

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 legal name, age, home address, email address and phone number plus name, phone number and email of persons to notify in case of an emergency)

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

Kitchen – ATCP 78.23

- _____ Certified Food Safety kitchen supervisor. 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

Adult Camp Staffing – ATCP 78.25

- _____ Chaperones equivalent to ATCP 78.25 and to youth group's recognized standards (Adult to child ratio ages are 1 adult to every 4 children ages 6 and under and 1 adult for every 10 youth ages 7 to 17)

Camper Supervision & Safety - ATCP 78.26

- _____ Camp Staff Screening
- _____ Background check completed – all staff must have a background check performed every 2 years
- _____ Background check threshold – policy that is reviewed, signed and dated within the last 3 years
- _____ Specialized program activities - Shooting Sports Certification & should be locked while not in use. Signage shall be posted that communicates clear safety signals and range commands to control activity at the firing line and during the retrieval of arrows or targets.

- _____ Specialized program activity – Obstacle Course.
Prior to use, a group leader must take training from the Trail’s End Camp Caretaker
- _____ Plans for general camp security that address visitors, vendors or contracted services that enter camp premises, firearms and ammunition used by staff for non-program activities, and active threats and possible intruders on camp premises. Plan should also include the frequency of training and rehearsal provided to camp staff.
- _____ Emergency Response and Recovery Plan *specific and in writing*. It should cover: fire, severe weather and power outage, identifying a designated shelter, lost campers, lost swimmers and communicable disease and foodborne illness outbreak, including reporting and notification to the health department. Examples provided by Trail’s End Camp.
- _____ Camper sexual abuse prevention training requirements – completed annually

Waterfront – outlined in ATCP 78.26 (3) (c)

- _____ Must have an Adult Aquatic Supervisor who holds a current lifeguard certification including certification for First Aid and CPR w/AED
- _____ Have a written lifeguard and attendant staffing plan
- _____ All life guards must hold current certification which also includes First-Aid, CPR and AED
- _____ 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
- _____ 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.

Camp Wellness and Health Staff – ATCP 78.27

- _____ Vehicle must be available at all times to transport a camper or staff member
- _____ All youth medical histories including any physical conditions, medications, allergies, immunization status, any special health and behavioral considerations, permission from the family that allows for a camper to self-carry and administer emergency medication, if applicable. Consent for emergency medical care and for health staff to provide routine healthcare treatment, identifying over-the-counter medications that can be administered.

_____ All staff medical histories including any physical conditions, limitations, medications, allergies, immunization status and who to contact in case of emergency.

_____ Medical Personnel – see requirements listed in ATCP Table 78.27

- There are stricter requirements for camps of more than 3 nights.
- Be aware that those administering medication must have completed the Medication Administration Principles training w/passing grade within the last year (find this course at dpi.wi.gov/sspw/pupil-services/school-nurse/training/medication).

_____ 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.

_____ Groups must maintain all camper health histories and treatment records for their campers and staff for a minimum of 3 calendar years and make the records available upon request to the department or agent within 2 business days of the request.

_____ Treatment logs are to be kept by user group – do NOT leave in infirmary. To save on cost, you can use these books year after year.

Death, injury, or illness reports – ATCP 78.29

_____ User group shall report incidents resulting in serious injury, illness or death where an emergency medical service response is required but the end of the next working day following the incident by phone or email to the department or its agent.

Other

_____ Cell phone – there is no long-distance calling on camp phone. There is a phone in the pantry off the kitchen that has local service only 715-868-9688.

_____ Internet – complimentary through BruceTel – no password needed

_____ Camp address – N5405 Trail’s End St, Bruce, WI 54819 – this is not a mailing address but can be used for deliveries

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