

Included in this document are the ACA standards, v. 2012 referenced in the questions of the 2019 Annual Accreditation Report.

SF.3 Contact with Local Officials MANDATORY:

SF.3.1 Does the camp make annual contact with all applicable local emergency officials to notify them of the camp's dates of operation and relevant scope of programming (including items such as clients served, significant elements of the program, and overview of the facilities)?

SF.5 Utility Systems

SF.5.1 Does the camp have on site:

- A. The blueprints, charts, or written physical descriptions of locations of all electrical lines and cutoff points, gas lines and valves, and water cutoff points, or
- B. For a nonowned site, the written or posted telephone number of the individual or agency to contact in case of problems?

SF.9 Fire and Safety Equipment Evaluation

SF.9.1 Does the camp ensure that qualified personnel annually conduct a safety examination of the following fire equipment and areas to verify they are the appropriate type and functioning properly:

- A. Smoke detectors, carbon monoxide (CO) detectors and other detection devices, (detailing the location and working condition of each);
- B. Fire extinguishers (detailing the type, location, and readiness of
- C. each); and
- D. Sprinkler systems, fire suppression systems (properly located and in working order), and fire equipment applicable for use in:
 - 1. Fireplaces, chimneys, and any open fire areas; and
 - 2. Cooking areas?

SF.11 Smoke Detectors and Carbon Monoxide (CO) Detectors

Are all buildings used for sleeping:

SF.11.1 Constructed or equipped with smoke detection equipment in working order?

SF.11.2 Equipped with working CO detectors in any structure that contains fuel-burning equipment?

TR.1 Medical Emergency Transportation MANDATORY

TR.1.1 Does the camp require that emergency transportation is available at all times by:

- A. The camp or rental groups, or
- B. Community emergency services with which prior arrangements have been made in writing?

TR.13 Safety Checks

Does the camp require safety checks on vehicles used to transport persons that include:

TR.13.1 Checking the tires for proper inflation and wear visually each day that the vehicle is used and at least weekly using a tire gauge? YES NO

TR.13.2 Establishing a frequency and process for checking all of the following items:

- A. Lights,

- B. Windshield and wiper condition,
- C. Emergency flashers,
- D. Horn,
- E. Brakes,
- F. Mirror, and
- G. Fluid levels?

HW.11 Healthcare Policies

Are healthcare policies and/or procedures for each type of camp operation reviewed and signed:

HW.11.1 At least every three (3) years by a licensed healthcare professional whose scope of practice allows such a review?

HW.11.2 Written so they include:

Scope and limits of camp healthcare services provided, including qualifications and locations of personnel;

- A. Authority and responsibilities of the camp healthcare administrator and provider;
- B. Authority and responsibilities of other camp staff to provide health and emergency care;
- C. Guidelines for when to access additional external medical and mental health resources.

HW.12 Treatment Procedures

HW.12.1 Does the camp utilize treatment procedures allowed under the scope of practice of the designated healthcare provider(s) for dealing with reasonably anticipated illnesses and injuries?

HW.13 Inform Staff of Special Needs

HW.13.1 Are staff informed of any specific needs of campers for whom they are responsible?

HW.19 Medication Storage and Administration MANDATORY

HW.19.1 Does the camp require:

- A. All drugs to be stored under lock except when in the controlled possession of the person responsible for administering them;
- B. For prescription drugs—they are given only under the specific directions of a licensed physician;
- C. For nonprescription drugs—they are given per the camp’s written procedures (see standards HW.11 and HW.12) or under the signed instruction of the parent or guardian or the individual’s physician?

HW.28 Health Information (HW.28.2 NEW and MANDATORY)

HW.28.1 Does the camp obtain or advise rental group leaders to obtain this information:

- A. Names and addresses of all participants;
- B. Emergency contact names and numbers;
- C. A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while on site;
- D. For minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver?

HW.28.2 Does the camp require short-term resident camps and/or advise rental group leaders to store and lock all medication (both prescription and over-the-counter) except when in the controlled possession of the person responsible for administering them?

OM.1 Risk Management

For the purpose of risk management planning, has the camp:

OM.1.1 Identified and analyzed potential risks related to human, financial/operational, and property liabilities?

OM.1.2 Identified risk control techniques currently being implemented to reduce, control, or prevent potential loss in identified exposure areas?

OM.7 Intruders

OM.7.1 In order to address possible intrusion of unauthorized persons onto the camp site, does the camp:

- A. Conduct a periodic review of security concerns of the site, and
- B. Provide training for staff, campers, and rental groups (when applicable) about steps to take in the event of an intruder?

OM.8 Emergency Plan and Rehearsal

OM.8.1 Does the camp have site-specific emergency procedures established to appropriately respond to natural disasters typical of the area and other reasonably foreseeable emergencies, including:

- A. Building and site evacuations made necessary by such events; AND
- B. A program of training and rehearsal to prepare the staff to carry out their responsibilities in emergency situations?

HR.4 Annual Staff Screening **MANDATORY**

Does the camp require annual screening for all camp staff based on camp property (directors, counselors, administrative staff, and support staff; seasonal and year-round)—paid, volunteer, and contracted that includes:

HR.4.1 A voluntary disclosure statement (completed in compliance with state regulations)?

HR.4.2 A check of the National Sex Offender Public Website or verification that a check of the sex offender registry of all fifty (50) states has been completed?

HR.4.3 FOR RETURNING SEASONAL STAFF ONLY: A criminal background check for staff eighteen (18) years of age and older to be initiated prior to the arrival of campers or prior to the start of employment for any late hires?

HR.9 Supervision Ratio Exceptions

Does the camp identify and/or advise rental groups to identify:

HR.9.1 Exceptions (if any) to the general ratios in HR.8 for segments of the day when greater or fewer staff are required for supervision?

HR.9.2 Activities, locations, or situations where a minimum of two staff members are required to be present?

HR.19 Supervisor Training

Does the camp provide written guidelines and specific training for supervisors to help them:

HR.19.1 Monitor performance of staff they supervise?

HR.19.2 Identify and reinforce or correct staff behavior, as appropriate?

HR.19.3 Carry out their responsibilities in the camp's performance review system?

HR.20 Staff Observation

HR.20.1 Do supervisors conduct regular observations to provide support to staff and ensure that acceptable job performance criteria are continually practiced?

PD.12 Supervision Qualifications

PD.12.1 Does the camp provide an overall supervisor for each type of specialized activity who is an adult with certification, earned within past three (3) years, OR documented training and/or recent experience, within the past three (3) years, in that type of activity?

PD.13 Adventure/Challenge Supervisor Qualifications

Are adventure/challenge activities under the overall supervision of an adult staff member who meets the following qualifications?

PD.13.1 Certification obtained within the past three (3) years from a recognized organization or certifying body for the type of activities offered or documented training AND recent experience leading/facilitating the type of activities offered?

PD.13.2 Experience—has at least six (6) weeks of experience in a management or supervisory capacity in similar type(s) of program(s) within the past five (5) years?

PD. Horseback Riding Supervisor Qualifications

Does a staff member who meets the following qualifications oversee all horseback riding facilities, staff, and program operations?

PD.14.1 Certification—holds one of the following:

- A. Certification as an instructor from a nationally recognized organization or riding school, obtained within the past three (3) years; OR
- B. Documented endorsements of successful recent experience in formal horseback riding instruction?

PD.14.2 Experience—has at least six (6) weeks of management or supervisory experience at a horseback riding facility?

PD.14.3 Age—is at least 21 years of age?

PD.38 Public Providers of Specialized Program Activities

Does the camp select only providers of:

PD.38.1 Specialized program activities who:

- A. Provide an adequate number of instructors/leaders whose qualifications have been verified by the provider, and
- B. Use equipment that is appropriate in size and type and is in good repair?

PD.38.2 Adventure/challenge activities with facilities and areas that meet nationally recognized guidelines for construction and maintenance?

PD.38.3 Horseback riding activities that provide physically sound horses suitable for the skill levels of participants?

PA.1 Aquatics Supervisor Qualifications

Does a staff member who meets the following qualifications supervise the aquatic facility, staff, and program operation of each aquatic area?

PA.1.1 Certification—holds or has evidence of having held one of the following certifications within the past three (3) years:

- A. Lifeguard training from a nationally recognized certifying body,
- B. Swim instructor certification from a nationally recognized certifying body,
- C. Instructor or instructor trainer rating from a nationally recognized boating or watercraft organization, or
- D. Equivalent certification?

PA.1.2 Experience or training—has at least six (6) weeks previous experience in a management or supervisory position at a similar aquatic area or has completed additional aquatics management or supervision training from a nationally recognized aquatics organization?

PA.1.3 Age—is at least 21 years old?

PA.3 Swim Lifeguard Certification

To guard each swimming activity, does the camp:

PA.3.1 Provide a person who has current certification as a lifeguard by a nationally recognized certifying body? AND/OR

PA.3.2 Advise each rental group in writing to provide a person who has current certification as a lifeguard by a nationally recognized certifying body?

PA.30 Public Providers of Swimming MANDATORY

PA.30.1 Does the camp use only staffed public swimming facilities or providers who have persons on duty who have current lifeguarding certification (as in standard PA.3) and current certification in first aid, CPR, and use of an AED?

PA.31 Public Providers of Watercraft Activities MANDATORY

Does the camp use only staffed public facilities for watercraft activities that have persons on duty who hold:

PA.31.1 Appropriate watercraft certification (as in standard PA.20)?

PA.31.2 Certification in first aid, CPR, and the use of an AED (as in standard PA.23)?

PT.1 Trip Leader Qualifications

Is each trip and travel group led by a staff person who:

PT.1.1 Possesses documented:

- A. Skills relevant to the trip or travel activities,
- B. Endorsements or observations of good judgment and ability to assume leadership independently,
- C. Experience or training in appropriately handling camper behavior, and
- D. Experience on trips of similar size, duration, and locale?

PT.1.2 Is at least twenty-one (21) years of age?