



This checklist is a tool for University departments sponsoring, conducting or coordinating camps to identify and assess risk and prepare to respond to an emergency. Refer to the University Risk Management Camp Activities Guidelines for definitions and an expanded explanation of risk minimization principles. The type of activity, location, age and number of participants, modes of transportation, *etc.*, will determine the extent of planning needed. Please respond to the various points with appropriate information and documentation. Forward a copy to your approving authority and campus [Office of University Risk Management](#) (URM) for review.

CAMP NAME

COORDINATOR _____

NAME	TELEPHONE	E-MAIL
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PRIMARY LOCATIONS

TYPE OF CAMP (ATHLETIC OR ACADEMIC)

ACTIVITIES

TARGET AUDIENCE

PARTICIPANT AGE/GRAD

ESTIMATED NUMBER	STAFF RATIO
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SPONSORS			
NAME	TELEPHONE	E-MAIL	WEBSITE

OPERATORS	<hr/>		
	<i>NAME</i>	<i>TELEPHONE</i>	<i>E-MAIL</i>

VENDORS _____

NAME	TELEPHONE	E-MAIL
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A. CAMP COORDINATOR/SPONSOR

- ☐ Review URM Camp Guidelines and Applicable Campus Policies
- ☐ Review American Camp Association and comparable standards information.
- ☐ Complete necessary forms and documents
 - Applicable facilities agreements and permits
 - Camp insurance for all participants (as applicable)
 - Camp Participant Informed Consent & Medical History , Consent for Minors or similar informed consent templates providing information on hazards, safety requirements, emergency treatment authorization, parent/guardian emergency contact, etc. (available on URM website)
 - Has ADA review been completed?
 - List of adults allowed to pick up children on file and procedure
 - Rules of conduct described (outlining actions of minor that may result in dismissal of camper); parents know to instruct their campers to obey rules.
 - Forms kept in secure fashion/location; emergency information available to appropriate personnel
- ☐ **SAFETY & EMERGENCY RESPONSE PLANNING, TRAINING, DOCUMENTATION**
 - **Perform required criminal background checks;** including reference checks & screening interviews for Camp Counselors/employees/volunteers who will have access to personal information of, or be in contact with, Participants.
 - **Develop a Plan for protecting Minor participants (SEE URM GUIDELINES REGARDING MINORS, CHECKLIST FOR PROGRAMS INVOLVING MINORS AND CONSENT FOR MINORS FOR DETAILS)** Including specific Do's and Don't's; Adults working in pairs with children, process for isolated locations such as restrooms, showers, dorms
 - **Develop a Participant Supervision Plan** (Accounting for, and supervising of, Participants from the time they are brought to the camp through the time they depart the campus/Camp site, two-person rule)
 - **Staff to camper ratios—refer to American Camp Association below and State specific guidelines**

Camper Age	Staff	Day Camp	Overnight Camp
4 – 5	1	6	5
6 – 8	1	8	6
9 – 14	1	10	8
15 – 18	1	12	10

- ☐ **Develop a Volunteer Plan** (SEE *URM USE OF VOLUNTEER AND TRAINEE GUIDELINES, CHECKLIST FOR VOLUNTEERS OR TRAINEES AND AGREEMENT AND WAIVERS FOR VOLUNTEER AND TRAINEE FOR DETAILS*)
- ☐ **Develop a Transportation Plan:** The purpose of the Transportation Plan is to determine transportation needs and to plan for safe management of drivers and vehicles.
 - Vehicle safety checks performed
 - DMV checks & required driver training complete (for designated drivers)
 - Contracts, and certificate of insurance from hired transportation companies
 - Drivers follow safe loading procedures for vans
 - Drivers trained or experienced in road conditions & vehicle type
- ☐ **Develop a Health Plan:** The purpose of a written health plan is to inform camp staff and volunteers what actions to follow to ensure each camper's health and safety while at camp. Staff and volunteers must receive training on the health plan. Training must include an opportunity to discuss the plan and ask questions.
- ☐ **Develop an Orientation and training program** for counselors/employees/volunteers and participants/parents/guardians
- ☐ **Conduct a Site Inspection** to identify potential hazards, indoor & outdoor facilities, evacuation routes, etc.
 - Outdoor Space:
 - Holes, depressions, protruding objects, surface conditions
 - Trash/Debris
 - Exposed sprinkler heads
 - Protruding fence screens
 - Weather condition considerations
 - Indoor Space
 - Sharp, Protruding Objects
 - Housekeeping, well maintained, clean and neat
 - Fire suppression and alarms: Sprinkler system/fire/smoke alarms/fire extinguisher in place
 - Check for fire hazards: Electrical, housekeeping, etc.
 - Exit hallways free of obstructions/stored items
 - Exit doors unlocked and accessible
 - Exits signs working and visible

- Top bunks have rails in place
- Plumbing free of leaks and working
- Adjustments made based on age of participants
- Windows protected to avoid falling through
- Equipment:
 - Well maintained in good condition
 - No Sharp Edges, Deterioration
 - Participants/leaders Instructed in Use
 - Use of Leased/borrowed Personal Equipment
 - Equipment secured while not in use to prevent theft/ damage--methods used.
 - Cell/satellite phones work in all camp locations.
- ☐ **Establish security measures** to protect participants, personal property & University-owned/leased property.
- ☐ **Create a camp-specific Emergency Response Plan (refer to Sample Template, Appendix A)**

For further assistance contact your [Campus Office of University Risk Management](#)

EMERGENCY RESPONSE PLAN (Sample Template)*

**This is a SAMPLE EMERGENCY PLAN TEMPLATE. Each activity will require emergency components specific to the activity. Activity coordinators, departments, leaders and participants should modify this template for their off-campus activity.*

ACTIVITY TITLE & DATES: _____

CONTACT INFORMATION

COUNSELORS AND VOLUNTEERS			
<i>NAME, TITLE</i>	<i>CELL PHONE</i>	<i>EMAIL ADDRESS</i>	<i>ADDRESS</i>
PARTICIPANTS			
<i>NAME</i>	<i>CELL PHONE</i>	<i>EMERGENCY CONTACT</i>	<i>PHONE</i>
EMERGENCY CONTACT INFORMATION			
<i>TYPE</i>	<i>PHONE</i>	<i>ADDRESS</i>	<i>COMMENTS</i>
Emergency	911 On campus also call _____		Use best judgment and never be afraid to call 911. Be prepared to provide specific location and nature of emergency.
Hospital			Nearest medical facility for activity location.
Ambulance			If not dispatched through 911.
Police/Highway Patrol			Cell *CSP for emergencies on Colorado highways.
Fire Department			Nearest fire/emergency response for activity location
Campus/Department Contact			An on-campus individual familiar with camp/trip and capable of assisting in an emergency.
Campus Police	Direct: Collect: Toll Free:		Campus police dispatchers can locate faculty/staff, the Emergency Response Team, Integrated Communications, Legal and Student Life after hours and on weekends. Enter your campus-specific information.
CU Transportation			University Vehicle issues.

EMERGENCY RESPONSE PLAN PROCEDURES

CAMP SPONSOR: SELECT AND INDIVIDUALIZE ITEMS THAT APPLY TO YOUR SPECIFIC CAMP

- ☐ Call 911 for all emergencies
- ☐ Crime: Contact local police
- ☐ Weather-related emergencies
 - Address likely weather issues:
 - Lightning response (e.g. clear fields with lightning @ six miles away [bang follows flash ≤ 30 seconds])
 - Tornado response (e.g. action on receiving tornado watch/warning)
- ☐ Auto accidents or breakdown
 - Contact the law enforcement agency with jurisdiction over the accident location
 - University vehicles: contact campus Transportation
 - Personal vehicles: contact local or insurance-provided assistance
 - Rental vehicles: contact rental agency
 - If injuries or death, follow injuries/death emergency procedures (below)
- ☐ Loss or damage to property:
 - Contact University Risk Management to file claim and get further direction
 - Keep property (do not discard) until advised by URM adjuster
 - If critical to trip, determine replacement criteria (sources, timeline, funding)
 - **NOTE: CU insurance does not cover personal property**
- ☐ Behavioral issues
 - Become familiar with and follow campus procedures for behavioral issues. Call on-campus professional (24x7 availability)
 - If participants/employees are in danger, contact local police
 - Call parents or other emergency contacts
- ☐ For participant injury or illness, follow your health provider guidelines
 - Call 911, go to urgent care, or administer first aid, as appropriate
 - Call parents or other emergency contacts
 - Contact University Risk Management to get further direction
- ☐ Leader injury, illness, or death
 - Call 911, go to urgent care or administer first aid, as appropriate
 - Co-leader or assistant leader assumes the lead
 - Consider participant's safety during emergency and after if leader cannot continue
 - Contact campus/department for assistance and guidance (campus dispatch can locate campus police, legal, communications, student affairs and other stakeholders to assist in the emergency)
 - Contact parents or other emergency contacts, should this change the elements of the trip
 - Reassess risks to participants should the situation warrant changes, taking care not to place participants at unnecessary or heightened risk
- ☐ Claim Reporting
 - Camp insurance claims: URM website: www.cu.edu/risk on Camp Activities /Incident Procedure tab
 - Work -injuries or illnesses; Auto; General Liability; Property damage: URM website: www.cu.edu/risk at File a Claim Link
 - URM Claims: (888)812-9601 or (303)860-5682