log, Islands, Rope Swing, Bridges, Cable Walk, V Trust Walk, The Web, The Crossover, Vertical Pole, All Aboard

Participant prerequisites (age, height, skills, etc.)

☐ Minimum age Enter text here. ☐ Minimum height Enter text here.

☐ Minimum weight Enter text here. ☐ Maximum weight Enter text here.

☒ Other (list) No prerequisites were prescribed by the ACCT trainer

Required safety equipment

☐ Helmet ☐ Gloves ☐ Harness

☐ Other (list) Enter text here.

Specify the number and positioning of required staff

2 staff, positioned according to the ACCT training for spotting

Describe the safety rules and procedures (spotting, belaying, preflight checks, etc.)

All elements are inspected daily by the activity leader. 2 spotters are positioned at each element while it is being used. **Low Ropes Rules:** 1. Treat the course, elements, and challenges with respect. 2. You may not be in the Low Ropes Course or on any elements without permission. 3. You may not be in the low ropes Course or on any element unless you are accompanied by Low Ropes Staff. 4. You may not chew gum, eat, or drink while participating in any of the challenges. 5. Walk on the MARKED paths only 6. Listen to and follow all commands and rules given to you by the program or low ropes staff. For more information and specific guidance, please see the Lamoka Baptist Camp Climbing, Low Ropes, and Zipline Local Operating Procedures Manual, which is maintained on site by the operator and activity leader.

Name of element(s) Climbing Wall

Participant prerequisites (age, height, skills, etc.)

☒ Minimum age 7 ☐ Minimum height Enter text here.

☐ Minimum weight Enter text here. ☐ Maximum weight Enter text here.

☐ Other (list) Enter text here.

Required safety equipment

☒ Helmet ☐ Gloves ☒ Harness

☐ Other (list) Enter text here.

Specify the number and positioning of required staff

Staff will help harness, do crowd control, and explain rules and procedure to the campers before the activity begins. These staff members will stay on site during the activity.

Describe the safety rules and procedures (spotting, belaying, preflight checks, etc.)

A first aid kit must be at the site of the Climbing Wall when in operation. To climb the wall, participants will enter the safety zone/climbing zone (inside the brown fence) one at a time. They will not enter until they are harnessed, have the safety helmet on, and are directed to do so by the Climbing Wall staff. The one belaying will have taken a class and have adequate experience in belaying. Participants will have the belay on for the entire duration of the course or climb. Counselors will be trained in harnessing of the participant. The one belaying will look for signs of fatigue and health difficulties in their climber and instruct the participant to stop. The one belaying will inspect the knot on the belay rope and harness on the participant before each climb. **Climbing Wall Rules:** 1. All climbers will wear a harness and helmet inside the fence (safety zone) at all times. 2. Before the participant begins to climb, the climber must say "on belay" and "ready to climb" with responses from the belayer being "belay is on" and "climb on," respectively. 3. No one will go behind the fence unless directed to do so by a belayer or staff member. 4. Listen to and obey the climbing wall staff at all times. For more information and specific guidance see the Lamoka Baptist Camp Climbing, Low Ropes, and Zipline Local Operating Procedures Manual, which is maintained on site by the operator and activity leader.

Name of element(s) Enter text here.

Participant prerequisites (age, height, skills, etc.)

☐ Minimum age Enter text here. ☐ Minimum height Enter text here.

☐ Minimum weight Enter text here. ☐ Maximum weight Enter text here.

☐ Other (list) Enter text here.

Required safety equipment

☐ Helmet ☐ Gloves ☐ Harness

☐ Other (list) Enter text here.

Specify the number and positioning of required staff

Enter text here.

Describe the safety rules and procedures (spotting, belaying, preflight checks, etc.)

Name of element(s) Zipline

Participant prerequisites (age, height, skills, etc.)

☐ Minimum age Enter text here. ☐ Minimum height Enter text here.

☒ Minimum weight 70 ☒ Maximum weight 250

☐ Other (list) Enter text here.

Required safety equipment

☒ Helmet ☒ Gloves ☒ Harness

☐ Other (list) Enter text here.

Specify the number and positioning of required staff

Staff will harness and belay zip line participants to the top of the wall, A staff member trained and certified on the zipline will accompany participants on the zipline (all the way through to the end).

Describe the safety rules and procedures (spotting, belaying, preflight checks, etc.)

Serious injuries must be reported to both the Health Department and the Department of Labor - (518) 457-3518. If a serious injury occurs, the device must be shut down and not used until Lamoka gets approval to re-open the device from the DOL. If the serious injury occurred as a result of faulty hardware, the device must not be re-opened until the hardware is replaces or repaired. Along with Zip Line Rules, a legible sign will be posted containing “warnings that there are inherent risks in the participation in or on the amusement device, since it is recognized that participation in or on the device may be hazardous regardless of all feasible safety measures that can be undertaken by the device owner or operator; and that there is a duty for the patrons to become apprised of the warnings and the risks inherent in participation in or on the amusement device if the warnings are not obeyed. Prior to participation in or on such amusement device, patrons shall familiarize themselves with the posted safety warnings so that they may make an informed decision of whether to participate in or on the device notwithstanding the risks.” (*An excerpt from DOL Rule 45*) Zip Lines will not be used without adequate illumination. The Zip Line will be inspected by a certified inspector

from the DOL and a Load Test will be conducted before the Zip Line is used. For more information and specifics, please see the Lamoka Baptist Camp Climbing, Low Ropes, and Zipline Local Operating Procedures Manual, which is maintained on site by the operator and activity leader. **Zip Line Course Rules:** 1. All participants, including staff, will wear safety equipment provided by Lamoka Baptist Camp (absolutely no personal equipment is allowed on the course.).

2. Participants must remain connected to cables or safety lines at all times while on elevated platforms.
3. Participants must wear closed-toe shoes.
4. Participants are required to strictly adhere to all zip lining rules and to listen to staff to ensure safe zip lining 5. All riders must be willing participants. Crying children will not be allowed to zip line. 6. Hair that is long enough to get caught in equipment must be tied back or secured. 7. All participants must sign a waiver of liability. Youth campers are covered by the signature on their Youth Camp Registration, which covers all camp

activities. 8. No personal objects will be carried while zip lining (e.g. phone, camera, etc)

Name of element(s) Enter text here.

Participant prerequisites (age, height, skills, etc.)

☐ Minimum age Enter text here. ☐ Minimum height Enter text here.

☐ Minimum weight Enter text here. ☐ Maximum weight Enter text here.

☐ Other (list) Enter text here.

Required safety equipment

☐ Helmet ☐ Gloves ☐ Harness

☐ Other (list) Enter text here.

Specify the number and positioning of required staff

Enter text here.

Describe the safety rules and procedures (spotting, belaying, preflight checks, etc.)

Enter text here.

Name of element(s) Enter text here.

Participant prerequisites (age, height, skills, etc.)

☐ Minimum age Enter text here. ☐ Minimum height Enter text here.

☐ Minimum weight Enter text here. ☐ Maximum weight Enter text here.

☐ Other (list) No prerequisites were prescribed by the ACCT trainer

Required safety equipment

☐ Helmet ☐ Gloves ☐ Harness

☐ Other (list) Enter text here.

Specify the number and positioning of required staff

Enter text here.

Describe the safety rules and procedures (spotting, belaying, preflight checks, etc.)

Enter text here.

Sports Activity-Specific Plan

Camp Name: **Lamoka Baptist Camp** Date: **3/1/2019**

Prepared By: **Greg Howard** Title: **Director**

Phone number: **607-463-0324** Email: **camp@lamoka.com**

Signature: Greg Howard

Complete this plan for each sport that requires additional supervision or safety procedures from what has been provided in Section V (Supervision and Activity Safety) of the main document (e.g. requires additional/specialized staff, minimum participant prerequisites, safety equipment). Submit the completed plan to the local health department or State District Office that has jurisdiction in the county where the camp is located for review.

A copy of the approved plan must be maintained at the camp and reviewed by the activity leader prior to overseeing the activity.

For Health Department Use Only

Approved: ☐ Yes ☐ No

Reviewer: Date: Comments:

Check the box for the sport(s) being conducted at the camp (check all that apply):

☐ Baseball ☒ Basketball ☐ Bowling ☐ Cheerleading ☐ Football
☐ Golf ☐ Handball ☐ Ice Hockey ☐ Field Hockey ☐ Lacrosse
☐ Roller Hockey ☒ Soccer ☐ Softball ☐ Tennis ☒ Volleyball
☐ Wrestling ☒ Other (specify): **gaga ball, carpet ball, tetherball, box hockey, paintball, and nerf tag, ultimate frisbee, frisbee golf, dodge ball**

- The activity leader for on-site sporting activities must be competent in the sport they are overseeing.
- A minimum of the activity leader and one staff member must supervise activities that occur at locations where additional camp staff assistance is not readily available (within five minutes).
- When the sport is conducted at a location where the camp staff certified in first aid and CPR are not readily available, the activity leader must possess or be accompanied by staff who possesses current first aid and CPR certification in an approved course. NYSDOH Fact Sheets listing approved CPR and First aid certifications are available at www.health.ny.gov/environmental/outdoors/camps or by contacting your local health department.

Complete the following sections for **each** sport conducted at the camp. **Sports with the same supervision and safety procedures may be listed together.** Use additional sheets if necessary.

a) Name of sport(s) Basketball, Soccer, Volleyball, Ga Ga Ball, Carpet Ball, Tetherball. Box hockey:

1. List the required prerequisites for the activity leader (e.g. training, skills, experience, certification):

☒ No specialized prerequisites required

☒ Minimum age: ☐ 16 years-old (day camps only) ☒ 18 years-old

☐ 21 years-old ☐ Other (specify):

☐ Experience (specify in number of weeks or other quantifiable time period):

☐ Certification(s) (specify):

☐ Training (specify):

☐ Other Skill or knowledge required (specify):

2. Does the activity leader need to possess or be accompanied by staff who possesses current first aid and CPR certifications for this activity?

☐ Yes ☒ No

- Camper to Counselor Ratio

☒ 1:8 for campers under 8- years-old ☒ 1:10 for campers 8- years and older

☐ 1:12 (day camps) ☐ Other (specify)

- Participant prerequisites (training, age, height, weight, skills, etc.):

  ☒ Minimum age **7**

  ☐ Sport safety orientation

  ☐ Other (specify):

- Required safety equipment

  ☒ None ☐ Helmet

  ☐ Elbow/knee pads ☐ Mouth guard

  ☐ Other (specify):

- Describe the inspection/maintenance requirements for the safety equipment. ☐ No safety equipment needed

- Safety rules or precautions taken during the activity

Follow the rules of the activity/sport, no horseplay, listen to counselors and staff.

- At a minimum, there must be visual or verbal communications capabilities between campers and counselors at all times during the activity. Describe any specific duties of the activity leader, counselors and other specialty staff (if any) for this activity.

  ☒ None

b) Name of sport(s) Paintball:

3. List the required prerequisites for the activity leader (e.g. training, skills, experience, certification):

☐ No specialized prerequisites required

☒ Minimum age: ☐ 16 years-old (day camps only) ☒ 18 years-old

☐ 21 years-old ☐ Other (specify):

☒ Experience (specify in number of weeks or other quantifiable time period): **1 week**

☐ Certification(s) (specify):

☒ Training (specify): **Training on paintball safety and marker safety.**

☐ Other Skill or knowledge required (specify):

4. Does the activity leader need to possess or be accompanied by staff who possesses current first aid and CPR certifications for this activity?

☒ Yes ☐ No

- Camper to Counselor Ratio

  ☒ 1:8 for campers under 8- years-old ☒ 1:10 for campers 8- years and older

  ☐ 1:12 (day camps) ☐ Other (specify)

- Participant prerequisites (training, age, height, weight, skills, etc.):

  ☒ Minimum age **12**

  ☒ Sport safety orientation

  ☐ Other (specify):

- Required safety equipment

  ☐ None ☒ Helmet

  ☐ Elbow/knee pads ☐ Mouth guard

  ☒ Other (specify): **Face mask (part of the helmet), and barrel bags (removed before play)**

- Describe the inspection/maintenance requirements for the safety equipment.

All equipment is inspected before each use.

☐ No safety equipment needed

- Safety rules or precautions taken during the activity

Barrel bags and safeties must be on at all times except during play. Play starts when the ref says "game on" and ends when the ref says "game over." No shooting before or after games begin. No shooting players if they are within 20 feet. When a player is shot, he/she must raise their hands, point their marker up, and exit the field to a designated safe area. No shooting anyone who signals that they are out of play. Masks stay on until the ref says they may be removed - even if you are out of play. Do not shoot the ref. Do not intentionally hit opponents' mask area (head). It is recommended that players wear long shirts and pants to play. Keep running to a minimum. No one under 12 may play unless accompanied by an adult. No chewing gum or eating food while participating in the activity. Players that do not follow these rules or if they participate in any unnecessary rough play will be removed from the game.

- At a minimum, there must be visual or verbal communications capabilities between campers and counselors at all times during the activity. Describe any specific duties of the activity leader, counselors and other specialty staff (if any) for this activity.

They will help referee the games and enforce rules.

☐ None

c) Name of sport(s) Nerf Tag:

5. List the required prerequisites for the activity leader (e.g. training, skills, experience, certification):

☐ No specialized prerequisites required

☒ Minimum age: ☐ 16 years-old (day camps only) ☒ 18 years-old

☐ 21 years-old ☐ Other (specify):

☐ Experience (specify in number of weeks or other quantifiable time period):

☐ Certification(s) (specify):

☐ Training (specify):

☐ Other Skill or knowledge required (specify):

6. Does the activity leader need to possess or be accompanied by staff who possesses current first aid and CPR certifications for this activity?

☒ Yes ☐ No

- Camper to Counselor Ratio

☒ 1:8 for campers under 8- years-old ☒ 1:10 for campers 8- years and older

☐ 1:12 (day camps) ☐ Other (specify)

- Participant prerequisites (training, age, height, weight, skills, etc.):

☐ Minimum age

☒ Sport safety orientation

☐ Other (specify):

- Required safety equipment

☐ None ☐ Helmet

☐ Elbow/knee pads ☐ Mouth guard

☒ Other (specify): **safety glasses**

- Describe the inspection/maintenance requirements for the safety equipment.

Safety glasses will be examined for breaks or problems before each use.

☐ No safety equipment needed

- Safety rules or precautions taken during the activity

Campers will keep running to a minimum. Play starts when the ref says "game on" and ends when the ref says "game over." No shooting before or after games begin. When a player is shot, he/she must raise their hands, point their marker up, and exit the field to a designated safe area. No shooting anyone who signals that they are out of play. Safety glasses must stay on until the ref says they may be removed - even if you are out of play. Do not shoot the ref. Do not intentionally hit opponents' head area. Keep running to a minimum. No chewing gum or eating food while participating in the activity. Players that do not follow these rules or if they participate in any unnecessary rough play will be removed from the game.

- At a minimum, there must be visual or verbal communications capabilities between campers and counselors at all times during the activity. Describe any specific duties of the activity leader, counselors and other specialty staff (if any) for this activity.

Counselors will help ref the games and enforce rules.

☐ None

d) Name of sport(s) :

7. List the required prerequisites for the activity leader (e.g. training, skills, experience, certification):

☐ No specialized prerequisites required

☐ Minimum age: ☐ 16 years-old (day camps only) ☐ 18 years-old

☐ 21 years-old ☐ Other (specify):

☐ Experience (specify in number of weeks or other quantifiable time period):

☐ Certification(s) (specify):

☐ Training (specify):

☐ Other Skill or knowledge required (specify):

8. Does the activity leader need to possess or be accompanied by staff who possesses current first aid and CPR certifications for this activity?

☐ Yes ☐ No

- Camper to Counselor Ratio

  ☐ 1:8 for campers under 8- years-old ☐ 1:10 for campers 8- years and older

  ☐ 1:12 (day camps) ☐ Other (specify)

- Participant prerequisites (training, age, height, weight, skills, etc.):

  ☐ Minimum age

  ☐ Sport safety orientation

  ☐ Other (specify):

- Required safety equipment

  ☐ None ☐ Helmet

  ☐ Elbow/knee pads ☐ Mouth guard

  ☐ Other (specify):

- Describe the inspection/maintenance requirements for the safety equipment. ☐ No safety equipment needed

- Safety rules or precautions taken during the activity

- At a minimum, there must be visual or verbal communications capabilities between campers and counselors at all times during the activity. Describe any specific duties of the activity leader, counselors and other specialty staff (if any) for this activity.

  ☐ None

Swimming Activity-Specific Plan

Camp Name: Lamoka Baptist Camp
Date: 3/1/2022
Prepared By: Greg Howard
Title: Director
Phone number: 607-280-5305
Email: camp@lamoka.com
Signature: Greg Howard

Complete the following plan for on-site swimming activities. For off-site and wilderness swimming, compete the Activity-Specific Plan for Camp Trip Swimming. For on-site aquatic spray grounds, complete the Activity-Specific Plan for Spray Grounds Operation**.** Include any attachments (e.g. diagrams, photos) as necessary. Once completed, it will serve as your facility's comprehensive swimming safety plan. The plan must meet the specific conditions of your pool or beach facility and operations, as well as serve as a training and reference document for you and your staff.

Submit the completed plan to the local health department or State District Office that has jurisdiction in the county where the camp is located for review.

A copy of the approved plan must be maintained at the camp and reviewed by the activity leader prior to overseeing the activity.

Pools and beaches operated at a children's camp must comply with Subpart 6-1 (pools), Subpart 6-2 (beaches), and Subpart 7-2 (Children's Camps) of the State Sanitary Code. Obtain copies of State Sanitary Codes from your local health department or www.health.ny.gov/environmental/outdoors/camps/.

For Health Department Use Only

Approved: ☐ Yes ☐ No

Reviewer: Enter text here. Date: Enter a date. Comments: Enter text here.

The camp's swimming program is one of the most potential hazardous activities in the camp environment. A comprehensive safety plan will specify camp policies and procedures and help staff understand their responsibilities for implementation. Swimming pools and beaches at children's camps must be supervised by a qualified camp aquatics director. See the Camp Aquatics Director Fact Sheet available from your local health department or https://www.health.ny.gov/environmental/outdoors/camps/docs/cad.pdf for details.

1. Fill in the table below for all pools or beaches operated at your camp.

Pool or Beach?	Type of Bathing Facility (e.g. Outdoor Pool, Indoor Pool, Lake)	Pool / Beach Name (e.g. Main Pool)	Pool Square Footage (feet^2) or Beachfront Length (yards)	Minimum Depth (feet)	Maximum Depth (feet)	Bather Capacity	Diving Allowed ?	Slides?	Other Water Features (e.g. Inflatables, trampoline, Blob, etc.)
☐ Pool ☒ Beach	Lake	Lamoka Lake/Waterfront	23	1	8	Enter text here.	☒ No ☐ Yes	☐ No ☒ Yes	☒ No ☐ Yes (specify) Enter text here.
☐ Pool ☐ Beach	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes (specify) Enter text here.
☐ Pool ☐ Beach	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes (specify) Enter text here.
☐ Pool ☐ Beach	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes (specify) Enter text here.
☐ Pool ☐ Beach	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes (specify) Enter text here.

Assessment of camper's swimming ability

Prior to allowing campers to enter water that is chest deep or greater, they must have his or her swimming ability assessed and be categorized as a "swimmer." Only someone who is certified as a Progressive Swimming Instructor, as specified in Subpart 7-2 of the SSC, may assess/classify a camper as a "swimmer." No swimming ability assessment is required to designate a camper as a "nonswimmer" and restrict the camper to water that is less than chest deep.

The Progressive Swimming Instructor should evaluate bather swimming ability using standards and criteria established by the provider that certified the Progressive Swimming Instructor. **Consideration should be given to the aquatic environment (size, pool, open water, water temperature, currents, depth, water clarity, etc.) that the camp will be utilizing.**

2. How, when and by whom will the swimming ability of campers be assessed?

☐ No swimming ability assessment will be conducted. All campers are considered non-swimmers and restricted to water less than chest deep.

☒ Prior to participating in any swimming activity, a progressive swimming instructor will assess the swimming abilities of all campers and categorize him/her as either a non-swimmer or swimmer. A record of each camper's swimming evaluation including the camper's full name, date of test and their assessed ability will be maintained at the camp.

Campers will be assessed in shallow water to determine if he/she has basic swimming skills to qualify for the deep-water assessment. Assessment criteria for "swimmers" will minimally consist of the following in sequence with no breaks (Check one of the following):

☒ 1. Feet first entry into water greater than chest deep and completely submerge
2. Tread water for 1 minute
3. Maintain position on back 1 minute
4. Swim 40 yards continuously using any stroke or a combination of strokes. Dog paddling is not an acceptable stroke.
5. Rotate 360 degrees and orient to the exit.
6. Exit from the water.

☐ Based on the Progressive Swimming Instructor's certification and standards from the certifying provider (e.g. American Red Cross (ARC), YMCA, Boy Scouts, etc.), and aquatic environment (size, pool, open water, currents, depth, etc.) specify the assessment criteria that will be utilized and the course provider they are based on below.

Assessment Criteria:

Enter text here.

Provider (e.g. ARC, YMCA, Boy Scouts, etc.):

Enter text here.

☐ Additional assessment procedures for when the aquatic area is divided into more areas than swimmer and non-swimmer. Enter text here.

Use different visual identifiers for non-swimmers and swimmers or identify swimmers only. If only non-swimmers are visually identified, they can remove the identifier and enter the swimmer area unnoticed.

3. How are campers visually identified according to their swimming ability?

☒ Campers determined to be **"swimmers"** will be visually distinguished from "non-swimmers" by **wearing** a Blue (specify color) colored wristband.

☐ Campers determined to be "swimmers" will be visually identified from "non-swimmers" by "**swimmers**" wearing a _____ (specify color) colored wristband and "**non-swimmers**" wearing a Enter text here. (specify color) colored wristband.

☐ No visual identifier is used because "non-swimmers" are restricted from entering the "swimmer" area by a physical barrier. A float line is not considered a physical barrier. What type of physical barriers is used? (check all that apply)

☐ Swim crib ☐ Dock ☐ Other Enter text here.

☐ No visual identifier is used because "swimmers" and "non-swimmers" use separate pools or swim at different times.

☐ No visual identifier is used because the water depth of the swimming area is less than chest deep of the shortest camper.

☐ Alternative procedures (when one of the above procedures is not utilized, a comprehensive alternative must be provided): Enter text here.

Water Depth Restrictions

Non-swimmer water depth restriction concept – Bathers become buoyant in water chest deep and above, which causes them to lose contact with the bottom of the pool/beach. Non-swimmers who lose contact with the bottom may not have the ability to prevent themselves from entering deeper water, where they may not have the skill necessary to prevent submersion. At children's camps, a non-swimmer in greater-than-chest-deep water has been identified as a contributing factor in nonswimmer drownings.

4. Non-swimmers will be restricted to water less than chest deep, except:
(check all that apply)

☒ No exceptions

☐ During a learn-to-swim program approved by the State Department of Health. See the Fact Sheet available at www.health.ny.gov/environmental/outdoors/camps/docs/learn_to_swim.pdf for a list of approved programs. Specify provider Enter text here..

☐ When counselors are in shallow water in the non-swimmer area and providing direct supervision of non-swimmers at a counselor to camper ratio of:

☐ 1:1 ☐ 1:2 ☐ 1:3

5. Select the method of ensuring that non-swimmers are restricted to water less than chest deep during required times.

☒ Floating line positioned no greater than the water's depth that corresponds to the shortest camper's chest height

☐ Counselors/staff positioned in the water

☐ Other (specify) Enter text here.

Buddy System and Board System

A Buddy and Board System (or equivalent accountability system) of supervising and accounting for bathers is required for all swimming activities (on-site or off-site). Failure to implement a complete buddy system has been identified as a significant contributing factor in drowning related to children's camps. When campers are unable to comprehend or implement the buddy system, another method must be specified and used.

Buddy Concept – The buddy system provides each camper with a partner/"personal lifeguard" to summon help in case of an emergency. Campers should be paired, whenever possible, to a buddy of the same swimming ability. When campers of different swimming abilities are paired they must remain in the swimming area for the lesser skilled of the two. A maximum of one threesome per area is allowed. Campers must be instructed to stay with their "buddy" at all times and to contact a staff member if his/her "buddy" experiences "trouble" while swimming or is missing.

Board System Concept – A board system or equivalent accounting system is a method of recording entry and exit from the pool/beach areas to account for all campers participating in the swimming activity. An accounting system may be maintained on a stationary (conventional) "buddy board" or on a hand held "clip board."

It is recommended that all staff participating in swimming activities are included in the Buddy and Board Systems and are restricted to the appropriate swimming areas based on an assessment of their swimming ability.

6. Describe the camp's Buddy System and Board System (accounting system).

A staff member will be assigned to maintain the board/accounting system. He/she will be positioned at the entry point of the swimming area. Buddies will enter the swimming area together and checked into the accounting system, which will minimally:

- Identify each camper by full name, swimming ability and the swim area to which they are assigned;
- Record entry to and exit from the swim area and various sections of the waterfront for each bather. When the camper leaves the waterfront, they will be removed from the "board." If their

buddy wishes to remain they will be paired with another camper and the pair will be incorporated into the accounting system.

- Identify each camper's assigned buddy and swim area (if a non-swimmer is paired with a swimmer, both must remain in the non-swimmer area); and
- Ensure only one threesome per swim area.

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below. Enter text here.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided): Enter text here.

7. How are buddy checks conducted?

- Buddy checks, which account for all campers within the pool enclosure or at the beach, will be conducted minimally every 15 minutes.
- Buddy checks are signaled by a long blast of a whistle followed by calling out "buddies."
- When signaled, buddies will move together, grasp each other's hands and raise them above their heads. The number of buddy pairs in each swimming area will be counted and relayed to the person maintaining the buddy board/accounting system, who will check the numbers against the buddy board/accounting system. If there is an inconsistency, a recount will be conducted.
- If a bather indicates that their buddy is missing or a buddy check fails to account for the whereabouts of a bather, the lost swimmer plan will be immediately implemented.

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below. Enter text here.

☐ Alternative procedures (when one of the above procedures is not utilized, a comprehensive alternative must be provided): Enter text here.

Supervision

During swimming activities, adequate supervision is achieved by the combined efforts of the camp aquatics staff and counselors.

The camp Aquatics Director is responsible for overseeing the entire swimming activity, including implementation of the safety plan, training and supervising lifeguards and counselor, and ensuring adequate bather supervision.

Only someone who possesses current certification as a lifeguard may perform lifeguarding duties. One lifeguard is required for every 25 bathers. Additionally, each lifeguard shall supervise no more than 3,400 square feet of pool area or 50 yards of shoreline at a beach.

At beaches that allow swimming more than 150 feet from shore, lifeguards must be positioned in patrol boats or at offshore lifesaving stations.

Counselors should be assigned to supervise specific campers and must be located at the poolside, beachfront or in the water providing direct visual surveillance of campers at all times. Counselors must have supervision responsibilities to ensure that lifeguards are not burdened with non-lifeguard tasks. At a minimum, the following ratios of counselors to campers will be maintained while swimming:

Age Group	Counselor to Camper Ratio
8 years and older	1:10
6 and 7 years old	1:8
under 6	1:6

Campers with developmental disabilities may be at an increased risk of an emergency during swimming activities and therefore require additional supervision. At a minimum, the following ratios of counselors to campers will be maintained for campers with disabilities of all ages:

- 1:1 for non-ambulatory campers or campers with a disability that may result in an increased risk of an emergency in the water, such as uncontrolled epilepsy.
- 1:5 for campers with a developmental disability. Staff supervising campers with a developmental disability at a 1:5 ratio may also supervise campers without a disability during a swimming activity, provided that the total number of campers does not exceed one counselor for five campers and the assigned campers are swimming in the same general area. For example, a counselor may supervise two campers with developmental disabilities and up to three other campers without a developmental disability.

Camps must obtain written permission, signed by the child's parent or guardian, to allow a camper with a developmental disability to swim. It is recommended the permission slips identify campers with increased risk of an emergency during swimming activities.

8. Who is responsible for ensuring that signed written permission is on file prior to allowing a camper with a developmental disability to participate in a swimming activity?

   ☐ Aquatics Director ☐ Camp Director ☐ Lifeguard ☒ Other (specify): Health Director/Nurse

Lifeguard positioning

- Glare and poor water clarity are key contributing factors in many drownings
- Elevated lifeguard chairs must be located to compensate for glare and blind spots, provide a clear view of the pool bottom, and in positions which provide complete surveillance coverage of the pool area
- Equip lifeguard chairs with an umbrella or sun shade
- Lifeguards must have designated areas of responsibility and be able to have total visual surveillance of that swim area
- Consider bather densities and locations, which may require additional lifeguards and various positioning schemes

9. Attach a sketch, diagram, or photograph(s) of the camp's pool(s)/beach area(s) that includes:
   - The location of lifeguard positions and areas of lifeguard coverage for each position. Indicate how you adjust for factors, which could affect adequate supervision and coverage, such as glare, blind spots, bather load and density
   - Float line placement
   - Diving boards and slides
   - Access points and sign locations
   - First aid stations, emergency equipment and telephone location

   ☒ Check here to indicate sketch, diagram, or photo depicting the above items is attached.

10. How will staff compensate for glare and blind spots and obtain complete visual coverage? (check all that apply)

    ☐ Not a problem at my facility ☒ Move lifeguard chairs ☒ Other (specify) Polarized sunglasses

11. Beaches only:

    ☐ N/A (No beaches skip to question 13)

    - Do you provide lifesaving patrol boats/boards or offshore lifesaving stations (required when swimming or diving is permitted more than 150 ft. from shore)? ☐ Yes ☒ No
    - What is the distance between the elevated lifeguard chairs?

      ☒ Less than or equal to 50 yards ☐ Greater than 50 yards (specify) Enter text here. yards

      - If greater than 50 yards, please explain your rationale for this. (Indicate the response time for the lifeguard from the chair to the furthest point within his/her surveillance area) Enter text here.

Lifeguard Rotations

NYS drowning data indicates that many drowning incidents have occurred directly before, during, and directly after a chair rotation, because the lifeguards were distracted and did not provide constant patron surveillance during the rotation procedure.

- Lifeguard rotations should take place on a regular schedule and should follow a defined pattern.
- Continuous coverage must be provided when changing or rotating lifeguards.
- Additionally, periodic rotations to different stations helps keep lifeguards alert.

12. Do you use multiple lifeguards at your swimming pool or beach? ☒ Yes ☐ No

    (If "Yes", please complete a, b and c)

    a. Do you have an established chair rotation procedure? ☒ Yes

    b. Does your chair rotation procedure ensure that there is continuous lifeguard surveillance ofpatrons during the change? ☒ Yes

    c. How frequently do your lifeguards rotate?

    ☒ Every 30 minutes ☐ Every 60 minutes ☐ Other (specify) Enter text here.

Lifeguard Breaks

Failure to take breaks has been identified as a contributing factor in drownings in NYS.

- Lifeguards need to take frequent breaks to avoid mental and physical fatigue.
- Research indicates that lifeguard attentiveness declines after 30 minutes.
- Scheduled breaks and rotating to different stations can keep lifeguards alert and ready to respond.
- If another lifeguard is not available to cover during breaks, (at single guard facilities), the pool must be closed during the breaks.

13. How frequently do your lifeguards take breaks (include lunch)?

    ☐ Every 30 minutes ☒ Every 60 minutes ☐ Other (specify) Enter text here.

14. What is your protocol for bather supervision during lifeguard breaks or when a lifeguard takes the day off?

    ☒ Use other lifeguards to cover ☐ Close the pool/sections (please answer a and b.)

    a. Who is responsible for clearing and closing the pool during these breaks?

    ☐ Aquatics Director ☐ Counselor

    ☐ Lifeguard ☐ Other (specify) Enter text here.

    b. Who assures that no one enters the water while the pool is closed?

☐ Aquatics Director ☐ Counselor

☐ Lifeguard ☐ Other (specify) Enter text here.

Distractions

Lifeguard distractions and intrusions have been identified as contributing factors in drownings.

- Distractions occur when lifeguards engage in activities such as using cell phones, reading or having lengthy conversations with patrons or others.
- Many lifeguards are assigned additional duties at a bathing facility. These duties must not intrude upon the lifeguard's primary responsibility of guarding.

15. Are your lifeguards assigned any additional duties at your facility? ☐ Yes ☒ No

• If yes, list other duties below:

1. Enter text here.
2. Enter text here.
3. Enter text here.
4. Enter text here.

16. Will you restrict the lifeguards from performing these other duties while guarding?

☒ N/A (No other duties assigned) ☐ Yes

Communication

Communication is essential during an emergency. A chain of command should be developed as part of an emergency response plan. A phone or other acceptable means of communication must be provided at a convenient location at all pools. All staff should know the location of the nearest telephone. Emergency phone numbers must be prominently posted at the telephone(s). A method of communication between staff such as whistles or hand signals should be established and staff should be familiar with it.

17. What type of emergency communication is readily accessible at the waterfront?

☐ Telephone ☒ Other (describe) Cell phones

18. Where is the emergency phone with emergency numbers located?

☐ Poolside/Beachfront ☐ Bathhouse/Locker Room

☐ Facility Office ☒ Other (specify) Nurse's Office in Dining Hall

In a near-drowning emergency, the sooner the rescue and first aid begin, the greater the victim's chance of survival.

- If a drowning victim is rescued and effective ventilation and circulation is restored within 0 – 3 minutes of submersion, the victim has an excellent chance of normal survival.

- Within 3 – 5 minutes, survival may be likely, but the more probable it is that permanent neurological damage will occur.
- 5 minutes or more, normal recovery is uncommon unless the water temperature is below 70 °F.

19. How far is the emergency communication item from the waterfront?

☐ At beachfront/Poolside ☐ 5 - 50 feet ☒ 51 – 100 feet

☐ 100 – 200 feet ☐ Other (specify) Enter text here.

Environmental conditions must be constantly evaluated at all bathing facilities. Conditions which may require that the pool be cleared of bathers include: unsanitary water conditions, inadequate disinfection levels, cloudy pool water, glare, spa water temperature over 104°F, power outages, and thunderstorms.

Each facility should have procedures in place for clearing the water when necessary. These procedures should include who is responsible for monitoring pool closure and what type of communication system will be used.

20. When unsafe conditions occur, who is responsible for monitoring pool closure at your facility?

☒ Aquatics Director ☐ Camp Director ☐ Lifeguard

☐ Other (specify) Enter text here.

21. What communication system is used for clearing the pool?

☒ Whistle (specify signal) Long blast ☐ Bullhorn (specify signal) Enter text here.

☐ Voice (specify) Enter text here. ☐ Other (specify) Enter text here.

Voluntary Hyperventilating and Extended Breath Holding

The practice of voluntarily hyperventilating (taking a series of deep breaths in rapid succession and forcefully exhaling) followed by underwater swimming or holding your breath for extended periods of time is dangerous and has led to deaths.

- When you hyperventilate, you lower the percentage of carbon dioxide in the air that always remains in your lungs.

- The carbon dioxide in the bloodstream is what triggers that part of the brain that controls breathing to initiate taking a breath.
- By decreasing the available carbon dioxide, you can remain underwater because you delay the point at which the brain signals the need to take a breath.
- When the oxygen level in the blood runs low before the carbon dioxide level rises to the point that triggers the breathing reflex, the swimmer loses consciousness. ➢ The swimmer never actually feels as though a breath is needed.

Shallow Water Blackout

- Swimmers who practice prolonged underwater breath-holding are at risk for Shallow Water Blackout (SWB).
- SWB results from an insufficient amount of carbon dioxide to activate the body's natural impulse to breathe.
  - ***Victims of hyperventilation and SWB are often skilled swimmers.***
  - ***Victims can also be children and others who participate in 'hold your breath' games.***
  - ***Lifeguards and other supervisory staff should be alert for this safety hazard and should discourage this behavior.***
  - ***Operators should consider posting a sign explaining this hazard and prohibiting it at their pool.***

Lost Swimmer Plan

Time can be critical when searching for a lost bather. Masks and fins should be readily available to aid in underwater searches.

Lifeguards are trained in proper search methods and these can vary depending on the facility characteristics. Specific water search procedures should be established. Obtain a description of the missing individual and last location seen. A simultaneous land and water search should be initiated immediately.

22. What is the camp's lost swimmer procedures?

Whenever a "buddy check" fails to account for the whereabouts of all bathers or upon notification of a missing bather the following will be implemented:

- Signal a lost bather by blowing the whistle three times and clear the water of all bathers.
- The Camp Director and Aquatics Director (if not at the waterfront) will be immediately notified of a missing bather.
- At pools, aquatic staff will scan the pool bottom from lifeguard chairs and pool deck.
- The Aquatics Director will question the missing bather's buddy regarding the name of the missing bather and area he/she was last seen.
- At beaches, lifeguards will immediately search in the area that the camper was last observed. If

the bather is not found in the immediate area, a systematic grid search of the remainder of the waterfront will be conducted. The camp should establish and practice search procedures for various water depths. Counselors and other staff can be utilized to assist with walking "human chain" searches in shallow water.

- Initiate a land search for the missing bather, starting with the nearest restrooms and the bather's bunk, and systematically progress throughout the camp.
- Counselors will supervise the campers away from the waterfront. Counselors will bring campers as a group to (indicate the location where campers can be supervised while they wait for their next activity).

  Location: Dining Hall
- The camp director will notify the police via 911 if the camper remains unaccounted for greater than:

  ☐ 10 minutes ☐ 20 minutes ☒ 30 minutes ☐ Other (specify) Enter text here.
- The Camp Director will notify parents/guardians.
- The Camp Director will notify the local health department within 24 hours of any near drowning or drowning.

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below. Enter text here.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided): Enter text here.

Training and drills

All staff involved in emergency response must be trained. Frequent training to reinforce the principles and rehearse the plan must be conducted.

Supervisory staff must also practice their lifesaving skills regularly to remain proficient and able to perform rescues when required.

23. How often do staff practice the lost swimmer drill?

The Aquatics Director will (check all that apply):

☒ Instruct all lifeguards in the lost swimmer plan prior to them performing any lifeguarding duties at camp.

☒ Require all lifeguards to participate in a lost swimmer drill prior to them performing any lifeguarding duties.

☒ Conduct lost swimmer drills (check below box(es) to indicate frequency):

☒ Within the first week of camp

☐ Every two weeks

☐ Once a month

☐ Other (specify) Enter text here.

☒ Record all drills in a log and keep on file at the camp.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided): Enter text here.

Seizure/Choking Response and Training

- An individual who has a seizure in the water:
  - Is likely to submerge quickly and silently without portraying the distinctive drowning signs or calling for help, although convulsive movements may be exhibited; • Is susceptible to aspirate/ingest water due to an open/passive airway; and
  - Will not be able to react or assist in a rescue attempt.
- If the bather survives, a medical check-up is essential (even if the rescued/resuscitated victim appears to be recovered), as life-threatening complications may result.
- A person who experiences a seizure in/out of the water should **not** return to/participate in aquatic activities that day, even if he/she appears recovered, as the likelihood of experiencing another seizure is increased.
- Contributing factors to drownings of persons with known seizure disorders identified in NYS investigations include:
  - An uncontrolled or poorly controlled seizure disorder; and
  - Missed seizure medication
- Other potential factors that may trigger a seizure include fatigue, stress, use of non-compatible medications, illness/injury, etc.
- One-to-one supervision is required for campers with an uncontrolled seizure disorder. . These campers should be accompanied in the water by someone familiar with their condition and who is trained and able to aid them should a seizure occur.
- The identity of seizure prone campers should be made known to aquatic staff, who must be trained how to recognize and respond to a victim experiencing a seizure in the aquatic area.
- For additional information on this subject, contact the Epilepsy Foundation of America or your local epilepsy association.

24. When a camper with a developmental disability is enrolled at the camp, the following training and procedures for responding to seizures and choking on ingested water will be implemented:

a. All waterfront and swimming pool staff must be trained in procedures for responding to seizures and choking on ingested water prior to the first swimming activity.

b. In-service training using these procedures will be conducted and documented at two-week intervals during the duration of the camper's enrollment.

c. Procedures for responding to seizures and choking on ingested water include:

- Recognize the bather is in distress;
- Support the victim's head and face out of the water to minimize ingestion of water;
- Tilt their head back to keep their airway open unless there is a suspected spinal injury;
- If having a seizure, keep the victim away from pool sides or docks in the water to avoid injury if uncontrolled body movements occur;
- Remove the victim from the water as soon as possible to further respond to the person's needs; and
- Seek medical assistance.

☒ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below. Enter text here.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided): Enter text here.

Waterfront Hazards

Identify potentially hazardous areas such as underwater slopes, holes, currents, stumps, rocks, diving boards, slides, etc. Such areas should be eliminated or marked to help patrons avoid the areas, or additional supervision should be provided for these areas.

25. Are there any potentially hazardous areas at your facility?

a. Beaches:

☐ N/A (No Beaches) ☐ Diving boards ☒ Slides ☐ Underwater slopes

☐ Holes ☐ Stumps/Rocks ☐ Currents ☐ Other (specify) Enter text here. b.

Pools:

☒ N/A (No Pools) ☐ Diving boards ☐ Deck slides ☐ Entrance Areas

☐ Underwater slopes ☐ Starting blocks ☐ Fill spouts ☐ Other (specify) Enter text here.

26. What are your plans for controlling or eliminating the hazards associated with these areas? (Please specify hazards and how you will eliminate or control, e.g. slide – position an additional lifeguard here.)

☐ Eliminate Hazards: Enter text here. Specify how: Enter text here.

☐ Mark Hazards: Enter text here. Specify how: Enter text here.

☒ Supervise Hazards: A counselor or lifeguard will be assigned to watch the slide while it is in use. No Non-swimmers will be allowed to use the slide. Slide rules will be posts and enforced by the staff. Specify how: Enter text here.

☐ Other Hazards: Enter text here. Specify how: Enter text here.

27. Who is responsible for addressing the hazards listed above?

☐ Owner/Operator ☒ Aquatics Director ☐ Camp Director

☐ Maintenance Staff ☐ Other (specify) Enter text here.

Rules and Regulations

Operators must post signs stating the maximum capacity of the pool/beach, the hours during which the pool/beach is open, and that swimming at other times is prohibited.

Signs stating general rules must be posted conspicuously at the pool/beach, dressing rooms and facility offices. These rules should prohibit urination, discharge of fecal matter, spitting and nose blowing, as well as govern the use of diving boards and slides. These rules may also include prohibitions against running, horseplay, drinking, etc.

Spas have additional requirements, including that warning signs stating specific cautionary statements must be conspicuously posted in the vicinity of the spa. Please refer to SSC Section 6-1.29, item 14.13.

28. Where are your rules posted? (Check all that apply)

☐ Pool Entrance ☐ Poolside (specify below) ☐ Near spa

☒ Waterfront ☐ Bathhouse ☐ Other (specify) Enter text here.

29. Who is responsible for enforcing the rules at your bathing facility?

☐ Camp Director ☒ Aquatics Director ☐ Lifeguard ☐ Counselors ☐

Other (specify) Enter text here.

30. Beaches only: Who is responsible for preventing boaters from entering the swim area?

☐ N/A (No Beaches) ☐ Camp Director ☐ Aquatics Director ☒ Lifeguards

☒ Counselors ☒ Other (specify) Boat Dock Staff

Diving Areas

Diving areas require extra attention due to the potential for serious injury. Rules for the use of diving equipment should be developed, posted at the diving area and enforced. See the Department's fact sheet, *Minimum Water Depths for Head First Diving From Pool Decks, Starting Blocks, Docks and Similar Low Fixed Platforms.*

www.health.ny.gov/environmental/outdoors/camps/aquatics/minimum_water_depths_for_head_first_diving.htm

At pools, diving from the pool deck is prohibited in water less than 8 feet deep except during competitive swimming or swimmer training activities (Refer to SSC Section 6-1.10(l)).

At beaches, diving from a raft, pier, or other platform is permitted in water at least 8 feet deep and extending out for at least 10 feet. (Refer to SSC Section 6-2.19 item 4.8.)

- Most spinal cord injuries associated with diving incidents occur in the natural environment (lakes, rivers, etc.) and,
- Most occur in water depths less than 6 feet.

Warning signs stating "No Diving" must be clearly posted in areas (docks, rafts, etc.) where diving is not allowed**.**

31. Do you allow diving at your bathing facility? ☐ Yes ☒ No

    a) If no, are warning signs stating "No Diving" clearly posted? ☒ Yes ☐ No

    b) If yes, list the rules for use of the diving board below.

    Enter text here.

32. Where are the diving rules clearly posted? It is posted on our rules sign as well as painted on both swim area docks.

33. Who enforces these rules?

    ☒ Aquatics Director ☐ Lifeguard ☐ Camp Director

    ☒ Counselors ☐ Other (specify) Enter text here.

Starting Block Use

- Spinal cord injuries from using starting blocks can occur.
- Use of starting blocks is prohibited except during competitive swimming or swimmer-training activities.
- Operators should have a method to restrict their use during all other times.
- There should be a physical/visual barrier when starting blocks are not in use.

34. Do you have starting blocks at your pool? ☐ Yes ☐ No ☒ N/A (No Pools)

- If yes, how do you restrict their use when not competitive swimming or swimmer-training activities? (Check all that apply.)

☐ Covers ☐ Signs ☐ Lifeguard ☐ Other (specify) Enter text here.

Water Slides

- Improper use of deck slides can result in serious injuries similar to those for diving boards.
- Slides must be installed at the water depth specified by the manufacturer and sliding should only be performed in the sitting position facing forward.
- Rules for use of slides should be developed, posted at the slide and enforced.

35. Do you have slides at your bathing facility? ☒ Yes ☐ No

If yes, list the rules for use of the slide below and answer questions 36 and 37:

The waterslide shall not be used dry. A pump or another means of wetting the slide will be used to assure smooth and safe rides. No one over 160 lbs will be allowed to ride the slide. Only one camper at a time will be allowed to climb the ladder and ride the slide. Once a rider enters the water and moves away from the end of the slide, another rider will be allowed to ride the slide. If the water at the end of the slide is not vacant, a lifeguard or a counselor will instruct riders to not ride until the water below the slide is vacant. Only swimmers allowed in the deep end will be allowed to ride the slide. The aquatics director or a designee will be responsible to check the slide each day before it is used. During a buddy check, use of the slide will cease.

36. Where are the slide rules clearly posted? Next to slide.

37. Who is responsible for enforcing the rules at your bathing facility?

☒ Aquatics Director ☐ Maintenance Staff ☐ Owner/Operator
☒ Lifeguard ☐ Camp Director ☒ Other (specify) Counselors

Night swimming (pools only)

38. Is night swimming allowed at the pool?

☐ No ☐ Yes (must provide adequate lighting to effectively supervise swimming)

Environmental Conditions

Environmental conditions must be continuously evaluated at all bathing facilities. Conditions which may require that the pool or beach be cleared of bathers include: unsanitary water conditions, inadequate disinfection levels, cloudy pool water, glare, spa water temperature over 104 °F, power outages, and thunderstorms.

Each facility should have procedures in place for clearing the water when necessary. These procedures should include who is responsible for monitoring pool closure and what type of communication system will be used.

The National Lightning Safety Institute recommends bathing facilities suspend swimming activities when lightning is within 6-8 miles and wait until 30 minutes after lightning has been observed before resuming water activities.

39. When unsafe conditions occur, who is responsible for monitoring pool or beach closure at your facility?

☒ Aquatics Director ☐ Camp Director ☐ Lifeguards

☐ Other (specify) Enter text here.

40. When will you close the bathing facility for thunderstorms? ☒ At first sign of thunder/lightening ☐ Other (specify): Enter text here.

41. What communication system is used for clearing the bathing facility?

☒ Whistle (specify signal): Long blast ☐ Bullhorn (specify signal): Enter text here.

☐ Voice (specify): Enter text here. ☐ Other (specify): Enter text here.

42. When will you allow re-entry into the water?

☒ After at least 30 minutes without any thunder or lightning

☐ Other (specify): Enter text here.

Fecal, Vomit and Blood Contamination

Fecal, vomit and blood incidents that occur at pools or beaches pose a potential risk of infection to bathers. Special precautions must be taken to ensure that the water is made safe for bathers.

Pools:

- Feces, vomit and blood may contain bacteria, viruses, and parasites that are resistant to chlorine at concentrations found in a pool under normal operating conditions.
- Swimming pool operators must respond differently to formed stool vs. diarrhea in the swimming pool. Diarrhea may be an indication that the person is ill with pathogens such as the highly chlorine-resistant parasite, Cryptosporidium. More stringent measures must be taken to sanitize the pool when diarrhea discharges occur.
- Please refer to the NYS DOH Factsheets:
  - **"Fecal Incident Response Recommendations for Pool and Spray Ground Staff"** at: www.nyhealth.gov/environmental/outdoors/swimming/docs/fs_fecal_incident.pdf
  - **"Vomit and Blood Contamination of Pools and Spray Grounds"** at: www.nyhealth.gov/environmental/outdoors/swimming/docs/fs_vomit_blood_contamination.pdf **Beaches:**

- Since disinfectants cannot be added to natural bodies of water, it is recommended that there be prompt removal of the stool or vomit. Dilution and circulation factors should be considered for the area, which is dependent on beach shape, wind, currents, etc. prior to reopening the beach. Consult your local health department or State District Office for more information.

Daily Inspection

Daily inspections of pools and beaches are necessary to assure that adequate safety levels are maintained. Any problems, such as unsafe water conditions, broken equipment, loose ladders, electrical equipment malfunctions, broken/loose main drain grates, etc., are to be reported to camp management and immediately corrected. If the problem cannot be immediately corrected, the specific swim area or entire pool or beach should be closed, as appropriate.

43. Who is responsible for performing the daily compliance check (including safety equipment, emergency lighting, water conditions, and hazard checks) prior to the pool opening each day?

☒ Aquatics Director ☐ Lifeguard ☐ Maintenance Staff

☐ Camp Director ☐ Owner/Operator ☐ Other (specify): Enter text here.

44. To whom will maintenance issues and unsafe conditions be reported?

☐ Aquatics Director ☐ Lifeguard ☒ Maintenance Staff

☐ Camp Director ☐ Owner/Operator ☐ Other (specify): Enter text here.

45. How is the main drain grate inspected each day? (Pools Only)

☒ N/A (No Pool) ☐ Visually ☐ Reach pole ☐ Other (specify): Enter text here.

RECORD KEEPING

The operator must keep daily records of the number of lifeguards on duty, weather conditions, water clarity, water quality, any reported rescues, injuries and illnesses. Daily records must indicate chemical levels for pools (e.g. chlorine, pH). These records must be available for review by the Permit Issuing Official for at least 12 months.

46. Who is responsible at your facility for maintaining the required daily records?

☒ Aquatics Director ☐ Lifeguard ☐ Maintenance Staff

☐ Camp Director ☐ Owner/Operator ☐ Other (specify): Enter text here.

Chemical Storage and Handling

Improper handling of pool chemicals can result in explosions, fires or poisonous gas. Procedures for safe storage and handling must be developed and staff trained in safe practices. Safety rules should be prominently posted in the chemical use area.

Safety rules should include:

- Follow manufacturer's instructions.
- Never add water to chemicals. Always add chemicals to water.
- Wear eye protection when handling chemicals, and breathing protection for chlorine gas.
- Never mix any chemical with chlorine products. A dangerous chlorine gas could develop immediately.
- Always use a clean scoop when dispensing powdered chlorine, as a potential fire hazard exists.
- All chemicals, including dispensing crocks, must be clearly labeled.
- Create and observe an evacuation plan for facilities using chlorine gas.

47. What type of disinfection do you use in your pools/spas? (Check all that apply):

☒ N/A (No Pools/Spas)

☐ Sodium Hypochlorite (liquid) ☐ Bromine (solid)

☐ Calcium Hypochlorite (powder) ☐ Chlorine Gas

☐ Calcium Hypochlorite (tablet) ☐ Other (specify): Enter text here.

48. How are chemicals for pH adjustment added to the pool/spa?

☒ N/A (No Pools/Spas)

☐ Mechanical Feed Equipment

☐ By hand when the pool is closed with the pool remaining closed until chemicals are evenly distributed and the pH is acceptable and determined by testing

49. Where do you store your chemicals? (specify): Enter text here.

☒ N/A (No chemical stored for aquatic facility)

- Is this storage area inaccessible to the campers and unauthorized staff, and kept locked?

  ☒ Yes ☐ No

  If "no", please explain how unauthorized access is prevented: Enter text here.

50. Do you have established safety rules and are they posted in the storage area? ☐ Yes

Disinfectant Residuals: The swimming pool disinfectant residual must be checked at least three times (3x) a day, especially before and after periods of heavy bathing.

The minimum disinfectant residuals to properly disinfect a pool are stated in Section 6-1.11(c) of Subpart 6-1 of the New York State Sanitary Code. Spa disinfectant residuals are stated in Section 61.25(c). A summary of the minimum chlorine/bromine disinfection residuals is as follows: For a pH range of 7.2 - 7.8 (ideal pH approximately 7.5):

- Minimum concentration of 0.6 milligrams per liter (mg/l) free chlorine residual (spas – 1.5 mg/l free chlorine residual);
- Minimum concentration of 1.5 mg/l bromine residual (spas – 3.0 mg/l); maximum concentration of 6 mg/l bromine residual.

For a pH range of 7.8 - 8.2:

- Minimum concentration of 1.5 mg/l free chlorine residual.

Chlorine and bromide levels must be measured by the DPD method.

51. Who is responsible for maintaining the chemical levels in your pool/spa?

☒ N/A (No Pool/Spa) ☐ Aquatics Director ☐ Maintenance Staff ☐ Owner/Operator ☐ Lifeguard ☐ Camp Director ☐ Other (specify): Enter text here.

Spas must be chlorinated to 10 mg/l at least once a week, when the pool is not in use.

- This is true for spas using either chlorine or bromine as the disinfectant.

Spas must be drained and cleaned when needed, and at least once every two weeks.

- The need to replace the water is based on bather load.
- This water replacement interval can be calculated as follows:

Water Replacement Interval (days) = Spa gals ÷ 3 ÷ Average users per day
Example: 600 gallons ÷ 3 = 200 ÷ 25 *(average users per day)* = 8 days *(water replacement interval)*

52. How often is the spa drained and cleaned?

☒ N/A (No Spa) ☐ Once every 2 weeks ☐ Once a week ☐ Other (specify): Enter text here.

53. How often is the spa chlorinated to 10 mg/l?

☒ N/A (No Spa) ☐ Once a /2 weeks ☐ Once/week ☐ Other (specify): Enter text here.

LIGHTING AND ELECTRICAL (POOLS ONLY)

- Any defects in the electrical system, including underwater or overhead lights, must be immediately repaired.

- Portable electrical devices, such as radios and announcing systems within reach of the bathers, are prohibited.
- Underwater lights must allow an observer on deck to clearly see the whole pool, including the bottom.
- If night swimming is allowed, lighting must be sufficient to allow an observer on deck to clearly see the pool bottom.
- Adequate emergency lighting must be provided at swimming pools where night swimming is allowed and at indoor pools where no natural light is present. For outdoor pools, a portable batterypowered artificial light source (e.g. a flashlight) is acceptable if adequate and maintained to assist during pool evacuation.

54. Indicate lighting and emergency lighting that is provided (select all that apply).

☒ N/A (No Pools) ☐ Overhead lights ☐ Automatic lights ☐ Flashlight

☐ Underwater light ☐ Generator backup ☐ Other (specify): Enter text here.

Medical Waste Contamination (beaches only)

Presence of Medical Waste at Beaches

- Medical debris consisting of blood vials, syringes, needles, medical or surgical gloves and other discarded medical supplies are sometimes found on beaches.
- Operators of beaches which have the potential for medical waste to wash up, must have procedures in place for addressing this type of incident.

55. Is your beach at risk for medical waste contamination? ☐ Yes ☒ No ☐ N/A (No Beaches)
(If "Yes", please complete a - c. Check all that apply for each question.)

a. Who is responsible for identifying medical waste and monitoring the affected beach area at yourbeach?

☒ Aquatics Director ☐ Maintenance Staff ☐ Owner/Operator

☐ Lifeguard ☐ Camp Director ☐ Other (specify) Enter text here.

b. Who is responsible for handling, storing and disposing of medical waste?

☒ Aquatics Director ☐ Maintenance Staff ☐ Owner/Operator

☐ Lifeguard ☐ Camp Director ☐ Other (specify) Enter text here.

c. What is your procedure for addressing medical waste contamination?

☐ Close beach.

☐ Notify LHD

☒ If small amounts of medical waste are found on the beach only, do not close beach.

☐ If larger amounts of medical waste are found on the beach only, affected portion of the beach is closed.

☒ If large amounts of medical waste are found on the beach and/or floating in the water, close the entire beach.

☐ Other (specify)

Enter text here.

Activity Plan

Camp Name:	Lamoka Baptist Camp	Date:	2/1/2023
Prepared By:	Greg Howard	Title:	Director/Administrator
Phone number:	607-463-0324	Email Address:	camp@lamoka.com

Signature: Greg Howard

Complete the following plan for each activity without an Activity-Specific Plan or that requires additional supervision or safety procedures from what has been provided in Section V (Supervision and Activity Safety) of the main document (e.g. requires additional/specialized staff, minimum participant prerequisites, safety equipment). Activities that have similar safety and supervision procedures may be listed on the same worksheet. Submit the completed plan to the local health department or State District Office that has jurisdiction in the county where the camp is located for review.

A copy of the approved plan must be maintained at the camp and reviewed by the activity leader prior to overseeing the activity.

For Health Department Use Only

Approved: ☐ Yes ☐ No

Reviewer: Enter text here.

Date: Enter a date.

PARTICIPANT PREREQUISITES AND SAFETY PROCEDURES

List participant prerequisites, if any (e.g. training, skills, experience, age).

No participant prerequisites

Activity safety orientation including, but not limited to, instruction on the following topics:

ACTIVITY: Arts and Crafts

SUPERVISION

- Each activity at camp must be supervised by an activity leader that is competent in the activity being conducted. Activity leaders of an activity that includes wilderness hiking, camping, rock climbing, horseback riding, bicycling, swimming and/or boating must be at least 18 years of age.
- A minimum of one activity leader and one staff member must supervise activities that occur at locations where additional camp staff assistance is not readily available (within five minutes).
- When the activity is conducted at a location where the camp staff certified in first aid and CPR are not readily available, the activity leader must possess or be accompanied by staff who possesses current first aid and CPR certification in an approved course. NYSDOH Factsheets listing approved CPR and First Aid certification are available at www.health.ny.gov/environmental/outdoors/camps or by contacting your local health department.

1. What ratio of counselors to campers will be maintained for this activity?

☒ 1:8 for campers younger than 8-years-old ☒ 1:10 for campers 8-years and older ☐ 1:12 (day camps only) ☐ Other (specify): Enter text here.

2. List the required prerequisites for the activity leader (e.g. training, skills, experience, certification):

☒ No specialized prerequisites required

☐ Minimum age: ☐ 18 years-old ☐ 21 years-old or older ☐ Other (specify): Enter text here.

☐ Experience (specify in number of weeks or other quantifiable time period): Enter text here.

☐ Certification(s) (specify): Enter text here.

☐ Training (specify): Enter text here.

☐ Other Skill or knowledge required (specify): Enter text here.

3. Does the activity leader need to possess or be accompanied by staff who possesses current first aid and CPR certifications for this activity?

☐ Yes ☒ No

4. At a minimum, there must be visual or verbal communications capabilities between campers and counselors at all times during the activity. Describe any specific duties of the activity leader, counselors and other specialty staff (if any) for this activity:

Help campers with the arts and crafts.

5.

☐

☒

Using paints and other crafting elements.

☐ Other (specify): Enter text here.

6. What safety equipment will be used?

☒ No safety equipment needed ☐ Helmet ☐ Safety goggles ☐ Earplugs ☐ Gloves ☐ Mouth guard ☐ Lifejacket ☐ Shin guards ☐ Long pants

☐ Other (specify): Enter text here.

7. Describe the inspection/maintenance requirements for the required equipment: Enter text here.

☒ No safety equipment/techniques needed

8. What are the rules and/or safety precautions that will be taken during the activity?

No horseplay. Listen to staff, counselors, and activity leaders. Follow all other rules and guidance given by activity leaders.

PARTICIPANT PREREQUISITES AND SAFETY PROCEDURES

List participant prerequisites, if any (e.g. training, skills, experience, age).

No participant prerequisites

Activity safety orientation including, but not limited to, instruction on the following topics:

ACTIVITY: Hiking

SUPERVISION

- Each activity at camp must be supervised by an activity leader that is competent in the activity being conducted. Activity leaders of an activity that includes wilderness hiking, camping, rock climbing, horseback riding, bicycling, swimming and/or boating must be at least 18 years of age.
- A minimum of one activity leader and one staff member must supervise activities that occur at locations where additional camp staff assistance is not readily available (within five minutes).
- When the activity is conducted at a location where the camp staff certified in first aid and CPR are not readily available, the activity leader must possess or be accompanied by staff who possesses current first aid and CPR certification in an approved course. NYSDOH Factsheets listing approved CPR and First Aid certification are available at www.health.ny.gov/environmental/outdoors/camps or by contacting your local health department.

9. What ratio of counselors to campers will be maintained for this activity?

☒ 1:8 for campers younger than 8-years-old ☒ 1:10 for campers 8-years and older ☐ 1:12 (day camps only) ☐ Other (specify): Enter text here.

10. List the required prerequisites for the activity leader (e.g. training, skills, experience, certification):

☐ No specialized prerequisites required

☒ Minimum age: ☒ 18 years-old ☐ 21 years-old or older ☐ Other (specify): Enter text here.

☐ Experience (specify in number of weeks or other quantifiable time period): Enter text here.

☐ Certification(s) (specify): Enter text here.

☐ Training (specify): Enter text here.

☐ Other Skill or knowledge required (specify): Enter text here.

11. Does the activity leader need to possess or be accompanied by staff who possesses current first aid and CPR certifications for this activity?

☒ Yes ☐ No

12. At a minimum, there must be visual or verbal communications capabilities between campers and counselors at all times during the activity. Describe any specific duties of the activity leader, counselors and other specialty staff (if any) for this activity:

Leading campers on the hike.

13.

☒

☐

Enter text here.

☐ Other (specify): Enter text here.

14. What safety equipment will be used?

☐ No safety equipment needed ☐ Helmet ☐ Safety goggles ☐ Earplugs

☐ Gloves ☐ Mouth guard ☐ Lifejacket ☐ Shin guards ☐ Long pants

☒ Other (specify): trails are not very long and are free of debris and hazards, including poison ivy. We will suggest campers where long sleeves and long pants, but it will not be required.

15. Describe the inspection/maintenance requirements for the required equipment:

Trails will be maintained and inspected by the Maintenance staff at the beginning of the camp season. A phone will be taken in case of emergency.

☐ No safety equipment/techniques needed

16. What are the rules and/or safety precautions that will be taken during the activity?

Campers must stay in visual range of the counselor at all times, groups going further then a 5 minute walk away from campus (on site) will take a CPR and First Aid Certified person with them.

PARTICIPANT PREREQUISITES AND SAFETY PROCEDURES

List participant prerequisites, if any (e.g. training, skills, experience, age).

No participant prerequisites

Activity safety orientation including, but not limited to, instruction on the following topics:

ACTIVITY: Organized Games

SUPERVISION

- Each activity at camp must be supervised by an activity leader that is competent in the activity being conducted. Activity leaders of an activity that includes wilderness hiking, camping, rock climbing, horseback riding, bicycling, swimming and/or boating must be at least 18 years of age.
- A minimum of one activity leader and one staff member must supervise activities that occur at locations where additional camp staff assistance is not readily available (within five minutes).
- When the activity is conducted at a location where the camp staff certified in first aid and CPR are not readily available, the activity leader must possess or be accompanied by staff who possesses current first aid and CPR certification in an approved course. NYSDOH Factsheets listing approved CPR and First Aid certification are available at www.health.ny.gov/environmental/outdoors/camps or by contacting your local health department.

17. What ratio of counselors to campers will be maintained for this activity?

☒ 1:8 for campers younger than 8-years-old ☒ 1:10 for campers 8-years and older ☐ 1:12 (day camps only) ☐ Other (specify): Enter text here.

18. List the required prerequisites for the activity leader (e.g. training, skills, experience, certification):

☐ No specialized prerequisites required

☐ Minimum age: ☐ 18 years-old ☐ 21 years-old or older ☐ Other (specify): Enter text here. ☒ Experience (specify in number of weeks or other quantifiable time period): 6 weeks ☐ Certification(s) (specify): Enter text here.

☒ Training (specify): rules and guidelines for running games and activities.

☒ Other Skill or knowledge required (specify): Game and activity rules.

19. Does the activity leader need to possess or be accompanied by staff who possesses current first aid and CPR certifications for this activity?

☐ Yes ☒ No

20. At a minimum, there must be visual or verbal communications capabilities between campers and counselors at all times during the activity. Describe any specific duties of the activity leader, counselors and other specialty staff (if any) for this activity:

Going over rules and running the games.

21.

☒

☐

Enter text here.

☐ Other (specify): Enter text here.

22. What safety equipment will be used?

☒ No safety equipment needed ☐ Helmet ☐ Safety goggles ☐ Earplugs

☐ Gloves ☐ Mouth guard ☐ Lifejacket ☐ Shin guards ☐ Long pants

☐ Other (specify):

23. Describe the inspection/maintenance requirements for the required equipment: Enter text here.

☒ No safety equipment/techniques needed

24. What are the rules and/or safety precautions that will be taken during the activity?

No horseplay. Listen to staff, counselors, and activity leaders. Follow all other rules and guidance given by activity leaders.

PARTICIPANT PREREQUISITES AND SAFETY PROCEDURES

List participant prerequisites, if any (e.g. training, skills, experience, age).

No participant prerequisites

Activity safety orientation including, but not limited to, instruction on the following topics:

ACTIVITY: Tubing

SUPERVISION

- Each activity at camp must be supervised by an activity leader that is competent in the activity being conducted. Activity leaders of an activity that includes wilderness hiking, camping, rock climbing, horseback riding, bicycling, swimming and/or boating must be at least 18 years of age.
- A minimum of one activity leader and one staff member must supervise activities that occur at locations where additional camp staff assistance is not readily available (within five minutes).
- When the activity is conducted at a location where the camp staff certified in first aid and CPR are not readily available, the activity leader must possess or be accompanied by staff who possesses current first aid and CPR certification in an approved course. NYSDOH Factsheets listing approved CPR and First Aid certification are available at www.health.ny.gov/environmental/outdoors/camps or by contacting your local health department.

25. What ratio of counselors to campers will be maintained for this activity?

☒ 1:8 for campers younger than 8-years-old ☒ 1:10 for campers 8-years and older ☐ 1:12 (day camps only) ☐ Other (specify): Enter text here.

26. List the required prerequisites for the activity leader (e.g. training, skills, experience, certification):

☐ No specialized prerequisites required

☐ Minimum age: ☒ 18 years-old ☐ 21 years-old or older ☐ Other (specify): Enter text here.

☒ Experience (specify in number of weeks or other quantifiable time period): 3 years

☒ Certification(s) (specify): PV License, Boater Safety Course

☒ Training (specify): Training specific to running and operating the camp boat (e.g. checking oil and fueling the boat, etc)

☒ Other Skill or knowledge required (specify): Knowledge of the lake's topographical features and general depths.

27. Does the activity leader need to possess or be accompanied by staff who possesses current first aid and CPR certifications for this activity?

☒ Yes ☐ No

28. At a minimum, there must be visual or verbal communications capabilities between campers and counselors at all times during the activity. Describe any specific duties of the activity leader, counselors and other specialty staff (if any) for this activity:

Driving the boat.

PARTICIPANT PREREQUISITES AND SAFETY PROCEDURES

29. List participant prerequisites, if any (e.g. training, skills, experience, age).

☐ No participant prerequisites

☒ Activity safety orientation including, but not limited to, instruction on the following topics: Safely getting on and off the tube, hand signals for tube ride (e.g. thumbs up for faster, thumbs down for slower, and hand flat toward boat to stop). ☐ Other (specify): Enter text here.

30. What safety equipment will be used?

☐ No safety equipment needed ☐ Helmet ☐ Safety goggles ☐ Earplugs

☐ Gloves ☐ Mouth guard ☒ Lifejacket ☐ Shin guards ☐ Long pants

☒ Other (specify): Equipment required on boat by Parks and Recs Department (e.g. flares, visual signal, etc).

31. Describe the inspection/maintenance requirements for the required equipment: Daily inspections of boat, including oil, gas, hull, etc.

☐ No safety equipment/techniques needed

32. What are the rules and/or safety precautions that will be taken during the activity?

"Campers must remain seated on boat when it is in motion, tubers must ride on tube according to the instructions given for a specific tube (e.g. tubes that lay on must be laid on), Campers will never stand on the tube when it is in motion. Tubing maximum 15 miles an hour, speed limit on the lake for boat rides is 30 miles per hour. A lifeguard will be used as the spotter when tubing is taking place. Boat drivers will not be allowed to take any aggressive turns or swing the campers in any aggressive manner."

ACTIVITY: Hay Rides

SUPERVISION

- Each activity at camp must be supervised by an activity leader that is competent in the activity being conducted. Activity leaders of an activity that includes wilderness hiking, camping, rock climbing, horseback riding, bicycling, swimming and/or boating must be at least 18 years of age.
- A minimum of one activity leader and one staff member must supervise activities that occur at locations where additional camp staff assistance is not readily available (within five minutes).
- When the activity is conducted at a location where the camp staff certified in first aid and CPR are not readily available, the activity leader must possess or be accompanied by staff who possesses current first aid and CPR certification in an approved course. NYSDOH Factsheets listing approved CPR and First Aid certification are available at www.health.ny.gov/environmental/outdoors/camps or by contacting your local health department.

33. What ratio of counselors to campers will be maintained for this activity?

☒ 1:8 for campers younger than 8-years-old ☒ 1:10 for campers 8-years and older ☐ 1:12 (day camps only) ☐ Other (specify): Enter text here.

34. List the required prerequisites for the activity leader (e.g. training, skills, experience, certification):

☐ No specialized prerequisites required

☐ Minimum age: ☐ 18 years-old ☐ 21 years-old or older ☐ Other (specify): Enter text here. ☒ Experience (specify in number of weeks or other quantifiable time period): 5 years ☐ Certification(s) (specify): Enter text here.

☒ Training (specify): training specific to running a farm tractor.

☒ Other Skill or knowledge required (specify): knowledge of where to go and not go on campus with the hay ride.

35. Does the activity leader need to possess or be accompanied by staff who possesses current first aid and CPR certifications for this activity?

☒ Yes ☐ No

36. At a minimum, there must be visual or verbal communications capabilities between campers and counselors at all times during the activity. Describe any specific duties of the activity leader, counselors and other specialty staff (if any) for this activity:

Driving the tractor. Loading and offloading of campers.

PARTICIPANT PREREQUISITES AND SAFETY PROCEDURES

37. List participant prerequisites, if any (e.g. training, skills, experience, age).

☐ No participant prerequisites

☒ Activity safety orientation including, but not limited to, instruction on the following topics: Safely loading and offloading from hay wagon. Safety while on hay wagon (including not standing while hay wagon is in motion and no horseplay.) ☐ Other (specify): Enter text here.

38. What safety equipment will be used?

☐ No safety equipment needed ☐ Helmet ☐ Safety goggles ☐ Earplugs

☐ Gloves ☐ Mouth guard ☐ Lifejacket ☐ Shin guards ☐ Long pants

☒ Other (specify): The hay wagon has benches along three sides (not the rear) and high walls around all those same sides. Counselors or other trained staff members will sit at the end of the benches to keep campers from getting close to the back of the hay wagon.

39. Describe the inspection/maintenance requirements for the required equipment:

The wagon and tractor are inspected before every use by the driver. This inspection includes looking for safety issues and concerns of any type.

☐ No safety equipment/techniques needed

40. What are the rules and/or safety precautions that will be taken during the activity? Campers will load & unload when directed to by staff & will stay seated for the duration. No standing when the tractor is moving. Sides of the trailer are made of wood and keep campers from falling off. Campers will keep appendages in trailer at all times. Campers who violate the rules may be removed safely and not allowed to ride again.

ACTIVITY: Culinary Skills

SUPERVISION

- Each activity at camp must be supervised by an activity leader that is competent in the activity being conducted. Activity leaders of an activity that includes wilderness hiking, camping, rock climbing, horseback riding, bicycling, swimming and/or boating must be at least 18 years of age.
- A minimum of one activity leader and one staff member must supervise activities that occur at locations where additional camp staff assistance is not readily available (within five minutes).
- When the activity is conducted at a location where the camp staff certified in first aid and CPR are not readily available, the activity leader must possess or be accompanied by staff who possesses current first aid and CPR certification in an approved course. NYSDOH Factsheets listing approved CPR and First Aid certification are available at www.health.ny.gov/environmental/outdoors/camps or by contacting your local health department.

41. What ratio of counselors to campers will be maintained for this activity?

☐ 1:8 for campers younger than 8-years-old ☒ 1:10 for campers 8-years and older ☐ 1:12 (day camps only) ☐ Other (specify): Enter text here.

42. List the required prerequisites for the activity leader (e.g. training, skills, experience, certification):

☐ No specialized prerequisites required

☒ Minimum age: ☒ 18 years-old ☐ 21 years-old or older ☐ Other (specify): Enter text here. ☒ Experience (specify in number of weeks or other quantifiable time period): 2 years ☐ Certification(s) (specify): Enter text here.

☒ Training (specify): Culinary Training.

☐ Other Skill or knowledge required (specify): Enter text here.

43. Does the activity leader need to possess or be accompanied by staff who possesses current first aid and CPR certifications for this activity?

☒ Yes ☐ No

44. At a minimum, there must be visual or verbal communications capabilities between campers and counselors at all times during the activity. Describe any specific duties of the activity leader, counselors and other specialty staff (if any) for this activity:

Enter text here.

PARTICIPANT PREREQUISITES AND SAFETY PROCEDURES

45. List participant prerequisites, if any (e.g. training, skills, experience, age).

☐ No participant prerequisites

☒ Activity safety orientation including, but not limited to, instruction on the following topics: Kitchen/cooking basic safety.

☒ Other (specify): 14 years or older.

46. What safety equipment will be used?

☐ No safety equipment needed ☐ Helmet ☐ Safety goggles ☐ Earplugs

☐ Gloves ☐ Mouth guard ☐ Lifejacket ☐ Shin guards ☐ Long pants

☒ Other (specify): Gloves for food prep. Knife safety gloves for cutting instruction. Hot pads or Hot gloves when working with hot food.

47. Describe the inspection/maintenance requirements for the required equipment: The instructor will inspect all equipment and utensils each day before use.

☐ No safety equipment/techniques needed

48. What are the rules and/or safety precautions that will be taken during the activity?

The instructor will give equipment and topic specific safety instructions at the beginning of each lesson or class (e.g. knife safety will be covered before knives are used). Campers will not touch any equipment or kitchen utensils without permission and instruction. No horseplay.

ACTIVITY: Bounce House

SUPERVISION

- Each activity at camp must be supervised by an activity leader that is competent in the activity being conducted. Activity leaders of an activity that includes wilderness hiking, camping, rock climbing, horseback riding, bicycling, swimming and/or boating must be at least 18 years of age.
- A minimum of one activity leader and one staff member must supervise activities that occur at locations where additional camp staff assistance is not readily available (within five minutes).
- When the activity is conducted at a location where the camp staff certified in first aid and CPR are not readily available, the activity leader must possess or be accompanied by staff who possesses current first aid and CPR certification in an approved course. NYSDOH Factsheets listing approved CPR and First Aid certification are available at www.health.ny.gov/environmental/outdoors/camps or by contacting your local health department.

49. What ratio of counselors to campers will be maintained for this activity?

☒ 1:8 for campers younger than 8-years-old ☒ 1:10 for campers 8-years and older ☐ 1:12 (day camps only) ☐ Other (specify): Enter text here.

50. List the required prerequisites for the activity leader (e.g. training, skills, experience, certification):

☒ No specialized prerequisites required

☐ Minimum age: ☐ 18 years-old ☐ 21 years-old or older ☐ Other (specify): Enter text here.

☐ Experience (specify in number of weeks or other quantifiable time period): Enter text here.

☐ Certification(s) (specify): Enter text here.

☐ Training (specify): Enter text here.

☐ Other Skill or knowledge required (specify): Enter text here.

51. Does the activity leader need to possess or be accompanied by staff who possesses current first aid and CPR certifications for this activity?

☐ Yes ☒ No

52. At a minimum, there must be visual or verbal communications capabilities between campers and counselors at all times during the activity. Describe any specific duties of the activity leader, counselors and other specialty staff (if any) for this activity:

Counselors, Leader, and staff will oversee the activity and make sure campers follow safety rules and guidelines.

PARTICIPANT PREREQUISITES AND SAFETY PROCEDURES

List participant prerequisites, if any (e.g. training, skills, experience, age).

No participant prerequisites

Activity safety orientation including, but not limited to, instruction on the following topics:

53.

☐

☐

☒ Other (specify): must be 6&up **54.**

What safety equipment will be used?

☒ No safety equipment needed ☐ Helmet ☐ Safety goggles ☐ Earplugs

☐ Gloves ☐ Mouth guard ☐ Lifejacket ☐ Shin guards ☐ Long pants

☐ Other (specify):

55. Describe the inspection/maintenance requirements for the required equipment:

The bounce house will be inspected before each use by the staff running the activity.

☐ No safety equipment/techniques needed

56. What are the rules and/or safety precautions that will be taken during the activity?

- Only children age 6 and older should use bounce houses. Younger children may not have the balance, coordination or strength to safely enjoy one.
- A counselor or adult will always be present to supervise. At a park or other similar setting, a trained staff member must be present to supervise.
- Before entering, children will take off their shoes, glasses, and any sharp objects will be removed from their pockets.
- No rough housing allowed.
- Bounce house will not be used if it is too windy.
- The occupancy of the bounce house will stay below the number assigned to the bounce house by the manufacturer (if one is present. If no such number is present or given, then the number will be kept to a minimum to assure safe bouncing).

ACTIVITY: Mini Golf

SUPERVISION

- Each activity at camp must be supervised by an activity leader that is competent in the activity being conducted. Activity leaders of an activity that includes wilderness hiking, camping, rock climbing, horseback riding, bicycling, swimming and/or boating must be at least 18 years of age.
- A minimum of one activity leader and one staff member must supervise activities that occur at locations where additional camp staff assistance is not readily available (within five minutes).
- When the activity is conducted at a location where the camp staff certified in first aid and CPR are not readily available, the activity leader must possess or be accompanied by staff who possesses current first aid and CPR certification in an approved course. NYSDOH Factsheets listing approved CPR and First Aid certification are available at www.health.ny.gov/environmental/outdoors/camps or by contacting your local health department.

57. What ratio of counselors to campers will be maintained for this activity?

☒ 1:8 for campers younger than 8-years-old ☒ 1:10 for campers 8-years and older ☐ 1:12 (day camps only) ☐ Other (specify): Enter text here.

58. List the required prerequisites for the activity leader (e.g. training, skills, experience, certification):

☒ No specialized prerequisites required

☐ Minimum age: ☐ 18 years-old ☐ 21 years-old or older ☐ Other (specify): Enter text here.

☐ Experience (specify in number of weeks or other quantifiable time period): Enter text here.

☐ Certification(s) (specify): Enter text here.

☐ Training (specify): Enter text here.

☐ Other Skill or knowledge required (specify): Enter text here.

59. Does the activity leader need to possess or be accompanied by staff who possesses current first aid and CPR certifications for this activity?

☐ Yes ☒ No

60. At a minimum, there must be visual or verbal communications capabilities between campers and counselors at all times during the activity. Describe any specific duties of the activity leader, counselors and other specialty staff (if any) for this activity:

Enter text here.

61.

PARTICIPANT PREREQUISITES AND SAFETY PROCEDURES

List participant prerequisites, if any (e.g. training, skills, experience, age).

No participant prerequisites

Activity safety orientation including, but not limited to, instruction on the following topics:

☒

☐

Enter text here.

☐ Other (specify): Enter text here.

62. What safety equipment will be used?

☐ No safety equipment needed ☐ Helmet ☐ Safety goggles ☐ Earplugs

☐ Gloves ☐ Mouth guard ☐ Lifejacket ☐ Shin guards ☐ Long pants

☒ Other (specify): N/A

63. Describe the inspection/maintenance requirements for the required equipment:

Enter text here.

☒ No safety equipment/techniques needed

64. What are the rules and/or safety precautions that will be taken during the activity?

No horseplay. No swinging of golf clubs above the head. No throwing golf balls or clubs.

ACTIVITY: Super Waterslide

SUPERVISION

- Each activity at camp must be supervised by an activity leader that is competent in the activity being conducted. Activity leaders of an activity that includes wilderness hiking, camping, rock climbing, horseback riding, bicycling, swimming and/or boating must be at least 18 years of age.
- A minimum of one activity leader and one staff member must supervise activities that occur at locations where additional camp staff assistance is not readily available (within five minutes).
- When the activity is conducted at a location where the camp staff certified in first aid and CPR are not readily available, the activity leader must possess or be accompanied by staff who possesses current first aid and CPR certification in an approved course. NYSDOH Factsheets listing approved CPR and First Aid certification are available at www.health.ny.gov/environmental/outdoors/camps or by contacting your local health department.

65. What ratio of counselors to campers will be maintained for this activity?

☒ 1:8 for campers younger than 8-years-old ☒ 1:10 for campers 8-years and older ☐ 1:12 (day camps only) ☐ Other (specify): Enter text here.

66. List the required prerequisites for the activity leader (e.g. training, skills, experience, certification):

☒ No specialized prerequisites required

☐ Minimum age: ☐ 18 years-old ☐ 21 years-old or older ☐ Other (specify): Enter text here.

☐ Experience (specify in number of weeks or other quantifiable time period): Enter text here.

☐ Certification(s) (specify): Enter text here.

☐ Training (specify): Enter text here.

☐ Other Skill or knowledge required (specify): Enter text here.

67. Does the activity leader need to possess or be accompanied by staff who possesses current first aid and CPR certifications for this activity?

☒ Yes ☐ No

68. At a minimum, there must be visual or verbal communications capabilities between campers and counselors at all times during the activity. Describe any specific duties of the activity leader, counselors and other specialty staff (if any) for this activity:

Counselors will maintain order and help direct campers throughout the activity. The activity leader will be responsible to go over the rules with the campers before they participate.

PARTICIPANT PREREQUISITES AND SAFETY PROCEDURES

List participant prerequisites, if any (e.g. training, skills, experience, age).

No participant prerequisites

Activity safety orientation including, but not limited to, instruction on the following topics:

69.

☒

☐

Enter text here.

☐ Other (specify): Enter text here.

70. What safety equipment will be used?

☒ No safety equipment needed ☐ Helmet ☐ Safety goggles ☐ Earplugs

☐ Gloves ☐ Mouth guard ☐ Lifejacket ☐ Shin guards ☐ Long pants

☐ Other (specify): N/A

71. Describe the inspection/maintenance requirements for the required equipment:

Enter text here.

☒ No safety equipment/techniques needed

72. What are the rules and/or safety precautions that will be taken during the activity?

No horseplay. No running. Participants should not wear jeans, wear jewelry, or have on their person any sharp or hard objects. Participants must ride feet-first and on their bottoms, one at a time. Participants at the top of the slide (in line) must wait until directed to sit by a staff member before doing so. Before sliding, participants must wait for the go-ahead command from the staff member at the top of the slide to assure that the slide is clear.

ACTIVITY: Laser Tag

SUPERVISION

- Each activity at camp must be supervised by an activity leader that is competent in the activity being conducted. Activity leaders of an activity that includes wilderness hiking, camping, rock climbing, horseback riding, bicycling, swimming and/or boating must be at least 18 years of age.
- A minimum of one activity leader and one staff member must supervise activities that occur at locations where additional camp staff assistance is not readily available (within five minutes).
- When the activity is conducted at a location where the camp staff certified in first aid and CPR are not readily available, the activity leader must possess or be accompanied by staff who possesses current first aid and CPR certification in an approved course. NYSDOH Factsheets listing approved CPR and First Aid certification are available at www.health.ny.gov/environmental/outdoors/camps or by contacting your local health department.

61. What ratio of counselors to campers will be maintained for this activity?

☒ 1:8 for campers younger than 8-years-old ☒ 1:10 for campers 8-years and older ☐ 1:12 (day camps only) ☐ Other (specify): Enter text here.

62. List the required prerequisites for the activity leader (e.g. training, skills, experience, certification):

☒ No specialized prerequisites required

☐ Minimum age: ☐ 18 years-old ☐ 21 years-old or older ☐ Other (specify): Enter text here.

☐ Experience (specify in number of weeks or other quantifiable time period): Enter text here.

☐ Certification(s) (specify): Enter text here.

☐ Training (specify): Enter text here.

☐ Other Skill or knowledge required (specify): Enter text here.

63. Does the activity leader need to possess or be accompanied by staff who possesses current first aid and CPR certifications for this activity?

☐ Yes ☒ No

64. At a minimum, there must be visual or verbal communications capabilities between campers and counselors at all times during the activity. Describe any specific duties of the activity leader, counselors and other specialty staff (if any) for this activity:

Enter text here.

PARTICIPANT PREREQUISITES AND SAFETY PROCEDURES

List participant prerequisites, if any (e.g. training, skills, experience, age).

☒ No participant prerequisites

☐ Activity safety orientation including, but not limited to, instruction on the following topics:

61.

☐ Other (specify): Enter text here.

65. What safety equipment will be used?

☐ No safety equipment needed ☐ Helmet ☐ Safety goggles ☐ Earplugs

☐ Gloves ☐ Mouth guard ☐ Lifejacket ☐ Shin guards ☐ Long pants

☒ Other (specify): N/A

66. Describe the inspection/maintenance requirements for the required equipment:

Enter text here.

☒ No safety equipment/techniques needed

67. What are the rules and/or safety precautions that will be taken during the activity?

No horseplay. No sprinting while playing. No swinging the plastic laser gun around near other players. Listen and follow all directions given by the activity leader.

ACTIVITY: Axe Throwing

SUPERVISION

- Each activity at camp must be supervised by an activity leader that is competent in the activity being conducted. Activity leaders of an activity that includes wilderness hiking, camping, rock climbing, horseback riding, bicycling, swimming and/or boating must be at least 18 years of age.
- A minimum of one activity leader and one staff member must supervise activities that occur at locations where additional camp staff assistance is not readily available (within five minutes).
- When the activity is conducted at a location where the camp staff certified in first aid and CPR are not readily available, the activity leader must possess or be accompanied by staff who possesses current first aid and CPR certification in an approved course. NYSDOH Factsheets listing approved CPR and First Aid certification are available at www.health.ny.gov/environmental/outdoors/camps or by contacting your local health department.

65. What ratio of counselors to campers will be maintained for this activity?

☐ 1:8 for campers younger than 8-years-old ☒ 1:10 for campers 8-years and older ☐ 1:12 (day camps only) ☐ Other (specify): Enter text here.

66. List the required prerequisites for the activity leader (e.g. training, skills, experience, certification):

☐ No specialized prerequisites required

☐ Minimum age: ☒ 18 years-old ☐ 21 years-old or older ☐ Other (specify): Enter text here.

☐ Experience (specify in number of weeks or other quantifiable time period): Enter text here.

☐ Certification(s) (specify): Enter text here.

☒ Training (specify): Safety training on safety line and fire line, as well as training on how to safely handle and store the axes at all times to avoid injury or participants holding the axes when not throwing from the fire line at the designated and safe time.

☒ Other Skill or knowledge required (specify): Only staff and/or the activity leader will retrieve axes from the targets or target area between throwing times. Campers will not be allowed to retrieve axes, but will be handed the axes by staff when it is safe to throw again.

67. Does the activity leader need to possess or be accompanied by staff who possesses current first aid and CPR certifications for this activity?

☒ Yes ☐ No

PARTICIPANT PREREQUISITES AND SAFETY PROCEDURES

List participant prerequisites, if any (e.g. training, skills, experience, age).

☒ No participant prerequisites

☐ Activity safety orientation including, but not limited to, instruction on the following topics:

68. At a minimum, there must be visual or verbal communications capabilities between campers and counselors at all times during the activity. Describe any specific duties of the activity leader, counselors and other specialty staff (if any) for this activity:

Enter text here.

69. What safety equipment will be used?

☐ No safety equipment needed ☐ Helmet ☐ Safety goggles ☐ Earplugs

☒ Gloves ☐ Mouth guard ☐ Lifejacket ☐ Shin guards ☐ Long pants

☐ Other (specify):

70. Describe the inspection/maintenance requirements for the required equipment:

Safety gloves will be available for optional use by participants. If they chose to wear them, the activity leader and/or staff will make sure the gloves are in good working condition (providing protection when handling the axes).

☐ No safety equipment/techniques needed

71. What are the rules and/or safety precautions that will be taken during the activity?

All participants will receive all directions and rules that follow before the activity begins. No horseplay. All participants will remain behind the safe line while getting instructions and when they are not throwing axes. Participants whose turn it is to throw axes at targets will be instructed to approach the firing/throwing line. No more than one participant will throw axes at a given target at the same time (targets are placed several feet away to spread the participants out when throwing). When it is safe to throw the activity leader will instruct the participants that they may throw. After participants have thrown all their axes, the activity leader will verbalize that all axes have been thrown and that it is safe to collect axes thrown. NO participants will cross the firing line to retrieve axes. Staff will collect axes for participants. When all axes have been collected, the axes will be handed to the next participants in a safe manner (handle first) ONLY when the range/target area is clear of persons and it is safe again to throw. Any participant that violates any of these safety rules or handles an axe(s) in an unsafe manner, may be disqualified from the activity immediately.

LAMOKA
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CAMP