



University of California

Agriculture and Natural Resources ■ 4-H Youth Development Program

UNIVERSITY OF CALIFORNIA

4-H YOUTH DEVELOPMENT PROGRAM

4-H CAMP _____

CAMP OPERATING PROCEDURES

In compliance with:

California Code of Regulations
Title 17, Section 30704 (b)(1)

**UNIVERSITY OF CALIFORNIA
AGRICULTURE AND NATURAL RESOURCES
4-H YOUTH DEVELOPMENT PROGRAM**

CAMP OPERATING PROCEDURES

This Camp Operating Procedures has been prepared by the Site Operator, in accordance with California Code of Regulations (CCR) Title 17, Section 30704 (b)(1).

Camp Name: _____

Location Address: _____

Prepared By: _____

Signature: _____

County Director
Signature: _____

Implementation Date: _____

Initials/Annual Review
Date: _____ / _____

Initials/Annual Review
Date: _____ / _____

Initials/Annual Review
Date: _____ / _____

Initials/Annual Review
Date: _____ / _____

Initials/Annual Review
Date: _____ / _____

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CAMP OPERATING PROCEDURES

I. REQUIREMENTS FOR A WRITTEN DESCRIPTION OF CAMP OPERATING PROCEDURES

The California Organized Camp regulations, located in California Code of Regulations, Title 17, Section 30704 (b)(1), require each Site Operator to derive and submit to the local county health officer a written description of camp operating procedures as follows:

1. Supervisor qualifications and training;
2. Staff skill verification criteria and process;
3. Participant eligibility requirements (if any);
4. Staff-to-participant supervision ratios;
5. Equipment needed;
6. Safety procedures;
7. Emergency procedures specific to location;
8. Environmental hazards;
9. Access and equipment control; and
10. Equipment and maintenance repair.

This template is available at the ANR Environmental Health and Safety website: [http://safety.ucanr.edu/4-H Resources/Camp Safety Guidebook/](http://safety.ucanr.edu/4-H_Resources/Camp_Safety_Guidebook/) where it may be downloaded and edited for subsequent use.

II. SUPERVISOR QUALIFICATIONS AND TRAINING

- Camp supervisor qualifications and training are as follows:
 1. Site Operator:

2. Camp Director:

III. STAFF SKILL VERIFICATION CRITERIA AND PROCESS

- All camp adult volunteers must be registered 4-H volunteers and have successfully completed a criminal background check, in accordance with the CA 4-H YDP Policy Handbook, Chapter 6, Section X.
- Any paid camp staff must successfully complete a criminal background check, in accordance with UC ANR personnel policies.
- Camp adult volunteers and counselors provide skill and experience information on their Leader Application forms.
- Relevant skill and experience information is used to make informed decisions regarding camp assignments.

IV. PARTICIPANT ELIGIBILITY REQUIREMENTS (IF ANY)

Campers are required to be enrolled 4-H members to participate in the 4-H camp.

V. STAFF-TO-PARTICIPANT SUPERVISION RATIOS

4-H adult volunteers and employees (including Program Representatives or Advisors) shall be at a ratio of one to 10 (or less) 4-H campers during the 4-H camp.

At this camp, there will be approximately ____ campers, and ____ adult chaperones (volunteers and employees).

VI. EQUIPMENT NEEDED (check appropriate boxes)

- | | |
|--|---|
| <input type="checkbox"/> First Aid Kits | <input type="checkbox"/> Cellular Phones |
| <input type="checkbox"/> Fire Extinguishers | <input type="checkbox"/> Safety Helmets for Sport Activities |
| <input type="checkbox"/> Audible Emergency Alarm | <input type="checkbox"/> Personal Flotation Devices (i.e., Lifevests) |
| <input type="checkbox"/> Telephone Line | <input type="checkbox"/> Liferings at Pool |
| <input type="checkbox"/> Safety Goggles (Tool Use) | <input type="checkbox"/> Water Coolers (Heat Stress) |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

VII. SAFETY PROCEDURES

See attached California 4-H Camp Safety Guidebook.

VIII. EMERGENCY PROCEDURES SPECIFIC TO LOCATION

See attached Camp Emergency Plan and Camp Health Care Plan.

IX. ENVIRONMENTAL HAZARDS (check appropriate boxes and attach additional information as necessary)

- | | |
|--|--|
| <input type="checkbox"/> Earthquakes | <input type="checkbox"/> Range and Forest Fires |
| <input type="checkbox"/> Thunder and Lightning Storms | <input type="checkbox"/> Flash Floods |
| <input type="checkbox"/> Extreme Heat Events | <input type="checkbox"/> Biting and Stinging Insects |
| <input type="checkbox"/> Poisonous Snakes | <input type="checkbox"/> Toxic Plants |
| <input type="checkbox"/> Uncontrolled Natural Water Bodies | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

X. ACCESS AND EQUIPMENT CONTROL

- Tools and equipment used to perform camp repair, maintenance, and landscaping tasks shall be stored in secured buildings, sheds, cabinets, toolboxes, and/or lockers. This includes hand and power saws, pruning shears, hedge and grass trimmers, lawn mowers, chisels, pliers, hammers, and power drills.
- Hazardous substances, such as paint, solvents, pesticides, pool and water treatment chemicals, and flammable liquids, shall be stored in secured cabinets, lockers, or buildings that are designed for the storage of these types of materials.

XI. EQUIPMENT AND MAINTENANCE REPAIR

- Tools and equipment used to perform camp repair, maintenance, and landscaping tasks shall be maintained in good working order by appropriately trained staff.
- Repairs and maintenance shall be performed in a timely manner to support proper upkeep of camp utilities and operations.