

**Maryland Department of Health
Center for Recreation and Community Environmental Health Services
Youth Camps**

Specialized Activity Safety Plan Guidance

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.

- Each staff member / volunteer must receive training on the specialized activity safety plan and be allowed to ask questions regarding the plan.
- The camp must keep documentation that each staff member / volunteer received the training not more than 30 days before the activity.

Availability

The specialized activity safety plan must be on file in the camp headquarters or office and a copy must be available to the staff / volunteers.

- Each staff member / volunteer must know where the specialized activity safety plan is kept and / or be provided with their own copy of the plan.

Writing a Specialized Activity Safety Plan and Procedures

Provide the following descriptions and action in your specialized activity safety plan:

1. Describe the specialized activity that will be covered in this safety plan.
2. Describe the health and safety risks of the activity and how these risks are addressed.
3. Describe all safety rules, standards, and practices for the specialized activity.
4. Describe the equipment to be used, your safety procedures, and proper use of the equipment.
5. Describe your maintenance procedure and proper storage for the specialized activity equipment to ensure it remains in good working condition.
6. Describe the required staff; staff qualifications; and each staff member's responsibility before, during, and after the specialized activity. Minimum state requirements for staffing are below. The camp's requirements may be stricter.

- a. Director (an individual who is 21 years old or older and has at least 24 weeks of supervisory experience) present at camp or at activity site, when the activity is not at the camp.
 - b. An instructor must be present.
 - c. An adult with CPR certification from a national organization.
 - d. An adult with first aid certification from a national organization.
 - e. Staff to camper ratio is 1 staff to 10 campers.
7. Provide a diagram showing relevant details (i.e., course, safety equipment, signs, etc.) including each staff member's position.
 8. Describe the following when the specialized activity is not on camp premises:
 - a. How the campers are transported to the activity.
 - b. Where and how the health and emergency information for campers, staff members, and volunteers will be kept.
 - c. How the group participating in the specialized activity communicates to emergency services (911), parents, and main camp office in an emergency.
 - d. Who will be the contact person and what their phone number is.
 9. Describe the procedure (who/how) for taking attendance before, during, and after the specialized activity.
 10. Describe how attendance of all campers is taken quickly during specialized activity in an emergency.
 11. Describe how parents, staff, and campers are notified of the activity, prior to the specialized activity.
 12. Describe how the camp obtains written authorization from the child's parents for the camper to participate in the specialized activity.
 13. Describe the minimum requirements for campers to participate (i.e., age, skills, etc.).
 14. Describe how the camper's abilities are evaluated before participation in the specialized activity.
 15. Describe how the campers are assigned to appropriate areas, equipment, and activities once the evaluation is completed.
 16. Describe how campers are instructed in safety procedures and the use of any protective equipment.

17. Describe how, where, and when (not more than 30 days before the activity) staff member / volunteer will be trained on this specialized safety plan.
18. Describe how the camp will document that each staff / volunteer has received and understand the specialized safety plan training prior to camp and where that documentation will be kept.
19. Describe how the staff / volunteers will have access to the specialized safety plan; where copies of the plan will be kept and / or copies provided to the staff / volunteers.