



Camp Self-Survey Form

Questions about safety or risk control?
Contact our specialists at riskcontrol@adventistrisk.org.

CAMP

	DATE:
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INSPECTORS

	TITLE:
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	TITLE:
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▶ SECTION A: ADMINISTRATIVE

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. The camp has a safety officer.	YES	NO	N/A				
2. The camp has a safety committee.	YES	NO	N/A				
3. The camp conducts regular safety meetings with staff.	YES	NO	N/A				
4. Camp staff members are trained and know their roles during an emergency.	YES	NO	N/A				
5. Criminal background checks are performed on employees and volunteers.	YES	NO	N/A				
6. A child-abuse prevention program is in place.	YES	NO	N/A				
7. The camp or conference has a written sexual offender policy.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION A: ADMINISTRATIVE (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
8. Written disaster plans are in place and practiced (e.g., fire, earthquake, hurricane, tornado, violence, camp evacuation, lost or missing camper, as applicable).	YES	NO	N/A				
9. Evacuation plans are posted in all buildings.	YES	NO	N/A				
10. Camp evacuation drills (e.g., forest fires, weather, etc.) are conducted.	YES	NO	N/A				
11. Fire drills are conducted at the beginning of each camp session.	YES	NO	N/A				
12. The fire alarm system is tested during drills.	YES	NO	N/A				
13. A security system is in place. Fire and security systems are monitored by a central station.	YES	NO	N/A				
14. All building values are current.	YES	NO	N/A				
15. Camp fences, gates, and signs are listed on the property policy/schedule.	YES	NO	N/A				
16. Bulk fuel tanks are listed on the property policy/schedule.	YES	NO	N/A				
17. Fuel tanks are properly signed (e.g., flammable, no smoking, type of fuel) and secured.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION A: ADMINISTRATIVE (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
18. Elevators are serviced regularly and inspected annually.	YES	NO	N/A				
19. Forklift/high-reach lift training is completed, documented, and up to date for all operators, per OSHA regulations.	YES	NO	N/A				
20. The camp has an automated external defibrillator (AED).	YES	NO	N/A				
21. The AED is checked and serviced according to manufacturer or state requirements. The staff is trained to use it per device instructions.	YES	NO	N/A				
22. Driver cell phone (handheld device) policy is in place and enforced.	YES	NO	N/A				
23. Written weapons and violence prevention policy is in place.	YES	NO	N/A				
24. Scrutiny for possibility of weapons is practiced.	YES	NO	N/A				
25. Control measures for the keys (for structures and vehicles) are in place. Key inventories are maintained, and keys are marked "Do NOT copy."	YES	NO	N/A				
26. The facility is periodically rekeyed.	YES	NO	N/A				
27. More than one person is assigned to work with cash and disbursement.	YES	NO	N/A				



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▶ SECTION B: GENERAL

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. A preventive maintenance program is in place for the camp.	YES	NO	N/A				
2. Buildings are free from any signs of roof or pipe leakage. Prompt repair of leaks and deterioration is conducted.	YES	NO	N/A				
3. Good housekeeping is maintained in all buildings, storage rooms, laundry rooms, and closets. Covered trash containers are throughout the buildings.	YES	NO	N/A				
4. Portable fire extinguishers are available, tagged, and checked monthly for proper pressure and tampering. Annual inspections by a professional company are recorded and kept on file.	YES	NO	N/A				
5. Portable fire extinguishers are visible, properly mounted/placed, and within 50-75 feet throughout the buildings/cabins.	YES	NO	N/A				
6. Emergency lighting is tested monthly. Inspections are recorded and kept on file.	YES	NO	N/A				
7. Sprinkler systems (if installed) are inspected annually.	YES	NO	N/A				
8. The fire alarm system is tested and serviced regularly.	YES	NO	N/A				
9. Smoke/heat detectors are in good repair and serviced twice a year (batteries changed).	YES	NO	N/A				
10. Hard-wired carbon monoxide detectors are in areas where fossil fuel systems are used for sleeping quarters.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION B: GENERAL (cont.)

CHECKLIST		YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
11.	Functional fire hydrants are throughout the camp, and there is an adequate water supply.	YES	NO	N/A				
12.	Lighting is adequate throughout camp buildings and property.	YES	NO	N/A				
13.	Exit doors are in good condition and function properly.	YES	NO	N/A				
14.	Exit route maps are displayed throughout buildings.	YES	NO	N/A				
15.	Main exit doors have panic hardware. No chains, deadbolts, etc., are on emergency exit doors with panic hardware.	YES	NO	N/A				
16.	Exit doors open in direction of exit travel and are clear of obstructions both inside and outside (e.g., ice or snow buildup that would prevent door from opening).	YES	NO	N/A				
17.	All exit doors without panic hardware are unlocked during occupancy and do not have chains, deadbolts, etc.	YES	NO	N/A				
18.	Doors, passageways, and stairs that might be mistaken for exits are labeled "No Exit."	YES	NO	N/A				
19.	Dead-end corridors do not exceed 20 feet (6.1 meters).	YES	NO	N/A				
20.	Emergency lighting is installed and operative and is tested monthly by staff. Inspections are recorded and kept on file.	YES	NO	N/A				
21.	Occupant capacity and evacuation plans are posted in assembly rooms (e.g., cafeteria, etc.).	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION B: GENERAL (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
22. Rooms with 50 or more occupants or over 1000 square feet have two exit doors.	YES	NO	N/A				
23. Candles are prohibited (battery candles acceptable).	YES	NO	N/A				
24. Wood-burning fireplace chimneys are inspected and cleaned regularly.	YES	NO	N/A				
25. Hot water tanks are secured and equipped with pressure relief valves.	YES	NO	N/A				
26. Covers for electrical outlets, junction boxes, and light switches are in place for all buildings.	YES	NO	N/A				
27. Electrical installation and repairs are conducted by a licensed electrician.	YES	NO	N/A				
28. Electrical wiring and panels are in good repair. Panel covers are in place.	YES	NO	N/A				
29. GFCI protection is within 6 feet (2 meters) of sinks and is on exterior outlets and RV areas, etc.	YES	NO	N/A				
30. Fire-retardant paper is used for decorations. Paper decorations do not cover more than 20% of the wall.	YES	NO	N/A				
31. There is a window in a wall/door of all classrooms and offices.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION C: CAMP SAFETY & SUPERVISION

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Employment applications are required.			N/A				
2. Camp reviews and follows up on staff references.			N/A				
3. Counselors work in groups—not alone with one camper.			N/A				
4. Strict procedures are enforced to prevent unauthorized individuals from picking up campers.			N/A				
5. Camp visitors are supervised.			N/A				
6. Facility accesses are controlled (fenced and gated).			N/A				
7. Off-limit areas are posted and secured.			N/A				
8. Screens are on lower windows.			N/A				
9. Shrubbery is trimmed to eliminate shadows/hiding areas.			N/A				



Camp Self-Survey Form

► SECTION D: EMPLOYEE SAFETY

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Staff and volunteers are trained and experienced for tasks/equipment operated, etc.	YES	NO	N/A				
2. Training is documented.	YES	NO	N/A				
3. Chemical/hazardous material training is provided and documented.	YES	NO	N/A				
4. Material Safety Data Sheets (MSDS/SDS) are maintained for all chemicals.	YES	NO	N/A				
5. Fall-protection equipment is used per OSHA standards.	YES	NO	N/A				



Camp Self-Survey Form

► SECTION E: OFFICES/WORKROOMS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Electrical cords/plugs are in good repair.	YES	NO	N/A				
2. No extension cords are used (limited power strip use is acceptable).	YES	NO	N/A				
3. Aisles and lanes are free of electrical cords, phone cords, and other hazards.	YES	NO	N/A				
4. On paper cutters, there are finger guards and the cutting arm stays up when raised and released.	YES	NO	N/A				
5. Computer workstations have good ergonomic positioning.	YES	NO	N/A				
6. Good housekeeping is maintained in storage rooms and workrooms.	YES	NO	N/A				
7. There is adequate access to equipment.	YES	NO	N/A				
8. All classrooms and offices have a window in a wall/door.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION F: CLASSROOMS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Evacuation plans are posted in each classroom.	YES	NO	N/A				
2. Illuminated exit signs are mounted and working properly.	YES	NO	N/A				
3. Good housekeeping is maintained in storage closets.	YES	NO	N/A				
4. Aisles and lanes are free of electrical cords, phone cords, and other hazards.	YES	NO	N/A				
5. No extension cords are used (limited power strip use is acceptable).	YES	NO	N/A				
6. On paper cutters, there are finger guards and the cutting arm stays up when raised and released.	YES	NO	N/A				
7. Fire-retardant paper is used for decorations. Paper decorations do not cover more than 20% of the wall.	YES	NO	N/A				
8. Audiovisual equipment is strapped to wide-base, stable carts.	YES	NO	N/A				
9. Hazardous chemicals are stored in locked cabinets or out of the reach of children.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION G: CORRIDORS/HALLWAYS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Corridors, exits, and stairs are free of storage or other obstructions.	YES	NO	N/A				
2. Exit signs are in place and illuminated.	YES	NO	N/A				
3. Dead-end corridors do not exceed 20 feet (6.1 meters) and are properly labeled.	YES	NO	N/A				
4. Smoke/fire doors are kept closed or are self-closing with fire-system-triggered release.	YES	NO	N/A				
5. Emergency lighting is in place, operating properly, and tested monthly. Inspections are recorded and kept on file.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION H: ELECTRICAL/MECHANICAL ROOMS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Self-closing, fire-rated doors are installed and locked at all times.	YES	NO	N/A				
2. Good housekeeping is maintained.	YES	NO	N/A				
3. Mechanical, electrical, and HVAC systems are inspected and serviced annually or per manufacturer recommendations.	YES	NO	N/A				
4. 3-foot (1-meter) clearance is maintained in front of and below electrical panels and other equipment.	YES	NO	N/A				
5. Electrical wiring and panels are in good repair. Panel covers are in place.	YES	NO	N/A				
6. Penetrations through walls, ceilings, and floors are sealed with fire-rated materials or devices.	YES	NO	N/A				
7. Main switches, shut-off valves, and plumbing are properly labeled.	YES	NO	N/A				
8. GFCI protection is on outlets within 6 feet (2 meters)	YES	NO	N/A				
9. Chemicals are properly labeled and stored.	YES	NO	N/A				
10. Area is free of combustibles, flammables, and general camp storage.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION I: BUILDING EXTERIOR

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. There is a snow and ice removal program, if applicable.	YES	NO	N/A				
2. Dusk-to-dawn perimeter lighting is installed. Parking lots and sidewalks are well lit. Driveway chain barriers have reflectors.	YES	NO	N/A				
3. Parking lots and sidewalks are in good repair and are free of potholes, cracks, and debris.	YES	NO	N/A				
4. Exterior paint, building cladding, and brickwork/blockwork for all buildings/cabins are in good condition.	YES	NO	N/A				
5. Windows are free of cracks and breaks. Window glazing/seal is in good condition.	YES	NO	N/A				
6. Roofing material is in good condition, free of debris, with flashing and gutters in place.	YES	NO	N/A				
7. All steps have handrails, and step railings are firmly secured. Spaces in railings/balusters is less than 4 inches.	YES	NO	N/A				
8. Dry vegetation and debris are kept away from buildings (defensible space is generally 30 feet or 9 meters). Weeds, trees, and shrubs are cut and trimmed of dead limbs. Trash is adequately controlled.	YES	NO	N/A				
9. Vegetation is kept away from propane tanks.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION I: BUILDING EXTERIOR (cont.)

10.	Propane tanks are protected from vehicles by bollards, large rocks, etc.	YES	NO	N/A				
11.	Propane tanks are properly labeled (contact vendor if tanks are not owned).	YES	NO	N/A				



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▶ SECTION J: WALKING AND WORKING SURFACES

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Lighting is adequate throughout the property.	YES	NO	N/A				
2. Floor surfaces, steps, etc., are in good repair, free of tripping hazards and slippery surfaces.	YES	NO	N/A				
3. Floor openings are properly guarded.	YES	NO	N/A				
4. Carpets are free of tears and wrinkles.	YES	NO	N/A				
5. "Wet Floor" signs are used after mopping operations.	YES	NO	N/A				
6. Full-length glass doors and windows are properly marked with trim or decals.	YES	NO	N/A				
7. Handrails are at all steps and are properly secured. Stairs have uniform step heights.	YES	NO	N/A				
8. Open sides of steps/platforms are protected with railings.	YES	NO	N/A				
9. Balconies and overhead storage have rails, mid-rails, and toeboards.	YES	NO	N/A				
10. Space in railings/balusters is less than 4 inches.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION K: CABINS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Portable fire extinguisher is available, tagged, and checked monthly for proper pressure and tampering. Annual inspections by a professional company are recorded and kept on file.	YES	NO	N/A				
2. Carbon monoxide detectors are in sleeping quarters that are heated by fossil fuels.	YES	NO	N/A				
3. 3-foot (1-meter) clearance is maintained in front of and below electrical panels and other equipment.	YES	NO	N/A				
4. Bunk beds have rails and ladders that meet U.S. Consumer Product Safety Commission standards.	YES	NO	N/A				
5. Drying wet clothes on cabin heaters is prohibited.	YES	NO	N/A				
6. Candles are prohibited (battery candles acceptable).	YES	NO	N/A				
7. Showers have textured floors.	YES	NO	N/A				



Camp Self-Survey Form

► SECTION L: SHOWERS/LAUNDRY ROOMS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Exit doors open in the direction of exit travel and are clear both inside and outside of obstructions that would prevent the doors from opening.	YES	NO	N/A				
2. Lockers are secured to walls.	YES	NO	N/A				
3. Lockers are secured to walls.	YES	NO	N/A				
4. GFCI protection is within 6 feet (2 meters) of sinks, etc.	YES	NO	N/A				
5. Housekeeping is adequate.	YES	NO	N/A				
6. Dryer vent piping is regularly cleaned, and lint buildup is removed after each load.	YES	NO	N/A				
7. Washing machine hoses are checked and in good condition.	YES	NO	N/A				
8. Hot water tanks are secured and equipped with pressure relief valves.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION M: CAFETERIA/KITCHEN

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. All exits are clearly marked with visible, approved signs. Main exit doors are equipped with panic hardware.	YES	NO	N/A				
2. Exit doors open in the direction of exit travel and are clear of obstructions both inside and outside (e.g., ice or snow buildup that would prevent door from opening).	YES	NO	N/A				
3. All exit doors without panic hardware are unlocked during occupancy with no chains, deadbolts, etc.	YES	NO	N/A				
4. Floors are kept clean/free of spills. Portable signs are used to indicate wet floors/ hazards in kitchen and lunchroom.	YES	NO	N/A				
5. Portable fire extinguisher is available, tagged, and checked monthly for proper pressure and tampering. Annual inspections by a professional company are recorded and kept on file.	YES	NO	N/A				
6. Class K fire extinguisher in kitchen is available, tagged, and visually checked monthly. Annual inspections by a professional company are recorded and kept on file.	YES	NO	N/A				
7. Cooking line fire suppression system is serviced semi-annually (tag current).	YES	NO	N/A				
8. Exhaust filters, ducts, hood, and fan are cleaned on a regular basis, and kitchen is free of grease accumulation.	YES	NO	N/A				
9. Safety latches, or interior escape handles on walk-in coolers/ freezers, are present and properly working.	YES	NO	N/A				
10. Food is not stored on the floor.	YES	NO	N/A				
11. Rodent control program is in place.	YES	NO	N/A				



Camp Self-Survey Form

► SECTION M: CAFETERÍA/COCINA (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
12. Las serpentinas de refrigeración, los motores y los compresores se controlan y limpian periódicamente.	YES	NO	N/A				
13. Los alimentos congelados se mantienen a una temperatura de 0 °F (-17,8 °C), y los alimentos fríos se almacenan a menos de 40 °F (4,4 °C). Los alimentos se cubren y etiquetan.	YES	NO	N/A				
14. Los alimentos calientes se mantienen a una temperatura superior a 140 °F (60 °C).	YES	NO	N/A				
15. Los equipos de cocina están alineados correctamente bajo la campana con boquillas de supresión de incendios.	YES	NO	N/A				
16. El aceite de la freidora se cambia periódicamente.	YES	NO	N/A				
17. Las freidoras tienen un espacio de 16 pulgadas entre la parte superior del aceite y cualquier llama abierta o llama piloto (o barrera no combustible de por lo menos 8 pulgadas de altura).	YES	NO	N/A				
18. Las freidoras están equipadas con control de límite de alta temperatura.	YES	NO	N/A				
19. Los cuchillos se afilan periódicamente.	YES	NO	N/A				
20. Se usan guantes con protección de acero cuando se cortan alimentos.	YES	NO	N/A				
21. Las asas de cierre de bol de las mezcladoras comerciales son operables y se utilizan.	YES	NO	N/A				
22. Las mesas y sillas están en buen estado, se guardan en estantes y no se apilan contra las paredes.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION N: GYMNASIUMS/AUDITORIUMS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Evacuation plans are posted throughout the building.	YES	NO	N/A				
2. Exit doors open in the direction of exit travel and are clear of obstructions both inside and outside (e.g., ice or snow buildup that would prevent door from opening).	YES	NO	N/A				
3. Portable fire extinguisher is available, tagged, and checked monthly for proper pressure and tampering. Annual inspections by a professional are recorded and on file.	YES	NO	N/A				
4. Aisles and lanes are free of electrical cords, phone cords, and other hazards.	YES	NO	N/A				
5. Bleachers/seating is in good repair.	YES	NO	N/A				
6. Floors are in good condition, with no slip, trip, or fall hazards. Seams in protective floor covering are taped to prevent trip and fall hazards.	YES	NO	N/A				
7. Structural posts and walls behind basketball backboards are padded to prevent injury.	YES	NO	N/A				
8. Good housekeeping is maintained in storage closets. Storage of combustibles is limited.	YES	NO	N/A				
9. Hazardous chemicals are stored in locked cabinets.	YES	NO	N/A				
10. No extension cords are used (limited power strip use is acceptable).	YES	NO	N/A				
11. Electrical wiring for stage lights is grounded/maintained.	YES	NO	N/A				
12. Stage curtains are flame resistant or flame retardant.	YES	NO	N/A				



Camp Self-Survey Form

► SECTION N: GYMNASIUMS/AUDITORIUMS (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
13. Sprinklers are installed over stage.	YES	NO	N/A				
14. Paper decorations do not cover more than 20% of the wall.	YES	NO	N/A				
15. Audiovisual equipment is strapped to wide-base, stable carts.	YES	NO	N/A				
16. Fly weights, ropes, and cables are in good repair.	YES	NO	N/A				
17. Access to catwalks/elevated stairs is controlled.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION 0: MAINTENANCE SHOPS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Maintenance area is secured from campers.	YES	NO	N/A				
2. Safety rules are posted.	YES	NO	N/A				
3. Good housekeeping is maintained in storage closets. Storage of combustibles is limited.	YES	NO	N/A				
4. Good ventilation is provided.	YES	NO	N/A				
5. There is adequate space for operating equipment.	YES	NO	N/A				
6. Aisles are marked around equipment.	YES	NO	N/A				
7. Power shutoffs are provided/ accessible.	YES	NO	N/A				
8. Electrical lockout/tagout procedures are in place.	YES	NO	N/A				
9. All electrical equipment is double- insulated or grounded.	YES	NO	N/A				
10. Electrical cords/plugs are in good repair.	YES	NO	N/A				
11. Electrical panels are accessible with 3 feet (1 meter) of clearance.	YES	NO	N/A				
12. Non-asbestos fire blanket is provided.	YES	NO	N/A				
13. Radial arm head returns to starting position when released.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION 0: MAINTENANCE SHOPS (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
14. Dust collection systems are provided and maintained.	YES	NO	N/A				
15. First aid kit is provided and maintained.	YES	NO	N/A				
16. Safety glasses are provided and used.	YES	NO	N/A				
17. Material Safety Data Sheets (MSDS/SDS) are maintained for all chemicals/hazardous materials.	YES	NO	N/A				
18. Emergency eyewash/shower is provided and tested regularly. Test results are documented.	YES	NO	N/A				
19. Flammables are stored in approved flammable storage cabinet and/or separate, fire-rated storage rooms or buildings.	YES	NO	N/A				
20. Flammables are kept away from open flames, hot surfaces, and electrical exposure.	YES	NO	N/A				
21. Spray booths are filtered. Sprinklers and explosion-proof fixtures and boxes are provided.	YES	NO	N/A				
22. Oily rags and mops are stored in approved, covered containers.	YES	NO	N/A				
23. Compressed gas cylinders are properly secured.	YES	NO	N/A				
24. EPA-approved spill-containment drums/tanks are provided.	YES	NO	N/A				
25. Overhead storage is prohibited unless OSHA-approved ladders, railings, and toeboards are provided.	YES	NO	N/A				
26. Ladders are in good repair.	YES	NO	N/A				



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▶ SECTION 0: MAINTENANCE SHOPS (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
27. Only fiberglass or wood ladders are used near electrical exposures.	YES	NO	N/A				
28. A policy for hot work (any process that can be a source of ignition when flammable material is present) is in place and followed by staff.	YES	NO	N/A				
29. Common PVC pipe is NOT used for compressed air.	YES	NO	N/A				
30. Air compressor is equipped with properly rated, working pressure relief valve.	YES	NO	N/A				
31. Fuel tanks are properly signed (e.g., flammable, no smoking, type of fuel).	YES	NO	N/A				
32. Fuel tanks are secured (locked, fenced, etc.).	YES	NO	N/A				
33. Proper fire extinguisher, spill kits, spill containment, and bollards are present at fuel tanks or fuel filling locations.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION P: CRAFTS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Safety rules are posted.	YES	NO	N/A				
2. Good housekeeping is maintained.	YES	NO	N/A				
3. Material Safety Data Sheets (MSDS/SDS) are available for hazardous chemicals.	YES	NO	N/A				
4. Emergency gas shut-off is provided and accessible.	YES	NO	N/A				
5. Electrical cords/plugs are in good repair.	YES	NO	N/A				
6. Adequate separation is maintained between kilns and combustibles.	YES	NO	N/A				
7. "Danger Hot" temperature signs are posted near kilns. Kilns are located away from camper foot traffic.	YES	NO	N/A				
8. Flammable materials are stored in UL- or FM-approved flammable cabinets.	YES	NO	N/A				



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▶ SECTION Q: TRANSPORTATION

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Vehicle use is restricted only to official camp activities.							
2. Keys are removed and vehicles are locked when not in use.							
3. Scheduled maintenance is conducted on owned and non-owned vehicles used in camp activities.							
4. Vehicle maintenance is documented.							
5. Vehicles have current registration.							
6. Vehicles with a passenger capacity of 15 or more and that cross state lines are registered with the U.S. Dept. of Transportation (state laws may vary).							
7. The U.S. Department of Transportation number is posted prominently on applicable vehicles.							
8. A seatbelt policy is strictly enforced for drivers and passengers.							
9. Driver training is required for all passenger-carrying vehicles, 1-ton trucks or larger, and semi-truck/trailer rigs.							
10. Camp policy forbids staff and/or campers in back of pickups and/or trucks.							
11. Drivers are required to utilize approved routes.							
12. Drivers are not allowed to carry unauthorized passengers.							



Camp Self-Survey Form

▶ SECTION Q: TRANSPORTATION (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
13. Drivers must complete daily vehicle checklist.	YES	NO	N/A				
14. DMV driving records are checked for all persons driving on behalf of the camp.	YES	NO	N/A				
15. Drivers are at least 21 years of age.	YES	NO	N/A				
16. Drivers are in good health and hold current medical card if required.	YES	NO	N/A				
17. Drivers have current driver's license that is suitable for the type of vehicle being driven.	YES	NO	N/A				
18. Drivers have no more than two traffic citations during the past three years.	YES	NO	N/A				
19. Drivers have no at-fault accidents during the past three years.	YES	NO	N/A				
20. Medical release forms are available in each vehicle that transports passengers.	YES	NO	N/A				
21. Ample supervision is provided in vehicles transporting passengers.	YES	NO	N/A				
22. Driver cell phone (handheld device) policy is in place and enforced.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION R: FIRST AID

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. A doctor or nurse is on the premises.	YES	NO	N/A				
2. The camp has an automated external defibrillator (AED).	YES	NO	N/A				
3. The AED is checked and serviced according to manufacturer or state requirements. Staff members are trained to use the AED per device instructions.	YES	NO	N/A				
4. A specific area is set aside for medical aid.	YES	NO	N/A				
5. A cross-section of staff is currently trained in first aid/CPR.	YES	NO	N/A				
6. A log of injuries, sickness, and treatments is kept.	YES	NO	N/A				
7. A log of incidents and accidents is kept (OSHA 300 and 301).	YES	NO	N/A				
8. All medicines and equipment are locked away and strictly controlled.	YES	NO	N/A				
9. First aid kits are readily accessible and located throughout the camp facilities.	YES	NO	N/A				
10. First aid supplies and medications are replenished as needed and are checked yearly for date of expiration.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION S: WATERFRONT

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Lifeguards are present for waterfront activities.			N/A				
2. "No Lifeguard on Duty" signs are prominently posted for waterfront.			N/A				
3. There are CPR-qualified staff members.			N/A				
4. Activity is conducted in clear water (enabling a swimmer in trouble to be readily seen).			N/A				
5. Appropriate rescue equipment is readily available, and training on equipment use is provided.			N/A				
6. Colored wristband ID showing swimming ability is provided.			N/A				
7. Buddy system is used.			N/A				
8. Diving is only permitted from diving board.			N/A				
9. Swimming areas in lake are marked off with flotation devices and rope.			N/A				
10. Waterfront observer is in boat monitoring miscellaneous boating activities (e.g., canoeing, sailing, sailboards, etc.).			N/A				



Camp Self-Survey Form

► SECTION S: WATERFRONT (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
11. Boat operators are trained for specific boats. Training is documented (check specific state requirements).	YES	NO	N/A				
12. Powerboat engine compartment exhaust fan is in working order, and ductwork is properly connected.	YES	NO	N/A				
13. Portable fire extinguisher is available, tagged, and checked monthly for proper pressure and tampering. Annual inspections by a professional company are recorded and kept on file.	YES	NO	N/A				
14. All boat occupants are required to wear approved personal flotation devices.	YES	NO	N/A				
15. Observer is in boat for all towing activities (e.g., boards, skiing, inflatables, etc.).	YES	NO	N/A				
16. Fuel tank is equipped with tank valve, dispenser valve, and fire extinguisher.	YES	NO	N/A				
17. There is EPA-approved fuel tank spill containment.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION T: HORSEMANSHIP

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Head wrangler's certification with Certified Horsemanship Association (CHA) or other certification is up to date.							
2. Horses are delivered to camp at least two weeks before camp activity begins.							
3. Written evaluation is made of each horse.							
4. Staff have horsemanship experience.							
5. Horse activity is conducted only during camp session.							
6. Stable and riding area are off-limits when horsemanship supervisors are absent.							
7. Rows for feeding/saddling are arranged to keep stable hands and riders away from rear of horses.							
8. Riding arena periodically disked or harrowed to keep ground soft							
9. All riders are required to wear helmets.							
10. Helmets are disinfected after each use.							
11. Western saddles with tapaderas are used for beginners.							
12. Supervision is present at the front, middle, and rear of line of horses.							
13. Good housekeeping is maintained.							



Camp Self-Survey Form

▶ SECTION U: ROPE COURSE CLIMBING ACTIVITIES

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Properly sized equipment is available for all participants, staff, and campers.	YES	NO	N/A				
2. Safety checks of all equipment and elements are conducted prior to each use.	YES	NO	N/A				
3. Equipment is removed from service and marked if damaged or beyond its "life date."	YES	NO	N/A				
4. Course is inspected annually by a qualified individual who holds current and documented experience in construction and evaluation of that type of course.	YES	NO	N/A				
5. Written records are kept of regular inspections and the maintenance of all equipment and elements.	YES	NO	N/A				
6. All staff who are operating elements and equipment are trained for that specific course. Training is documented.	YES	NO	N/A				
7. Training is conducted by a qualified trainer (e.g., certified by the Association for Challenge Course Technology [ACCT] or the Professional Ropes Course Association).	YES	NO	N/A				
8. 12 inches of wood chips, mulch, sand, pea gravel, or safety-tested rubber/ rubber-like materials are at the base of climbing walls and low rope course elements, and it extends 6 feet in all directions.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION V: SUPERVISION/OFF CAMP ACTIVITIES

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Experienced supervisors are in charge of all activities.			N/A				
2. Supervisors are required to demonstrate proficiency in activity they supervise.			N/A				
3. Protective equipment is used as required for specific activities.			N/A				
4. Sports activities require a warm-up period.			N/A				
5. Supervisors for hazardous activities are professionally trained.			N/A				
6. Supervisors for extra hazardous activities are professionally trained and certified (when applicable).			N/A				
7. Field trip pre-planning is conducted (see Activity/Trip Planning Worksheet).			N/A				
8. Permission slips are obtained.			N/A				
9. Medical release forms are available in each vehicle.			N/A				
10. Supervision is provided for off-premises camp activities.			N/A				



Camp Self-Survey Form

▶ SECTION V: SUPERVISION/OFF CAMP ACTIVITIES (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
11. Authorized supervision is provided for off-season camp activities.	YES	NO	N/A				
12. Head supervisors are at least 18 years old.	YES	NO	N/A				
13. Junior counselors are at least 16 years old.	YES	NO	N/A				
14. Contact with wild animals is avoided.	YES	NO	N/A				



Camp Self-Survey Form

▶ SECTION W: CAMP ACTIVITIES

Each summer camp should have tailored risk-control standards in relation to their activities. Activities are divided into three classifications: *Extrahazardous, Hazardous, y and High Risk*, depending upon their risk factors.

The following are examples of **EXTRAHAZARDOUS ACTIVITIES** (NOTE: Some activities are excluded from insurance policies, and no coverage is available):

ATVs	Hang Gliding	Private Aircraft	Skydiving	War/Survival Games White
Bungee Jumping	Horseback Riding	Rappelling	Spelunking	Water Rafting
Climbing Walls	Kite/Parasailing	Rock Climbing	Springboards	
Dune Buggies	Mini Tramps	Ropes Courses	Tackle Football	
Fireworks Use and Sale	Motorcycles	Scuba Diving	"The Blob"	
Gymnastics	Mud Olympics	Sea Sledding	Trampolines	

Each **Extrahazardous** activity is **prohibited...unless** the following is adhered to:

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Conference committee approval is obtained.	YES	NO	N/A				
2. Adequate limits of specific insurance are secured.	YES	NO	N/A				
3. Supervision is limited to trained adults.	YES	NO	N/A				
4. Supervisors are certified (when applicable).	YES	NO	N/A				
5. Supervisors are highly experienced in activity for which they are responsible.	YES	NO	N/A				

The following are examples of **HAZARDOUS RISK ACTIVITIES**:

Archery	Hayrides	Snorkeling	Snow Skiing	Water Skiing
Boating	Hiking	Snowboarding	Surfboarding	WaveRunners
Canoeing	Jet Skiing	Snowmobiling	Swimming	Windsurfing

For each **Hazardous Risk** activity, the following is adhered to:

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
6. Adult supervision is qualified and experienced in activity for which they are responsible.	YES	NO	N/A				
7. Insurance coverage is in place.	YES	NO	N/A				

Examples of **HIGH-RISK ACTIVITIES** include:

Basketball	Exercise/Weight Training	Hardball Baseball	Playground Equipment	Skateboarding
Bicycling	Floor/Roller Hockey	Ice Hockey	Roller Skating/	Soccer
BMX Biking	Go-Karts/Béisbol duro	Mountain Biking	Rollerblading	Softball

Para todas las actividades de **riesgo peligrosas** deben cumplirse los siguientes requisitos:

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
8. Adult supervision is qualified and experienced in activity for which they are responsible.	YES	NO	N/A				
9. Insurance coverage is in place.	YES	NO	N/A				

STAFF TO CAMPER RATIOS FOR MOST OF THE ABOVE ACTIVITIES:
HAZARDOUS RISK ACTIVITY – 1:4 | HIGH-RISK ACTIVITY – 1:8 | LOW-RISK ACTIVITY – 1:12