

Checklist for Youth Group Camps

Send to Extension Office **PRIOR to going to Camp**

- _____ Proof of Liability Insurance – must be submitted within 30 days of camp usage
- _____ Copies of First Aid/CPR, RN / LPN / EMT, Lifeguard, Shooting Sports, and Food Safety Certifications
- _____ Camp Rosters of youth and adults (include name, age, address, and phone number)

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

Camp Staff

- _____ Chaperones equivalent to ATCP 78.18(1) and to youth group's recognized standards
- _____ Medical Personnel – see flowchart in booking CD
 - Camp of less than 3 nights - Certified First Aid or First Responder
ALL must have current CPR/AED card
 - Camp of more than 3 nights - RN, LPN, *or* EMT or other options found in ATCP 78.19(5)(b)(a-h)
ALL must have current CPR/AED 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. Medications must be labeled to include the name of the camper or staff member, the name of the medication, the dosage, the frequency of administration and the route of administration. Prescriptions must include name of prescribing doctor, prescription number, date prescribed, adverse reactions and any other specific conditions.

Kitchen

- _____ Certified Food Safety kitchen supervisor. You no longer can operate under our Caretaker's Certification. Approved training courses can be found at:
<https://datcp.wi.gov/Documents/CFMCourseDirectory.pdf>
- _____ 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 ATCP 78-18(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