

CHILDREN'S CAMP INSPECTION GUIDE



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COUNTY OF LOS ANGELES
Public Health

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I. INTRODUCTION

Background

On June 28, 2022, the Los Angeles County Board of Supervisors adopted the Elena Matyas Children's Camp Safety Ordinance that became effective on January 1, 2023. This new ordinance established health and safety standards for children's camps located in the unincorporated areas of the County and in cities that adopt the ordinance.

Please note that camps offering four or more overnight stays are classified as organized camps and have their own inspection guide. A copy of the Organized Camps Inspection Guide is available on our website at <http://publichealth.lacounty.gov/eh/business/organized-camp.htm>.

Authority

The Environmental Health Division of the Los Angeles County Department of Public Health (Department) inspects camps to ensure that code requirements are met. These include a wide variety of areas including building standards, fire regulations, water supply, food safety, facilities, housing, refuse, vector, health supervision, general safety, sanitation, and maintenance.

Purpose

This guide is intended to assist the Environmental Health Specialist (EHS) and children's camp business operators regarding the inspection process. It guides the EHS in documenting the Children's Camp Official Inspection Report to identify violations and record observations. This guide may not address all circumstances or violations that may be observed in a children's camp during the inspection, but in those cases where an operator does not understand the observation, the EHS will be available to discuss the violation and provide an opportunity to educate the business operator on the public health significance of a requirement.

This guide is subject to change. As such, the Division will make every effort to update the guide and inform industry stakeholders of significant changes in a timely manner.

If you have questions regarding the inspection process, violations marked in the inspection report, actions taken by an EHS, or any applicable law or regulation, please contact the Camps and Schools Program at (626) 813-3428, campsandschools@ph.lacounty.gov.

II. DEFINITIONS

The following are definitions from Title 8 – Consumer Protection, Business and Wage Regulations, Title 11 – Health and Safety of the Los Angeles County Code, and California Health and Safety Code Section 18897 to assist in understanding the Camp Inspection Program:

Aquatic Supervisor: means a person who provides supervision to the aquatic facility, staff and program of the camp. The aquatic supervisor must be at least 18 years old and possess an American Red Cross Lifeguard certificate, YMCA Swim Lifesaving certificate, or equivalent certificate.

Camp Operator: means an individual, partnership, joint venture, or organization that owns, leases, rents, or operates a children's camp, or an individual, partnership, or joint venture that has care, charge, or control of a children's camp.

Camper: means any person attending a camp on a fee or nonfee basis.

Camp Director: means an individual who is at least 25 years old, has had at least two (2) seasons of administrative or supervisory experience in camp activities and has primary responsibility for camp operations.

Children's Camp: means a site with program(s) and facilities attended by five (5) or more children ages three (3) to seventeen (17) which is established for the primary purpose of providing a group experience with social, spiritual, educational, or recreational objectives, and operates for over three (3) hours per day for at least five (5) days during any 12-month period.

Counselor: means a staff member who supervises campers and/or operates activities involving campers at a camp, is at least sixteen (16) years old, except as otherwise required in this chapter, and is at least two (2) years older than any campers that the counselor is supervising.

Enforcement Agent or Agency: means the local Health Officer, Director of Environmental Health, Registered Environmental Health Specialist, or an inspector of the State Department of Public Health.

Health Screening: means an examination to identify observable evidence of illness, injury, or communicable disease; to review and update each person's health history; and to identify current medical treatment (including medication), allergies or dietetic restrictions.

Health Supervisor: means a person who is either a physician, registered nurse, or vocational nurse who is licensed pursuant to Division 2 of the Business and Professions Code or a person who is trained in accordance with section 1596.866 of the California Health and Safety Code.

Specialized Activity: means an activity that may expose a camper to risk of serious injury due to the inherent danger of the activity such as ziplining, diving, boating, horseback riding, aquatic activities, challenge courses, or similar activities.

III. PERMITS AND REGISTRATION

Every camp operator desiring to operate a Children's Camp must register or obtain a public health permit to operate and file an application at least 60 days prior to the anticipated operation of the Children's Camp.

Children's Camp operators may complete and submit the Registration/Permitting Form on our website at: <http://publichealth.lacounty.gov/eh/business/children-camp.htm>

Registration is required when:

The Children's Camp operates for four (4) weeks or less in any 12-month period. The camp is required to register with this Department before beginning camp operations.

A Children's Camp that is registered will not receive regular inspections. However, Public Health will investigate any complaints received.

Permitting is required when:

The Children's Camp operates for more than four (4) weeks in any 12-month period. The camp is required to obtain a Public Health Permit before beginning camp operations.

Permitted Children's Camps will receive an inspection when the camp is in operation.

Regardless of whether the camp is permitted or registered, all pools and food facility operations at any camp *must* be approved and permitted by Public Health.

IV. INSPECTION SERVICES

- All permitted Children's Camps receive at least one unannounced inspection per year.
- Plans to operate a Children's Camp must be submitted and approved prior to the camp operating. Camps operating without approved plans will be given a deadline to submit their plans and obtain a permit. Failure to comply with this deadline will result in a closure. On-site field inspectors will not review plans. Plans must be submitted directly to the Camps and Schools Program.

INSPECTION PROCESS:

- The EHS shall begin the inspection by asking to speak with the Camp Director or Acting Camp Director and reviewing the camp's operating procedures and plans.
- The EHS shall determine compliance with all violation categories on the Children's Camp Official Inspection Report and indicate the status for each as instructed in the next section of this guide. The EHS may take measurements, interview camp staff, and photograph conditions as part of the inspection.
- Upon completion of the inspection, the EHS shall discuss the findings with the Camp Director or Acting Camp Director.
- Violation categories marked OUT shall be corrected by the re-inspection date given.
- The Children's Camp Official Inspection Report will be emailed or mailed to the owner on the next business day. If there is an imminent health hazard, the EHS shall take immediate action as instructed later in this guide and are encouraged to request additional guidance from their supervisor.
- The EHS shall conduct a follow-up inspection (also referred to as a re-inspection) to verify that all identified violations noted on the Children's Camp Official Inspection Report were corrected.

ADDITIONAL CHARGES:

- Additional charges for the second or subsequent re-inspections will be incurred by the camp operator when violations are not corrected by the re-inspection date.
- After-hour inspections (Monday – Friday before 8 a.m. and after 5 p.m., Saturday, and Sunday), either due to an emergency or at the request of an owner, may be available but are billed at the overtime hourly rate.

NON-COMPLIANCE:

- A Compliance Review shall be scheduled when the owner/operator fails to comply, does not show reasonable progress, or when the camp permit is suspended, at the discretion of the Chief EHS. See **Appendix B** for enforcement instructions.

CLOSURES:

- A camp's permit shall be suspended, and the camp closed when an imminent health hazard is identified or when high risk violations cannot be corrected at the time of inspection. See **Appendix C** for closure and reopening instructions.

Note: If a Children's Camp's Public Health Permit is suspended and the reopening of the camp occurs after-hours or on the weekend, the inspection will be conducted at the overtime hourly rate.

COMPLAINTS:

- Complaint investigations at camps with public health permits or registrations are initiated because of a complaint filed by the public or another agency.

V. UNDERSTANDING THE OFFICIAL INSPECTION REPORT

The Children's Camp Official Inspection Report (CCOIR) is the official document that is used by the inspector to mark the violations observed during an inspection. The goal of the report is to fairly present the compliance status of the camp establishment at the time of the inspection. A sample of the CCOIR is shown in **Appendix A**.

For each inspection violation category on the CCOIR, the inspector is required to select the applicable compliance status:

- **IN** indicates that the item is in compliance with the code.
- **OUT** indicates that the item is not in compliance and warrants correction by the re-inspection date.
- **NA** indicates that the item is not applicable to the establishment.
- **NO** indicates that the item was not observed at the time of the inspection.
- **COS** is marked to indicate the item was not in compliance but was corrected, and then verified before the completion of the inspection. The corrective action is to be documented on the inspection report.
- ✓ indicates additional action is required beyond the current inspection

VI. VIOLATION CATEGORIES

REQUIREMENTS FOR CAMPS

1. Director

When campers are present, every camp shall have a Director at the camp in charge that is at least 25 years of age and has at least two seasons of administrative or supervisory experience in camp activities.

The Director may designate an Acting Director (AD) while the Director is offsite. The AD must be at least twenty-one (21) years old and has at least two (2) years of experience as a counselor. The AD may only serve in this capacity for twenty-five percent (25%) of the daily duration of camp operation or during passive activities (e.g., storytelling, movies).

The EHS is to mark as follows:

- IN** Mark **IN** if there is a Camp Director who meets requirements and is onsite (or has an AD covering).
- OUT** Mark **OUT** if there is no Camp Director or if the Camp Director does not meet the requirements. Must be corrected at once. Recheck next day for compliance. **(Critical)**
- COS** Mark **COS** when a Camp Director was not present and arrives before the end of the inspection.

Note: The Camp Director (or AD) must be able to provide a picture ID and verify their qualifications.

Authority: Los Angeles County Code – 11.08.055, 11.08.225

2. Written Procedures

Prior to the operation of the camp, written operating procedures must be submitted to the Department with the initial application. Once approved, the written operating procedures must be maintained onsite and available for review by any camper, camper's parent or guardian, their agent, and the Enforcement Agency.

The written description of operating procedures shall describe the program of organized and supervised activities of the camp regarding the following areas:

- a. Supervisor qualifications and training
- b. Staff skill verification criteria and process
- c. Participant eligibility requirements (if any)
- d. Staff-to-participant supervision ratios
- e. Equipment needed
- f. Safety procedures
- g. Emergency procedures specific to location
- h. Environmental hazards
- i. Access and equipment control
- j. Equipment and maintenance repair

All changes made to written procedures or written plans are required to be resubmitted to the Department by the camp operator within fourteen (14) days of the proposed change, along with the applicable fee.

The EHS is to mark as follows:

- IN** Mark **IN** if the Department approved written operating procedures were maintained onsite, available for review and accurately describe the program of organized and supervised activities of the camp.
- OUT** Mark **OUT** if the Department approved written operating procedures were not maintained onsite and available for review, or if the approved plan does not accurately describe the program of organized and supervised activities of the camp.
- COS** Mark **COS** if the Department approved written procedures were not initially available onsite for review, but are provided by the end of the inspection.

Authority: Los Angeles County Code - 11.08.220 (A - E)

3. Camper Health Plan

A written camper health plan shall be developed in consultation with, and reviewed annually by, a licensed physician. The camper health plan must be signed and dated by the physician who performed the review. The camper health plan must be submitted with the initial application and maintained available at the site for review by the enforcement agency.

The camper health plan shall cover all the following subjects:

- a. Procedures for camper health screening
- b. Arrangements for on-call health care consultation services
- c. Arrangements for emergency health care services and emergency transportation to a health care facility
- d. First aid and health care supplies
- e. The storage and administration of camper prescription and non-prescription drugs and medications
- f. Medical procedures for camper trips away from the camp location or site
- g. Procedures for daily observation of each camper's physical health
- h. Procedures for prompt response and notification of the camper's designated emergency contact
- i. Procedures for camper medical privacy. The place of medical examination or isolation shall ensure privacy and not be located in, or directly adjacent to, a food storage, preparation, or serving area; and
- j. Procedures for preventing disease transmission/universal precautions

The camp operator or director must report any of the following within 24 hours to the Department:

- a. Any occurrence of foodborne illness, suspected foodborne illness, or any other reportable disease in CCR Title 17, section 2500 (j)
- b. Any death, or any accident or illness of campers or staff members that results in an overnight stay in a hospital or clinic

All camp staff, including the director and counselors, shall receive training on the camper health plan.

The local health officer, when necessary for the protection of the health of campers and staff members, may require special inoculations and testing for each camper and staff member entering camp and may require proof of such compliance.

The EHS is to mark as follows:

- IN** Mark **IN** if there is a camper health plan that meets requirements available onsite and camp staff and counselors are properly trained on the plan.
- OUT** Mark **OUT** if there is no camper health plan, if the camper health plan does not meet requirements, camp staff are not trained, or the plan was not available onsite.
- COS** Mark **COS** if the camp has an approved Camper Health Plan, and is following it; however, the plan was not initially available onsite, but was provided before the end of inspection.

Authority: Los Angeles County Code - 11.08.220, 11.08.245, 11.08.255

4. Emergency Plan

Prior to the operation of the camp, a written Emergency Plan must be submitted to the local health officer with the initial application. Once approved, the written Emergency Plan must be maintained onsite and available for review by the Enforcement Agency.

The Emergency Plan shall outline procedures which deal with the following emergency situations:

- a. Natural disasters
- b. Lost campers
- c. Fires
- d. Transportation emergencies
- e. Severe illnesses and injuries
- f. Unauthorized persons in the campsite or location
- g. Aquatic emergencies, as appropriate for the site
- h. Other emergency situations, as appropriate for the site

In addition, the emergency plan shall include procedures for:

- i. Evacuation of the campsite or location
- j. Control of vehicular traffic through the camp
- k. Communication among persons at the site of an emergency, persons with nearby emergency medical facilities and the nearest fire station, and staff at the children's camp (both administrative and health staff)

Camp staff, including the director and counselors, shall be trained in implementing the emergency plan procedures.

The EHS is to mark as follows:

- IN** Mark **IN** if the approved Emergency Plan was available onsite and camp staff were properly trained.
- OUT** Mark **OUT** if the approved Emergency Plan was not available onsite, or camp staff were not properly trained.
- COS** Mark **COS** if the camp has an approved Emergency Plan, and was following it; however, the plan was not initially available onsite, but was provided before the end of inspection.

Authority: Los Angeles County Code - 11.08.220(b), 11.08.260

5. Specialized Recreational Activities Plan

Prior to the operation of the camp, if Specialized Activities are performed by the campers, a Specialized Recreational Activities Plan must be submitted to the local health officer with the initial application for registration or to obtain a public health permit. Once approved, the Specialized Activities Plan must be maintained on site and available for review by the Enforcement Agency.

NOTE:

If a children's day camp elects to change operations to include one or more specialized recreational activities, or overnight stays, a new registration or public health permit application must be submitted and approved prior to the implementation of any changes.

On the initial application and/or at any change of ownership, the site operator shall submit to the local health officer:

The Specialized Recreational Activity Plan addressing the following:

- a. Supervisor qualifications and training
- b. Staff skill verification criteria and process
- c. Participant eligibility requirements
- d. Equipment needed, maintenance, and repair
- e. Activity area design and safety procedures including access and control For aquatic activities:
- f. Testing and classification of each camper according to aquatic ability before the camper engages in an aquatic activity. All campers and staff are considered non-swimmers unless tested and classified.
- g. Camper participation only in aquatic activities appropriate to a camper's swim class, except during formal instruction.

The EHS is to mark as follows:

- IN** Mark **IN** if the approved Specialized Recreational Activities Plan was available onsite.
- OUT** Mark **OUT** if Specialized Recreational Activities Plan has not been submitted and approved or was not on site. Direct operator to discontinue Specialized Recreational Activities until plans are submitted and approved.
- NA** Mark **NA** if there are no specialized activities.
- COS** Mark **COS** if the camp has an approved Specialized Recreational Activities Plan, and was following it, however the plan was not initially available onsite, but was provided before the end of inspection.

Authority: Los Angeles County Code - 11.08.220(b), 11.08.265

6. Transportation Plan

If the children's camp provides transportation for the campers, the camp director shall prepare, submit for review and approval, and keep onsite a Transportation Plan that addresses the following elements:

- a. Transportation of campers and staff for offsite activities
- b. Transportation of campers and staff to a different location in case of emergency
- c. Transportation of campers for immediate medical care

The EHS is to mark as follows:

- IN** Mark **IN** if the approved Transportation Plan is available onsite and requirements were being followed.
- OUT** Mark **OUT** if Transportation Plan has not been submitted or the Transportation Plan is not being followed. Direct operator to discontinue providing transportation until a Transportation Plan is submitted and approved.
- NA** Mark **NA** if the Camp does not offer Transportation for their campers.
- COS** Mark **COS** if the camp has an approved Transportation Plan, and was following it, however the plan was not initially available onsite, but was provided before the end of inspection.

Authority: Los Angeles County Code 11.08.220 (b), 11.08.270

7. Lake, Stream, River, or Ocean Swimming Plan

A plan for the use of any lake, stream, river, or the ocean by any camp for swimming or boating shall be 1) developed and maintained by the Director, 2) submitted to the local health officer prior to use, and 3) implemented in accordance with any special conditions that may be specified in writing by the local health officer to protect health and safety.

The EHS is to mark as follows:

- IN** Mark **IN** if the approved Lake, Stream, River, or Ocean Swimming Plan is available.
- OUT** Mark **OUT** if plans have not been submitted and/or are not being followed. Direct operator to discontinue allowing the use of lakes, streams, rivers, or oceans by campers until a plan for the use of these water bodies is submitted and approved.
- NA** Mark **NA** if the camp does not use lakes, streams, rivers, or ocean for swimming.
- COS** Mark **COS** if the camp has an approved Lake, Stream, River, or Ocean Plan, and is following it, however the plan was not initially available onsite, but was provided before the end of inspection.

Authority: Los Angeles County Code - 11.08.220 (b), 11.08.270

8. Insect and Rodent Plan

Every camp shall have a plan and equipment for coping with excessive numbers of flies, mosquitoes, and other insects, and rodents. During times or at identified places where a special risk of disease transmission to humans from insects, rodents or other animals exists, the camp shall institute special measures to protect the campers under the guidance of the local health officer.

The EHS is to mark as follows:

- IN** Mark **IN** if an approved Insect and Rodent Plan was available.
- OUT** Mark **OUT** if an approved Insect and Rodent Plan was not available, or if excessive numbers of flies, mosquitoes, other insects, or rodents were present.
- COS** Mark **COS** if the camp has an approved Insect and Rodent Plan, and was following it, however the plan was not initially available onsite, but was provided before the end of inspection.

Authority: Los Angeles County Code 11.08.220 (b) 11.08.490

9. Background Checks

All individuals over the age of eighteen (18) who work or volunteer at a children's camp must obtain both a satisfactory criminal history record check from the California Department of Justice, Bureau of Criminal Identification, and the U.S. Department of Justice National Sex Offender Public Registry and must provide a voluntary disclosure statement as specified in CCR Title 17 section 30751(a). All individuals must follow mandated reporter requirements as specified in Title 11 section 11.08.230(a).

The camp director must provide a written statement verifying their review for each individual as mentioned above. The camp operator or someone higher than the camp director shall provide a statement that they completed the criminal history record check of the director.

The camp director and/or AD, and camp counselors, shall not have direct unsupervised contact with campers without first obtaining a satisfactory criminal history check.

The EHS is to mark as follows:

- IN** Mark **IN** if the Camp Director's written statement that they reviewed staff criminal history check and voluntary disclosure statement, and the Camp Director criminal history record check documents were available.
- OUT** Mark **OUT** if:
 - The required written statement and documents were not available.
 - Camp Director and/or counselors have unsupervised contact with campers without a criminal history record check. Camp staff lacking background checks cannot work at camp until obtained. Must be corrected at once. Recheck next day for compliance.
- COS** Mark **COS** if missing written statement and/or documents are made available by end of the inspection.

Authority: Los Angeles County Code of Regulations 11.08.230

10. First Aid Instruction / Safety

The Health Supervisor shall verify that all counselors have been trained in the principles of first aid and cardiopulmonary resuscitation.

The Director must verify that all counselors have obtained the appropriate training.

The EHS is to mark as follows:

- IN** Mark **IN** if first aid and cardiopulmonary resuscitation training certificates are available.
- OUT** Mark **OUT** if all counselors have not been trained or first aid and cardiopulmonary training certificates were not available.
- COS** Mark **COS** if missing first aid and cardiopulmonary training certificates are provided by end of the inspection.

Authority: Los Angeles County Code 11.08.235

11. Counselor Ratio

Each Children's Camp must comply with the following counselor to camper staff ratios:

- a. Campers (age: 3-5): Counselor to camper ratio = 1:12
- b. Campers (age: 6 and above) = 1:15
- c. Passive activities (e.g., storytelling, movies) = 1:25
- d. Specialized activities which pose a risk of serious injury (e.g., archery, horseback riding, ziplining)
 - i. Campers (age: 3 -5) = 1:6, counselor must be 18 or older
 - ii. Campers (age: 6 and above) = 1:8, counselors must be at least 2 years older than any campers they supervise

The minimum number of counselors as set forth in this section must be maintained for offsite trips, except that no fewer than two (2) counselors must be present during any offsite trip.

When campers are present at, near or in a pool, lake, stream, river, or ocean, it is the expectation that counselors shall be stationed poolside, beachfront or in the water, and conduct direct visual surveillance of campers at all times.

All staff and counselors shall receive training on minimizing the potential of leaving one (1) counselor being present and alone with one (1) camper, and for them to be not visible to other counselors and campers.

The EHS is to mark as follows:

- IN** Mark **IN** if counselor to camper ratios were met and all counselors met education and age requirements.
- OUT** Mark **OUT** if counselor to camper ratios were not met and/or counselors did not meet education and age requirements. Must be corrected at once. Recheck next day for compliance. **(Critical)**
- COS** Mark **COS** if additional counselors (that meet education and age requirements) are provided by end of the inspection to fulfill ratio requirements.

Authority: Los Angeles County Code 11.08.240

12. Staff Training

Camp staff shall be trained in the implementation of the procedures set forth in the emergency and health plans. Every camp shall institute fire training programs for all employees in the use of all fire extinguishing equipment, methods of evacuation, and shall establish procedures which shall, as far as possible, be followed in the event of a fire or any other emergency. If located in a forest area, a plan shall be prepared for the evacuation of the camp in case of an approaching forest fire or other emergency.

The EHS is to mark as follows:

- IN** Mark **IN** if staff were trained in emergency and health plans and documentation verifying this was available.
- OUT** Mark **OUT** if staff were not trained and/or there is no documentation of training.

Authority: Los Angeles County Code 11.08.245(e), 11.08.260(c)

Note: Camp staff and counselors should be able to answer open-ended questions on the emergency and health plans, to show that they have been properly trained.

HEALTH

13. Health Supervision

A qualified person must be on duty and present at the camp location or site when campers are present. The qualified person is charged with ensuring compliance with the camper health plan.

A "qualified person" is:

- The director or designee who otherwise meets the definition of director as defined in Section 11.08.055
- Trained in the principles of first aid and cardiopulmonary resuscitation (CPR), as required by Section 11.08.235, and
- Trained to implement the camper health plan

When a Children's Overnight Camp or a Children's Day Camp is in a rural or wilderness area, as defined in LACC Section 7.16.050.B.1, the camp operator shall ensure that a full-time adult health supervisor, as defined in CCR Title 17, section 30700, charged with health supervision, is present when campers are present.

The EHS is to mark as follows:

IN Mark **IN** if:

- A qualified person was present who is properly trained in first aid and CPR.
- A full-time health supervisor was present at a camp located in rural or wilderness area.

OUT Mark **OUT** if:

- A qualified person was not present and/or is not properly trained in first aid, CPR and/or the camper health plan.
- A full-time health supervisor was not present at a camp located in rural or wilderness area.

Must be corrected at once. Recheck next day for compliance. **(Critical)**

COS Mark **COS** when a Health Supervisor was not present and arrives before the end of the inspection.

CCR Title 17, Section 30700(f) defines: "Health Supervisor" means a person who is either:

- A physician
- A registered nurse
- A licensed vocational nurse who is licensed pursuant to Division 2 of the Business and Professions Code
- A person who is trained in accordance with section 1596.866 of the California Health and Safety Code

CA Health and Safety Code 1596.866 states that this person shall have at least 15 hours of health and safety training that shall include:

- a) Pediatric first aid
- b) Pediatric cardiopulmonary resuscitation (CPR)
- c) A preventative health practices course or courses that include instruction in the recognition, management, and prevention of infectious diseases, including immunizations, and prevention of childhood injuries

Note: The qualified person must be able to provide a picture ID of and verify their qualifications.

Authority: Los Angeles County Code - 11.08.250, 7.16.050 B (1); California Code of Regulations Title 17, section 30700

14. Health Records

Every camper and each staff member entering camp shall furnish a health history of their health status that is completed and signed by the individual camper or staff member, or by the parent or guardian if the camper or staff member is under the age of eighteen (18). This history must be kept onsite as long as the camper or staff member is at camp.

The health history shall include the following elements:

- a) Description of any health condition requiring medication, treatment, special restriction, or consideration while at camp
- b) Record of immunizations including date of the last tetanus shot
- c) Record of any allergies

A signed statement by a parent or guardian to seek emergency medical treatment shall be provided for each staff member or camper, except those minors accompanied in a camp by a parent or guardian.

A medical logbook shall be maintained by the health supervisor, which includes at least the following information for each accident, injury, or illness:

- a) Name of the person treated
- b) Dosage and intervals of any medication dispensed
- c) First aid or medical treatment rendered
- d) Name of the person administering the first aid or medical treatment
- e) Date and time of treatment
- f) Date parent/guardian notified of accident, illness or injury

The EHS is to mark as follows:

- IN** Mark **IN** if records and required documents were maintained and camp staff were trained on the camper health plan.
- OUT** Mark **OUT** if records and required documents were not maintained, health history was missing or missing information, emergency medical treatment statements were missing or missing information.
- COS** Mark **COS** if missing written statements and/or health history documents are made available by end of the inspection.

Note: EHS should verify that number of records match the number of campers.

Authority: Los Angeles County Code - 11.08.255

15. Medication

All prescription and non-prescription drugs and medications brought to a camp by campers need to be dispensed by the health supervisor or qualified person.

Prescription and non-prescription drugs and medications shall be:

- a) In the original container and labeled
- b) In containers accompanied by specific written dispensing instructions from a parent, legal guardian, or licensed physician
- c) Stored in a locked container when unattended by the health supervisor

The EHS is to mark as follows:

- IN** Mark **IN** if medication storage, maintenance, and dispensing met requirements
- OUT** Mark **OUT** if medication storage, maintenance, and dispensing did not meet requirements
- COS** Mark **COS** if the requirement is met by the end of inspection.

Note: A locked medication storage cabinet must be available for use when needed, even when no medications are onsite at any given time.

Authority: Los Angeles County Code - 11.08.245 (c)

16. Examination-Isolation Area

A space for medical examination or isolation shall be provided to ensure privacy. This space shall not be in, or directly adjacent to a food storage, preparation, or serving area.

The EHS is to mark as follows:

- IN** Mark **IN** if a space for medical examination or isolation was available and provides privacy, and is not located in, or directly adjacent to, a food storage, preparation, or serving area.
- OUT** Mark **OUT** if a space for medical examination or isolation was not available, or the provided examination/isolation space does not ensure privacy, and/or is located in, or directly adjacent to a food storage, preparation, or serving area.

Authority: Los Angeles County Code - 11.08.245 (c)

17. First Aid and Healthcare Supplies

First aid and healthcare supplies must be provided and stored safely.

The EHS is to mark as follows:

- IN** Mark **IN** if first aid and healthcare supplies are provided.
- OUT** Mark **OUT** if:
 - First aid and healthcare supplies are not stored safely.
 - First aid and healthcare supplies are not provided. Must be corrected at once. Recheck next day for compliance. **(Critical)**

Authority: Los Angeles County Code - 11.08.245 (c)

CAMPS AND TRAILS

18. Camp Safety

The camp operator must include the identification of potential environmental hazards and safety procedures in their written operating procedures.

The EHS is to mark as follows:

- IN** Mark **IN** if potential hazards at the camp site, trails and other areas used by campers have been identified with safety strategies in place.
- OUT** Mark **OUT** if EHS observes safety hazards at the camp site, trails and other areas used by campers, and/or safety strategies are not in place.

Note: Camp staff should understand the identified environmental hazards related to the campsite and other areas used by campers and what prevention strategies are in place. These can include natural or man-made hazards related to trails, mine pits, quarries, and high-speed roads, or large numbers of insects and venomous snakes, mountain lions or bears, poison oak, and/or excessive dust that may be injurious to health and safety.

Authority: Los Angeles County Code - 11.08.220

19. Drainage

The children's camp and established trails shall be properly drained, so as to eliminate standing water, regardless of whether the children's camp is on or near public land, such as a park or beach.

The EHS is to mark as follows:

- IN** Mark **IN** if the camp site and established trails were properly drained.
- OUT** Mark **OUT** if the camp site and established trails were not properly drained.

Authority: Los Angeles County Code – 11.08.480

20. Insect / Rodent

Children's camps shall have a plan and equipment for coping with excessive numbers of flies, mosquitoes, other insects, and rodents.

If a children's camp is experiencing problems with controlling insects and rodents, the Department may require the camp to submit a plan to correct the problem.

During times or at identified places where a special risk of disease transmission to humans from insects, rodents, or other animals exists, the children's camp shall institute special measures, under the guidance of the Department, to protect the campers.

The EHS is to mark as follows:

- IN** Mark **IN** if excessive numbers of flies, mosquitoes, other insects, or rodents are not present.
- OUT** Mark **OUT** if excessive numbers of flies, mosquitoes, other insects, or rodents are present.

Authority: Los Angeles County Code - 11.08.490

21. Farm and Domestic Animals

Unvaccinated dogs, or other animals that may cause injury or disease to campers shall not be allowed on the camp premises. Pets or animals of any kind are not permitted at swimming or food service areas unless the animal is a service animal.

The EHS is to mark as follows:

- IN** Mark **IN** if farm and domestic animals are present at the camp, are vaccinated, and not at swimming or food service areas. Service animals are allowed.
- OUT** Mark **OUT** if unvaccinated dogs, or other animals that may cause injury or disease to campers are present at the camp and/or pets or animals are present at swimming or food service areas, unless the animal is a service animal.
- NA** Mark **NA** if no farm and domestic animals are present at the camp.

Note: When Service Dogs are present at pools or food areas because of a disability, camp staff should understand what work the dog is trained to perform. The camp must have proof of vaccination when dogs are present in the camp.

Authority: Los Angeles County Code - 11.08.280

CAMP PROGRAMS

22. Specialized Activities

Specialized recreational activity means an activity that may expose a camper to a risk of serious injury because of the inherent danger of the activity. Such activities include, but are not limited to, ziplining, diving, boating, horseback riding, rock climbing, shooting sports, high rope courses, operating all-terrain vehicles (ATVs), canoeing, aquatic activities (e.g., any camper activities in a pool or other body of water), and other activities determined by the Department based on characteristics such as height, speed, water depth, physical contact with another participant or object, and/or use of equipment associated with the activity.

A Children's Camp that offers specialized recreational activities, as defined in Section 11.08.080, shall follow their approved Specialized Recreational Activities Plan, that addresses the following:

- a) Supervisor qualifications and training
- b) Staff skill verification criteria and process
- c) Participant eligibility requirements
- d) Equipment needed, maintenance, and repair
- e) Activity area design and safety procedures including access and control
- f) For aquatic activities:
 - 1. Testing and classification of each camper according to aquatic ability before the camper engages in an aquatic activity. All campers and staff are considered non-swimmers unless tested and classified.
 - 2. Camper participation only in aquatic activities appropriate to a camper's swim classification, except during formal instruction

All associated specialized activities equipment shall be properly maintained and in good repair. Campers shall be excluded from areas of specialized activities during equipment maintenance.

The EHS is to mark as follows:

- IN** Mark **IN** if:
 - Specialized activity equipment is maintained in good repair (e.g., rope course, zip line, life jackets).
 - Camp staff trained in and are following specialized activity safety equipment procedures.
 - Specialized activity procedures are being followed.

- OUT** Mark **OUT** if:
 - Specialized activity equipment is missing or not maintained in good repair.
 - Camp staff not trained on and/or not following specialized activity safety equipment procedures.
 - Specialized activity procedures are not being followed.
 - Must be corrected at once if there are safety concerns. If unable to correct the violation, the operator should discontinue the use of equipment or specialized activity in all. Recheck next day for compliance. **(Critical)**

- NA** Mark **NA** if there are no specialized activities.

- COS** Mark **COS** if during the time of the inspection missing/damaged specialized activity safety equipment is replaced or repaired.

Note: Based on characteristics such as height, speed, water depth, physical contact with another participant or object, and/or use of equipment associated with the activity, the Department may determine an activity to be a specialized activity, per factors included in Section 11.08.080.

Authority: Los Angeles County Code – 11.08.080, 11.08.265

23. Trips and Transportation

The children's camp shall follow the approved site-specific written transportation plan when providing the following:

- a) Transportation of campers and staff for offsite activities.
- b) Transportation of campers and staff to a different location in case of emergency.
- c) Transportation of campers for immediate medical care.

The EHS is to mark as follows:

- IN** Mark **IN** if trips and transportation requirements are met and following the approved transportation plan.
- OUT** Mark **OUT** if the camp is not properly following the approved transportation plan.
- NA** Mark **NA** if the camp is not providing transportation.
- COS** Mark **COS** if any component of the camp's transportation plan is not followed, but the operator was able to correct it by the end of the inspection.

Authority: Los Angeles County Code - 11.08.270

24. Firearms

All firearms and ammunition, when not in use for authorized camp activities, shall be stored and locked in a cabinet designated for this use. The key for this cabinet shall only be in the possession of the director, or a qualified designee who meets the requirements of a Director as defined in Section 11.08.055.

The EHS is to mark as follows:

- IN** Mark **IN** if firearms and ammunition are stored in a lockable firearm storage cabinet and access to the cabinet is limited to the Director or qualified designee.
- OUT** Mark **OUT** if firearms and ammunition are not stored in a lockable firearm storage cabinet, or key is not in possession of the Director or qualified designee. Must be corrected at once. Recheck next day for compliance. **(Critical)**
- NA** Mark **NA** if there are no firearms or ammunition at the camp.
- COS** Mark **COS** if during the time of the inspection firearms and ammunition are moved into a lockable firearm storage cabinet which is then locked and access is limited to the Director or qualified designee.

Authority: Los Angeles County Code – 11.08.055, 11.08.275

LAKE, STREAM, RIVER, OR OCEAN SWIMMING

25. Aquatic Supervisor

There shall be a designated aquatics supervisor who is at least eighteen (18) years of age and who shall possess an American Red Cross Lifeguard certificate, YMCA Swim Lifesaving certificate, or its equivalent certificate.

The EHS is to mark as follows:

- IN** Mark **IN** if Aquatic Supervisor code requirements are met.
- OUT** Mark **OUT** if Aquatic Supervisor code requirements are not met. Direct operator to discontinue water activities until an aquatic's supervisor is available and approval to reinitiate activities is granted. Recheck next day for compliance. **(Critical)**
- NA** Mark **NA** if there are no natural bodies of water (lake, stream, river or ocean) at the camp
- COS** Mark **COS** if an aquatics supervisor becomes available on site by the end of the inspection. Recheck next day for continuous compliance.

Authority: Los Angeles County Code - 11.08.320 (e)

26. Lifeguards

There shall be lifeguard services at any location used for swimming by campers, with a minimum of one (1) lifeguard for every 25 campers in the water.

The EHS is to mark as follows:

- IN** Mark **IN** if lifeguard code requirements are met.
- OUT** Mark **OUT** if lifeguard code requirements are not met. Direct operator to discontinue aquatic activities until lifeguard services are available as required. Recheck next day for compliance. **(Critical)**
- NA** Mark **NA** if there are no natural bodies of water (lake, stream, river or ocean) at the camp.

Authority: Los Angeles County Code – 11.08.320 (d)

27. Lifeboat/ Water Safety Device

There shall be at least one (1) lifeboat or equivalent water safety device that is suited to the size, location, and use of the water facility, population of the camp, and dangers inherent to the water facility as determined by the director and that shall:

1. Be used for no other purpose than for saving lives or for other emergencies
2. Be kept in good repair and readily accessible to the areas of potential use
3. Comply with California Harbors and Navigation Code section 652

The EHS is to mark as follows:

- IN** Mark **IN** if the camp is using a lake, stream, river or ocean and is equipped with at least one lifeboat or equivalent water safety device, and which is kept in good repair, readily accessible, and complies with Harbors and Navigation Code Section 652.
- OUT** Mark **OUT** if the camp is using a lake, stream, river or ocean and is not equipped with at least one lifeboat or equivalent water safety device, and/or it is not kept in good repair, and/or not readily accessible, and/or does not comply with Harbors and Navigation Code Section 652. Direct operator to interrupt aquatic activities until corrected. Recheck next day for compliance. **(Critical)**
- NA** Mark **NA** if the camp does not use lakes, streams, rivers, or ocean for swimming.

Authority: Los Angeles County Code - 11.08.320 (b)

28. Safety and Hazards

Camp operators shall carefully measure the depth of water, identify the location of eddies and pools, and determine the presence and nature of dangerous currents, sunken logs, rocks, and obstructions in the lake, stream, or river.

The EHS is to mark as follows:

- IN** Mark **IN** if the camp is using a lake, stream, or river for camper swimming or bathing and has determined water depth, location of pools or eddies, presence of dangerous currents, sunken logs, and other obstructions.
- OUT** Mark **OUT** if dangers to camper swimming or bathing areas have not been determined. Direct operator to interrupt aquatic activities until corrected. Recheck next day for compliance. **(Critical)**
- NA** Mark **NA** if the camp does not use lakes, streams, rivers, or ocean for swimming.

Authority: Los Angeles County Code - 11.08.320 (c)

29. Signs

There shall be legible signs indicating in plain letters the depth of water, the location of pools or eddies, and the presence and direction of currents of water shall be posted at any lake, stream, or river used by a camp for camper swimming.

The signs shall be visible from the swimming or bathing area during the season when bathing and swimming are permitted.

The EHS is to mark as follows:

- IN** Mark **IN** if:
 - A camp using a lake, steam or river for camper swimming or bathing has posted a legible sign indicating in plain letters the depth of water, location of pools or eddies, and presence and direction of water currents.
 - The signs are visible from swimming or bathing areas.
- OUT** Mark **OUT** if:
 - A camp using a lake, steam or river for camper swimming or bathing has not posted a sign indicating dangers to swimming, the sign is not in plain language, or the sign is missing required information.
 - The sign indicating dangers to swimming is not clearly visible from swimming or bathing areas.Direct operator to interrupt aquatic activities until corrected. Recheck next day for compliance. **(Critical)**
- NA** Mark **NA** if the camp does not use lakes, streams, rivers, or ocean for swimming

Authority: Los Angeles County Code - 11.08.320 (c)

BUILDING STRUCTURES

30. Constructed with Approvals

Camp operator shall submit plans and specifications for every building or structure including a plot plan drawn to scale, to the Department for approval, prior to construction of new buildings or conversion of existing buildings.

The EHS is to mark as follows:

- IN** Mark **IN** if plans were approved prior to construction of buildings, or existing buildings/structures haven't been altered.
- OUT** Mark **OUT** if construction has started or been completed prior to plans being approved.

Authority: Los Angeles County Code - 11.08.205

31. Safety Detectors & Fire Alarms

Every building and structure used for sleeping purposes shall be provided with automatic carbon monoxide and smoke detectors. Systems shall conform to the Fire Code and shall be state fire marshal-approved and listed.

Every camp shall provide and maintain a device or devices suitable for sounding a fire alarm. Such device or devices may be of any type acceptable to the enforcing agency provided they are distinctive in tone from all other signaling devices or systems and shall be audible throughout the camp premises. When an automatic fire alarm system is provided, all signaling devices required shall be of the same type as that used in the automatic system.

The EHS is to mark as follows:

- IN** Mark **IN** if:
 - Buildings used for sleeping quarters have fire and carbon monoxide detectors.
 - The camp has and maintains a fire alarm.
- OUT** Mark **OUT** if:
 - Buildings used for sleeping quarters do not have fire and carbon monoxide detectors, or detectors are damaged/nonworking/missing.
 - The camp does not have and/or does not maintain a fire alarm.
- N/A** Mark **NA** if:
 - There are no sleeping accommodations.
 - Sleeping accommodations are in tents.
- COS** Mark **COS** if during the time of the inspection missing/damaged fire and/or carbon monoxide detectors are repaired or replaced.

Note: Missing or unapproved fire alarms will also be referred to the fire marshal or local fire department.

Authority: Los Angeles County Code - 11.08.400; California Building Code, Title 24, Part 2, Sections 450.5 and 450.7

32. Structures, Tents, and Cabins

Every building, structure, tent, tent structure, cabin, and premises shall be kept in good repair, and shall be maintained in a safe and sanitary condition, clean and free from accumulations of paper, rubbish, or standing water, satisfactory to the local health officer.

All canvas or other fabric material shall be treated and maintained in a flame-retardant condition.

The EHS is to mark as follows:

IN Mark **IN** if:

- Buildings, tents, structures, cabins and premises are kept in good repair, in safe and sanitary condition, clean from accumulation of rubbish or standing water.
- Tent material is treated and maintained in a flame-retardant condition.
- Stairs and railings are maintained in good condition and meet building code requirements.

OUT Mark **OUT** if:

- Buildings, tents, structures, cabins and premises are not kept in good repair, in safe and sanitary condition, clean from accumulation of rubbish or standing water.
- Tent material is not treated and/or not maintained in a flame-retardant condition.
- Stairs and railings are missing, damaged, not maintained in good condition, or do not meet building code requirements.

COS Mark **COS** if during the time of the inspection operator was able to correct observed violations.

Authority: Los Angeles County Code - 11.08.400, California Building Code, Title 24, Part 2, Sections 450.5 and 450.7

33. Electrical, Equipment, and Appliances

All appliances, equipment, devices, facilities, electrical, mechanical, plumbing, refrigerating, and ventilating systems within any children's camp shall be kept in good repair and shall be maintained in a safe and sanitary condition satisfactory to the Department.

The installation of all electrical wiring shall conform to the applicable provisions of the California Electrical Code. Extension cords shall not be used to provide electricity to permanently fixed outdoor fixtures.

There shall be no electrical devices, installed or used in the tents.

The EHS is to mark as follows:

- IN** Mark **IN** if:
- Appliances, equipment, devices, facilities, electrical, mechanical, plumbing, refrigerating and ventilating systems are kept in good repair and in a safe and sanitary manner.
 - Electrical wiring conforms to applicable code, extension cords are not used for permanently fixed outdoor fixtures, and all electrical appliance, equipment, wiring, and systems are maintained in good repair.
- OUT** Mark **OUT** if:
- Appliances, equipment, devices, facilities, electrical, mechanical, plumbing, refrigerating and ventilating systems are not kept in good repair and in a safe and sanitary manner.
 - Electrical wiring does not conform to applicable code, extension cords are used for permanently fixed outdoor fixtures, and all electrical appliance, equipment, wiring, and systems are not maintained in good repair.
 - Electrical devices are installed or used in tents.
- COS** Mark **COS** if during the time of the inspection extension cord use is corrected, and damaged electrical appliances or equipment are repaired or replaced.

Authority: Los Angeles County Code - 11.08.400(b); California Building Code, Title 24, Part 2, Sections 450.5 and 450.7

34. Exits

Every building shall meet California Building Code number, size, and other requirements for exits. Building exits shall not be blocked.

Every room or area housing more than eight persons shall be provided with not less than two approved exits, each of which shall be directed to the exterior. Rooms or areas housing eight or less persons shall be provided with at least one such exit directed to the exterior.

Every exit door shall be openable from the inside without the use of any key, special knowledge, or effort.

The EHS is to mark as follows:

- IN** Mark **IN** if building exits meet number, size, and other requirements.
- OUT** Mark **OUT** if building exits do not meet number, size, or other requirements, or is blocked so it is not usable.
- COS** Mark **COS** if during the time of the inspection a blocked exit is cleared so it is usable again.

Authority: Los Angeles County Code - 11.08.400; California Building Code, Title 24, Part 2, Sections 450.5 and 450.7

SLEEPING ACCOMMODATIONS

35. Sanitary / Good Conditions

Provided sleeping materials (mattresses, mattress covers, blankets, sheets, pillows, and/or sleeping bags) must be maintained sanitary and in good condition.

Blankets, sheets, pillows, and/or sleeping bags shall be laundered and/or sanitized prior to issuance to a camper.

Mattresses shall be covered with waterproof material or washable covers so as to be easily cleaned and sanitized.

The EHS is to mark as follows:

- IN** Mark **IN** if:
- Sleeping materials are maintained in sanitary and good condition.
 - Bedding is laundered and/or sanitized before issuing to a camper.
 - Mattresses are covered with waterproof materials or washable covers.
- OUT** Mark **OUT** if:
- Sleeping materials are not maintained in sanitary and good condition.
 - Bedding is not laundered and/or sanitized before issuing to a camper.
 - Mattresses are not covered with waterproof materials or washable covers.
- COS** Mark **COS** if during the time of the inspection unlaundered/unsanitized bedding is removed and replaced with laundered/sanitized bedding, and mattresses are covered with waterproof materials or washable covers.
- NA** Mark **NA** if there are no sleeping accommodations.

Authority: Los Angeles County Code: - 11.08.400

36. Air Space / Occupancy

Every room or place used for sleeping purposes shall contain at least:

- 630 cubic feet of air space when occupied by two persons
- 500 cubic feet for each additional person

The EHS is to mark as follows:

- IN** Mark **IN** if rooms used for sleeping meet the air space requirements.
- OUT** Mark **OUT** if rooms used for sleeping do not the meet air space requirements.
- COS** Mark **COS** if campers are relocated to other sleeping quarters to meet the air space requirements.
- NA** Mark **NA** if there are no sleeping accommodations.

Authority: Los Angeles County Code - 11.08.410

37. Arrangements

Children's Camps with overnight stays, shall provide a minimum space of 18 inches, or a physical barrier, shall be provided between bed units including sleeping bags. Head-to-head sleeping accommodations is prohibited.

Each camper shall have an individual bed or sleeping bag.

The EHS is to mark as follows:

- IN** Mark **IN** if camper sleeping arrangements meet the sleeping accommodations requirements.
- OUT** Mark **OUT** if camper sleeping arrangements do not meet the sleeping accommodations requirements, beds are arranged for head-to-head sleeping, are less than 18 inches of space without physical barriers, and/or do not meet the distance requirements.
- COS** Mark **COS** if during the time of the inspection beds are rearranged to meet the spacing requirements.
- NA** Mark **NA** if there are no sleeping accommodations.

Authority: Los Angeles County Code - 11.08.410

WATER SUPPLY

38. Safe & Adequate

A dependable supply of potable water adequate to furnish 50 gallons of water per person per day shall be available. Where chemical toilets are used, this figure may be reduced to 30 gallons per person per day.

Water supply, quality, monitoring, storage, and distribution shall comply with the requirements of the California Safe Drinking Water Act. Obtaining water from a well or other local water system requires approval from the State or the Los Angeles County Drinking Water program.

The EHS is to mark as follows:

- IN** Mark **IN** if the camp has sufficient water supply coming from an approved source.
- OUT** Mark **OUT** if the camp water does not come from an approved source. Direct operator to close and call the Camps and Schools Program to be approved to reopen. **(CLOSURE)**

Authority: Los Angeles County Code - 11.08.430

39. Centrally Located

Drinking water shall be provided and be centrally located in the camp.

The EHS is to mark as follows:

- IN** Mark **IN** if drinking water is provided and centrally located.
- OUT** Mark **OUT** if drinking water is not provided and/or centrally located.
- COS** Mark **COS** if drinking water is provided from a centrally located site by the end of the inspection.

Note: The camp cannot operate and must close if there is no potable water available.

Authority: Los Angeles County Code - 11.08.420

HYGIENE FACILITIES

40. Hand washing

Hand washing facilities are required adjacent to all flush toilets and must be kept in good repair and maintained in a safe and sanitary condition.

Single service soap in dispensers is required at hand washing facilities.

The EHS is to mark as follows:

- IN** Mark **IN** if handwashing facilities are provided adjacent to all flush toilets, and maintained in good repair, and in safe and sanitary condition with single service soap dispensers.
- OUT** Mark **OUT** if handwashing facilities are not provided where required and/or not maintained in good / safe /sanitary condition (no water, not functioning, taps broken, etc.), no soap dispenser available, and/or empty soap dispenser.
- COS** Mark **COS** if violations are corrected (repairs made or single service soap provided) before the end of the inspection.

Authority: Los Angeles County Code - 11.08.440

41. Toilets

Toilets are required at the ratio of at least one (1) toilet for each multiple of fifteen (15) children, or fraction thereof, of each gender.

Toilets shall be maintained in clean and sanitary condition.

Chemical toilets may only be used in remote areas where a plumbing system for water distribution is unavailable as specified in Section 11.38.535.

Children's sleeping accommodations shall not be located over 200 feet from a toilet.

The EHS is to mark as follows:

IN Mark **IN** if there is an adequate number of toilets

OUT Mark **OUT** if:

- There is an inadequate number of toilets or chemical toilets are used when not allowed. Recheck next day for compliance. **(Critical)**
- Toilets are not working. Direct operator to close and call the Camps and Schools Program to be approved to reopen. **(CLOSURE)**

COS Mark **COS** if damaged or nonworking toilets are repaired before the end of the inspection.

Note: The camp cannot operate and must close if there are no working toilets available.

Authority: Los Angeles County Code - 11.08.460

42. Showers

Showers are required when campers are present for three (3) or more consecutive days and nights.

- At least one (1) shower head with hot and cold running water shall be provided for each fifteen (15) children of each gender
- All showers shall be in buildings and all such buildings shall be properly lighted, plumbed, and ventilated
- Soap is required at all showers
- All campers shall be given the opportunity to use showers at reasonable intervals Additional open-air showers in connection with swimming pools or swimming areas may be provided.

The EHS is to mark as follows:

IN Mark **IN** if showers are in good working order and are provided as required.

OUT Mark **OUT** if showers are not provided as required, are not in good working order, and/or missing soap.

COS Mark **COS** if during the time of the inspection damaged or non-working showers are repaired.

Authority: Los Angeles County Code - 11.08.450

WASTE

43. Solid Waste Disposal

All garbage and refuse must be deposited and stored in fly-tight, leakproof, non-absorbent containers. Waste containers must be kept in a sanitary condition and emptied within seven (7) days.

The EHS is to mark as follows:

- IN** Mark **IN** if garbage and refuse is deposited and stored in appropriate containers and emptied within seven (7) days.
- OUT** Mark **OUT** if garbage and refuse is not deposited and stored in fly-tight containers, and/or garbage and refuse is kept for more than seven (7) days.
- COS** Mark **COS** if solid waste disposal violations are corrected by the end of the inspection.

Authority: Los Angeles County Code - 11.08.470

44. Liquid Waste Disposal

Liquid waste from any source must be disposed of in an approved manner and shall not discharge onto the ground or in a manner that might contaminate any standing water, stream, hole, excavation, or public place.

The EHS is to mark as follows:

- IN** Mark **IN** if liquid waste is disposed of properly
- OUT** Mark **OUT** if:
 - Liquid waste is not disposed of properly. Recheck next day for compliance. **(Critical)**
 - Sewage is discharging from the plumbing system or an onsite wastewater treatment system and is impacting where campers are housed or participate in activities. **(CLOSURE)**
 - Toilets cannot be used due to sewage leaks or overflows. Mark also violation #41. **(CLOSURE)**
- COS** Mark **COS** if liquid waste disposal violations are corrected by the end of the inspection.

Authority: Los Angeles County Code - 11.16.050

COMPLIANCE AND ENFORCEMENT

45. Notice of Intent to Operate (NOI)

At least 30 days prior to the operation of any camp in any calendar year, written notice shall be sent by the site operator to the Department, providing the following information:

- Name, location, phone number, mailing, and email address of the person or agency that owns the camp site
- Name, phone number, and email address of the person or agency proposing to operate the camp
- Proposed dates of occupancy during that calendar year

Written notice shall be sent to the Department at least 30 days prior to any changes to the information above, construction of a new camp, or any major expansion of physical features.

Written notice shall be sent to the local health officer at least 30 days prior to (1) changing from no onsite food preparation to onsite food preparation, and/or (2) adding or removing specialized activities.

Camps which operate year-round shall provide only an initial notice of operation, however, proposed dates of operation during that calendar year and updates to changes in operation dates must be submitted annually.

The EHS is to mark as follows:

IN Mark **IN** if a notice of intent to operate has been submitted as required.

OUT Mark **OUT** if:

- No notice of intent to operate was submitted, the notice was submitted less than 30 days prior to operation, or the notice was missing required information
- Written notice was not submitted prior to construction, expansion of physical features, changes to onsite food preparation, or specialized activities

Authority: Los Angeles County Code 11.08.215

46. Permits Available

A public health permit shall be obtained for a Children's Camp as defined in Los Angeles County Code, Section 8.04.932.

The EHS is to mark as follows:

IN Mark **IN** if permit is available and financially compliant.

OUT Mark **OUT** if the facility is not permitted, or the permit is not available and not financially compliant.

Authority: Los Angeles County Code 8.04.932

47. Public Pools

All Public Swimming Pools shall be approved and permitted by the Department and operate in compliance with Title 22.

The EHS is to mark as follows:

- IN** Mark **IN** if the pool is approved and permitted, and in compliance with Title 22.
- OUT** Mark **OUT** if the pool is not approved and refer to EH Recreational Water Program. Issue a directive to discontinue the pool operation.
- NA** Mark **NA** if the facility does not have a pool.

Note: Separate Swimming Pool Inspection should be conducted on the permitted pool and Swimming Pool Official Inspection report issued.

Authority: Los Angeles County Code 8.04.932, California Code of Regulations Title 22- Section 65521

48. Food Service

Food service operations at Children's Camps must be approved, permitted, and operated in compliance with the California Retail Food Code.

The EHS is to mark as follows:

- IN** Mark **IN** if the food service is approved and permitted. A separate routine inspection should be conducted on the permitted food service and Food Official Inspection Report.
- OUT** Mark **OUT** if:
 - Food service is not approved
 - Food is vended from unapproved facility
 - Food is vended from an approved facility, but SOP is missing or not followed
- NA** Mark **NA** if the facility does not provide food service.

Note: If camp provides food and the food service is closed, the camp must implement a contingency plan to provide food service to campers.

Authority: Los Angeles County Code 11.08.300, California Health and Safety Code 113700-114437

49. Public Water System Permit Required

When 25 or more people are onsite for 60 days or more per year and provide water from an onsite well or spring, the owner is required to obtain a permit as a Public Water System from either Los Angeles County Department of Public Health, Environmental Health, Drinking Water Program or from the State Water Board, Division of Drinking Water.

The EHS is to mark as follows:

- IN** Mark **IN** if the Public Water System used onsite is approved, permitted, and in compliance with CCR Title 22 Section 64211.
- OUT** Mark **OUT** if the Public Water System used is not approved and not permitted by the Department or by the State Water Board. The operator should be directed to the EH Drinking Water Program.
- NA** Mark **NA** if the facility does not use a Public Water System.

Authority: California Code of Regulations Title 22 and California Health and Safety Code - Section 116270-116293

50. Permit Suspension

Any registration or public health permit issued pursuant to Los Angeles County Code, Title 8, may be suspended or revoked by the Department for a violation of the requirements of this chapter, Part 7 of Chapter 8.04, or State and local laws or regulations. Any children's camp, for which the registration or public health permit has been suspended or revoked must remain closed until the registration or permit has been reinstated or reissued by the Department.

The EHS is to mark as follows:

- IN** Mark **IN** if the facility permit is in good standing.
- OUT** Mark **OUT** if the facility permit is required to be suspended or revoked.

Authority: Los Angeles County Code 8.04.946, 11.08.530

51. Referral to Other Agency

Document if a referral is made to another agency.

Note: This section will be marked when a referral is made to another agency.

52. Compliance Review

Whenever the Department finds that a children's camp is not in compliance with the requirements, a written notice of violation that contains a required compliance date shall be issued to the registrant or permittee.

Note: This section will be marked when a Compliance Review is scheduled.

53. Citation issued

The EHS shall mark this section when a citation is issued to the camp operator.

APPENDIX A



**CHILDREN'S CAMP OFFICIAL
INSPECTION REPORT**
 COUNTY OF LOS ANGELES • DEPARTMENT OF
 PUBLIC HEALTH OFFICE: CAMPS AND SCHOOLS
 PROGRAM • CHIEF: TATEVIK SAHAKIAN
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Campsite Name:			Inspection Date:		
Owner/Permittee:			Re-inspection Date:		
Campsite Address:			City/Zip:		
Program Identifier:		Time In:	Service:		
FA:	PR:	PE:	Time Out:	Result:	
				Action:	

During an inspection of the facility at the above address, the following statuses were noted.

IN = In Compliance **OUT** = Out of Compliance **COS** = Corrected on Site **NO** = Not Observed **NA** = Not Applicable ✓=Action taken

The items marked below represent violations of the Los Angeles County Code and must be corrected by the reinspection date given above, unless otherwise stated in the report.

REQUIREMENTS FOR CAMPS	STATUS	BUILDING STRUCTURES	STATUS
1. Director		30. Constructed With Approvals	
2. Written Procedures		31. Safety Detectors and Fire Alarms	
3. Camper Health Plan		32. Structures, Tents, and Cabins	
4. Emergency Plan		33. Electrical, Equipment and Appliances	
5. Specialized Recreational Activities Plan		34. Exits	
6. Transportation Plan		SLEEPING ACCOMMODATIONS	STATUS
7. Lake, Stream, River or Ocean Swimming Plan		35. Sanitary / Good Conditions	
8. Insect and Rodent Plan		36. Air Space / Occupancy	
9. Background Checks		37. Arrangements	
10. First Aid Instruction/Safety		WATER SUPPLY	STATUS
11. Counselor Ratio		38. Safe and Adequate	
12. Staff Training		39. Centrally Located	
HEALTH	STATUS	HYGIENE FACILITIES	STATUS
13. Health Supervision		40. Hand Washing	
14. Health Records		41. Toilets	
15. Medication		42. Showers	
16. Examination-Isolation Area		WASTE	STATUS
17. First Aid and Healthcare Supplies		43. Solid Waste Disposal	
CAMPS AND TRAILS	STATUS	44. Liquid Waste Disposal	
18. Camp Safety		COMPLIANCE & ENFORCEMENT	STATUS
19. Drainage		45. Notice of Intent to Operate	
20. Insect / Rodent		46. Permits Available	
21. Farm and Domestic Animals		47. Public Pools	
CAMP PROGRAMS	STATUS	48. Food Service	
22. Specialized Activities		49. Public Water System Permit Required	
23. Trips and Transportation		50. Permit Suspension	✓
24. Firearms		51. Referral to Other Agency	✓
LAKE, STREAM, RIVER OR OCEAN SWIMMING	STATUS	52. Compliance Review	✓
25. Aquatic Supervisor		53. Citation Issued	✓
26. Lifeguards			
27. Lifeboat / Water Safety Device			
28. Safety and Hazards			
29. Signs			

APPENDIX B

COMPLIANCE AND ENFORCEMENT

Environmental Health will focus on an educational approach and encourage existing camps to submit their plans to obtain permits during 2023. After January 1, 2024, camps operating without approved plans, a permit, or registration will be closed until their plans are approved. Inspectors will utilize education as the primary means of gaining voluntary compliance when a violation is identified. However, when education is not sufficient to gain compliance, the inspector may utilize one or more enforcement actions to protect the public’s health. Depending on the severity of the violation, frequency of the violation, and the risk for a negative public health impact, either informal or formal enforcement may be taken as an option in gaining compliance.

Violations of local requirements as indicated on the CCOIR are misdemeanors and may be punishable by a fine of no less than fifty dollars (\$50) nor more than one thousand dollars (\$1,000), or imprisonment for no more than six months, or both. Non-Compliance fees or other administrative fines may also be issued.

Each day that a violation continues is a separate offense.

The EHS shall ensure that all violations cited on the CCOIR are corrected by the indicated re-inspection date. If most violations are corrected or reasonable progress is made, additional time may be granted. However, the owner may be charged for the additional re-inspections.

Re-inspection dates vary depending on the public health risk associated with violations. In the event multiple compliance dates are required, the earliest date shall be documented in the Re-inspection Date field on the CCOIR. For example, if sewage discharge is observed - which is an emergency violation and requires immediate abatement - the EHS is to document the next calendar day on the Re-inspection Date field on the CCOIR and document the re-inspection date for the remaining violations in the “Overall Comments” section on the CCOIR. When there are multiple compliance dates, the EHS shall document the re-inspection date of each violation in the narrative comments of each violation.

VIOLATION	EXAMPLE	RE-INSPECTION DATE
Critical Violations	<ul style="list-style-type: none"> #1 – Camp Director meeting requirements not at the site or workers and volunteers (18+) lack criminal history record check #9 – Background Checks not performed on workers/volunteers #11 – Counselor Ratios not met #13 – Health Supervisor not at the camp site #17 – No First Aid/Healthcare supplies available #22 - Specialized Activities posing safety concerns #24 – Firearms not stored in locked cabinet #25 – Aquatic Supervisor (Closure of aquatic activities) #26 – Lifeguards (Closure of aquatic activities) #27 – Lifeboat/Water Safety Device missing (Closure of aquatic activities) #28 – Safety and Hazards not determined (Closure of aquatic activities) #29 – Signs at swim areas missing (Closure of aquatic activities) #38 – Camp Closure if no water (Imminent Health Hazard) #41 – Camp Closure if no toilets available (Imminent Health Hazard) #44 – Camp Closure if sewage impacts camper housing or where campers are participating in activities (Imminent Health Hazard) 	<p style="text-align: center;">Next calendar day</p> <p>Indicate that “violation shall be corrected <u>at once</u>” in violation text narrative.</p>
Non-Critical Violations	All other violations	14 calendar days

PROGRESSIVE ENFORCEMENT

For all uncorrected violations, the EHS must evaluate the progress and amount of effort toward compliance before determining the next step. Progress towards compliance will usually warrant consideration of a suitable time extension before taking progressive enforcement. Critical violations must still be corrected as quickly as possible following the initial compliance date.

If the owner fails to make progress toward compliance, the EHS shall take the following progressive enforcement actions:

Revisit	Critical Violations	Non-Critical Violations
1 st	Compliance Review for next day	Schedule 2 nd revisit
2 nd	Refer to City/District Attorney for emergency hearing	Schedule Compliance Review
3 rd	Elevate to Branch Director	Refer to City/District Attorney

COMPLIANCE REVIEWS

- A Compliance Review is an in-person or telephone conference between the owner/responsible party and a representative from Public Health to discuss violations/conditions observed during the inspection.
- Reasons for issuing a Compliance Review to an operator are, but not limited to:
 - Serious conditions, such as sewage, or lack of water supply violation, not immediately corrected
 - Repeated violations
 - Camp closure
 - Camp being reopened without written permission from the Department
 - Renovation or change of equipment without plan review
- The following will be discussed during the Compliance Review:
 - The observed violations/conditions
 - The health impacts of the violations
 - Methods of compliance
 - Deadline for compliance
 - Enforcement actions/penalties for non-compliance

APPENDIX C

CAMP CLOSURES

A **critical violation** is defined as any violation that, if not corrected, can lead to an imminent health hazard to the camper or facility staff. Immediate corrective action is required of any **critical** violation that has been identified. Certain critical violations, including operating without a permit and approved plans (as shown below), require closure of the camp or activity until the hazards have been corrected or approvals have been granted.

CRITICAL VIOLATION & REQUIREMENT	REQUIRED ACTION
Safe & Adequate #38 Adequate water supply & approved water source	CLOSE – When adequate potable water is not available and cannot be COS. Stay closed until corrected.
Toilets #41 Adequate number of toilets in good working order	CLOSE – When toilets are not available and cannot be COS. Stay closed until corrected.
Liquid Waste #44 Liquid waste disposed of properly and not discharged in a public place	CLOSE – When camper areas are impacted by sewage and cannot be COS. Stay closed until corrected.
Permit #46 Obtain and maintain valid Public Health Permit or Registration and approved camp plans when needed.	CLOSE – When permit or camp plans approval is not obtained after given opportunity to do so.
Food Service #48 Must be approved, permitted, and operating in compliance with the California Retail Food Code	CLOSE THE FOOD SERVICE – When food service is provided without obtaining a Public Health Permit.
Aquatic Supervisor #25 Required for aquatic activities and must meet qualifications	CLOSE AQUATIC ACTIVITIES – When Aquatic Supervisor not present
Lifeguards #26 Required for aquatic activities and must meet qualifications	CLOSE AQUATIC ACTIVITIES – When Lifeguard not present
Lifeboat/Water Safety Device #27 Required for aquatic activities and must be in good repair and accessible	CLOSE AQUATIC ACTIVITIES – When required lifeboat or water safety device is missing
Safety and Hazards #28 Hazards must be identified before use of lake, stream or river for aquatic activities	CLOSE AQUATIC ACTIVITIES – When hazard assessment not performed prior to using lake, stream or river for aquatic activities
Signs #29 Signs required when lake, stream or river used for aquatic activities	CLOSE AQUATIC ACTIVITIES – When required signs not posted at lake, stream or river used for aquatic activities
Failure to correct Critical violations or repeat Critical violations	Discuss with supervisor for possible CLOSURE

When imminent hazards are observed, the EHS shall:

- Discuss the hazards and steps to correct with the Camp Director or Acting Camp Director;
- Document the findings on the CCOIR; and
- Document their actions on the CCOIR.

PROCEDURES FOR CLOSING A CAMP OR AQUATIC ACTIVITIES

To close the camp or aquatic activities, the EHS shall:

- Contact Supervision for approval
- Complete the CCOIR
- For camp closure:
 - Mark **OUT** in the **Permit Suspension** box (**violation #50**) along with any other violations closing the camp. In the Overall Inspection Comments section, indicate the regulation(s) and section number(s) of the violation(s) resulting in the closure of the camp. Include the corrective action needed to abate the violation.
 - Examples:
 - Toilets - Los Angeles County Code, 11.08.450 - Maintain available working toilets at all times.
 - Safe & Adequate - Los Angeles County Code, 11.08.430- Maintain safe and adequate potable water supplied at all times.
 - The Overall Inspection Comments shall include the statement, *“The camp is officially closed. Lock all gates/ doors and do not allow any use of the camp. Immediately notify the parents of campers to either collect their children or provide information on a secure central location where campers can be safely picked up. Call emergency contacts for unavailable parents. Correct all violations and contact your inspector to reopen the camp. The camp can only be reopened with written approval by the enforcement agency.”*
 - Aquatic activities closures shall include the statement, *“The aquatic activities are officially closed. Maintain aquatic area closed and do not allow any use. The aquatic area can only be reopened with written approval by the enforcement agency.”*
 - Swimming Pool closures shall include the statement, *“Refer to the Swimming Pool Official Inspection Report.”*
 - Issue the CCOIR
 - Instruct the Camp Director or Acting Camp Director to implement their Emergency Plans to ensure that all campers are picked up from the camp location.
 - Report the following to your immediate Supervisor:
 - Name of Camp
 - Address and City
 - PR#
 - Time of closure
 - Reason of closure

REOPENING A CAMP

- A camp may be reopened when the EHS has verified the violations warranting the closure of the camp have been corrected.
- If upon re-inspection, the violations that resulted in the original closure have been corrected, the Overall Inspection Comments section of the report shall include the statement, *“Violations that warranted the suspension of the license and closure of the camp have been corrected. The camp is approved to reopen.”* The action code 15 on Envision Connect (EC) – PERMIT OR LICENSE REINSTATED / FACILITY RE-OPENED should be used.
- If upon re-inspection, the violations that resulted in the original closure persist or the camp conditions are determined not to be safe for campers, the camp shall remain closed.