

# Camp Safety Plan Template

On July 1, 2018 the new Recreational Camps Regulation O. Reg. 503/17 came into force and it includes a requirement for written camp safety plans that address safety and emergency response plans based on the camp's activities and needs. This plan is to be submitted to your area Public Health Inspector each year **at least 14 days** before commencing operation.

## Camp Safety Plan Procedures/Components:

- Every operator is to be trained in the administration, management and operation of the camp and in the camp's safety procedures.
- Maintain records of campers (name, address and emergency contact).
- Maintain a list of all camp staff members who have a current first aid certificate.
- Ensure appropriate supervision of all campers with set ratios for children under 13, over 13, or with special needs. Continuous supervision by at least one adult who has a current first aid certificate is required.
- Ensure that one of the following persons is present in the recreational camp: a physician, a registered nurse, or a person who has a current first aid certificate. If a physician is not in residence ensure that the services of a physician can be obtained immediately in the case of a medical emergency.
- Maintain records of any health and safety incidents that occur in the camp.
- Ensure that every camper or camp staff member is free of any communicable disease.
- Implement procedures to address communicable disease control and fire safety.
- Provide a description of land-based and water-based activities\* at the camp, an identification of the risks of those activities and a strategy to control and minimize those risks, including supervision procedures if appropriate.
- Address waterfront safety (see s.24 and s.25 of O. Reg. 503/17), including, if applicable, the availability of safety equipment and communication devices and procedures.
- Ensure that no animal that is susceptible to rabies is brought into the camp unless it has a rabies immunization certificate with the immunization administered at least 30 days before it was brought into the camp.

**\* Sample land-based and water-based activities:**

- Archery
- Boating
- Camp Trips
- Horseback Riding
- Other
- Zip Lining
- Sports
- Swimming
- Rock climbing
- Cycling
- Canoe Trips
- Orienteering
- Rope or Challenge Courses

**Resources:**

- Ontario Camps Association guidelines
- O. Reg. 137/15 under the Child Care and Early Years Act, 2014
- Children’s camp written plan checklist template: <https://www.health.ny.gov/forms/doh-2040.pdf>

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