Checklist for Youth Group Camps

Send to Extension Office Before Camp

_____ Proof of Liability Insurance

_____ Copies of First Aid/CPR, RN / LPN / EMT, Lifeguard, and Food Safety Certifications

_____ Camp Rosters of youth and adults (include name, age, address, and phone number)

_____ Rec/Ed Code Acknowledgement Form (located on user CD)

_____ Food Safety Acknowledgement Form (located on user CD - This form is only required when the group does not have a Certified Food Manager on staff and operates under TEC license)

THE FOLLOWING MUST BE BROUGHT TO CAMP AND FOLLOWED WHILE USING THE CAMP

Camp Staff

_____ Chaperones equivalent to DHS 175.18 and to youth group’s recognized standards

_____ Medical Personnel
• Camp of more than 3 nights - RN, LPN, or EMT or other options found in DHS 175.195(b)(a-h) ALL must have current CPR card
• Camp of less than 3 nights - Certified First Aid or First Responder ALL must have current CPR card

Insurance and Emergency Plans

_____ Proof of Liability Insurance

_____ Weather Emergency Plan specific and in writing (examples provided by Trails End Camp)

_____ Emergency Evacuation Plan specific and in writing. It should cover: fire, severe weather, lost campers and lost swimmers, and stranger in camp. Examples provided by Trail’s End Camp.

Paperwork

_____ All youth and adult medical histories including any physical conditions, medications, and allergies. Recommend to have consent for emergency medical care.

_____ Camp Rosters for all campers including names, home addresses, and phone numbers PLUS emergency contact names and phone numbers

_____ Have a method for tracking campers leaving and entering camp while in session

_____ Treatment logs are available in the infirmary. All medical procedures including medication administration must be written in log.
Kitchen

- Certified Food Safety kitchen supervisor. You may operate under our Caretaker’s certification; otherwise, you must have ServSafe or Tavern League course & state certification.

- Review Kitchen Food Safety Booklet

- Must keep all food receipts (especially meat)

- No jewelry (exception for a wedding ring)

- Wear hair nets & gloves at all times (supplied by TEC)

- Do not use the 3 compartment sink for hand washing or preparing food

- Do not let people hang out in the kitchen area

Waterfront – outlined in DHS 175-18(5)

- Must have a Water Activities Director that is a certified life guard 18 years of age or older

- All life guards must be certified, have first-aid & CPR certificate

- Have waterfront rules and boundaries. Rules are posted at swimming area & boat ramp.

- Describe how access to water will be controlled. This could be addressed in emergency policies or simply doing a final check of the waterfront at the end of the evening. For example, how are you going to make sure someone doesn’t drown in the middle of the night?

- Have a method for checking persons in and out of the water & supervising kids in the water (buddy system, lanyards, colored caps, etc)

- Must conduct swim tests for all campers and provide a label system for each level of swimmer (TEC will provide colored wrist bands to be used)

- All persons canoeing must wear flotation device and shoes at all times (PFD’s are provided by camp).

Safety equipment is available for use including backboard, rescue tube, throwable flotation devices for canoes 16’ and greater in length, rescue boat, reaching pole, etc.

Other

- Cell phone or calling card for long distance

- Vehicle available at all times

ALL MEDICAL / FOOD / LIFEGUARD CARDS MUST BE BROUGHT TO CAMP AND BE CURRENT