

Requirements for groups that run a Organized Camp Program at Camp Oliver

Camp Oliver is an American Camp Association (ACA) accredited camp. As such our camp complies with all ACA standards and San Diego Health Department regulations pertaining to an “Organized Camp”. Many of these standards and regulations apply to groups that are using Camp Oliver. These standards apply to user groups if they have the following circumstances.

1. Your group is running an organized camp program. Meaning that your group will participate in planned activities in which campers are required to participate.
2. There is present at the camp a qualified Program Director and a staff adequate to carry out the program.
3. Your group is staying at camp 5 days or more.
4. A major portion of daily program activities are out of doors.

Groups that are not considered an organized camp program include.

1. Adult and youth retreats that have unorganized sport or recreational activities.
2. Retreats that are under 5 days.

Please notify the camp office if your camp program is American Camp Accredited.

To see the Laws and Regulations Relating to ORGANIZED CAMPS manual please go to...

<https://www.slocounty.ca.gov/Departments/Health-Agency/Public-Health/Environmental-Health/Forms-Documents/Reference-Materials/Housing-Program-Reference-Documents/Organized-and-Temporary-Camps-Reference-Documents/CDPH-Organized-Camp-Regulations.aspx>

If your group is an organized camp program (known as an OCP) please comply with the standards below. Your group must have proof of documentation for some of these requirements on file here at camp during your stay. **Please note that some standards are highly recommended but not required. Standards in BOLD are mandatory and must having documentation or proof of compliance.** All standards that pertain to facility, “Camp Oliver buildings and grounds, trash, and vector control” are the responsibility of Camp Oliver. Please note that a Notice of Intention to Operate an Organized Camp form must be filled out and sent to the local health officer at least 30 days before your camp session begins. Please ask the Camp Oliver office if you need help with this form. Also, a San Diego Health Department Officer may come during your session to check your paperwork and see if you and Camp Oliver is complying with all regulations.

At least 30 days before your camp session begins please go to this link and fill out an “Intent to Operate an Organized Camp”.

https://www.sandiegocounty.gov/deh/fhd/organizedcamp/fhd_orgcampintentletter.pdf

Please send one copy to the Camp Oliver office at, Camp Oliver PO BOX 206, Descanso, CA 91916 or email: info@campoliver.org

And one copy to, Mr. Keith Waara San Diego County Health Dept. 5530 Overland Ave. Ste. 110 San Diego, Ca 92123 or email: Keith.Waara@sdcountry.ca.gov

Mandatory policies for Organized Camp Programs – (your camp program needs to have written policies for each item)

- 1. Supervisor qualifications and training, (copy of resume or application)**
- 2. Staff skill verification criteria and process (form for staff skill verification)**
- 3. Participant eligibility requirements (if any)**
- 4. Staff-to-participant supervision ratios, (see ratios)**
- 5. Equipment needed, (for each activity)**
- 6. Safety procedures, (for each activity)**
- 7. Emergency procedures specific to location**
- 8. Environmental hazards, (how to handle and avoid)**
- 9. Access to equipment and control and equipment repair, (for your group's equipment)**

Standards pertaining Transportation, (your camp program needs to have written policies for each item)

- 1. MANADTORY- TR.1 Medical Emergency Transportation – The group must have a specifically designated vehicle in operational order with enough fuel to reach primary emergency locations OR “arrangements, in writing” may include notification letters to local providers of emergency transportation services, including those contacted through the 911 system. Notification should identify the primary usage dates and precise location of the camp or program.**
2. TR-7 Accident Procedures - Each OCP should have vehicle accident procedures. Procedures should include having someone in the vehicle that can provide or secure care for the injured, supervising the uninjured, specifying whom to notify in an emergency and identify witnesses and obtain appropriate accident or emergency information.
3. TR.10 Emergency Equipment. Each OCP should have emergency equipment in each vehicle transporting staff and participants. First-Aid kit, fire extinguisher, reflectors, flash light and water.
4. TR-13 Safety Checks – Each OCP shall do safety checks on vehicles transporting staff and participants. Check that the vehicle's lights, windshield wipers, emergency flashers, horn, brakes, mirrors and working properly and that the tires are properly inflated and fluids are at the proper levels.

5. TR.14 Driver Requirements- If the OCP transports staff and participants their driver should have the correct license for the vehicle they are driving and their driving records for the past 4 months have been reviewed.

Standards pertaining to Health Care, (your camp program needs to have written policies for each item)

1. **MANDATORY - HW.1 Healthcare Provider – For overnight camp programs the group must have a full-time registered nurse or licensed physician on site OR a designated Healthcare provider, LVN or EMT, that is in consultation with a registered nurse or licensed physician by phone with prior written arrangements with them have been made. Name and phone number of registered nurse or licensed physician must be available for review.**
2. **MANDATORY - HW.2 First Aid and Emergency Care Personnel – The OCP must have on staff and with the participants at all times, if emergency medical attention is 30 minutes or less away, a person trained in age appropriate CPR/AED (Cardiopulmonary resuscitation and the use of an automated external defibrillator), by a nationally recognized provider such as the Red Cross.**

Please note that Camp Oliver does not provide an AED, however there is one located at the Descanso Library at 9545 River Drive, Descanso and one located at the Descanso Fire Dept. located at 24592 Viejas Grade Road, Descanso.

3. **MANDATORY - HW.5 and HW.23 Camper and Staff Health History – Every OCP must have a form that campers and staff fill out regarding health history, current medications, allergies, emergency contact, insurance information and immunization history. If your group does not have such a form Camp Oliver can provide you with one. It is mandatory that all participants have a current Tetanus vaccination. These vaccinations are good for 10 years. This form must also include a signed statement by a parent or guardian that you have their permission for each camper and staff member, (minors only), to seek emergency medical treatment.**
4. **MANDATORY - HW.7 Health Screening for Resident Camps – Campers and staff will undergo a health screen provided by a licensed healthcare provider or adult following specific written instructions of a licensed healthcare provider within 24 hours of arriving at camp. This screening should include checking for observable evidence of illness, injury or communicable disease or condition, verifying and updating of health history information, reviewing and collecting medication to be dispensed during their stay at camp.**
5. **MANDATORY - HW.11 Healthcare Policies – Each OCP have written healthcare policies and/or procedures including...**
 - Scope and limits of camp healthcare services provided, including qualifications and locations of personnel.
 - Authority and responsibilities of the healthcare administrator and provider.

- **Authority and responsibilities of other camp staff to provide health and emergency care.**
 - **Guidelines for when and how to access additional external medical and mental health resources.**
 - **Procedures for immediate removal of seriously sick or injured staff or campers, procedures for isolation of and dealing with epidemic cases, (tents may be used and Camp Oliver can provide some tents). All cases and suspected cases of foodborne illness or any other reportable disease as required by California Code of Regulations Title 17, section 2500(b) promptly to the local health office of Camp Oliver. Phone # 858-505-6814**
 - **For a more information on reportable communicable diseases please see: Title 17, CA. Code of Regulations (CCR) 2500, 2593, 2641.5-2643.20, and 2800-2812 Reportable Diseases and Conditions.**
 - **Camp health care and sanitation.**
 - **Record keeping process**
 - **Plan for provision and maintenance of supplies and equipment.**
 - **The relationship and agreements with local medical personnel, hospitals, and providers of emergency care and providers.**
 - **A plan to prevent and control the spread of pandemic flu or other communicable diseases among campers and staff.**
6. HW.13 Inform Staff of Special Needs – It is recommended that staff are informed of any specific needs of campers for whom they are responsible. Needs could be special diet, allergies, medication, rest requirements, activity restrictions, medical conditions, prosthetics or orthopedic devices.
7. **MANDATORY - HW.15 Healthcare Center – Camp Oliver has rooms that it uses for a Healthcare center called the “Infirmary”. These rooms are located on the other side of the dining room. This room must have at least one bed per fifty campers and staff for residential camps and isolation, quiet and privacy for those admitted. A health Center will be set up for staff and campers.**
8. HW.16 Healthcare Equipment, supplies and Emergency Assistance – It is recommended that groups identify and obtain all healthcare supplies (first aid kits, over the counter medication, ice packs, etc.) and equipment needed for the group’s camp program and procedures for obtaining emergency healthcare assistance. Please note that Camp Oliver does not supply any first aid supplies, medications or equipment.
9. **MANDATORY - HW.19 Medication Storage and Administration – All medication will be stored under lock except when in the possession of the person responsible for the administering them and will be dispensed by the Health Supervisor or qualified staff that meet the requirements of section 30700 (f). All medication must be...**
- **In the original container and labeled.**
 - **Have instructions for use by a parent, legal guardian or licensed physician.**
 - **Not be expired. No medication will be accepted if it is expired.**

- 10. MANDATORY – HW.20 A medical logbook shall be maintained by the Health Supervisor which includes at least the following information for each accident, injury or illness,**
- **Name of the person treated.**
 - **Dosage and intervals of any medication dispensed including over the counter medications.**
 - **First aid or medical treatment rendered.**
 - **Name of the person administering the first aid or medical treatment.**
 - **Date and time of treatment.**
 - **Date and time parent/guardian notified of accident, illness or injury.**

Standards pertaining to pool use, (written policies)

- 1. MANDATORY – PA.1 & PA. 3 Your group must have a certified Lifeguard that has certification from a credible company and an “Aquatic Supervisor” that is at least 18 years of age and has their own current Lifeguard certification. One person can act in both positions.**
- 2. MANDATORY- Only 25 people are allowed in the pool for every Lifeguard.**

Standards pertaining to General and Safety Supervision, (written policies)

- 1. MANDATORY HR.1 – When campers are present, every camp shall have a Director and the camp in charge who is at least 25 years of age and has at least two seasons of administrative or supervisory experience in camp activities. The Director shall provide staff for the care, protection, and supervision of the campers. The Director and all camp counselors shall not have direct unsupervised contact with campers without first obtaining a satisfactory criminal history record check from the CA. Department of Justice National Sex Offender Public Registry, and a voluntary disclosure statement that contains the same information as standard HR-4 Staff Screening of the Accreditation Standards for Camp programs and Services, American Camp Association (2007 Edition). You may get a copy of this form from the Camp Oliver office.**
- 2. MANDATORY HR.3 Have applications and screening processes appropriate for each job category. Create policy for screening new staff and volunteers (including checking references, background check and job history) and annually for year-round employees and volunteers. Hiring policies must be reviewed by legal counsel or a human resources professional within the last 3 years.**
- 3. MANDATORY – When campers are present, there shall be at least one counselor who is a high school graduate or who is at least 18 years of age for the following age groups.**
 - 1. Staff member for every 5 overnight campers ages 5 and under.**
 - 1 Staff member for every 6 campers ages 6-8.**
 - 1 Staff member for every 8 campers ages 9-14.**
 - 1 Staff member for every 10 campers ages 15-18.**

4. **MANDATORY** – The Health Supervisor shall verify that all counselors have been trained in the principals of first aid and cardiopulmonary resuscitation.

Emergency Plan, (written policies)

1. **MANDATORY** - Each OCP shall retain on site a written site-specific plan, approved by the Director, outlining procedures which deal with the following emergency situations...
 - Natural disaster, i.e. earthquakes, storms,
 - Lost Campers
 - Fires
 - Transportation Emergencies
 - Severe illnesses and injuries
 - Strangers in camp
 - Aquatic emergencies as appropriate to site

The site-specific plan shall include procedures for...

- Evacuation of the camp site
 - Control of vehicular traffic through the camp
 - Communication for persons at the site of an emergency to the emergency medical facilities, the nearest fire station and both administrative and health staff of the camp
2. **MANDATORY** – Documentation that the staff has been trained in implementation of the procedures set forth in the Emergency Plan.

Please note that the following items are not allowed at Camp Oliver-

- Firearms and ammunition
- Illegal drugs or prescription drugs not prescribed to that person
- Alcohol, when minors are present, please see Camp Oliver contract
- Cigarettes or lighters, please be mindful of the fire danger at Camp Oliver
- Knives or weapons, all archery equipment shall not leave the archery area
- Explosives or dangerous chemicals
- Offensive images on clothing or tattoos, Camp Oliver is a safe and caring environment