

## CAMP READINESS – RECRUITING, TRAINING & SUPERVISION

\*Use this checklist to help assess your organization's camp readiness

√ SAFETY AND LOSS PREVENTION ITEM	COMMENTS
<b>General Practices</b>	
<input type="checkbox"/> Risk management plan exists for camp and program operation	
<input type="checkbox"/> A safety and risk management committee meets regularly	
<input type="checkbox"/> All employees and volunteers (including seasonal, international and junior counselors) are screened	
<input type="checkbox"/> All staff members are trained and supervised in accordance with written procedures	
<input type="checkbox"/> Fingerprint background checks or acceptable criminal record checks are conducted	
<input type="checkbox"/> Sexual abuse prevention training is provided and documented to all levels annually	
<input type="checkbox"/> A safety & disaster preparedness plan is in place for drills and live evacuations	
<input type="checkbox"/> Accreditations such as ACA are current and on display in main office	
<b>Procedures, Manuals, Logs, Reports and Contracts</b>	
<input type="checkbox"/> Training manuals and orientation packets are reviewed annually by HR, board or directors and/or outside consultant	
<input type="checkbox"/> Procedures ensure privacy of personal information regarding campers and staff	
<input type="checkbox"/> Contracts have been reviewed and signed with all providers of services including equestrian, aquatics, etc.	
<input type="checkbox"/> Arrangements for legal counsel have been made prior to the beginning of camp sessions and program activities	
<input type="checkbox"/> Budgeting and bookkeeping practices with appropriate checks and balances are in place	
<input type="checkbox"/> Fire and emergency drills are conducted at the beginning of each campers session and are well documented	
<input type="checkbox"/> Incident reports are required for "anything more than a band-aid" and for all unusual situations (follow the adage "when in doubt, report it")	
<input type="checkbox"/> Media kits are prepared and a primary and secondary press spokesperson has been appointed with scripted questions and answers in place	
<input type="checkbox"/> Policies regarding outside contacts and cyber-behavior are emphasized	
<b>Camper Documents</b>	
<input type="checkbox"/> Camper applications and waivers of liability have been signed by parents/legal guardians	
<input type="checkbox"/> Information packets have been distributed to families of campers	
<input type="checkbox"/> Dietary restrictions, special diets, and allergy charts are posted and known to all food service personnel	
<input type="checkbox"/> Emergency contact sheets are up to date and phone tree is ready to go	
<b>Staffing &amp; Staff Ratios</b>	
<input type="checkbox"/> Adequate staff and back-up personnel are in place to meet supervision ratios	
<input type="checkbox"/> After-hours supervision and campus security issues have been addressed	
<input type="checkbox"/> Substitute and back-up staffing plans have been considered	
<input type="checkbox"/> Sexual harassment prevention training has been conducted for all staff	
<b>Nursing, Aquatics and Challenge Courses</b>	
<input type="checkbox"/> Camp health officers are selected with appropriate credentials in place	
<input type="checkbox"/> Aquatics personnel are currently certified for activities being supervised	
<input type="checkbox"/> Challenge course is inspected annually by accredited vendor	
<input type="checkbox"/> Challenge course staff have been trained and appropriately credentialed	
<input type="checkbox"/> Staff working with special needs campers have been appropriately trained	
<b>Facilities &amp; Transportation Fleet</b>	
<input type="checkbox"/> Maintenance workers and helpers are trained in the use of all equipment including power machinery	
<input type="checkbox"/> Kitchen and food service meet health department guidelines and training requirements	
<input type="checkbox"/> Proof of insurance is required for anyone who drives a personal vehicle on behalf of agency	
<input type="checkbox"/> MSDS sheets are provided for all cleaning and maintenance supplies	
<input type="checkbox"/> Worker injury and illness prevention plans are reviewed and implemented annually	
<input type="checkbox"/> Emergency supplies, water and evacuation plans are in place (minimum of three days supplies)	
<input type="checkbox"/> Inspection and repair sheets are kept on file for facilities and all vehicles	
<input type="checkbox"/> Trip logs are kept in all vehicles and are collected & reviewed regularly	
<input type="checkbox"/> Vehicle maintenance logs are maintained and reviewed regularly	

\* This checklist is provided for the purpose of general education and all possible exposures or hazards requiring risk management review and attention may not be identified. No warranty or guaranty of fitness or suitability, express or implied, is granted. The information provided in this checklist is not legal advice or legal counsel, and it is not intended in any way to be a substitute for legal advice or legal counsel.