

# Section I

# Administration

## A. Records

<b>Registration Forms</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the camp use registration forms for all campers and staff members that include: their name, address, age and school grade; telephone contact numbers in case of an emergency; the name, address and signature of the camper's parent or legal guardian; the name and address of the camper's physician; and any special medical conditions pertaining to the individual?</b>			
<b>b. Does the registration form contain a medical examination report and written consent form giving camp staff permission to seek emergency medical treatment for the camper if required?</b>			
<b>c. Does the camp have written evidence of health insurance for each camper?</b>			
<b>d. Are all registration forms retained for seven years or to one year beyond the age of majority of the individual, which ever is longer?</b>			
<b>e. Is there a written policy in practice regarding the use and release of all personal information?</b>			
<b>f. Are written procedures in practice regarding the release of campers, who are minors, to persons other than parents or legal guardians?</b>			
<b>g. Are written procedures in practice regarding the verification of the status of absentee campers?</b>			
<b>h. Are there current photos of all campers on file?</b>			
<b>Budgets</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the camp have a written budget?</b>			
<b>b. Are camp expenditures measured regularly against the budget?</b>			
<b>c. Are financial statements of the camp's operation prepared annually?</b>			
<b>Evaluations</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is there a written process in place to evaluate each camp session?</b>			
<b>b. Do counselors and staff do regular reports on programming and objectives?</b>			
<b>c. Are reports and evaluations from previous years' programs kept in order to evaluate and improve where required?</b>			
<b>d. Does the camp use an ongoing or continuous evaluation procedure to evaluate the administration process?</b>			
<b>f. Are campers or their parents given evaluations for the camp?</b>			

<b>Accident Reports</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is a complete written report made of any incident that has occurred to campers and/or staff?</b>			
<b>b. Are accident reports kept for at least three years?</b>			
c. Does the camp have written procedures for the follow-up of any serious accident, illness or death that occurs at the camp?			

### **B. Publicity**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Does the camp have written releases forms from parents or legal guardians for campers whose photographs are likely to be used in brochures advertising the camp?			
b. Are all published statements such as brochures and advertising accurate and complete?			
c. Does the camp adequately provide all facilities and activities listed in its brochures and advertising material?			
d. Is there equipment and staff in evidence to provide the stated activities mentioned in the camp's publicity?			
e. Does the camp have adequate acreage to provide the program activities advertised?			

### **C. Insurance**

<b>Workers' Compensation Insurance</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the camp have Worker's Compensation Insurance for all eligible staff?</b>			
b. Does the camp have accident coverage for any staff member not covered under Worker's Compensation?			
<b>Liability Insurance</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the camp have properly recorded, current liability insurance coverage (suggested 3 million)?</b>			
<b>b. Does the liability insurance cover both bodily injury liability and property damage liability?</b>			
<b>c. Does the liability insurance cover accident and injury for both campers and staff?</b>			
d. Are the administrative personnel familiar with the liability insurance coverage?			

e. Is a copy of the liability policy available to both staff and clientele, excluding coverage amounts?			
f. Does the liability insurance cover other people on-site who are not campers or staff?			

<b>Fire Insurance</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Does the camp have fire insurance and extended risk coverage on all buildings?			
b. Does the camp have fire insurance that covers the contents of the buildings?			

<b>Motor Vehicle Insurance</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the camp carry Motor Vehicle Insurance?</b>			
b. Does the camp carry non-owner Motor Vehicle Insurance?			
c. Does the camp, when hiring a bus from a bus company for the purpose of transporting staff and campers, ensure that the company carries passenger hazard insurance?			
d. Do only people covered under Motor Vehicle Insurance drive camp vehicles?			

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is an annual review made of the camp's insurance coverage?</b>			
<b>b. When a non-owned site is used, is there a written agreement specifying responsibilities for use of the site, facilities, equipment and services?</b>			
c. Do the insurance agent and the representative of the insurance company participate in a periodic site review?			

#### **D. Safety and Emergency Plans**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the camp have emergency procedures that are pre-planned, known and understood by all camp personnel and practiced regularly for the following events, disasters and hazards: natural disasters; natural and accidental fires; lost campers; natural and manmade hazards on or adjacent to the campsite; and out-trip accidents?</b>			

<b>b. Are emergency procedures clearly posted in all major facilities used by campers?</b>			
<b>c. Is one vehicle designated and made available for emergency transportation at all times?</b>			
<b>d. Have arrangements been made at the nearest hospital for emergency medical care?</b>			
<b>e. Have water rescue and site evacuation drills been practiced with campers and staff?</b>			
f. Do the emergency procedures identify a central gathering area?			
g. Do the emergency procedures specify who will be assigned to provide directions to emergency vehicles?			
h. Do all camp participants and staff understand procedures to access or locate first aid or health care personnel?			
i. Is there a telephone or other means of emergency communication available to the camp?			
j. Are campers made aware of areas out of bounds for safety reasons?			
k. Are facilities available in the event of bad weather to protect campers and their equipment?			
l. Is the director aware of the services of the local fire department?			

#### E. Fire Protection

Fire Plan	YES	NO	N/A
<b>a. Is the fire plan for each building posted with clearly marked exits and escape routes?</b>			
<b>b. Have staff members practiced the fire drill during pre-camp training or at another appropriate time?</b>			
<b>c. Are fire drills involving campers and staff held, and documented, at least once each session?</b>			
<b>d. Does the camp have a written fire plan?</b>			
<b>e. Has a response plan been developed with local/regional fire fighting authorities on how a serious fire at camp will be dealt with (contact the provincial fire department)?</b>			
<b>f. Does the camp have the telephone number of the local fire department, 911 number, civic number and call procedures posted?</b>			

g. Does the fire plan include a map of the camp with meeting places and escape routes clearly marked?			
h. Does the fire emergency plan indicate the location of fire fighting equipment?			
i. Is the priority of emergency response as follows: evacuating campers, calling fire fighters, and reducing further hazards (i.e. shut off gas lines)?			
j. Is the director fully aware of the fire protection available in the neighborhood?			
k. If the camp is inaccessible to fire fighters, does the camp have its own fire fighting system?			
l. Does the camp have the telephone number of the nearest Department of Natural Resources office in case the camp needs to report a forest fire?			
<b>Equipment</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are key staff members trained in the location, maintenance and operation of fire fighting equipment?</b>			
<b>b. Does the camp director or designate inspect all the fire fighting equipment once a month and keep a log of the inspections?</b>			
<b>c. Are all permanent buildings without extinguishers equipped with 2.5-gallon pump tanks or water pails?</b>			
<b>d. Are staff members instructed in the location and use of all extinguishers?</b>			
<b>e. Are there smoke alarms installed in all sleeping areas?</b>			
<b>f. Are the smoke alarms mounted on the ceiling approximately 150mm or 6” from the wall?</b>			
<b>g. Are smoke alarms installed on every sleeping level of a building?</b>			
<b>h. Are dry chemical or 2A10BC (5lbs) extinguishers available in the kitchen?</b>			
<b>i. Are all flammable liquid safeguard containers approved by the Underwriters Laboratories of Canada (ULC), maintained in good repair, checked regularly and not kept in the buildings?</b>			
<b>j. Are fire extinguishers and other fire protection devices approved annually by trained persons; installed to meet local fire codes, or other recommendations; operational and ready for use?</b>			
<b>k. Are fire extinguishers located in all meeting rooms and other areas where there is increased risk of fire, including workshops and kitchens, and are they readily accessible?</b>			
<b>l. Is there sufficient storage space for equipment?</b>			
<b>m. Is appropriate fire fighting equipment readily available (within 50 ft) to all</b>			

tents, buildings, and appropriate activity areas?			
n. Are the smoke alarms tested and approved to a Canadian standard?			
o. Are the smoke alarms tested every month?			
p. Are the smoke alarms replaced every ten years?			
q. Are the smoke alarms cleaned at least twice a year inside and out with a damp cloth and vacuumed?			
r. Are second floor sleeping accommodations provided with alternate escape facilities?			
s. For camps that have alternative fire fighting systems, does the system provide adequate length of hose for water under pressure?			
t. Are water or sand buckets readily available at all cook and campfires?			
u. Are fire alarms installed in all major buildings?			
v. Are the fire alarms connected to the camp director's residence?			
w. Is the alarm system serviced annually by a qualified contractor?			

Permits	YES	NO	N/A
a. Does the camp obtain permission for open fires from either the Department of Natural Resources or the local Fire Department?			
b. Does the camp monitor local media for information on fire hazard levels or fire bans, and does the camp contact the Department of Natural Resources for update information?			

Electrical Equipment	YES	NO	N/A
a. Is all electrical wiring properly installed by a licensed electrician or otherwise approved for use?			
b. Is all electrical equipment, including power tools, stored safely and securely when not in use?			
c. Are all devices for electrical outlets such as swimming pool lights inspected daily?			
d. Are all electrical equipment and outlets that may create water shock hazards, because they are near wash basins and showers, inspected monthly and do they have grounded fault circuit interrupters?			
e. Is all electrical equipment, including power tools, grounded properly?			
f. Does an authorized serviceworker repair all electrical equipment, including power tools, that require repair?			
g. Are all electrical fixtures and wiring maintained in good repair?			

<b>h. Is all electrical equipment, including power tools, used only by authorized experienced personnel?</b>			
i. Is all electrical equipment, including power tools, checked prior to camp by a competent person?			
j. Are the electrical outlets in all buildings of the polarized (one prong wider than the other) and grounded (three prong) types?			

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are clothes dryer vents inspected and cleaned daily?</b>			
<b>b. Are fireplaces and chimneys properly built and maintained?</b>			
<b>c. Are fireplaces, chimneys and kitchen ranges etc. inspected prior to each camping season by a competent person?</b>			
<b>d. Does the camp have a policy on smoking?</b>			
<b>e. Are staff members familiar with the dangers of careless use and storage of matches and flammables?</b>			
<b>f. If the camp has a fire building program does it include instruction in controlling and extinguishing fires?</b>			
g. Are staff members who use propane tanks familiarized with their safe operation?			
h. Are propane tanks stored properly and kept guarded?			
i. Is the use of aerosol cans discouraged?			
j. Are staff members familiar with the dangers of disposing of empty aerosol cans?			
k. Are staff members familiar with the dangers of careless smoking?			

**F. Transportation**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the person(s) whose duties include driving camp vehicles hold a current provincial driver's license?</b>			
<b>b. Do the drivers hold licenses that are appropriate for the vehicles they are driving?</b>			
<b>c. For buses that can carry more than 24 passengers, does the driver have a class 2 license?</b>			
<b>d. For buses carrying under 24 passengers, does the driver have a class 4 license?</b>			
<b>e. Do all buses (including passenger vans) used to transport campers have a current Department of Transport certificate and sticker of safety inspection?</b>			

<b>f. When using chartered or hired watercraft to transport people, are the watercraft certified by the Canadian Coast Guard to carry passengers (where a vessel carrying more than 12 passengers, or five gross tones or larger, is considered a passenger vessel)?</b>			
g. Do all drivers with the responsibility of driving campers have a minimum of 4 years driving experience?			
h. Has the driving record of each staff member, whose job description includes driving, been checked (available from the Department of Transportation)?			
i. Are camp vehicles kept out of the program area?			
j. Are regular safety inspections and vehicle maintenance documented?			
k. Is one person designated in charge of camp vehicle maintenance?			
l. Do all operators know the procedures for reporting/repairing mechanical defects?			
m. When more than eight campers are traveling in a camp vehicle, are the campers adequately supervised by someone other than the driver?			
n. Are there two lists kept of campers who are being transported, one list in the vehicle and one list at the camp?			
o. Is the number of passengers in a transportation unit restricted to the number of seatbelts?			
p. Is transportation forbidden in vehicles not designed for passengers except for programs such as sleigh or hayrides?			
q. Does each transportation unit carry adequate first aid equipment?			
r. Is every vehicle that is used for transporting campers and staff equipped with emergency accessories appropriate to the weather conditions (i.e. fire extinguishers, reflector, blankets, shovels)?			
s. Are there written safety procedures in practice for all vehicles used to transport campers and staff which include: safety education; loading and unloading; safe seating; highway stops (planned and unplanned); adequate supervision based on age, mental ability and physical condition of all campers; and relief drivers when pertinent?			
t. Is a circle check of road transportation equipment done daily before use and every time the equipment is refueled?			
u. Does the driver who is towing equipment check all of the following before departure: that the hitch size is appropriate; that the chains are fastened properly; that the trailer lights are properly connected, and that the load is properly installed?			
v. If transporting luggage, program material, and/or safety equipment, are they stored in a manner so that they do not block the aisles or exits and that they do not present a hazard in the event of an accident (i.e. no luggage on empty seats or on the floor)?			

**G. General**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the camp give written notice to operate a summer camp to the Director of Health Unit wherein the camp is situated at least four weeks prior to the operation of the camp?</b>			
<b>b. If the camp is run out of a Provincial Park, does it adhere to the Provincial Park Regulations set by the Department of Natural Resources?</b>			
c. When a non-owned site is used, is there a written agreement specifying responsibilities for use of the site, facilities, equipment and services?			
d. Does the camp provide all prospective campers with an outline listing the activities and facilities available to them at the camp, as well as any limitations that might apply?			
e. Does the camp have a stated basic policy about the granting of refunds due to cancellation, sickness, leaving camp prior to the announced closing date, etc.?			
f. Do the camp owners, operators, and/or managers have access to legal counsel?			
g. Is an inventory kept of non-expendable materials, supplies, and equipment?			

<b>Counsellor to Camper Ratio by Age</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. For campers age six and under, is the ratio of counsellors to campers at least 1:6?</b>			
<b>b. For campers seven to ten years old, is the ratio of counsellors to campers at least 1:8?</b>			
<b>c. For campers eleven to fourteen years old, is the ratio of counsellors to campers at least 1:8?</b>			
<b>d. For campers fifteen years old and over, is the ratio of counsellors to campers at least 1:10?</b>			

<b>Ratio of Counsellor to Camper with Physical or Mental Disabilities</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. For campers that are severely or profoundly mentally disabled with multiple handicaps, is the counsellor to camper ratio 1:1?</b>			
<b>b. For campers that are severely disabled, needing frequent or constant assistance in activities, is the counsellor to camper ratio 1:2?</b>			
<b>c. For mildly disabled campers, needing occasional assistance in activities, is the counsellor to camper ratio at least 1:4?</b>			

<b>d. For mildly mentally disabled campers, is the counsellor to camper ratio at least 1:5?</b>			
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<b>Privacy from the Public</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Does the campsite provide privacy from the general public?			
b. Does the camp provide reasonable security to protect the campers from accidental or unwanted intrusion?			
c. Is a security system installed in high value areas such as watercraft storage, rifle storage, office safe, etc.?			