

## NOTICE OF INTENT TO OPERATE AN ORGANIZED CAMP

As required pursuant to California Code of Regulations (CCR) sections 30703 and 30714 this letter notifies the Department of Environmental Health of the intent to operate an organized camp within 30 days as listed below:

Camp Owner \_\_\_\_\_

Facility Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Camp Operator \_\_\_\_\_

Dates of Operation \_\_\_\_\_

Use multiple forms if multiple site operators or user groups providing their own director

As required per CCR sections 30704 and 30705 the following attached documentation is submitted for review:

A written statement by the Director that the Director has reviewed the criminal history record check and voluntary disclosure statement is attached to this Notice of Intent (NOI). (This applies to the directors of every user group that will conduct camp, unless the above listed director will be the director of every user group)

Notification the camp is American Camp Association (ACA) accredited. If the camp is not ACA accredited, you must include operating procedures that describe the program of organized and supervised activities of the camp in the following areas:

- Supervisor qualifications and training
- Staff skill verification criteria and process
- Staff to participant supervision ratios
- Participant eligibility requirements (if any)
- Environmental hazards access and equipment control
- Equipment needed
- Equipment and maintenance repair
- Safety procedures
- Emergency procedures specific to location

No changes in operating procedures since NOI submitted on \_\_\_\_\_

The following documentation is onsite and available by the camp permittee or is being provided by the camp operator (user groups):

- Healthcare Plan (Section 30750)
- Designated Health Supervisor Certifications (Section 30700)
- On call Physician's Name and Phone number (Section 30750)
- Counselors trained in first aid and CPR (Section 30751)
- Written Emergency Procedures for:
  - Natural Disasters       Lost Camper       Fire       Aquatic Emergency
  - Stranger is Camp       Transportation Emergency       Severe Illness/Injury
- Written Site Specific Emergency Procedures for:
  - Evacuation       Control of Vehicular Traffic
  - Communications from the site of an emergency to emergency medical facilities, nearest Fire station and both administrative and health staff of the camp (Section 30753).
- Background checks for all counselors (Section 30751)
- Counselor to Camper ratio (1:10) verification (Section 30751)
- Food Safety Certifications and Food Handler Cards for kitchen workers (Section 30730)
- Lifeguard Certifications and Lake, Stream, River or Ocean Swimming Plan (Section 30741)
- Vector Control Plan (Section 30736)

\_\_\_\_\_  
Camp Owner –print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date