

EXAMPLES OF CORRECTIONS FOR MISSED MANDATORY STANDARDS

Revised 4/2016

STANDARD	HEADING	EXAMPLES OF POSSIBLE CORRECTIVE ACTIONS
SF.1.1	Emergency Exits	Construct ground level emergency exits or designate appropriate windows with signs. Submit signed and dated statement of action (with implementation date) and photos showing correction in the following buildings; submit statement from local fire inspection authorities stating the building is in full compliance with all local fire codes (for both SF.1.1 and SF 1.2). (May includes Yurts if they are permanent structures).
SF.1.2	Emergency Exits	Purchase or construct emergency exit ladder(s) and verify placement in appropriate building(s). Submit signed and dated statement of action (with implementation date) and photos showing correction in the identified buildings. Vacate sleeping quarters, in question, until an appropriate means of escape is secured. Submit statement signed by camp director that upper building or floors are no longer used for sleeping.
SF.2.1	Care of Hazardous Materials	Change or label containers; submit statement of action with photos, include date of implementation, dated and signed by director. (Visitor should clearly state which aspects of 2 and 3 are not adequate). Relocate flammable or poisonous materials; submit statement of action with photo with photos, include date of implementation, dated and signed by director. (Visitor should clearly state which aspects of 2 and 3 are not adequate). Change procedures to assure handling only by trained or experienced persons; submit new procedure with a signed and dated statement from the director stating when the procedure was implemented. (The visitor must be specific as to which part(s) of the procedure is inadequate).
TR.1.1	Medical Emergency Transportation	Submit copy of letter to or confirmation from community service including date of implementation, and make sure director not only signs, but dates the document. Submit statement signed by director that a vehicle has been designated. The letter might include information such as: where the vehicle is parked, who has access to the keys, where are the keys, what's the process for maintaining the fuel level. Submit copy of procedures provided to user groups that they are required to provide their own emergency transportation. (HW27).
HW.2 (HW.2.1, 2.2, 2.3)	First Aid and Emergency Care Personnel	Submit copy of certification or license of staff person(s) with first aid responsibility and verification of their position. Submit statement of action taken, date of implementation, signed and dated by director. (2.1) Revise schedule to assure that first aider is always on duty. Submit statement of action taken, date of implementation, signed and dated by director.(2.1) Submit copy of certification of staff and verification of trip staff responsibility. Submit statement of action taken, date of implementation, signed and dated by director.(2.2) Re-staff or reschedule to assure that currently certified staff accompanies all trips; submit verification of action signed and dated by camp director and trip director. (2.2)
HW.5.1	Camper Health History	Once director has obtained missing forms, or waivers, and/or missing information, he/she is to submit a signed and dated statement attesting to that fact, and the date on which all information was received. DO NOT ask a director to send copies of completed forms.

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HW.26.1	Emergency Care Personnel	Submit information or contract language advising rental group leaders to provide trained adults for emergency care personnel. Submit statement of action taken, date of implementation, signed and dated by director. Provide camp staff certification cards and statement that trained camp staff will be on duty to provide emergency care.
OM.6.1	Firearms Control	Relocate guns and/or ammunition to a locked location; document and submit statement of action taken, photo of secured location, date of implementation, then signed and dated by director. Submit statement signed by camp director and that guns have been removed from the site.
HR.3.3	Hiring Policies	Submit a copy of camp's hiring policies clearly indicating the requirement for a criminal background check at least every five years.
HR.4.1, HR.4.2, and HR.4.3	Annual Staff Screening: NSOPW and Voluntary Disclosure Statement, and CBC on returning seasonal staff	Submit statement signed and dated by the camp director, that voluntary disclosure statements have been received from each member of the staff and that a check of the National Sex Offender Public Website (NSOPW) www.nspow.gov is complete for each staff/eligible person, and that both of these actions were completed by what date. Submit a statement signed and dated by the camp director that criminal background checks for all returning seasonal staff ages 18 and older were completed and by what date. DO NOT ask a director to send copies of complete CBC forms or results.
HR.5.1	New Staff Screening	Submit statement signed and dated by the camp director that criminal background checks for all new staff ages 18 and older was completed by what date. DO NOT ask a director to send copies of complete CBC forms or results.
HR.8B	One on One Camper/Staff Interaction	Submit copy of camp's training schedule indicating where this is covered and statement from director regarding when and what training occurred related to appropriate supervision and camper/staff interaction.
PD.9.1	Overnights and Trips	Cease using camp stoves (and/or flammable liquids) immediately and do not resume until compliance is met (as described below). Develop written procedures for the use and care of camp stoves and/or flammables and train persons using the same, using persons qualified to train and supervise. Immediately train campers and staff in procedures for use of stoves or flammable liquids; document and submit statement of action including process for supervision until competency is demonstrated. Submit procedures and policies in place for the training, supervision and the determination of competency. Director is to date, and sign and indicate that date the procedures and practice were put into place.
PD.25.1, 25.2, 25.3	Archery Safety	PD.25.1 Submit description and photos of shooting range design that include all parts necessary to meet compliance; PD.25.2: Submit document indicating safety signals and range commands at both the firing line and retrieval of arrows, description of how this information is shared with shooters, and, if appropriate, a photo showing range signals posted at range. PD.25.3: Submit description and photos of how bows/arrows are locked when not in use.
PD.26.1, 26.2, and 26.3	Rifle, Pellet Gun, and Air Gun Safety	Cease activity immediately and until compliance is met (as described below).

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		<p>Relocate guns and/or ammunition to a locked location; document and submit statement of action.</p> <p>Submit statement and photos stating and showing compliance with standard and the date that compliance was met. Statement signed and dated by director. Statement will include specific equipment stored and specific type of redundant safety being used (if this is the part not in compliance) and/or the third and separate location/container for all ammunition with a separate key or access system (if this is a part not in compliance). Visitor will state what is required to comply. PD.26.2: Submit description and photos of shooting range design that include all parts necessary to meet compliance; PD.26.3: Submit document indicating safety signals and range commands at both the firing line and retrieval of targets, description of how this information is shared with shooters, and, if appropriate, a photo showing range signals posted at range.</p>
PD29.1, 29.2, 29.3, and 29.4	Protective Headgear	<p>Cease activity immediately and do not resume until compliance is met (as described below).</p> <p>Submit dated and signed statement of the director that appropriate helmets are required for the activity indicated by visitor. Submit photos of participants in the activity. Director must include date that the requirement was implemented and action that was taken.</p>
PD.30.1	Protective Headgear for Horseback Riding (< 18 yrs of age)	<p>Cease activity immediately and do not resume until compliance is met (as described below).</p> <p>Submit dated and signed statement of the director that the camp requires staff and campers under the age of 18 are required to wear helmets. Include action taken and photos of participants complying with standard, and date practice was implemented.</p>
PD.30.2	Protective Headgear for Horseback Riding (> 18 yrs of age)	<p>Immediately cease all horseback riding activities until compliance is met.</p> <p>Submit dated and signed statement of director that the camp requires campers and staff over the age of 18 to wear helmets. Include action taken and photos of participants complying with standard, and date practice was implemented AND/OR submit document that includes points A - E, with a statement from the director stating that the documents is signed by staff/campers over the age of 18 who elect not to wear helmets. These statements must be dated and signed by director with date requirement was implemented.</p>
PA.3.1	Swim Lifeguard Certification	<p>Cease activity immediately and do not resume until compliance is met (as described below).</p> <p>Submit dated and signed statement of director as to action taken and that current lifeguards are required. Submit copy of certifications, and date that requirement was implemented. Visitor must clearly state waterfront activities that are not in compliance.</p>
		<p>Re-staff or reschedule to assure that appropriately certified guards are at all aquatic activities; submit documentation of action.</p>

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PA.3.2	Swim Lifeguard Certification	Submit document provided rental groups and describe how the information will be shared with already contracted groups stating lifeguard certification requirement. Director submits signed and dated statement of action taken along with above document.
PA.4.1	Swim Lifeguard Skills	Remove lifeguards from duty, without documented verification, until verification is achieved.
		Submit documentation of skill verification for each guard specified by visitor and as specified in standard, specific to the camp's aquatic program. Director also submits dated and signed statement of action taken and date compliance was met.
PA.5.2	First Aid/CPR	Submit copy of certification of staff and verification of responsibility at swimming locations.
		Re-staff or reschedule to assure that currently certified staff is at all aquatic locations; submit documentation of action.
		Submit copy of written information to user group and describe how the information will be shared with already contracted groups.
PA.17.1	Staff Swimming	Submit written policy requiring lifeguards and additional procedures as required by standard and as specified by visitor. Director submits signed and dated statement along with policies stating when the policy went into effect.
		Develop policy and procedures; submit written copy. Submit statement, signed and dated by camp director, that all staff use of aquatic facilities follows specified policy and procedures.
PA.18.1, 18.2	SCUBA Diving Activities	Cease activity immediately and do not resume until compliance is met (as described below).
		Submit statement, signed and dated by director, of date correction was implemented. Include copy of certification of staff and verification of their SCUBA responsibilities.
		Submit copy of written information to user group and describe how the information will be shared with already contracted groups
PA.20.1, 20.2	Watercraft Guard Certifications	Immediately cease all waterfront activities that are not properly guarded until compliance is met (as described below).
		Submit dated and signed statement of director as to action taken and that current lifeguards are required. Submit copy of certifications, and date that requirement was implemented. Visitor must clearly state watercraft activities that are not in compliance.
		Submit copy of written information to user group and describe how the information will be shared with already contracted groups
PA.21.1	Watercraft Rescue Skills	Remove lifeguards from duty, without documented verification, until verification is achieved.
		Submit documentation of skill verification for each guard specified by visitor and as specified in standard, specific to the camp's aquatic program. Director also submits dated and signed statement of action taken and date compliance was met.
PA.22.1	Watercraft Safety for All-Adult Groups	Submit dated and signed statement of director as to action taken and that current lifeguards are required. Submit copy of certifications, and date that requirement was implemented. Visitor must clearly state watercraft activities that are not in compliance.

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		<p>Submit copy of written procedures, safety regulations and a description of the check out system with implementation.</p> <p>Submit copy of information to be provided to rental groups and describe how the information will be shared with already contracted groups.</p>
PA.23.1, 23.2	First Aid/CPR	<p>Submit copy of certification of staff and verification of responsibility at watercraft locations.</p> <p>Re-staff or reschedule to assure that currently certified staff is at all aquatic locations; submit documentation of action.</p> <p>Submit copy of written information to user group and describe how the information will be shared with already contracted groups.</p> <p>Re-staff or reschedule to assure that currently certified staff is at all aquatic locations; submit documentation of action.</p> <p>Submit copy of written information to user group and describe how the information will be shared with already contracted groups</p>
PA.24.1	PFDs	<p>Immediately cease all waterfront activities that are not properly outfitted until compliance is met (as described below).</p> <p>Submit statement, signed and dated by camp director, that all persons involved in watercraft activities have been retrained and will wear a PFD.</p> <p>Submit copy of written information to user group and describe how the information will be shared with already contracted groups</p>
PA.30.1	Public Providers of Swimming	<p>Immediately cease all aquatic activities at public facilities that are not properly guarded; submit verification of action signed by camp director.</p> <p>Develop policy on use of staffed public facilities; submit copy.</p> <p>Submit proof that facility has currently certified lifeguards and current fist aid, CPR and use of AED along with a signed and dated statement of director of action taken and date compliance achieved.</p>
PA.31.1, 31.2	Public Providers of Watercraft Activities	<p>Immediately cease all aquatic activities at public facilities that are not properly guarded and do not resume until compliance is met (as described below); submit verification of action signed by camp director.</p> <p>Develop policy on use of staffed public facilities; submit copy.</p> <p>Submit proof that facility has currently certified lifeguards and current fist aid, CPR and use of AED along with a signed and dated statement of director of action taken and date compliance achieved.</p>
PA.32.1	PFDs Off Site or at Public Aquatic Facilities	<p>Immediately cease all waterfront activities that are not properly outfitted and do not resume until compliance is met (as described below).</p> <p>Director submits signed and dated statement of action taken and that PFD's are required, with date of compliance.</p>
PT.5.2	Trip Orientation	<p>Submit statement, signed and dated by camp director, that campers and staff on all trips have (or will) receive the appropriate information and training. Submit a copy of the training outline.</p>

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PT.14.1 Score if you have either boating or swimming or both!	Aquatic Supervisor Qualifications	<p>Cease activity immediately and do not resume until compliance is met (as described below).</p> <p>Submit statement of action and documentation of skills and training and appropriate certifications. Director submits statement of action, and date of implementation, signed and dated.</p>
PT.18.1	PFDs	<p>Immediately cease all waterfront activities that are not properly outfitted until compliance is met (as described below).</p> <p>Director submits signed and dated statement of action taken and that PFD's are required, with date of compliance.</p>