

2019 Standard	Example ICA Corrections for Missed Mandatory Standards
AD.1.1	Submit copy of communication sent to local officials.
AD.2.1	<p>Submit copy of letter to or confirmation from community service including date of implementation, and make sure director both signs and dates the document.</p> <hr/> <p>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 the keys are kept, what the process is for maintaining the fuel level.</p> <hr/> <p>Submit copy of procedures provided to user groups indicating that they are required to provide their own emergency transportation.</p>
AD.17.1	<p>Relocate guns and/or ammunition to a locked location; document and submit statement of action taken, include photo of secured location and date of implementation, then signed and dated by director.</p> <hr/> <p>Submit statement signed by camp director indicating that guns have been removed from the site.</p>
AD.25.1	Submit statement signed and dated by the camp director indicating that criminal background checks for all new staff ages 18 and older was completed and the date by which they were checked. Do not ask a director to send copies of completed Criminal Background Check forms or the results.
AD.26.1	Submit application/receipt and statement signed and dated by the camp director indicating that criminal background checks are completed for all returning seasonal staff and volunteers who are ages 18 years and older and the date by which they were checked. Do not ask a director to send copies of completed Criminal Background Checks forms or the results.
AD.26.2	Submit application/receipt and statement signed and dated by the camp director indicating that criminal background checks are completed for all returning seasonal staff and volunteers who are ages 18 years and older and the date by which they were checked. Do not ask a director to send copies of completed Criminal Background Checks forms or the results.
AD.27.1	Submit statement signed and dated by the camp director that disclosure statements have been received from all staff and volunteers and the date by which they were received.

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AD.27.2	Submit statement signed and dated by the camp director that National Sex Offender Public Website has been checked for all 50 states for all staff and volunteers and the date by which they were checked.
AD.42.1	<p>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.</p> <hr/> <p>Provide camp staff certification cards and statement that trained camp staff will be on duty to provide emergency care.</p>
AD.44.2	Submit copy of written information provided to rental groups advising all medication (both prescription and over-the-counter) to be stored under local except when in the controlled possession of the person responsible for administering them.
AD.46.1	<p>Immediately cease all aquatic activities at public facilities that are not properly guarded and resume only when compliance is met; submit verification of action signed by camp director.</p> <hr/> <p>Submit proof that facility has currently certified lifeguards with current certifications in first aid, CPR, and use of AED along with a signed and dated statement of director of action taken and date compliance achieved.</p>
AD.47.1	<p>Immediately cease all aquatic activities at public facilities that are not properly guarded and resume only when compliance is met; submit verification of action signed by camp director.</p> <hr/> <p>Submit proof that facility has currently certified instructors, lifeguards, or other acceptable license along with a signed and dated statement by director of action taken and date compliance achieved.</p>
AD.47.2	<p>Immediately cease all aquatic activities with vendor / public facilities that are not properly guarded and resume only when compliance is met; submit verification of action signed by camp director.</p> <hr/> <p>Submit proof that facility has individual on duty who have current certification in first aid, CPR, and use of AED along with a signed and dated statement by director of action taken and date compliance achieved.</p>

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FA.1.1	<p>Construct at least one easily accessible emergency exit in addition to the main door or entrance that is not immediately adjacent/next to the main door or entrance. Submit signed and dated statement of action including implementation date and photos showing correction in the identified buildings.</p> <p>Submit statement from local fire inspection authority stating the building is in full compliance with all local fire codes.</p>
FA.1.2	<p>Vacate sleeping quarters, in question, until constructed or equipped with a direct means of emergency exit to the outside from each sleeping floor not located at ground level. Purchase or construct a direct means of emergency exit to the outside from each sleeping floor not located at ground level and verify building placement. Submit signed and dated statement of action to include date of implementation and photos showing correction in the identified buildings.</p> <hr/> <p>Vacate sleeping quarters, in question, until constructed or equipped with a direct means of emergency exit to the outside from each sleeping floor not located at ground level. Submit statement signed by camp director that each sleeping floor not located at ground level are no longer used for sleeping.</p> <p>Submit statement from local fire inspection authority stating the building is in full compliance with all local fire codes.</p>
FA.2.1	<p>Change or label containers; submit a dated and signed statement of action by camp director, include photos and date of implementation. (Visitor should clearly state which aspects of storage are not adequate.)</p> <hr/> <p>Relocate flammable or poisonous materials; submit statement of action with photos, include date of implementation, dated and signed by director. (Visitor should clearly state which aspects of storage are not adequate.)</p> <hr/> <p>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.)</p>

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HW.1.1	<p>Once director has obtained missing forms, or waivers, and/or missing information (visitor needs to be specific on what is missing), 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 director to send copies of completed forms.</p> <hr/> <p>Submit copy of blank health history to include the required information (visitor must indicate the specific missing information from the standard). Submit a signed and dated statement by camp director attesting to the receiving of all missing camper information and date it was received. Do not ask director to send copies of completed forms.</p>
HW.4.1	<p>Submit copy of form or checklist to include the required information (visitor must indicate the specific missing information from the standard). Submit a signed and dated statement by camp director attesting to the receiving of all missing camper information, how it was obtained and date it was received. Do not ask director to send copies of completed forms.</p>
HW.13.1	<p>Director submits signed and dated statement of corrective action taken and attests that the camps requires all drugs to be stored under lock except when in the controlled possession of the person responsible for administering them.</p> <hr/> <p>Purchase or construct lockable container for storing medications.</p> <p>Submit photo of medication storage areas.</p>
ST.3.1 ST.3.2 ST.3.3	<p>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. (<i>Visitor needs to be specific with the situation that requires immediate correction ie. on a trip or in camp etc.</i>)</p> <hr/> <p>Revise schedule to assure that certified first-aider is always on duty. Submit statement of action taken, date of implementation, signed and dated by director.</p> <hr/> <p>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.</p> <hr/> <p>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.</p>

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ST.7.4	<p>Submit copy of certification of staff and verification of responsibility at swimming or watercraft locations.</p> <hr/> <p>Re-staff or reschedule to assure that currently certified staff is at all aquatic locations; submit documentation of action.</p> <hr/> <p>Submit copy of written information to user group and describe how the information will be shared with already contracted groups.</p>
ST.12.1	<p>Cease activity [<i>specify activity</i>] immediately and do not resume until compliance is met (<i>as described below</i>).</p> <hr/> <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 aquatic activities that are not in compliance.</p> <hr/> <p>Re-staff or reschedule to assure that appropriately certified guards are at all aquatic activities; submit documentation of action.</p> <hr/> <p>Submit statement that attests to requiring lifeguards to be positioned in locations where they are able to provide effective surveillance, and in close enough proximity to participants to readily respond and execute rescue in an incident/emergency.</p>
ST.12.2	<p>Cease [<i>specify activity</i>] immediately and do not resume until compliance is met (<i>as described below</i>).</p> <hr/> <p>Remove lifeguards from duty without documented verification, until skills verification is achieved. Submit completed skills checklist or other written documentation indicating compliance for guards. In addition, submit dated and signed statement of the action taken including a description of how the skill verification was achieved.</p>
ST.12.3	<p>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.</p> <hr/> <p>Submit documentation of skill verification for each lifeguard not verified 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.</p>

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<p>ST.13.1 ST.13.2</p>	<p>Cease <i>[specify activity]</i> immediately and do not resume until compliance is met <i>(as described below)</i> .</p> <hr/> <p>Submit statement, signed and dated by director, of date correction was implemented. Include copy of certification of staff and verification of their SCUBA responsibilities.</p> <hr/> <p>Submit copy of written information to rental group and describe how the information will be shared with already contracted groups</p>
<p>ST.15.1 ST.15.3</p>	<p>Cease <i>[specify activity]</i> immediately and do not resume until compliance is met <i>(as described below)</i> .</p> <hr/> <p>Re-staff or reschedule to assure that appropriate guard is on duty; submit documentation of action.</p> <hr/> <p>Submit copy of certification card/licence for appropriate watercraft activity. Submit dated and signed statement of director as to action taken and date requirement was implemented. <i>Visitor must clearly state watercraft activities that are not in compliance.</i></p> <hr/> <p>Submit copy of written information to user group and describe how the information will be shared with already contracted groups.</p>
<p>ST.15.2</p>	<p>Cease <i>[specify activity]</i> immediately and do not resume until compliance is met <i>(as described below)</i> .</p> <hr/> <p>Remove guard(s) without documented skill verification from duty until verification is achieved.</p> <hr/> <p>Remove guard(s) from duty without documented verification, until skills verification is achieved. Submit completed skills checklist or other written documentation indicating compliance for guards. In addition, submit dated and signed statement of the action taken including a description of how the skill verification was achieved.</p>
<p>ST.17.1</p>	<p>Cease <i>[specific activity]</i> immediately and do not resume until compliance is met <i>(as described below)</i> .</p> <hr/> <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>

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ST.36.1	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.
ST.36.2	Submit a copy of information shared with rental groups. Submit a signed and dated statement from the director indicating how/where the information was shared with rental groups.
PD.3.1	<p>Cease using <i>[specify equipment]</i> immediately and do not resume until compliance is met <i>(as described below)</i>. <i>Visitor should indicate campers and/or staff use.</i></p> <hr/> <p>Develop written procedures for use and care of <i>[specify equipment]</i> and train persons using the same, using persons qualified to train and supervise.</p> <hr/> <p>Immediately train campers and staff in procedures for use of <i>[specify equipment]</i>; document and submit statement of action including process for supervision until competency is demonstrated.</p> <hr/> <p>Submit procedures and policies in place for the training, supervision and the determination of competency. Director is to date, sign, and indicate the date the procedures and practice were put into place.</p>
PD.8.1 PD.8.2 PD.8.3	<p>Cease activity immediately and until compliance is met (as described below).</p> <hr/> <p>Submit description and photos of shooting range design that include all parts necessary to meet compliance.</p> <p>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.</p> <p>Submit description and photos of how bows/arrows are locked when not in use.</p>

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<p>PD.9.1 PD.9.2 PD.9.3</p>	<p>Cease activity immediately and until compliance is met (as described below).</p> <hr/> <p>Relocate guns and/or ammunition to a locked location; document and submit statement of action.</p> <hr/> <p>Submit statement of action and photos stating and showing compliance with standard and the date that compliance was met. 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). <i>Visitor be specific for what is required for compliance.</i></p> <p>Submit description and photos of shooting range design that include all parts necessary to meet compliance;</p> <hr/> <p>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>
<p>PD.12.1 PD.12.2 PD.12.3 PD.12.4</p>	<p>Cease activity immediately and do not resume until compliance is met (as described below).</p> <hr/> <p>Submit dated and signed statement of the director that appropriate helmets are required for the activity indicated by visitor.</p> <p>Submit photos of participants in the activity. Director must include date that the requirement was implemented and action that was taken.</p>
<p>PD.15.1</p>	<p>Cease activity immediately and do not resume until compliance is met (as described below).</p> <hr/> <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>
<p>PD.15.2</p>	<p>Cease activity immediately and do not resume until compliance is met (as described below).</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>

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PD.24.2	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.
PA.10.1	<p>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.</p> <hr/> <p>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.</p>
PA.11.1	<p>Submit dated and signed statement of director as to action taken and that current lifeguards are required. Submit copy of certifications, and date the requirement was implemented. Visitor must clearly state watercraft activities that are not in compliance.</p> <hr/> <p>Submit copy of written procedures, safety regulations, and a description of the check out system with implementation.</p> <hr/> <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.12.1	<p>Immediately cease all watercraft activities that are not properly outfitted until compliance is met (as described below).</p> <hr/> <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> <hr/> <p>Submit copy of written information to user group and describe how the information will be shared with already contracted groups.</p>