

Maryland Department of Health
Center for Healthy Homes and Community Services
Youth Camps

Other Specialized Activity Safety Plan

Purpose

The purpose of a written safety plan is to inform camp staff and volunteers what actions to follow to ensure each camper's safety while running the specialized activity. The specialized activity must be conducted according to the safety plan.

Training

Staff and volunteers must receive training in the specialized activity safety plan. Training must include an opportunity to discuss the plan and ask questions.

Knowledge and Conduct

Staff and volunteers must know and follow the specialized activity safety plan procedures.

- Describe the training: what/where/when. Document that each staff/volunteer was trained before camp and knows the safety plan.

Availability

A copy of the specialized activity safety plan must be available to the camp staff. The specialized activity safety plan must be on file in the headquarters or office of the camp.

- Where are copies of the safety plan kept?
- Do staff/volunteers receive a copy?

Writing an Other Specialized Activity Safety Plan and Procedures:

Provide the following:

1. What are the health and safety risks of the activity?
2. What minimum staff qualifications are required for the activity?
3. Describe staff responsibilities for each staff position, from Counselor in Training, (CIT) to Director. When activity is not on camp premises, a director (an individual who is 21 years old or older and has at least 24 weeks of supervisory experience) must accompany the activity.

Describe your procedures or the actions you want staff to take for each question or item:

4. Prior to the camper participating in the specialized activity, how are parents, staff, and campers notified of the activity?
5. How does the camp obtain written authorization from the child's parent for the camper to participate in the specialized activity?

6. What are the minimum requirements for campers to participate? (ie. age, skills, etc.)
7. What is your minimum staff to camper ratio? (State requirement is 1 staff to 10 campers; yours may be stricter.)
8. Describe all safety rules, standards, and practices.
9. Describe the equipment to be used, your maintenance schedule and storage procedures for the equipment.
10. Describe your safety procedures and the proper use of the equipment.
11. Describe how campers are instructed in safety procedures and the use of any protective equipment.
12. When activity is not on camp premises:
 - a. Where and how is health and emergency information for campers, staff members, and volunteers kept?
 - b. How does the group participating in the specialized activity communicate to emergency services (911), parents and main camp office in an emergency?
 - c. Who is the contact person for the specialized activity? What is their phone number?
 - d. Describe procedures (who/how/when) for taking attendance for the specialized activity.
13. Describe the qualification of the instructor for the specialized activity. (Instructor must be present at the specialized activity.)