

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

Trip Safety Plan

Purpose

The purpose of a written trip safety plan is to inform camp staff and volunteers what actions to follow to ensure each camper's safety while on a trip.

Training

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

- Describe the training: what/where/when. Document that each staff/volunteer was trained not more than 30 days before camp.

Knowledge and Conduct

Staff and volunteers must know and follow the camp's trip safety plan.

Availability

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

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

Writing Trip Safety Plan:

Answer each question by describing your procedures or the actions you want your staff members to take:

1. What are the potential health and safety risks for each trip?
2. How are the potential health and safety risks for each trip addressed?
3. What are the qualifications of the camp staff members for each trip?
4. What are the responsibilities of the camp staff members for each trip?
5. How are parents or guardians, campers, staff members and volunteers informed about a trip before campers participate in the trip?
6. How is written authorization from the camper's parent or guardian obtained before the camper participates in the trip?
7. What are the participation eligibility requirements for each trip?
8. What are the supervision requirements for each trip? Include staff to camper ratios (1 adult for 10 campers or a fraction of 10 campers).

9. What are the safety rules, standards, and practices for each trip?
10. Is there any equipment that will be used during a trip? If so, explain what it is, how it is to be maintained, and where it is to be stored.
11. How, when, and where are campers', staff members', and volunteers' health and emergency information maintained during a trip?
12. What form of emergency communication is available on a trip?
13. Who is the designated contact person on a trip?
14. How is attendance taken on a trip?
15. Who is the director or director's designee present on a trip?
16. Who has CPR and First Aid certifications? (At least 1 adult)
17. How will the camp contact person maintain the following:
 - A roster of participants?
 - Departure and return times?
 - Attendance during the:
 - Departure?
 - Activity?
 - Return?
 - An itinerary?
 - The route taken?
 - Inclement weather plans?
18. How will the camp operator ensure that:
 - A camper is instructed in the trip safety plan and use of any protective equipment?
 - A camper, staff member, or volunteer is provided with and uses safety equipment suitable to the trip?
 - The trip is conducted according to the safety plan?