



CAMP SELF-INSPECTION FORM



Camp _____ Date _____

Evaluators _____

	Yes	No	Description	Location	Recommendations Made	Date Corrected
Section A			General			
1. Written Disaster Plan (fire, earthquake, hurricane, tornado, violence, camp evacuation, lost or missing campers, as applicable)						
2. Building Evacuation Plans posted						
3. Assembly room occupant capacity posted						
4. Fire drills conducted at the beginning of each camp session						
5. Fire alarm system tested during drills						
6. Camp evacuation drills (forest fires, weather, etc.)						
7. Fire extinguishers properly placed and current tag. (Inspected and maintained annually by licensed technician)						
8. Camp personnel visually inspect extinguishers monthly for adequate pressure or tampering						
9. Functional fire hydrants throughout camp						
10. Adequate water supply						
11. Automatic sprinkler systems receive annual professional maintenance						
12. Lighting adequate						
13. Good housekeeping						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
14. Doors in good repair						
15. Exit doors open in direction of exit travel						
16. All exit doors kept unlocked during occupancy						
17. Main exit doors equipped with panic hardware						
18. Locking and chain devices prohibited on panic hardware						
19. Buildings free from signs of roof or pipe leakage						
20. Windows free of cracks and breaks						
21. Electrical wiring in good repair						
22. Covered trash containers throughout						
23. Candles prohibited (battery candles acceptable)						
24. Dry vegetation and debris kept away from buildings (<i>Defensible Space</i> generally 30ft.)						
25. Electrical installation and repairs by licensed electrician						
26. GFCI Protection within 6' of sinks, on exterior outlets and RV areas, etc.						
Section B Electrical/Mechanical Rooms						
1. Multipurpose fire extinguisher provided						
2. Smoke/heat detectors provided						
3. 3-foot clearance maintained in front of and below electrical panels and other equipment						
4. Room is free of flammable and combustible storage						
5. Mechanical, electrical and air-conditioning systems inspected and serviced annually						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
6. Access door fire rated and self-closing						
7. Good Housekeeping						
8. No holes in walls or ceilings (poke-throughs)						
Section C			Corridors/Hallways			
1. Corridors, exits and stairs free of storage or other obstructions						
2. Exit signs and lights in place and working properly						
3. All dead-end corridors properly labeled						
4. Smoke/fire doors kept closed						
5. Emergency lighting in place/tested/operating properly						
6. Fire extinguishers provided and tagged						
Section D			Walking and Working Surfaces			
1. Floor surfaces, steps, etc. in good repair						
2. Uniform step heights on stairs						
3. Handrails at all steps						
4. Handrails properly secured						
5. Mid-rails on open sides of steps						
6. Rails, mid-rails and toe boards for balconies and overhead storage						
7. Floors free of tripping hazards and slippery surfaces						
8. "Wet Floor" signs used after mopping operations						
9. Carpets free of tears and wrinkles						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
10. Floor openings properly guarded						
11. Full-length glass doors and windows properly marked with trim or decals						
12. Proper lighting.						
Section E			Building Exterior			
1. Sidewalks in good repair						
2. Parking lots in good repair						
3. Handrails provided on all steps						
4. Dry vegetation and debris kept away from buildings (<i>Defensible Space</i> generally 30ft.)						
5. Weeds, trees and shrubs cut and trimmed of dead limbs/trash adequately controlled						
6. No broken windows						
7. Brickwork in good condition						
Section F			Cafeteria/Kitchen			
1. Hood and duct fire suppression with semi-annual service/maintenance (tag current)						
2. Multi-purpose extinguisher provided/tagged						
3. Vents/filters cleaned regularly – documented						
4. Smoke/heat detectors in good repair						
5. Food is not stored on floors						
6. Food in coolers/freezers covered						
7. Safety latches on all coolers/freezers						
8. Floors kept clean/free of spills						
9. Portable signs used to indicate wet floors/hazards in kitchen and lunchroom						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
10. Tables and chairs in good repair						
11. All exits clearly marked with visible approved signs						
12. Unused folding chairs and tables stored in racks – not leaned against walls						
13. Periodic knife sharpening						
14. Steel mesh gloves used when cutting foods						
15. Bowl lock handles operable and used on Hobart mixers						
16. Hot water tanks secured and equipped with pressure relief valves						
17. Hot Foods Held Above 140°F. (60°C.)						
18. Cold Foods Held Below 40°F. (4.4°C.)						
19. Freezer At 0°F. (-17.8°C.)						
20. GFCI Protection within 6' of sinks, etc.						
Section G						
Offices/Workrooms						
1. Fire extinguisher available/tagged						
2. Electrical cords/plugs in good repair						
3. Aisles and lanes free of electrical cords, phone cords or other hazards						
4. No extension cords used (limited power strip use acceptable)						
5. Finger guards on paper cutters, and cutting arm stays up when raised and released						
6. Good housekeeping in storage rooms						
7. Good ergonomic positioning of computer workstations						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
8. Adequate access to equipment						
Section H			Sleeping Areas (cabins, etc.)			
1. Smoke detectors in sleeping quarters (all sleeping areas)						
2. Smoke detector batteries replaced and tested at the beginning of each camp season)						
3. Two means of egress from each sleeping area.						
4. Candles prohibited (battery candles acceptable)						
5. Drying wet clothes on cabin heaters prohibited						
6. GFCI Protection within 6' of sinks, etc.						
7. Bunk beds provided with rails and ladders meeting Consumer Product Safety Commission standards (See http://www.cpsc.gov)						
Section I			General Classrooms			
1. Aisles and lanes free of electrical cords, phone cords or other hazards						
2. Finger guards on paper cutters, and cutting arm stays up when raised and released						
3. Hazardous chemicals stored in locked cabinets or out of the reach of children						
4. Audiovisual equipment strapped to wide-base, stable carts						
5. Good housekeeping in storage closets						
6. GFCI Protection within 6' of sinks, etc.						
7. No extension cords used (limited power strip use acceptable)						
8. Evacuation Plans posted in each classroom						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
9. Fire retardant paper used for decorations						
Section J			Gymnasiums/Auditoriums			
1. Emergency lighting provided and maintained						
2. Lighted exit signs provided and maintained						
3. Fire extinguishers properly located/tagged						
4. Access to exits unobstructed						
5. Bleachers/seating in good repair						
6. Smoke/heat detectors over stage						
7. Sprinklers over stage						
8. Curtains/scenery treated with flame retardant						
9. Access to catwalks/elevated stairs controlled						
10. Fly weights ropes, cables in good repair						
11. Electrical wiring for stage lights grounded/maintained						
12. Storage of combustibles limited						
13. Good housekeeping						
Section K			Showers/Laundry Rooms			
1. Access to exits in good repair						
2. Lockers secured to walls						
3. Lighting fixtures sealed						
4. GFCI Protection within 6' of sinks, etc.						
5. Housekeeping is adequate						
6. No lint buildup behind clothes dryers						
Section L			Maintenance Shops			

	Yes	No	Description	Location	Recommendations Made	Date Corrected
1. Area secured from campers						
2. Smoke/heat detectors provided						
3. Sprinkler system provided/serviced and tagged						
4. Fire extinguisher(s) with current tag						
5. Non-asbestos fire blanket						
6. Emergency eyewash provided/tested regular (if needed)						
7. Emergency shower provided/tested regularly (if needed)						
8. Safety glasses provided and used						
9. First aid kit provided and maintained.						
10. Material Safety Data Sheets (MSDS) maintained for all chemicals/hazardous materials						
11. Power shutoffs provided/accessible						
12. Lockout/tagout procedures in place						
13. Adequate equipment operating space						
14. Aisles marked around equipment						
15. Machine guards provided and used						
16. Radial arm head returns to starting position when released						
17. All electrical equipment double-insulated or grounded						
18. Electrical cords/plugs in good repair						
19. Electrical panels accessible (3-foot clearance)						
20. Dust collection systems provided and						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
maintained						
21. Good ventilation provided						
22. Spray booths filtered/sprinklers provided/explosion proof fixtures and boxes						
23. Housekeeping is adequate						
24. Safety rules posted						
25. Flammables stored in flammable storage cabinet and/or separate, fire rated storage rooms or buildings						
26. Flammables kept away from open flame, hot surfaces and electrical exposure						
27. Overhead storage prohibited unless OSHA approved ladders, railings and toe boards are provided						
28. Ladders in good repair						
29. Only fiberglass or wood ladders used near electrical exposures						
30. Oily rags and mops stored in covered containers						
31. Compressed gas cylinders properly secured						
32. EPA approved spill containment/drums/tanks						
Section M						
Employee Safety						
1. Staff and volunteers trained and experienced for tasks/equipment operated, etc.						
2. Training documented						
3. Chemical/Hazardous Material training provided						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
4. Material Safety Data Sheets (MSDS) maintained for all chemicals						
5. Fall protection equipment used per OSHA standards						
6. Lockout/tagout policy in place						
Section N Crafts						
1. Smoke/heat detectors provided						
2. Fire extinguisher available/tagged						
3. Adequate separation between kilns and combustibles						
4. "Danger Hot" temperature signs posted near kilns						
5. Kilns located away from camper traffic						
6. Electrical cords/plugs in good repair						
7. Emergency gas shut-offs provided/accessible						
8. Safety rules posted						
9. GFCI Protection within 6' of sinks, for outside outlets and at wet clay molding machines, etc.						
10. Material Safety Data Sheets available for hazardous chemicals						
11. Flammable materials stored in UL or FM approved <i>Flammables</i> cabinets						
Section O Security						
1. Employment applications required						
2. Employee background checks performed						
3. Review and follow-up on staff references						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
4. Counselors work in groups – not alone with one camper						
5. Strict procedures enforced to prevent unauthorized individuals from picking up campers						
6. Camp visitors supervised						
7. Facility access controlled (fenced and gated)						
8. <i>Off-limits</i> areas posted and secured						
9. Key control measures in effect (structures and vehicles)						
10. Facility periodically re-keyed						
11. More than one person assigned to work with cash and disbursements						
12. Night watch						
13. Lighting adequate						
14. Screens on lower windows						
15. Shrubbery trimmed to eliminate shadows/hiding areas						
16. Written weapons and violence prevention policy						
17. Scrutiny for possibility of weapons						
Section P			Transportation			
1. Vehicle use restricted only to official camp activities						
2. Keys removed and vehicles locked when not in use						
3. Scheduled maintenance of owned and non-						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
owned vehicles used in camp activities						
4. Vehicle maintenance documented						
5. Vehicles have current registration						
6. Vehicles with a passenger capacity of 15 or more, and crossing state lines, registered with US Dept. of Transportation (state laws may vary)						
7. US Department of Transportation # posted prominently in applicable vehicles						
8. Seat belt policy strictly enforced for drivers and passengers						
9. Driver Training for vans with a passenger capacity of 15 or more (state laws may vary); busses; 1-ton trucks or larger; semi truck/trailer rigs						
10. Camp policy forbidding staff and/or campers in back of pickups and/or trucks						
11. Drivers required to utilize approved routes						
12. Drivers not allowed to carry unauthorized passengers						
13. Drivers complete daily vehicle check-off list						
14. Drivers complete a driver's application form						
15. Drivers at least 21 years of age						
16. Drivers in good health						
17. Driver's license current and suitable for the type of vehicle being driven						
18. No more than two traffic citations during the past three years						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
19. No at-fault accidents during the past three years						
Section Q			First Aid			
1. Doctor on premises						
2. Nurse on premises						
3. Specific area set aside for medical aid						
4. Cross-section of staff currently first aid/CPR trained						
5. Log of injuries, sickness and treatments kept						
6. Log of incidents and accidents kept (OSHA 300 and 301)						
7. All medicines and equipment locked away and strictly controlled						
8. First aid kits readily accessible and located throughout the camp facilities						
9. First aid supplies and medications replenished as needed and checked yearly for date of expiration						
Section R			Waterfront			
1. CPR qualified staff						
2. Lifeguard(s) present for waterfront activities						
3. Clear water (enabling swimmer in trouble to be readily seen)						
4. Appropriate rescue equipment readily available; training on use provided						
5. Colored wristband ID showing swimming ability						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
6. Buddy system used						
7. Diving only permitted from diving board						
8. Swimming areas in lake marked off with flotation devices and rope						
9. Waterfront observer in boat monitoring miscellaneous boating activities (canoeing, sailing, sailboards, etc.)						
10. Boat operators trained for specific boat						
11. Fire extinguisher in each powerboat						
12. <i>All</i> boat occupants required to wear approved Personal Flotation Device						
13. Observer in boat for all towing activities (boards, skiing, inflatables, etc.)						
14. Fuel tank equipped with tank valve and dispenser valve						
15. EPA-approved fuel tank spill containment						
Section S						
Horsemanship						
1. Head wrangler CHA certification up-to-date						
2. Horses delivered to camp at least two weeks before camp activity begins						
3. Written evaluation of each horse						
4. Horsemanship staff background check						
5. Horse activity only during camp session						
6. Stable and riding area off limits when horsemanship supervisors absent						
7. Feeding/saddling rows arranged to keep stable hands and riders away from rear of horses						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
8. Riding arena periodically disked or harrowed to keep ground soft						
9. <i>All</i> riders required to wear helmets						
10. Helmets disinfected after each use						
11. Western saddles with tapaderas used for beginners						
12. Supervision present at front, middle and rear of line of horses						
Section T						
Safety Equipment						
1. Properly sized equipment available for all participants, staff as well as campers						
2. Safety checks of all equipment and elements prior to each use						
3. Written records of regular inspections and maintenance of all equipment and elements						
Section U						
Supervision						
1. Experienced supervisors in charge of all activities						
2. Supervisors required to demonstrate proficiency in activity they supervise						
3. Supervisors for hazardous activities professionally trained						
4. Supervisors for extra hazardous activities professional trained and certified (where applicable)						
5. Supervision for off-premises camp activities						
6. Supervision of off-season camp activities						
7. Head supervisors at least 18 years old						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
--	-----	----	-------------	----------	----------------------	----------------

8. Junior counselors at least 16 years old						
--	--	--	--	--	--	--

9. Contact with wild animals avoided						
--------------------------------------	--	--	--	--	--	--

Section V			Camp Activities			
------------------	--	--	------------------------	--	--	--

Each summer camp should have tailored risk control standards in relation to their activities. Activities are divided into three classifications – Extra Hazardous, Hazardous and High Risk depending upon their risk factors.

The following are examples of **Extra Hazardous Activities**. (NOTE: Some activities are excluded from insurance policies, and no coverage is available.)

ATVs	Horseback Riding	Rock Climbing	Tackle Football
Bungee Jumping	Kite/Parasailing	Ropes Courses	“The Blob”
Climbing Walls	Mini Tramps	Scuba Diving	Trampolines
Dune Buggies	Motorcycles	Sea Sledding	War/Survival Games
Fireworks Use and Sale	Mud Olympics	Sky Diving	White Water Rafting
Gymnastics	Private Aircraft	Spelunking	
Hang Gliding	Rappelling	Springboards	

Each *Extra Hazardous* activity is **prohibited...unless** the following is adhered to:

1. Conference Committee approval obtained						
---	--	--	--	--	--	--

2. Adequate limits of specific insurance secured						
--	--	--	--	--	--	--

3. Supervision limited to trained adults						
--	--	--	--	--	--	--

4. Supervisors certified (where applicable)						
---	--	--	--	--	--	--

5. Supervisors highly experienced in activity for which they are responsible						
--	--	--	--	--	--	--

The following are examples of **Hazardous Risk Activities**

Archery	Hiking	Snowmobiling	Water Skiing
Boating	Jet Skiing	Snow Skiing	Wave Runners
Canoeing	Snorkeling	Surfboarding	Wind Surfing
Hayrides	Snow Boarding	Swimming	

For each *Hazardous Risk* activity the following is adhered to:

1. Adult supervision qualified and experienced in						
---	--	--	--	--	--	--

	Yes	No	Description	Location	Recommendations Made	Date Corrected																
activity for which they are responsible																						
2. Insurance coverage in place																						
<p>Examples of High-Risk Activities are:</p> <table border="0"> <tr> <td>Basketball</td> <td>Exercise/Weight Training</td> <td>Ice Hockey</td> <td>Skateboards</td> </tr> <tr> <td>Softball</td> <td>Floor/Roller Hockey</td> <td>Mountain Biking</td> <td>Soccer</td> </tr> <tr> <td>Bicycling</td> <td>Go Karts</td> <td>Playground Equipment</td> <td></td> </tr> <tr> <td>BMX Biking</td> <td>Hardball Baseball</td> <td>Roller Skating/Roller Blading</td> <td></td> </tr> </table> <p>For each <i>High Risk</i> activity the following is adhered to:</p>							Basketball	Exercise/Weight Training	Ice Hockey	Skateboards	Softball	Floor/Roller Hockey	Mountain Biking	Soccer	Bicycling	Go Karts	Playground Equipment		BMX Biking	Hardball Baseball	Roller Skating/Roller Blading	
Basketball	Exercise/Weight Training	Ice Hockey	Skateboards																			
Softball	Floor/Roller Hockey	Mountain Biking	Soccer																			
Bicycling	Go Karts	Playground Equipment																				
BMX Biking	Hardball Baseball	Roller Skating/Roller Blading																				
1. Adult supervision qualified and experienced in activity for which they are responsible																						
2. Insurance coverage in place																						

Staff to camper ratios for most of the above activities:

Hazardous Risk Activity – 1:4

High Risk Activity – 1:8

Low Risk Activity – 1:12