



BOY SCOUTS OF AMERICA®  
NATIONAL CAMP ACCREDITATION PROGRAM

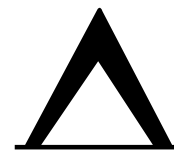
## **2015 National Camp Standards Replacement Pages**

On behalf of the Regional Operations Department and the National Camp Accreditation Program Committee, thank you for updating your copy of the National Camp Accreditation Program standards. We appreciate you recycling dated pages from your 2014 edition and replacing them with the enclosed updates.

You will find all content changes made to the standards as of January 1, 2015, attached. Please use the attached pages to replace their corresponding pages in the 2014 printing. If you still have a 2013 book that was not updated with the 2014 revisions, please go to [www.scouting.org/ncap](http://www.scouting.org/ncap) and download those revisions.

For any additional information, please refer to [www.scouting.org/ncap](http://www.scouting.org/ncap). Thanks for your commitment to the program and for helping councils throughout the Boy Scouts of America to deliver the promise we all make—to deliver a quality outdoor program to all of our youth and adult members.





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**STANDARD:**

If offered, advancement opportunities are appropriate for the age group and facility, emphasize that Scouting is fun with a purpose, are presented by qualified personnel, and are consistent with BSA advancement policies.

**INTERPRETATION:**


Camps that offer advancement opportunities ensure that they are appropriate for the age, skill level, and maturity of the age group. **Advancement opportunities are appropriate for the facilities at camp and the outdoor environment.**

When offered, advancement opportunities focus on the fun and adventure of the Scouting program. All advancement must be consistent with BSA advancement policies.

Advancement is not the primary objective of the program. Recognizing that an important part of the merit badge program is that the Scout meets with a qualified counselor, due care is taken to ensure that all merit badge requirements are met. Some merit badges may not be appropriate for offering at summer camp. Advancement offered and camp personnel instructing advancement programs are approved, as appropriate, by the council advancement committee.

**VERIFICATION:**

- Observation of proposed program implementation
- Written approval from council advancement committee (may be part of general program design approval pursuant to Standard PD-112)
- Discussion with camp director and/or staff

**Applies to:**A black circle with a white border containing the text "Day camp".A black circle with a white border containing the text "Family camp".A black circle with a white border containing the text "Resident camp".

**All camps offering  
an advancement  
program**





**STANDARD:**

If provided, swimming pools, waterfront facilities, and aquatics equipment (including watercraft) are safe, neat, clean, and operated in compliance with the policies of the Boy Scouts of America, U.S. Coast Guard, and other governing jurisdiction regulations.


**Specific Requirements of the Standard:**

- A. Safe Swim Defense and Safety Afloat procedures are used for all on-site and off-site swimming and boating activities. All campers and staff adhere to the buddy system and restrictions based on swim classifications. Life jackets are worn by everyone aboard small craft. In addition, emergency action plans specific to aquatics must be developed along with training as described in the staff qualification (SQ) standards.
- B. Life jackets, paddles, and other equipment are properly sized for all participants.
- C. Reach poles, rescue tubes, ring buoys, backboard with straps and head restraint, and other emergency items such as radios or communication gear are present in sufficient numbers, are in good repair, and are easily accessible for use by appropriately trained staff.
- D. Aquatics amusement features, such as floats and water slides, are operated in accordance with manufacturers' guidelines, as well as local and state regulations. All points of Safe Swim Defense and Safety Afloat are followed.
- E. Long-distance swimming in open water must follow Mile Swim safety guidelines as set forth in the *Guide to Safe Scouting*, No. 34416.
- F. Pools and/or pool shower systems, including sanitation, are overseen by and documentation is maintained by personnel trained according to state regulations. (Note: The camp ranger may need pool operator certification in your state.)
- G. All motorboats, sailboats, and watercraft are in good repair, are licensed if required, and meet U.S. Coast Guard regulations. Council-owned boats 26 feet or greater in length and/or 40 HP or greater must be registered with Risk Management at the National Council.
- H. Campers may not operate motorboats without an adult or staff member who meets state requirements on board. Proper safety and environmental precautions are taken for fueling and fuel storage.
- I. Proper training and equipment, including helmets, are in use for whitewater activities (above Class II).

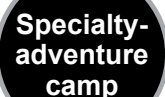
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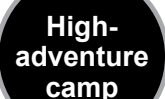
 Day camp


 Family camp


 Resident camp


 Trek camp


 Specialty-adventure camp


 High-adventure camp

# AQUATICS: GENERAL

PS-201

(Revised January 1, 2015)

## Applies to:

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

- J. If a swimming program is conducted at a licensed swimming facility operated by another vendor not on council property (established pool, spray park, water park, or lakefront swimming area, for example), the council and the provider must prepare a written agreement noting their respective responsibilities. Facility employees with state-regulated training may provide aquatics supervision. Participants are assigned buddies and limited to water depths appropriate to their ability unless approved life jackets are worn. Roll is taken at the beginning and end of the activity. Special precautions indicated by medical conditions are shared with facility staff. In areas from which the public is excluded, Safe Swim Defense policies are implemented as they would be at a council-staffed facility.
- K. Personal watercraft (PWC) used for program must be approved in advance in writing from National Council Outdoor Programs using form No. 430-045, and a copy must be available for the visitation team. The program follows the BSA PWC operation manual. The council must adhere to the BSA's approved operational plan. No deviation is permitted from the course outline. The program must comply with local and state laws and adhere to manufacturers' instructions at all times. The program must follow the BSA-approved lesson plan for instruction and practical experience. PWC used for program must be owned or leased by the council. Personal PWCs are not authorized.

## INTERPRETATION:

Boats under 26 feet or under 40 HP are automatically covered under BSA liability insurance. General information on aquatics program supervision is found in *Aquatics Supervision*, No. 34346.

Personal watercraft (PWC) are motorized vehicles for personal use and subject to this standard. See the Personal Watercraft (PWC) Program Application, No. 430-045, for additional information on this program.

## VERIFICATION:

- Check of water quality records as required by applicable regulation
- Review of watercraft licenses, if applicable
- Check of emergency action plan (plans in place and staff trained in them)
- Observation of procedures in practice and program implementation
- If PWC program is offered, review of National Council approval and PWC operation manual, with staff assurance that the nationally approved operational plan and lesson plan are followed

## STANDARD:

## STANDARD:

If offered, the camp operates a safe, age-appropriate firearms shooting sports program.

### Specific Requirements of the Standard:

- A. Shooting is confined to approved ranges. Each range is designed in accordance with guidelines at [www.scouting.org/properties](http://www.scouting.org/properties), which provides examples of approved range layouts.
- B. Age-appropriate restrictions on firearms used:
  1. Cub Scouts and Webelos Scouts may use BB guns in council-operated programs.
  2. Webelos Scouts may use pellet rifles on a council-operated range meeting the requirements of paragraph A of this standard.
  3. Boy Scouts may use BB guns, pellet rifles, .22-caliber rimfire, bolt-action rifles, shotguns, and muzzle-loading rifles. If magazines are used, range commands must include “magazines out after firing all your shots” to ensure the firing line is safe after shots are fired, if repeaters are used.
  4. Venturing youth may use BB guns; pellet rifles; any cartridge-firing rifle with open, scope, or dot sights; shotguns; pistols; and muzzle-loading rifles and pistols.
- C. Safe, age-appropriate equipment is maintained in good repair. Firearms modified to fit the size of the shooters are desirable:
  1. Bolt-action .22-caliber rifles used in BSA shooting sports must have a trigger pull in excess of 3 pounds and are tested with a 3-pound weight or scale at least once a week while in use. If any mechanism fails, the firearm is immediately removed from service. Test documentation is maintained.
  2. All pellet rifles (CO<sub>2</sub>, pump, break barrel, etc.) are limited to single-shot, designated for target shooting, velocity of 500 to 540 feet per second, and energy levels not to exceed 732 joules per second with a minimum of 2.5 pound trigger pull. Pellet rifle propellant is limited to CO<sub>2</sub> cylinders or air compressor/scuba tanks. Refilling of scuba tanks used for shooting sports only is conducted by qualified adults with appropriate controls. If scuba tanks are used, each tank must be labeled appropriately, visually inspected annually, and hydrostatically tested every five years by a qualified technician.
  3. Use of approved shooting safety glasses and ear protection is


## Applies to:



Day  
camp



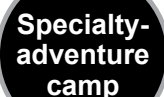
Family  
camp



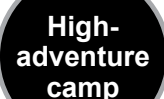
Resident  
camp



Trek  
camp



Specialty-  
adventure  
camp



High-  
adventure  
camp

# SHOOTING SPORTS: FIREARMS PROGRAMS

PS-214

(Revised January 1, 2015)

## Applies to:

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

required for all shooters and instructors. Ear protection is not required for BB guns and air rifles.

4. Safe, separate, and locked storage (can be the same building) is provided for firearms, ammunition, and CO<sub>2</sub> cylinders and bulk tanks.
5. Qualified supervision (see SQ-407) and appropriate ratio of adult coach/instructor to youth participants is present at all times.
6. Ready access to communication and first-aid is required.

## INTERPRETATION:

A .22-caliber rimfire, bolt-action rifle is defined as either (1) a breech-loading, single-shot, bolt-action rifle or (2) a repeater bolt action rifle with a box magazine. Tubular, extended, or high-capacity magazines are not allowed. Trigger pull will be three pounds.

Effective in 2013, a participant can load more than one round directly into the box magazine and shoot.

A pistol is defined as: (1) .177-caliber air pistol with a 2.5-pound trigger pull; open, scope, or dot sights; air, CO<sub>2</sub>, or precharged pneumatic; or (2) a cartridge-firing pistol with a three-pound trigger pull; open, scope, or dot sights.

It is recommended that 20-, 16-, or 12-gauge semiautomatic shotguns be used. Scuba tanks used for shooting sports purposes may not be used for scuba purposes.

The council should specify whether it will allow personal equipment and, if so, under what conditions, in its literature. Consult the *BSA National Shooting Sports Manual*, No. 30931, for additional guidance.

## VERIFICATION:

- Observation of procedures in practice

**RECOMMENDED PRACTICE:**

The CHECK (Clothing, Helmet and Harness, Environment, Connection and Knots) checklist program is utilized.

**INTERPRETATION:**


CHECK materials are available from BSA National Supply as follows:

- COPE/climbing safety CHECK poster, No. 616833
- CHECK helmet sticker, No. 616234
- COPE/climbing safety CHECK hangtag, No. 616832

Prior to using the CHECK stickers on helmets, camps should check to ensure that use of the stickers will not violate any applicable manufacturer warranty.

**VERIFICATION:**

The CHECK logo is displayed at the COPE and/or climbing area

**Applies to:**A black circle with a white border containing the text "Resident camp" in white.A black circle with a white border containing the text "Trek camp" in white.A black circle with a white border containing the text "COPE/Climbing" in white.



**STANDARD:**


**Camp staff and camp personnel have received training commensurate with their responsibilities in accordance with a written training plan approved by the appropriate council committees.**

**Applies to:**


Day  
camp



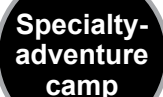
Family  
camp



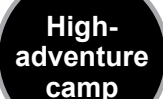
Resident  
camp



Trek  
camp



Specialty-  
adventure  
camp



High-  
adventure  
camp

**Specific Requirements of the Standard:**

- A. The camp has a written training plan approved by the appropriate council committees that sets forth the training requirements and general syllabus for each staff position or group of positions. Training includes training in the plans and procedures required under Standards AO-804 Camper Security and AO-805 Emergency Procedures.
- B. For all camps, the training plan includes the required presentation Camp Staff Youth Protection Training, No. 430-149. A roster of participants and those completing Youth Protection training is forwarded to the council office at the completion of training.
- C. For day camps and family camps, the training plan provides, and the camp director and program director (day and family camps) and area leads (day camps) received, four hours of training (for an overnight family camp or a one-day day camp) or eight hours of training (for all family camps and day camps of greater duration) prior to the start of the camp's program. Other staff received appropriate training as set forth in the training plan approved by the appropriate council committee.
  1. The training plan includes the National Camping School Camp Security and Stress Management sessions.
  2. For Cub Scout day camps, training should follow the agendas in the *Day Camp Administration Guide*, No. 430-338, and/or the *Cub Scout Day Camp Staff Training Guide*, No. 13-166.
- D. For resident camps and trek camps, the training plan provides and the staff received a minimum of 28 hours of staff training. This training must be over and above any physical setup of camp, e.g., tents for campsites, cleaning of buildings, etc. Training sessions for the development of outdoor skills, leadership, teaching, and other position-related skills are included in the written staff training plan.
  1. The training is supervised by key personnel trained at a National Camping School.

# GENERAL CAMP STAFF TRAINING

SQ-402

(Revised January 1, 2015)

## Applies to:

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

2. A minimum of 10 more hours of staff training is required for each additional type of resident camp. A written outline that is program-specific (Cub Scout, Boy Scout, or Venturing) is used and conducted by key camp personnel and/or council personnel. If the same staff that was used for a Cub Scout or Boy Scout resident camp is used for the Venturing camp, staff must be briefed as to the methods and practices of Venturing, how Venturing relates to Cub Scouts and Boy Scouts, gender-related issues, and the Venturing awards program.

- E. Staff first-aid training. At least 50 percent of staff must be currently certified in American Red Cross CPR/AED or approved equivalent. At least 50 percent of staff must be currently certified in American Red Cross Standard First Aid or approved equivalent. The total ratio of trained staff (or volunteers) to campers must not be less than 1:40 effective 2014 and 1:25 effective 2017.
- F. All staff complete Weather Hazard training (valid for two years). Proof of training is required for staff completing the course in advance. Training is available at <http://www.scouting.org> and <http://www.myscouting.org>.
- G. For *all* camps, the training plan communicates that all employees must go online and take Unlawful Harassment Prevention training. A roster of participants who have completed the online training is maintained at the council office. Prior to, or upon arrival at camp, each employee must provide a copy of the certificate showing his or her successful completion of the training.

## INTERPRETATION:

For purposes of Requirement E, staff required to have CPR and first-aid training excludes volunteers, CITs, den chiefs, and similar individuals. In cases of doubt, the council should request clarification of training requirements in its Application for Authorization.

For purposes of Specific Requirement G for all-volunteer staffed day camps and family camps, the camp director, program director, and area directors or others who exercise supervisory authority over other volunteers must receive the Unlawful Harassment Prevention training.

Camp Staff Youth Protection Training, No. 430-139, is available online at <http://www.scouting.org/NCAP>.

## VERIFICATION:

- Review of training received through interviews and questions of staff
- Review of completed training rosters



**STANDARD:**

Medical care is under the direction of the council health supervisor, who is a currently licensed physician practicing medicine in the state in which the camp is located. The camp health officer is at least 18 years of age, lives on-site, is on property and on call at all times, and holds qualifications appropriate for the nature of the camp and its proximity to emergency medical care.


**Specific Requirements of the Standard:**

- A. When access to an emergency medical system (EMS) is 10 minutes or less, American Red Cross Standard First Aid and CPR/AED for Professional Rescuers and Health Care Providers, or equivalents, is required.
- B. When access to EMS is greater than 10 minutes, the camp health officer must be one of the following:
  - a. Licensed physician
  - b. Licensed nurse practitioner
  - c. Nurse (RN, LPN, or LVN). Nurse's aides, Certified Nursing Assistants (CNAs), and assistants do not qualify.
  - d. Licensed physician assistants
  - e. Paramedic
  - f. Emergency medical technician (basic, intermediate, or paramedic)
  - g. Emergency medical responder (i.e., current state license from the state in which the camp is located or current Nationally Certified First Responder listed on the National Registry of Emergency Medical Technicians ([www.nremt.org](http://www.nremt.org)) or, until 2017, eligible for certification on the National Registry.
- C. When access to emergency medical services (EMS) is greater than 60 minutes, the camp health officer must additionally have a current certification in American Red Cross Wilderness and Remote First Aid or equivalent.
- D. The camp health officer has completed the one-time self-study Camp Health Officer's Training Course (available at <http://www.scouting.org/training/adult.aspx>) or has completed National Camping School Camp Health Officer Training.

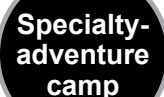
**Applies to:**

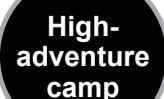
 Day  
camp


 Family  
camp


 Resident  
camp


 Trek  
camp


 Specialty-  
adventure  
camp


 High-  
adventure  
camp

# CAMP HEALTH OFFICER

SQ-405

(Revised January 1, 2015)

## Applies to:

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

## INTERPRETATION:

EMS service includes both Basic Life Support (BLS) and Advanced Life Support (ALS) services.

An emergency medical responder is an individual who either has a current license as an emergency medical responder from the state in which the camp is located or is currently a Nationally Certified First Responder listed on the National Registry of Emergency Medical Technicians ([www.nremt.org](http://www.nremt.org)) or, until January 1, 2017, an individual who is eligible for listing in the National Registry of Emergency Medical Technicians by having (1) completed a state-approved Emergency Medical Responder course or equivalent current work experience as set forth by NREMT; (2) current CPR for health care providers with demonstrated competence; and (3) successful completion of a state-approved psychomotor exam.

For day camps, the requirement that the camp health officer “lives on-site, is on property and on call at all times” is met if the camp health officer is on property and on call at all times that any staff or participants are present on property.

When the camp health officer is unavailable, another adult at least 18 years of age with a current and appropriate level of first-aid training (see standard above) is available, or emergency coverage is available within 10 minutes, as provided in the standard.

For trek camps that do not have a base camp but operate solely in a trek environment, the camp health officer does not need to live on-site but must be on-call at all times. The on-trek medical support is provided by trek staff and participant training as provided in standards PT-301.B and SQ-410.D. Reasonable provision should be made for trek staff to contact the camp health officer in case of need.

National Camping School Camp Health Officer Training is no longer offered, and all cards will expire no later than the start of 2016.

## VERIFICATION:

- Documentation of age
- Description of camp program and camp health officer qualification requirements
- Statement from EMS provider as to response time or Google maps or Mapquest printout showing response time to nearest EMS
- Relevant certificates on file

All may be submitted with the declaration.

**STANDARD:**

The aquatics program is properly staffed and supervised by qualified individuals.

**Specific Requirements of the Standard:**

- A. Aquatics director is 21 years of age or older and holds a current certificate of training as a BSA Aquatics Instructor from a National Camping School. The aquatics director also is currently certified as a BSA Lifeguard, American Red Cross Lifeguard, or equivalent training recognized by state legislation or regulation (a “valid lifeguard certification”), and is currently trained in American Red Cross First Aid and CPR/AED for Professional Rescuers and Health Care Providers, or equivalent. For resident camps, the aquatics director holds no other staff position and lives on-site if youth participants or staff remain on the premises overnight.

If an individual trained as a BSA Aquatics Instructor is not available, the camp may apply for and be issued a waiver that would allow a person currently trained by the American Red Cross as a Lifeguard Instructor and a Water Safety Instructor (dual training) to fill the position for one season. The waiver will require the individual to review the Swimming and Water Rescue and Paddle Craft Safety PowerPoints at [www.scouting.org/outdoorprogram](http://www.scouting.org/outdoorprogram) under the aquatics tab and to review the relevant sections of *Aquatics Supervision*, No. 34346.

- B. Individual camps with aquatics areas in two or more locations provide a person 18 years of age or older, who is certified in CPR/AED for Professional Rescuers and Health Care Providers (or equivalent), and who holds a valid lifeguard certification when the aquatics director is at another area.
- C. Until December 31, 2015, if a Cub Scout resident camp, Cub Scout day camp, or family camp does not have a BSA Aquatics Instructor as outlined above, the aquatics program must be under the supervision of a person 21 years of age or older who holds current certificate of training as a Cub Scout Aquatics Supervisor from a National Camping School and valid lifeguard certification. The aquatics supervisor is also currently trained in American Red Cross Standard First Aid and CPR/AED for Professional Rescuers and Health Care Providers, or equivalents.

**Applies to:**


Day  
camp



Family  
camp



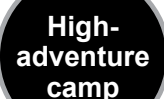
Resident  
camp



Trek  
camp



Specialty-  
adventure  
camp



High-  
adventure  
camp

# AQUATICS STAFF

SQ-406

(Revised January 1, 2015)

## Applies to:

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

- D. If a Cub Scout resident camp, Cub Scout day camp, or family camp conducts a swimming program at a non-BSA owned or operated swimming facility, supervision may be provided by facility employees whose training is regulated by state authorities, in lieu of the supervision required as above. This would apply to established pools, spray parks, water parks, or lakefront swimming areas. In this case, the requirements of the Safe Swim Defense must be implemented in accordance with Standard PS-201 Aquatics: General.
- E. Cub Scout resident camp, Cub Scout day camp, and family camps that conduct both a swimming and boating program must have an aquatics director with the training specified in paragraph A.
- F. At least 50 percent of the aquatics staff members, excluding CITs, hold current American Red Cross CPR/AED for Professional Rescuers and Health Care Providers, or equivalent, as well as valid lifeguard certifications.
- G. In accordance with Department of Labor regulations, 15-year-old paid staff members with valid lifeguard certifications may work as lifeguards only for swimming activities in a swimming pool. Lifeguards for swimming activities not in a swimming pool must be at least 16 years of age and have a valid lifeguard certification.
- H. If a personal watercraft (PWC) program is offered, staff must successfully complete the prescribed state safe boating training program and any additional requirements prescribed by the National Council, Outdoor Programs.

## INTERPRETATION:

“Valid lifeguard certification” means current certification as a BSA Lifeguard, American Red Cross Lifeguard, or equivalent training recognized by state legislation or regulation.

Equivalentents for CPR/AED for Professional Rescuers and Health Care Workers include any training recognized in SQ-405 for the camp health officer or equivalent courses approved for lifeguards by state legislation or regulation.

## VERIFICATION:

- Relevant certificates on file (may be submitted with declaration)
- Documentation of ages
- Observation of aquatics program implementation
- If PWC program offered, review of National Council approval for additional training requirements and staff assurance that requirements are met

**STANDARD:**


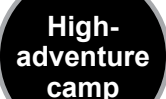
The archery range must be supervised by trained and qualified persons at least 18 years of age. A National Camping School-trained shooting sports director or USA Archery/National Field Archery Association instructor must train the archery range master and issue a training course pocket certificate. The certificate must be renewed every two years.

**INTERPRETATION:**

Camp shooting sports positions and qualifications are outlined in the *BSA National Shooting Sports Manual*, No. 30931.

**VERIFICATION:**

- Documentation of age
- Relevant certificates on file (may be submitted with declaration)
- Observation of program implementation during assessment

**Applies to:**A black circle with a white border containing the text "Day camp".A black circle with a white border containing the text "Family camp".A black circle with a white border containing the text "Resident camp".A black circle with a white border containing the text "Trek camp".A black circle with a white border containing the text "Specialty-adventure camp".A black circle with a white border containing the text "High-adventure camp".



**RECOMMENDED PRACTICE:**


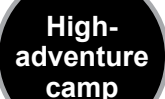
The council follows the guidelines for additional camp shooting sports positions and qualifications as outlined in the *BSA National Shooting Sports Manual*, No. 30931. For example, additional instructors have NRA Instructor or Assistant Instructor credentials.

The camp also qualifies for this recommended practice if each range safety officer (RSO) has completed NRA RSO training.

The camp also qualifies for this recommended practice if each range is staffed with an NRA Instructor other than the shooting sports director.

**VERIFICATION:**

- Range safety officer and NRA Instructor training by verification of current NRA cards (may be submitted with declaration)
- Other by discussion with camp director and/or shooting sports director

**Applies to:**A black circle with a white border containing the text "Day camp".A black circle with a white border containing the text "Family camp".A black circle with a white border containing the text "Resident camp".A black circle with a white border containing the text "Trek camp".A black circle with a white border containing the text "Specialty-adventure camp".A black circle with a white border containing the text "High-adventure camp".





**STANDARD:**

Medical care staff is continuously on call to meet routine medical needs and special medical needs in accordance with written council health care procedures and to maintain health and medication logs. Health care policies for medical care services must be approved annually by the council's health supervisor in conjunction with the enterprise risk management committee.

**Specific Requirements of the Standard:**

Specific written policies required by this standard include:


- A. Camp health operations—To include scope of care; procedures for the health lodge/first-aid station; operating practices (hours of service, emergency care, standard orders (if any); and provision of first-aid kits, AEDs, and other medical equipment.
- B. Camp treatment procedures (standing orders)—Should delineate what is treated at camp and how; when EMS should be used; and procedures for any emergency medications and equipment that may be used by qualified staff (epinephrine, albuterol, nitroglycerine, AED, oxygen).
- C. EMS services—Procedures for calling, contact information, and providing orientation to the EMS services providing service to the camp.
- D. Authority, limits, required experience and training, medical control, and responsibilities for the camp health officer.
- E. Leadership and expectation of nonmedical camp staff to provide medical care—especially first aid and understanding when an injury should be referred to a higher level of care.
- F. Equipment and supplies needed for summer camp including procedures for verifying expiration dates and discarding expired medication and a formulary of medications maintained for use at camp must be included; should also include maintenance and storage of AEDs.
- G. Health screening for participants and staff.
- H. Medication management—Administration, storage, security (see Standard HS-508 Medication Control and Recordkeeping for specifics).
- I. Sanitation of health facilities with procedures for dealing with contaminated waste and sharps.
- J. Medical recordkeeping and maintenance (see Standard HS-507 Medical Recordkeeping and Reporting).
- K. Selection and maintenance of camp first-aid kits.

**Applies to:**


Day  
camp



Family  
camp



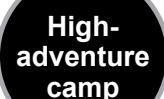
Resident  
camp



Trek  
camp



Specialty-  
adventure  
camp



High-  
adventure  
camp

# ON-SITE TREATMENT PROCEDURES

HS-506

(Revised January 1, 2015)

## Applies to:

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

## INTERPRETATION:

Council health supervisor is defined in Standard HS-505. Camp property/program treatment procedures (also known as “standing orders”) are written and reviewed by the council’s health supervisor for minor illness and injury that may routinely occur in camp. Clearly written directions should clarify what is normally expected and what situations require that EMS be contacted.

The appropriate council committee is the enterprise risk management committee, health and safety committee, and/or risk management committee, as appropriate.

Treatment procedures may be tailored to proven experiences and credentials of camp property/program adult (age 18 or older) caregivers.

“Continuously on call” means qualified staff are present on the property and can reach the health care facility promptly anytime campers/staff are on the property/program.

## VERIFICATION:

- Review of written treatment procedures
- Observation of compliance with procedures

# MEDICAL RECORDKEEPING AND REPORTING

(Revised January 1, 2015)

## STANDARD:

All health-related interactions and incidents are promptly and appropriately recorded and reported.

### Specific Requirements of the Standard:

- A. Daily records of all first-aid and medical treatments (written in ink) are kept in the First Aid Log books, maintained separately for campers and for staff members.
1. Except as provided below, the BSA First Aid Log, No. 33681, must be used for recording all first-aid and medical treatments as well as administration of all medications.
    - a. Day camps and family camps may use the First Aid Log for Council/District Activity or Event, No. 680-127WB, in lieu of the First Aid Log, No. 33681.
    - b. Trek crews should keep daily documentation of all first aid performed during the trek to be recorded in the program's official First Aid Log at the completion of the trek.
  2. The camp health officer should review the First Aid Log with the camp director during each camp session, not less often than once a week, to determine trends to be analyzed and any corrective actions to be taken. The camp director should sign or initial the book during each review to indicate that the records have been reviewed.
- B. All injuries, illnesses, and incidents requiring the intervention of a medical provider beyond basic Scout-rendered first aid are reported promptly following BSA guidelines. The camp health officer or his/her designee should follow the procedures outlined in the First Aid Log to report incidents involving the intervention of a medical provider beyond camp resources. The camp director should be immediately informed, and reports should be filed in accordance with MyBSA/Resources/ Incident reporting system.
- C. Fatalities or other catastrophic incidents, including multiple serious injuries or illnesses, are immediately reported using BSA protocol.


## Applies to:



Day  
camp



Family  
camp



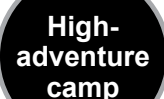
Resident  
camp



Trek  
camp



Specialty-  
adventure  
camp



High-  
adventure  
camp

# MEDICAL RECORDKEEPING AND REPORTING

HS-507

(Revised January 1, 2015)

## Applies to:

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

- D. In the event of a fatality or catastrophic injury or illness, the camp director is in charge, and the camp health officer supports the camp director in following BSA procedures and any applicable state or federal regulations.
- E. At the close of camp, all First Aid Logs and incident reports are made available to the enterprise risk management committee for review and are stored in a secure site at the local council service center, to be retained for 18 years or longer as required by applicable law.

## INTERPRETATION:

Medical logs must be in a bound book with prenumbered pages. Separate books for staff and for campers should include both medical treatment and medications administered. Electronic systems may be approved by application for variance. At a camp that does not operate for a full week, the camp health officer and camp director should meet at the end of each camp session to conduct the review required in specific requirement A.2.

## VERIFICATION:

- Medical staff description of procedures in practice
- Observation of procedures in practice (where applicable)

**STANDARD:**

The camp shall provide a clearly marked health care area that is appropriately equipped and includes:


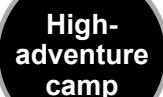
- A. For resident camps, an automated external defibrillator (AED)
- B. Lockable medical storage system (dry and cold)
- C. Available toilets, washing water, and drinking water
- D. Space for medical treatment
- E. Protection from outside elements

**INTERPRETATION:**

- A. "Clearly marked" means that the camp has adequate signs and building/station signage that point to where medical care is located. The facility itself should be clearly marked.
- B. The council should have a health policy that addresses where AEDs should be located and which camp staff should be trained in their use to maximize the likelihood of successful application. AEDs are required for resident camps and recommended for all other camps.
- C. Trek camps, specialty-adventure camps, and high-adventure camps must meet this requirement at their base of operations only.

**VERIFICATION:**

- Observation of medical care area
- Discussion with medical staff members

**Applies to:**Family campResident campTrek campSpecialty-adventure campHigh-adventure camp



(Revised January 1, 2015)

**STANDARD:**

The camp supplies or ensures that adequate first-aid kits are available.

**Specific Requirements of the Standard:**

- A. *Day camp, family camp, resident camp, specialty-adventure camp (resident camp election), and COPE/climbing course.* The camp supplies first-aid kits to all on-site program areas more than 100 yards from the medical care area. All first-aid kits provided by the camp have adequate supplies and equipment. All camp first-aid kits are kept in easily identifiable, accessible containers and locations.
- B. *Trek camp, specialty-adventure camp (trek election), and high-adventure camp.* The camp supplies first-aid kits or requires them to be provided for all off-site travel or treks. Every crew or other traveling group carries a prescribed first-aid kit. All first-aid kits provided by the camp have adequate supplies and equipment.

**INTERPRETATION:**

Supplies and equipment included in council-supplied first-aid kits should be reviewed and approved by the council's health supervisor in consultation with the enterprise risk management committee. Checking of first-aid kits should be supervised by the camp health officer.

The supplies and equipment included in the first-aid kit must be inventoried and checked/restocked periodically. "Use by" dates should be checked. All first-aid kits must include means for protection from contact with bloodborne pathogens.

It is recommended that first-aid kits in camp program areas, vehicles, etc., be marked with a large red cross or otherwise marked for easy identification.

For offsite treks, the supplies in the first-aid kit should be geared to the type of injury or illness most likely to occur on the trek, as documented in the risk assessment performed as part of Standard AO-805 Emergency Procedures. For basic first-aid kit contents, see *Passport to High Adventure*, No. 34245.

**VERIFICATION:**

- Director/staff description of procedures in practice
- Observation of procedures in practice

**Applies to:**


Day  
camp



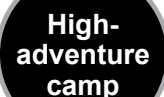
Resident  
camp



Trek  
camp



Specialty-  
adventure  
camp



High-  
adventure  
camp



COPE/  
Climbing





**STANDARD:**

**Adequate provision is made for fire detection and protection.**

**Specific Requirements of the Standard:**

All subparts must be met, except as indicated.

- A. *Campwide.* A camp fire protection plan is in effect that addresses campsite, building, and area fires. Camp staff training includes specific instructions related to the staff's roles during a fire emergency. Campers and leaders are oriented in the fireguard plan, and a campwide drill is held within 24 hours of arrival in camp. Central firefighting equipment is neatly placed and is in good condition, ready for immediate use if included in the fire plan. Examples of such equipment include hoses, back pumps, rakes, shovels, and mattocks.
- B. *Buildings.*
1. Fire extinguishers of an approved size and type commensurate with the hazard are required. Extinguishers should be mounted near a doorway or adjacent to specific hazards and at approximately shoulder level. Current inspection tags will be evident on each extinguisher and inspection will be performed by a professional trained in their maintenance in accordance with the requirements of local codes. Refer to the current edition of NFPA 10 and OSHA 1910.157 for required placement, type, and size of extinguishers.
  2. All doors on buildings comply with local codes. Generally, code requires doors in buildings that serve 50 people or more to open in the direction of escape travel.
  3. Operating smoke detection is required in every enclosed permanent structure where people work, gather, or sleep. The quantity and location of detectors shall be in accordance with recognized national and local codes (NFPA, local fire codes, etc.).
  4. Carbon monoxide detection is required in every enclosed permanent structure where people sleep and there is a device fueled by an energy source that produces carbon monoxide. The quantity and location of detectors shall be in accordance with recognized national and local codes.
- C. *Kitchens.* Kitchens will have approved fire extinguishers commensurate with the hazard. If a fire-suppression system is used for cooking hood(s), these systems along with extinguishers will have current inspection tags evident, and inspection will be performed by a professional trained in their maintenance in accordance with the requirements of local codes.

**Applies to:**



Camp properties



Day camp



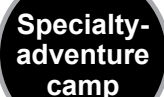
Family camp



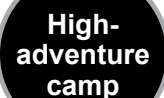
Resident camp



Trek camp



Specialty-adventure camp



High-adventure camp

(Revised January 1, 2015)

## Applies to:

Camp properties

Day camp

Family camp

Resident camp

Trek camp

Specialty-adventure camp

High-adventure camp

### D. *Tents.*

1. All camp-provided tentage used in the camp meets or exceeds fire-retardant specifications by the manufacturer (CPAI-84).
2. At resident camps, “No Flames in Tents” is marked on, or adjacent to, each camp-provided tent. Where unit- or personally-supplied tents are used, the campsite displays a prominent “No Flames in Tents” sign.

E. *Bulk flammable storage.* Bulk containers of flammable liquids are properly located, vented, secured, and connected in accordance with the supplier’s recommendation and local codes. Fuel pumps are locked; all flammable fuels are safely stored in approved containers that are locked or located in a controlled locker area or facility. Fire extinguishers will be provided in accordance with Section B.1 above.

F. *Signage.* “Danger—No Smoking” signs are posted at fuel storage locations where required by code or established by council policy.

## INTERPRETATION:

The primary requirement is that the camp conduct a risk assessment for fire and carbon monoxide risks and develop an appropriate fireguard plan.

The camp fire protection plan should be coordinated with the emergency plans addressed in Standard AO-805 Emergency Procedures. Where smoke detection is a problem due to hot work such as welding, local codes may provide for alternatives such as heat detection.

Backpacking-type fuel bottles and consumer-use propane and LPG cylinders up to 30 pounds used for grills and lanterns are not considered to be bulk containers for purposes of this standard.

## VERIFICATION:

- Visual inspection and check of inspection tags and signs

**STANDARD:**

The council has a current BSA Authorization to Operate its camp properties and camps, has complied with the terms of the Authorization to Operate, and has met the following notification and corrective action requirements:

- Intent to Operate
- Declaration of Readiness
- Corrective Action Plan and Resolution Report (if applicable)
- Publication of accreditation status in leaders' guide, website (if any), and registration materials

**Specific Requirements of the Standard:**

- A. The council has complied with the Authorization to Operate if it meets each term and condition of the Authorization to Operate and each commitment enumerated in the Authorization to Operate score sheet. The Authorization to Operate may provide that only certain terms and commitments must be met in any given year. The Authorization to Operate is controlling.
- B. The Intent to Operate states the camps that the council will operate the next year and provides the dates of those camps.
- C. The Declaration of Readiness is required for each camp and states that the camp meets the requirements of the national camp standards and the Authorization to Operate and includes a statement of how any corrective action or deficiency identified during the previous year's camp assessment has been corrected. The Declaration of Readiness requires a certification from the Scout executive and a council officer.
- D. A corrective action plan is required if a camp assessment team determines that corrective action is needed under the national camp standards and/or the authorization. The corrective action plan setting forth the steps the council will take to resolve the situation must be submitted to the area director and area camp assessment chair within the timeframe established at the camp assessment. The resolution report must be submitted within the time frame established in the corrective action plan documenting that the corrective action plan has been completed.

**Applies to:**

Camp properties

Day camp

Family camp

Resident camp

Trek camp

Specialty-adventure camp

High-adventure camp

COPE/  
Climbing

# BSA AUTHORIZATION TO OPERATE

AO-802

(Revised January 1, 2015)

## Applies to:

Camp  
properties

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

COPE/  
Climbing

- E. The council must publish the accreditation status of the camp, in effect at the time of publication (printed material) or within 30 days (websites) in its leaders' guide, registration materials, and website (if applicable). Publication of accreditation status provides useful information to BSA members about the quality and safety of the camp.

## INTERPRETATION:

BSA camps are required to be accredited through the BSA National Camp Accreditation Program (NCAP). The purpose of the NCAP system is to ensure acceptable levels of safety and quality in BSA-operated programs. The council is in compliance with the requirement to have a current Authorization to Operate if: (1) the council has a current Authorization to Operate for the camp issued by the region (or National Council for national bases); (2) the council has submitted a timely Application for Authorization but the BSA region (or National Council for national bases) has not yet granted or denied the application; or (3) until 2018, the council has not yet received a call for an application from the BSA region (or National Council for national bases).

## VERIFICATION:

- Review of the Authorization to Operate. If there is no current Authorization to Operate, one of the two acceptable alternatives or a variance or waiver must be presented.
- Evidence that each term and commitment in the Authorization to Operate score sheet has been met in accordance with the authorization.
- Completeness of the Intent to Operate and Declaration of Readiness.
- Presentation of the corrective action plan and resolution report with documentation of resolutions.
- Publication of the current accreditation status in the leaders' guide and council website.

**STANDARD:**

The camp has completed required BSA reports in a timely manner.

Reports include:

- A. Annual National Camping Report; and
- B. National BSA incident reports, as necessary

**Applies to:**



Camp properties



Day camp



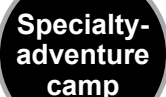
Family camp



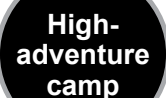
Resident camp



Trek camp



Specialty-adventure camp



High-adventure camp



COPE/  
Climbing

**INTERPRETATION:**

The council completes the annual National Camping Report, which includes basic statistical and quality information, in accordance with the instructions issued. Reports are timely if submitted by the date specified in the instructions.

**Incident/Claim Reporting**

Incident Reporting via MyBSA online reporting resources were implemented in the first quarter of 2009. Since 2010, all injuries, illnesses, and incidents requiring the intervention of a medical provider beyond basic Scout-rendered first aid shall be reported using this system.

This lower threshold of reporting expands upon prior requirements for periods of unconsciousness, inpatient hospital admission, surgical intervention, and fatalities. The examples below illustrate the new reporting requirements.

**Example:** A camper cuts his finger and goes to the health lodge for first aid. In this example, reporting is not required but it can be entered. The cut is minor, requiring only cleansing of the wound and application of an antibiotic and a bandage. Even though first aid was accomplished by the camp health officer, the Scout could have accomplished the same basic first aid himself. However, if the same cut requires stitches to close, the incident is reportable.

**Example:** An adult at camp reports chest pain. An ambulance is called and the adult is checked at a local hospital, then released. This incident is reportable.

**Example:** A youth falls and complains of a headache. He is checked at the local hospital and released back to camp. This incident is reportable.

Camps with limited or no Web access will need to capture the information using the Incident Information Report, No. 680-016, and establish a method to enter the incidents within five working days. Near misses in COPE, climbing/ rappelling programs, or pilot programs shall also be reported using this method with the Near Miss Incident Information Report, No. 680-017. If an incident

# BSA REPORTING

AO-808

(Revised January 1, 2015)

## Applies to:

Camp  
properties

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

COPE/  
Climbing

involves a fatality or other catastrophic incident, including multiple serious injuries or illnesses, report the incident immediately and follow the council's crisis communication plan.

**Note:** It is important to conduct complete and thorough reporting. **The treatment documented in this First Aid Log is not injury, illness, or incident reporting; it is merely documentation of the treatment provided or the routine drugs administered.**

The incident information reports can be found online at [http://www.scouting.org/filestore/pdf/680-016\\_fillable.pdf](http://www.scouting.org/filestore/pdf/680-016_fillable.pdf) and [http://www.scouting.org/filestore/pdf/680-017\\_fillable.pdf](http://www.scouting.org/filestore/pdf/680-017_fillable.pdf).

### **Additional Reporting**

Near misses in COPE, climbing/rappelling programs, or pilot programs shall also be reported using this method with the Near Miss Incident Information Report, No. 680-017.

### **VERIFICATION:**

- Reporting is verified by the National Council, which will communicate concerns to the camp assessment team, and during the application and authorization process.

**STANDARD:**

The camp participates in the BSA Continuous Camp Improvement Program that addresses

- Program and communication
- Facilities
- Finances
- Staff
- Attendees and participation

**Specific Requirements of the Standard:**

- A. The camp has performed an analysis to identify its stakeholders and gather information on areas of possible improvement and areas of strength.
- B. Each season, the camp identifies at least three areas to improve and at least three areas of strength. For each area identified, the camp determines a quantitative measure and success criteria. The six goals and their success criteria are provided in the Declaration of Readiness.
- C. During the course of the season, the camp collects data that indicates progress on these items and at the start of the following season includes in the Declaration of Readiness a report on the six goals, their success criteria, and whether the goals were achieved.

**INTERPRETATION:**

See *Guide to the Continuous Camp Improvement Program*. The requirement is that the camp participate in the process contemplated by the program, not that the camp successfully complete a specific number of improvements for accreditation.

**VERIFICATION:**


- Review the annual Declaration of Readiness to ensure it includes the current and prior year's six goals, their success criteria, and how many of the prior year's goals were achieved.

**Applies to:**


Day  
camp



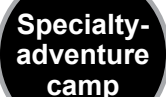
Family  
camp



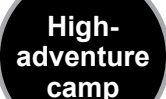
Resident  
camp



Trek  
camp



Specialty-  
adventure  
camp



High-  
adventure  
camp



COPE/  
Climbing





**RECOMMENDED PRACTICE:**


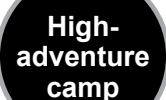
There is a current long-range plan adopted by the council's executive board or responsible committee that addresses quality assurance, program development, promotional plans, health and safety concerns, sustainability, and land and facilities use (where the camp is located on council-controlled property).

**INTERPRETATION:**

A long-range plan is "current" if it has been reviewed within the last five years.

**VERIFICATION:**

- Review of plan; observation of application

**Applies to:**A black circle containing the text "Camp properties" in white.A black circle containing the text "Day camp" in white.A black circle containing the text "Family camp" in white.A black circle containing the text "Resident camp" in white.A black circle containing the text "Trek camp" in white.A black circle containing the text "Specialty-adventure camp" in white.A black circle containing the text "High-adventure camp" in white.A black circle containing the text "COPE/ Climbing" in white.

