



## **Public Health Division**

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**Oregon Administrative Rules**

**Chapter 333 Division 030**

**Organizational Camps**

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This information is available in alternate format from the Oregon Department of Human Services - Health Services Organizational Camp Program at (971) 673-0448.

You may also obtain the rules from these websites:

<http://oregon.gov/DHS/ph/pl/>  
[http://arcweb.sos.state.or.us/rules/OARS\\_300/OAR\\_333/333\\_030.html](http://arcweb.sos.state.or.us/rules/OARS_300/OAR_333/333_030.html)

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**DEPARTMENT OF HUMAN SERVICES**  
**PUBLIC HEALTH DIVISION**  
**CHAPTER 333**  
**DIVISION 30 - ORGANIZATIONAL CAMPS**

**333-030-0005 Purpose**

These rules prescribe the requirements for the construction, operation and use of organizational camps. They are for the purpose of protecting the health and welfare of persons using these camps. Various types of activities are found in organizational camps and the rules are designed to assure the protection of individuals consistent with those activities.

**333-030-0010 Adoption by Reference**

Outside standards, listings and publications referred to in these rules are by reference made a part of these rules as if fully set forth.

**333-030-0015**

**Definitions**

As used in these rules unless otherwise required by context:

- (1) "Administrator" means the Public Health Director of the Department of Human Services or designee.
- (2) "Activity Leader or Supervisor" means the staff member providing direct onsite supervision for a camp program or activity.
- (3) "Ancillary Activity" means an individual or group using the camp facilities in a manner unrelated to the camp's mission or programs. An example might include a wedding party or a business group using a Boy Scout Camp for a reception or meeting. Such activities may require the camp to maintain a food service or traveler's accommodation license in addition to the organization camp license.
- (4) "Approved" means approved in writing by the Department of Human Services, Public Health Division.
- (5) "Aquatic Director" means a person over 18 years of age who is employed by or within the organizational camp and is a currently certified Red Cross Water Safety Instructor, Boy Scouts of America National Aquatic Instructor or having equivalent certification as determined by the Department of Human Services, Public Health Division.

- (6) "Camp Director" means the person on-site who has the overall responsibility for all camp activities and functions.
- (7) "Camp Staff" include paid and volunteer leaders working directly for the camp operator and may include contract or rental (user group) individuals.
- (8) "Contract groups" or "Rental groups" are organized groups that are not participating in ancillary activities or the normal camp activities, but that use the camp facilities under contracted arrangement with the camp operator whether or not a fee is paid. These groups may or may not use all of the camp's facilities or staff.
- (9) "Day Camp" means an organizational camp facility that campers attend for an established period of time, leaving at the end of the camping day. It provides creative and recreational opportunities in the out-of-doors utilizing trained leadership and the resources of the natural surroundings to contribute to the camper's mental, physical and spiritual growth. It is oriented to providing such programming for children between the ages of 5-13 when school is not in session.
- (10) "Delegated County" means a county delegated to administer the Organizational Camp Program under ORS 446.425.
- (11) "Division" means the Public Health Division of the Department of Human Services or delegated county.
- (12) "Family Camp" means sessions operated or staffed by the camp or user group for parents and children as family groups. Parents and guardians are on-site and have frequent contact with and make decisions on behalf of their children.
- (13) "Health History" means an up-to-date record of the camper's or staff's past and present health status. It should be as accurate and complete as possible and list immunizations, past medical treatment, allergies, medications currently being taken, date of the last tetanus shot, health problems and other health issues of concern.
- (14) "Health Services" means the services provided to campers and staff including first aid, medication management, provision of prescribed medical treatment and health practices.
- (15) "Lifeguard" means a currently certified Red Cross Lifeguard (with waterfront module where applicable), YMCA Lifeguard, Boy Scout Lifeguard, National Pool and Waterpark Lifeguard, or a person having equivalent certification as determined by the Department of Human Services, Public Health Division.
- (16) "On-Site" means within the boundaries of the camp facility.

(17) "Organizational Camp" means any facility operating for recreational use by groups or organizations. Organizational Camps include, but are not limited to, youth camps, scout camps, summer camps, day camps, nature camps, science camps, survival camps, athletic camps, camps operated and maintained under the guidance, supervision or auspices of religious, public and private educational systems and community service organizations or other persons or organizations whether for-profit or non-profit. Organizational camps are distinguished from recreation parks, or hotels and motels by the existence of organized group activities comprising the majority of activities by all participants rather than individual or family recreation. Camps operating less than one week per year are excluded from these rules unless they have permanent structures or operate as a "day camp."

(18) "Outdoor Youth Program" means a program that provides, in an outdoor living setting, treatment services to youth who are enrolled in the program because they have behavioral problems, mental health problems or problems with abuse of alcohol or drugs. "Outdoor Youth Programs" must meet the requirements of OAR 413-210-0800 through 0883. Licensing with the Department of Human Services is required.

(19) "Permanent Sleeping Unit" means cabins, tents, huts and other shelters that are used for sleeping and remain stationary for more than six nights in an organizational camp.

(20) "Person" means individuals, corporations, associations, firms, partnerships and joint stock companies as well as public entities such as schools, colleges, public or private educational corporations.

(21) "Primitive Camping" means camp activities that take place in a wilderness setting far enough away from the organizational camp to require eating meals or sleeping away from the camp facilities.

(22) "Public Spa Pool" means any public swimming pool or wading pool designed primarily to direct water or air-enriched water under pressure onto the bather's body with the intent of producing a relaxing or therapeutic effect.

(23) "Public Swimming Pool" means an artificial structure, and its appurtenances, that contains water more than two feet deep that is used, or intended to be used, for swimming or recreational bathing and is for the use of any segment of the public. A "public swimming pool" includes, but is not limited to, swimming pools owned or operated by organizational camps.

(24) "Public Wading Pool" means an artificial structure, and its appurtenances, that contains water less than two feet deep that is expressly designated or is used with the knowledge and consent of the owner or operator for wading or recreational bathing and is for the use of any segment of the public, whether limited to patrons of a companion facility or not.

(25) "Recreation Park" means any area designated by the person establishing, operating, managing or maintaining the same for picnicking or overnight camping by the general public or any segment of the public. Recreation park includes, but is not limited to, areas open to use free of charge or through payment of a tax or fee or by virtue of rental, lease, license, membership, association or common ownership and further includes, but is not limited to, those areas divided into two or more lots, parcels, units or other interests for purposes of such use.

(26) "These Rules" means OAR 333-030-0005 through 333-030-0130.

(27) "Trip Camping" means camp activities that involve travel. Such travel may include eating meals or sleeping away from the organizational camp.

(28) "Unregulated Small Drinking Water System" means a facility licensed under the authority of these rules that is not regulated under OAR 333-061, (Public Water Systems). These systems must comply with the requirements of OAR 333-030-0080.

(29) "Waterfront Program" means those activities occurring in or on bodies of water other than public swimming and spa pools.

(30) "Wilderness Camping" means camp activities that take place in a wilderness setting far enough away from the organizational camp to require eating meals or sleeping away from the camp facilities.

### **333-030-0020 Licensing Required**

(1) No person shall establish, operate, manage or maintain an organizational camp without first securing a license from the Public Health Division or the Local Public Health Authority. Either the landlord or tenant may license organizational camps operated under contract, rental or leasehold arrangements. The license holder is be responsible for compliance with these rules.

(2) All licenses issued under ORS 446.310 to 446.350 terminate and are renewable on December 31 of each year.

### **333-030-0025 Application**

(1) Application for a license accompanied by the required fee must be made upon forms provided by the Division or Local Public Health Authority prior to opening an organizational camp.

(2) Any change of operator must be promptly reported to the Division or Local Public Health Authority, and an application for a new license accompanied by the required fee must be submitted by the new owner or operator.

### **333-030-0030 Required Fees**

The fee for an original license or the annual renewal of a license shall be \$60 or as specified by county ordinance by the delegated Local Public Health Authority.

### **333-030-0035 Renewal of License and Accreditation Exemption**

- (1) Application for renewal licenses must be submitted on the forms supplied by the Division or Local Public Health Authority and must be accompanied by the required fee.
- (2) Renewal licenses shall be issued upon determination of compliance with ORS 446 and these rules. Any organizational camp that has received an original license for compliance with these rules and that subsequently is surveyed and achieves compliance status from The American Camp Association or another camp accreditation program that meets or exceeds standards of these rules, shall be deemed to meet the requirements of a license, and shall receive a license upon filing current accreditation or compliance records including site visit report, and a fee with the Division or Local Public Health Authority. At least once every four years, the renewal license shall be based upon a survey by the Division or Local Public Health Authority to determine compliance with these rules.
- (3) Food service facilities, swimming pools and spa pools shall not be exempt from annual Division or Local Public Health Authority inspections.

### **333-030-0040 Plans**

- (1) No person shall construct, enlarge or alter any organizational camp or convert the use of an existing structure to an organizational camp without first submitting complete plans and receiving approval from the Division.
- (2) Plan submission is not required when:
  - (a) The work proposed constitutes maintenance; or
  - (b) The Division has been fully advised of the nature of the construction, enlargement or alteration and has determined that the proposal does not affect camp capacity, the health or safety of campers.
- (3) Where plan review is made by the Oregon Department of Consumer and Business Services, Building Codes Division or by jurisdictions exempt under ORS 476.030, and such review covers the requirements of these rules, a written plan approval from such plan review authority may, at the discretion of the Division, be substituted for plan submission and review and approval by the Division.

(4) Plans must be submitted in duplicate and must be drawn to scale. They must clearly indicate the nature and extent of the work proposed and must show in detail how conformance will be achieved with these rules and all statutes and rules of the State of Oregon adopted by reference by these rules which pertain to organizational camps. The following information must be furnished on all plans:

- (a) Name of organizational camp and location;
- (b) Legal description of property;
- (c) Name of owner;
- (d) Name of operator;
- (e) Name of person who prepared plans;
- (f) Scale used;
- (g) Explanation of all symbols used; and
- (h) Identification of proposed and existing construction.

(5) The plans required in section (4) of this rule must be accompanied by the plot plan showing the general layout of the organizational camp. Plans must be drawn at a scale no smaller than one inch equals one hundred feet. Plot plans may be drawn at a smaller scale. The location for each of the following must be clearly shown and identified:

- (a) Property lines;
- (b) Proposed and existing construction;
- (c) Building floor plans;
- (d) The number, size, type and location of all permanent structures and facilities;
- (e) Location of all proposed and existing water supply and sewage disposal systems;
- (f) Location of water and sewer lines;
- (g) Estimated total number of campers and staff to be using the facilities at any given time; and
- (h) Location of storage, collection and disposal facilities of solid waste.

(6) Where construction, enlargement or alteration of the organizational camp involved areas described in sections (5)(c), (5)(d), (5)(e), (5)(f), (5)(g) or (5)(h), details must be provided as part of the plans. Finish schedules must be provided for toilet, bath, lavatory and kitchen facilities.

(7) A copy of a building plan approval or building permits issued by the building department having jurisdiction must accompany the plot plan. Approval or permit in this context may be limited to the work proposed. Floor plans must show the location of all plumbing fixtures.

(8) Whenever a food service facility is constructed or extensively remodeled and whenever an existing structure is converted to use as a food service facility, properly prepared plans and specifications for such construction, remodeling or conversion must be submitted to the Administrator or Designee for approval before construction. Plans must be submitted in accordance with Oregon Food Sanitation Rules OAR 333-150-0000 part 8-2.

### **333-030-0045 Building Construction**

All new buildings constructed or existing buildings remodeled, enlarged or converted after the effective date of these rules must meet the requirements of:

- (1) The 2007 Oregon Structural Specialty Code.
- (2) The 2007 Oregon Mechanical Specialty Code.
- (3) The 2005 Oregon Electrical Specialty Code.
- (4) The 2005 Oregon Plumbing Specialty Code.

### **333-030-0050 Sleeping Space**

- (1) Each permanent sleeping unit must have:
  - (a) At least thirty inches (76.2 cm) separation between beds and sleeping bags.
  - (b) At least thirty inches (76.2 cm) separation between the heads of sleepers must be provided. In lieu of such separation, partitions or physical barriers are acceptable.
  - (c) At least thirty inches (76.2 cm) vertical separation between tiers of beds or between the top tier and the ceiling.
  - (d) Where two tiers of beds are provided, there must be at least ten inches (25.4 cm) of space between the floor of the sleeping units and the underside of the first tier of beds. In lieu of such spacing, the first tier of bunks must have a continuous base which must be sealed to the floor.
- (2) Permanent sleeping units must be provided with cross ventilation or must comply with the ventilation requirements of the Oregon Department of Consumer and Business Services, Building Codes Division.
- (3) Sleeping units and furnishings must be kept clean and in good repair.

### **333-030-0055 Bathing, Handwashing and Toilet Facilities**

(1) Facilities for toileting, bathing and handwashing must:

- (a) Be illuminated for cleaning;
- (b) Be ventilated by mechanical or natural means;
- (c) Have floors that are smooth, impervious and easily cleanable;
- (d) Have an effective water-tight union where a floor and wall join;
- (e) Have smooth, easily cleanable and impervious wall surfaces; and
- (f) Be kept clean, sanitary, free of mold, mildew and in good repair.

(2) Toilet facilities in all organizational camps must meet the following requirements:

- (a) There must be one toilet for every ten campers or fraction thereof except in day camps in which one toilet for every 20 campers or fraction thereof is required;
- (b) Separate toilet rooms must be provided for each gender when both genders are to be accommodated simultaneously;
- (c) Urinals may be substituted for no more than one-third the required toilets for males;
- (d) If day crowds exceed 100 persons, one toilet must be provided for each additional 50 people or fraction thereof;
- (e) Toilets or urinals must not be located in sleeping rooms; and
- (f) Toilet tissue must be provided at each privy or toilet at all times the camp is in operation.

(3) Bathing and handwashing facilities in all organizational camps must meet the following requirements:

- (a) A minimum of one handwashing sink must be provided for every ten campers. A handwash set-up must be conveniently provided wherever a toilet facility is located. Where permanently plumbed handwash sinks cannot be provided, a water container may be used provided it allows a stream of water without needing to be held open and waste water must be collected in a container and disposed of properly or must flow into an approved waste water drain system. Each Handwash set-up must:
  - (A) Be located in close proximity to privies, toilets or urinals;
  - (B) Be supplied with a change of clean water for each use;
  - (C) Be supplied with soap;
  - (D) Be provided with single use towels; and

(E) Have mixing faucets capable of running for a minimum of 15 seconds; In lieu of mixing faucets, a maximum water temperature of 110 degrees Fahrenheit must be provided.

(b) In any camp where participants are present for four or more nights, there must be one bathing facility (shower or bathtub) provided for every 20 campers or fraction thereof. Bathing facilities must:

- (A) Be supplied with a change of clean warm water for each use;
- (B) Separate bathing facilities must be provided for each gender when both genders are to be accommodated simultaneously;
- (C) Shower walls, ceilings and partitions must be impervious to water;
- (D) Bathtub and shower floor areas must be finished with nonslip, impervious and easily cleanable surfaces;
- (E) Shower floors must be sloped so as to effectively drain all waste water;
- (F) Wooden racks or duck boards over shower floors are prohibited; and
- (G) Where glass bath or glass shower doors are used, such doors must be made of safety glass.

### **333-030-0060 Laundry Facilities**

(1) Laundry facilities, when provided, must be located in areas separate from sleeping units, food preparation areas and perishable food storage area.

(2) Laundry facilities must be kept clean and well maintained.

(3) All clean linen must be stored in clean storage rooms or cupboards.

(4) Soiled linen and clothing must be stored in an area separate from food preparation and perishable food storage areas prior to laundering.

### **333-030-0065 Solid Waste**

(1) Solid waste must be disposed of in a manner which complies with the applicable rules of the Department of Environmental Quality, OAR chapter 340, divisions 93, 94, 95 and 96.

(2) Solid waste must be stored in individual garbage containers, storage bins or storage vehicles. All such containers, bins or vehicles must:

- (a) Have tight-fitting lids, covers or closable tops;
- (b) Be durable, rust-resistant watertight, rodent proof and readily washable; and

(c) During times of food preparation and service, waste containers in food preparation and service areas may be uncovered.

(3) The premises of each organizational camp must be kept orderly and free of litter and refuse.

(4) All solid waste must be collected for disposal or recycling at regular intervals so as not to create:

(a) Vector harborage and sustenance;

(b) Objectionable odors; or

(c) Any overflowing of solid waste or other unsanitary conditions.

(5) Solid waste containing putrescible waste must be collected for disposal at regular intervals not to exceed seven days.

(6) Solid waste must be transported in a manner that complies with the rules of the Department of Environmental Quality OAR 340-093-0220 (Transportation).

### **333-030-0070 Insect and Rodent Control**

(1) The grounds, buildings and structures used or intended for human habitation must be kept clean and maintained to prevent harborage and infestation of insects, rodents and vermin.

(2) During the season when flies, mosquitoes and other insects are prevalent, all openings into the outer air of permanent kitchens and dining room must be effectively screened, unless other effective means are provided to prevent the entrance of insects or rodents. Where screens are used, there must be not less than sixteen meshes per lineal inch, and all screen doors must be equipped with a self-closing device.

(3) For insecticide and rodenticide extermination methods, only pesticides registered with the Environmental Protection Agency and the State Department of Agriculture can be used. Pesticides must be applied in accordance with the directions on the labels and must be handled and stored as to avoid health hazards.

(4) Poisons, chemicals, rodenticides, insecticides, pesticides, herbicides and other toxic materials must be properly labeled, or in the original containers, and stored in locked areas not accessible to campers separate from all food service, food storage and food preparation areas, sleeping areas and linens. Except that insecticides, rodenticides and cleaning and sanitizing materials necessary for maintaining the food service facility may be present in the food service facility and must be stored separately from cleaning and sanitizing materials. Both must be stored in cabinets or compartments used for no other purpose and must not be stored above or intermingled with food, food equipment and dishes or utensils. Detergents and sanitizers may be conveniently stored at warewashing facilities.

### **333-030-0075 Recreational Vehicles**

Organizational camps that provide accommodations for recreational vehicles as defined in ORS 446.003 must comply with the Oregon State Public Health Division Rules for the Construction, Operation and Maintenance of Recreation Parks, OAR 333-031-0002 through 333-031-0020, and OAR 333-031-0059 through 333-031-0075 and must comply with the Building Codes Agency's rules for the Design and Construction of Recreational Parks and Organizational Camps, OAR 918-650-0000 through OAR 918-650-0085. The licensure requirement of ORS 446.320 for a recreation park does not have to be met unless the park is used by organizational camp non-participants.

### **333-030-0080 Water Quality, Source and Distribution**

(1) Definitions applicable to this rule:

(a) "Maximum Contaminant Level (MCL)" means the maximum allowable level of a contaminant in water for consumption delivered to the users of a system, except in the case of turbidity where the maximum allowable level is measured at the point of entry to the distribution system.

(b) "Quarterly Sampling" means a sample is taken and submitted according to the following schedule:

(A) 1st Quarter is from January 1 through March 31;

(B) 2nd Quarter is from April 1 through June 30;

(C) 3rd Quarter is from July 1 through September 30; and the

(D) 4th Quarter is from October 1 through December 31.

(2) Water supply systems serving travelers' accommodations and hostels must comply with Oregon Administrative Rules for Public Water Systems, OAR 333-061-0005 through 333-061-0095, and must be:

(a) Regulated as a Public Drinking Water System under OAR 333-061; or

(b) Water systems serving travelers' accommodations and hostels that are not regulated under OAR 333-061 as a Public Drinking Water System must meet the requirements in section (3) of this rule.

(3) Unregulated Public Drinking Water Systems:

(a) Plan Review. All new facilities that are not regulated by OAR 333-061 must submit plans to the Division for review prior to construction or major modification of system. Systems regulated prior to January 1, 2003 by OAR 333-061 are not required to re-submit plans.

(b) Surface Water Sources. New facilities with surface water sources not regulated under OAR 333-061 will not be licensable after January 1, 2005. Facilities existing prior to January 1, 2005 in compliance with OAR 333-061-0032 may continue to operate.

(c) Sampling frequency:

(A) For seasonal facilities, a coliform sample must be taken prior to the camp's operational period and each quarterly sampling period while open to public. A minimum of two samples will be required for coliform, regardless of length of operation.

(B) For year round facilities:

(i) Coliform: Monthly for surface water. Quarterly for populations under 1000 using ground water.

(ii) Inorganic Samples. One time sampling required for new facilities before beginning operation.

(d) MCL Violations. An item is not considered a violation until confirmed by second sample taken within 24 hours. Four repeat samples must be taken within 24 hours of the original sample for a sample result above the maximum contaminant level (MCL).

(A) Total Coliform. Any positive total coliform samples must be reported to the Division or Local Public Health Authority within 24 hours of being notified of the positive sample.

(B) Fecal Coliform. Any positive fecal coliform sample must be reported to the Division or Local Public Health Authority within 24 hours of being notified of the positive sample.

(i) Public notification for this potential acute health risk is required.

(ii) An alternative procedure approved by the Division must be in place before serving the public.

(C) Inorganic Samples. One time sampling is required for new facilities. Additional testing is not required for facilities that were previously regulated under OAR 333-061 and have tested prior to January 1, 2003. Inorganics include: antimony, arsenic, asbestos, barium, beryllium, cadmium, chromium, cyanide, fluoride, mercury, nickel, nitrate, nitrite, selenium and thallium.

(D) Nitrate. A sample must be submitted for testing annually.

(i) Any samples exceeding the MCL for nitrate must be reported to the Division within 24 hours.

(ii) When a test on a sample is reported to exceed the MCL for nitrate, public notification is required. Bottled water must be provided to public upon request.

(E) The Division may require more frequent monitoring than specified or may require confirmation samples for positive and negative results. It is the responsibility of the operator to correct any problems and get a laboratory test result that is less than the maximum contaminant level.

(e) Sample collection methods.

(A) For the purpose of determining compliance with the MCL and the sampling requirements of these rules, sampling results may be considered only if they have been analyzed by a laboratory certified by the State Drinking Water Program.

(B) Samples submitted to laboratories for analysis must be clearly identified with the name of the water system, facility license number, sampling date, time, sample location identifying the sample tap, the name of the person collecting the sample and whether it is a routine or a repeat sample.

(i) Routine. These are samples collected from established sampling locations within a water system at specified frequencies to satisfy monitoring requirements as prescribed in this rule. These samples are used to calculate compliance with maximum contaminant levels for inorganics prescribed in OAR 333-061-0030(Table 1);

(ii) Repeat. These are samples collected as a follow-up to a routine sample that has exceeded a maximum contaminant level.

(iii) Test results. Sample results must be submitted to the Local Public Health Authority by the 10th of the month following the sampling period.

(iv) The Division may take additional samples to determine compliance with applicable requirements of these rules.

(f) Public Notice. Public Notice must be posted conspicuously on-site and must include:

(A) A description of the violation or situation of concern;

(B) Corrective actions taken to improve water quality;

(C) Any potential adverse health effects;

(D) The population at risk; and

(E) The alternative measures in place to provide safe drinking water.

### **333-030-0085 Building Plumbing**

All building plumbing must comply with the applicable requirements of the Oregon Department of Consumer and Business Services, Building Codes Division. New water supply distribution systems, or systems remodeled, enlarged or converted after the effective date of these rules must meet the requirements of the 2005 Oregon Plumbing Specialty Code.

### **333-030-0090 Sewage Collection and Disposal**

- (1) No untreated or partially treated sewage, liquid waste or septic tank effluent shall be discharged directly or indirectly onto the surface of the ground or into the public waters.
- (2) All sewage and waste water plumbing must be designed, constructed and maintained in compliance with the minimum standards set forth in the 2005 Oregon State Plumbing Specialty Code.
- (3) Sewage and waste water must be disposed of into an area-wide sewerage system or in a manner approved by the Department of Environmental Quality in accordance with the rules for On-Site Sewage Disposal, OAR 340-071-0100 through OAR 340-071-0600.
- (4) Any construction, alteration or repair of an on-site sewage disposal system or any part thereof must comply with the rules of the Department of Environmental Quality, OAR chapter 340, division 71.
- (5) If non-water carried waste disposal facilities are provided, such facilities must comply with the rules of the Department of Environmental Quality, OAR 340-071-0330.

### **333-030-0095 Food Service**

Eating and drinking facilities, commissaries, mobile units and vending machines operated in conjunction with organizational camps must be constructed, operated and maintained in compliance with ORS chapter 624 and the Division's Food Sanitation Rules, OAR 333-150-0000 with the following exceptions:

- (1) Areas for food storage, preparation and serving restricted to individual or single-family use;
- (2) Public toilet and handwashing facilities associated with the food service facility are not required for the participants of the camp; however, toilet and handwashing facilities are required for food handlers;

(3) Milk may be served from containers other than individual containers in any of the following ways:

(a) Food Service Lines. On a food service line, milk may be served from the original container if poured by food service workers. Any milk leftover in the original containers may be re-served for drinking provided it is not combined with milk from other containers. Pre-pouring milk is allowed provided any milk of refrigeration is discarded after one hour. Milk may be self-served from commercially filled bulk dispensers stored mechanically refrigerated or from pitchers. Milk left over in pitchers must be discarded;

(b) Family Style Meals. At family style meals, milk may be served at the table from pitchers only. Any left over milk must be discarded.

(4) Food service facilities operated for participants of the camp shall not be graded as “Complied” or “Failed to Comply”; and

(5) Screens are required on doors and windows when insects are present.

### **333-030-0100 Emergency Procedures**

(1) Each organizational camp must retain on-site a written emergency plan outlining procedures to be followed in each of the following situations:

(a) Natural disasters and other emergencies;

(b) Lost camper or lost swimmer, if applicable;

(c) Fires;

(d) Transportation emergencies;

(e) Severe illnesses, injuries or communicable diseases;

(f) Stranger in camp; and

(g) Transition of supervision and release of campers to designated responsible party.

(2) The emergency plan must contain at least evacuation procedures, procedures for communication with emergency medical facilities and the nearest fire station and procedures for the control of vehicular traffic through the camp.

(3) The licensee must:

(a) Designate individuals to be responsible for carrying out the emergency plan;

(b) Instruct all employees in the emergency plan and their duties in the event of an emergency situation; and

(c) Retain on-site written documentation that all employees are aware of their responsibilities under the emergency plan and their duties therein.

(4) Where organizational camp programs involve overnight travel:

(a) A day-by-day itinerary must be established before departure and must be filed with a designated person before departure. Notice of change of itinerary needs to be communicated as soon as possible; and

(b) Sources of emergency care and methods of communicating with such sources must be identified for each stop on the itinerary prior to departure.

(5) Day camps must provide a written plan, retained on-site, setting forth procedures to be followed in the following situations:

(a) Contacting the parent or guardian of registered campers, under 18 years of age, who:

(A) Are absent or fail to arrive within the first hour without explanation for a given day's activities; or

(B) Lacks transportation home from a designated pickup location following a given day's activities.

(b) Persons, under 18 years of age, who appear at camp without having registered and without prior notification;

(c) Transition of supervision and release of campers to a designated responsible party; and

(d) Accommodating campers with disabilities.

(6) The following emergency information must be posted conspicuously, accessible at all hours of operation and maintained in all organizational camps:

(a) When telephones are provided, camp operators must post by each telephone:

(A) The current telephone numbers of physicians, hospitals, poison control, police, ambulances and fire departments in the immediate area;

(B) The telephone number of the organizational camp office; and

(C) The locations of the nearest medical facility and the organizational camp including highway number, street number, rural route and box number or other data to aid in assuring prompt emergency response.

(b) When no camp telephone is provided, the location of the nearest public telephone or other emergency communication system must be posted in a designated location or its location must be common knowledge.

### **333-030-0103 Camp Administration**

- (1) A record of all campers and staff attending camp must be kept by the camp operator (license holder) for a period of at least two years from the date of their last attendance.
  - (a) The record must include their name, address, phone number and dates of attendance.
  - (b) If the camp is contracted or rented out to a group, the camp may require the group to maintain a record of campers. The camp must keep a record of the group with contact information.
- (2) The camp must have a system to track visitors in and out of the camp property during a camping session to prevent unauthorized persons from visiting camp.
- (3) The camp must have a log of campers and staff that leave or arrive at camp during the camp session. The record must include the identity of the person taking responsibility for any camper or staff person under 18 years of age.
- (4) When the camp is being used under lease, contract or rental by a group, the promotional and informational materials distributed to attendees of the contract program must include information identifying the license holder.
- (5) The camp operator must develop and implement written procedures that specify the behavioral management and disciplinary methods to be used in camp. The procedures must:
  - (a) Forbid corporal punishment and physical, sexual, emotional and verbal abuse of campers and staff;
  - (b) Provide measures to recognize, prevent and report child abuse;
  - (c) Be provided to and practiced by camp staff and adult leaders; and
  - (d) Camp facilities operating as an “Outdoor Youth Program” must comply with the requirements for behavioral management and disciplinary methods required by OAR 413-210-0800 through OAR 413-210-0883.

### **333-030-0105 Health Services**

All camps must have health and first aid services available whenever the camp is operating.

- (1) HEALTH SERVICES. Before a camp opens for the first time, and at least annually thereafter, the camp operator must make written arrangements for:
  - (a) Medical protocols by a staff physician or consulting physician;
  - (b) Emergency admission to a designated hospital;

(c) Emergency Medical Services (EMS) (ambulance) response. The written arrangements must include a camp procedure for directing or making sure EMS personnel can find the emergency location within the camp; and

(d) A camp must have a vehicle available at all times to transport a camper or staff member requiring additional medical services to a hospital or clinic when the camp cannot provide the needed services.

**Note:** It is recommended that a parent's or guardian's written consent for emergency medical care be secured by the camp director prior to or upon the camper's arrival at camp.

(2) **HEALTH HISTORY.** Except in a family camping program or when the camp is contracted or rented for ancillary activities, the camp health services must have an up-to-date written health history for each camper and each staff member describing any physical condition, medications or allergies requiring special consideration. For a camper or staff member under 18 years of age, the written health history must be prepared and signed by a parent or guardian. Health services staff must review all health histories and notify the camp director of campers or staff with special health concerns.

**Note:** It is recommended that each camper and staff member, upon arrival at the camp, also present to the health services staff a written report of a physical examination performed within the preceding 24 months by a physician, a physician assistant or a registered nurse.

(3) **ISOLATION AREA.** The camp must have space for the temporary isolation of sick or injured campers and staff members. Any person reasonably suspected of having a communicable disease must be suitably isolated.

(a) The designated area must be in reasonable proximity to drinking water, bathing and toileting facilities. Bathing and toileting facilities must meet the requirements of OAR 333-030-0055.

(b) The camp operator must develop and provide written procedures for the temporary isolation of sick or injured campers and staff. The procedures must include staffing requirements to provide care and supervision of the sick or injured person.

(4) In lieu of an infirmary, the camp shall have a plan for providing isolation, privacy, toilet, drinking water and bathing facilities. Toilet and bathing facilities shall meet the requirements of these rules.

(5) When parents or guardians are not accompanying a child at camp, a health history shall be required for each non-adult camper and shall be prepared and signed by a parent, guardian or other adult responsible for the individual non-adult camper. Such health histories do not require preparation by a physician but shall include:

- (a) A record of any prescriptions currently being taken, tetanus immunization and any allergies;
- (b) A description of any physical or medical condition requiring special consideration.

(6) Individuals whose sincerely held religious beliefs preclude physical examination, immunization or medical treatment may complete those portions of the health history that do not compromise their religious beliefs.

(7) **FIRST AID SUPPLIES.** A camp must have on had first aid supplies as determined by the health services staff and consulting physician.

**Note:** A list of the minimum suggested items to be included in the first aid supplies can be obtained by contacting the Public Health Division, Organization Camp Program, 800 NE Oregon St., Suite 608, Portland, OR 97232-2612 or visiting the website.

(5) **AUTOMATIC EXTERNAL DEFIBRILLATOR (AED).** By June 1, 2009, all residential camps with 100 or more campers and staff on-site at any one time must have at least one AED with pediatric capability, located at the camp. The camp operator must comply with the following:

- (a) Each AED must have documented maintenance inspections and service records, including the battery and electrodes according to the guidelines set forth by the manufacturer.
- (b) Equipment to be stored with the AED must include scissors, CPR face mask, protective gloves, a disposable razor for removing excess hair, and an absorbent cloth or pad.
- (c) There must be a sufficient number of staff trained in the use of the AED so that there is at least one trained adult on-site whenever the camp is used for more than three consecutive nights for the normal camp programs or by a contract or rental group.
- (d) The AED must be stored in a central location where the AED is accessible and can be quickly retrieved.
- (e) Signage must be provided that indicates the location of the AED.

(f) A policy must be developed for the use of the AED, including the need to contact 911 as soon as possible. This policy should be made available to camp staff and must be posted with the AED.

**Note:** It is recommended that all camps consider obtaining AEDs, in compliance with sections (5)(a) through (5)(f), as their budget allows.

(6) HEALTH CARE.

(a) Camp health supervisor. A camp must have an adult camp health supervisor who is responsible for routine and emergency health care supervision at the camp. This person is responsible to assure that:

(A) Health services staff are properly qualified and trained;

(B) Arrangements are made with off-site care providers as required in sections (1)(a), (b) and (c) of this rule;

(C) Medical and emergency communication protocols are established and used;

(D) The camp's procedures and protocols for health care are followed;

(E) Records are maintained as required by this rule and camp policy; and

(F) The camp has a program to supervise the general health, safety and sanitation in the camp.

(b) Health services staff qualifications.

(A) Except as provided under sections (6)(e) and as permitted in (6)(b)(D), the adult on-site health services staff must include at least one of the following:

(i) A physician licensed in Oregon;

(ii) A registered nurse licensed in Oregon;

(iii) A physician assistant licensed in Oregon;

(iv) A practical nurse licensed in Oregon;

(v) A national athletic trainers association certified trainer;

(vi) An emergency medical technician or a paramedic;

(vii) A person currently certified as completing the American Red Cross emergency response course or equivalent;

(viii) A person currently certified as completing Wilderness Advanced First Aid, or better, from a nationally recognized provider;

(ix) A currently qualified military medical corpsman; or

(x) Other training approved by the Division.

(B) Except as permitted in (6)(b)(D), anyone working as a member of the on-site health services staff at a camp must hold current certification from the:

- (i) American Red Cross for CPR for the Professional Rescuer;
- (ii) American Health Association for Heart Saver AED; or
- (iii) Equivalent age-appropriate CPR.

(C) Camp staff responsible for persons susceptible to severe allergic reactions or hypoglycemia and all health services staff must have training in:

- (i) Severe Allergic Reaction Response (per ORS 442.805); and
- (ii) Emergency Glucagon Providers Training (per ORS 442.805).

(D) Adults holding a current certificate for the complete on of the American Red Cross community first-aid and safety course or equivalent and a current certificate for the completion of a course for adult, child and infant cardiopulmonary resuscitation may serve as health services staff provided all of the following conditions are met:

- (i) The users of the camp are coming as an organized group such as a school class, a church group or a scout troop.
- (ii) The program is for a period of three nights or less or is a day camp program.
- (iii) The local ambulance service provider or emergency medical service states in writing that there is a target response time of 20 minutes or less to the camp unless the Division approves a longer response time.
- (iv) There is a telephone or other communication device capable of connecting with emergency medical services without the use of coins or calling card, accessible at all times during camp operation and located in close proximity to the camp buildings or lodging units.

(c) Health Services Staff Coverage. Except as provided under section (6)(e), a camp must have an adult health services staff person qualified under sections (6)(b)(A), (6)(b)(B), and (6)(b)(C) of this rule available on the premises of the camp at all times while the camp is in operation.

(A) A health services staff person qualified under section (6)(b)(A), (6)(b)(B) and (6)(b)(C) must accompany all overnight programs going to a physical location not owned or operated by the camp.

(B) The health services staff person must:

- (i) Work under the direction of the camp health supervisor;
- (ii) Have the appropriate camper records, medications, and treatment log;
- (iii) Have first aid supplies appropriate for the occasion as determined by the camp health supervisor and the staff or consulting physician; and
- (iv) Have access to a means of communication to summon emergency help and communicate with the camp health supervisor.

(C) A health services staff person who has at least the training required under section (6)(b)(D) and complying with (6)(c)(B)(i) through (6)(c)(B)(iv) must:

- (i) Accompany all overnight programs going to an on-site primitive camping area away from the main camp facilities; and
- (ii) Accompany all non-overnight off-camp trips involving groups of campers.

(d) Staff or Consulting Physician. Health services staff must work under the delegation of a physician licensed under ORS chapter 677, who is available on-site or for consultation services. The staff physician or consulting physician, in cooperation with the camp operator, must develop written protocols, signed by the physician, for the administration of medications, routine health care and emergency medical care at the camp. The physician must review and re-sign the protocol annually.

**Note:** A suggested outline for the contents of a protocol document may be obtained from the American Camp Association or from the Public Health Division, Organizational Camp Program, 800 NE Oregon St., Suite 608, Portland, OR 97232-2162 or visit the website.

(e) Health Services for Groups Using the Camp under Contract or Agreement. If the camp's permanent facilities are used for more than three nights by a group entering into a contract or agreement with the camp operator (the license holder), the camp operator must:

(A) Provide camp health services for the group; or

(B) Require the group to provide health services.

(i) The minimum levels of training required cannot be less than that established in 6)(b)(A), (6)(b)(B), and (6)(b)(C).

(ii) The camp operator (license holder) is responsible for assuring the group meets and follows the requirements of this rule.

(f) The camp health supervisor must assure camp staff are informed if they are working with campers or staff with special health needs or restrictions; including diet, allergies, medication, rest or activity restrictions, seizures or hypoglycemia; or the care and handling of campers with wheelchairs, prosthetic or orthopedic devices or other special needs.

## (7) MEDICATIONS.

(a) All medications brought to camp by a camper or staff member must be in containers that are clearly labeled with the name of the camper or staff member, the name of the medication, the dosage, the frequency of administration and the route of administration. All medication prescribed by a physician must, in addition, be labeled with the name of the prescribing physician, the prescription number, date prescribed, possible adverse reactions, the specific conditions when contact should be made with the physician and other special instructions as needed.

(b) Except as allowed in section (7)(c) and (7)(e) of this rule, all medication brought to camp by a camper or staff member under 18 years of age must be kept in a locked unit and must be administered by health services staff qualified under section (6)(b) of this rule.

(c) Emergency bee sting medication, inhalers, an insulin syringe or other medication or device used in the event of life-threatening situations should be carried by the camper or staff member.

(d) Each camper or staff member, 18 years of age or older, may take responsibility for the security of his or her personal medication.

(e) When a camp's facilities are used for a program of three or fewer nights and health services are being provided as allowed under (6)(b)(D), a trained adult leader of the organized group must keep all medications brought to camp by a camper or staff member under 18 years of age in a locked unit. The adult leader must be responsible for the administration of the medications.

## (8) HEALTH AND TREATMENT RECORDS.

(a) A camp's health supervisor must keep available the health history required under section (2) of this rule for each camper and staff member.

(b) When a medication is administered or treatment provided to a camper or staff member, health services staff must make a record of the action in a bound book with pre-printed page numbers, indicating the following information:

(A) Name of the person receiving the medication or treatment;

(B) Ailment;

(C) Name of the medication or treatment;

- (D) Quantity given;
- (E) Date and time administered;
- (F) By whom administered; and
- (G) Comments.

(c) The camp operator (license holder) must maintain camper and staff health history and treatment records, except that an organized group using a camp's facilities may maintain its own separate health histories and treatment records. Health history and treatment records must be accessible, upon request, to the camp operator (license holder) and public health officials.

(d) The camp operator, or group under section (8)(c) of this rule, must retain health history and treatment records for at least three years.

(9) The licensee must report to the Oregon Public Health Division and Local Public Health Authority any communicable disease, unusual illness outbreaks, serious injuries requiring further medical follow-up or fatality that occurs at the camp. If possible, these incidents should be reported within 24 hours of occurrence.

### **333-030-0110 Special Programs and Facilities**

#### **(1) Camp Activities:**

(a) At the time of annual inspection the camp director must provide the inspecting sanitarian with a list of all camp activities.

(b) The activity supervisor or leader must have:

(A) Certification from an organization qualified to conduct instructor training in the discipline of the program; or

(B) Documentation of competence for the particular activity.

(c) The camp must have written safety procedures for the conduct of the activity. Procedures must be adequate, communicated to necessary camp staff and participants and strictly enforced. Safety procedures should include at least:

(A) Eligibility requirements for participation;

(B) Camper / staff supervision ratios;

(C) Safety regulations; and

(D) Emergency procedures.

(d) Equipment used in camp activities must be maintained in good condition and must not present safety risk to users.

(2) Target Sports Activities, when provided:

(a) Gun sports activity leaders must have certification as an instructor from the National Rifle Association (NRA) or equivalent. Other target sport activity leaders, which include but are not limited to archery, must have documented training and experience in the activity being led. Certification must be valid for each type of gun sport activity supervised.

(b) Written operating procedures must be developed and strictly enforced for each target sport activity. These procedures must address at least:

(A) Eligibility requirements for participation;

(B) Camper/staff supervision ratios;

(C) Safety regulations; and;

(D) Emergency procedures.

(c) Procedures must be in place to control access to the target sports activity area.

(d) A policy must be in place that target sports equipment may be used only when a qualified activity leader is present and safety rules are followed.

(e) Participants must be trained to utilize clear safety signals and/or range commands to control both the activity at the firing line and the retrieval of targets or arrows.

(f) Equipment used in a target sports activity, including the transport of equipment to and from the firearms use area, must be under the direct supervision of a responsible individual of at least 21 years of age.

(g) Equipment and ammunition used in riflery programs must be stored in locked areas.

(3) Public swimming pools, wading pools and spa pools.

(a) Swimming pools in organizational camps must comply with OAR chapter 333, division 60 (Public Swimming Pools).

(b) Spa pools in organizational camps must comply with OAR chapter 333, division 62 (Public Spa Pool Rules).

(c) Adult and family swimming and spa use must operate in accordance with OAR chapter 333, division 60 (Public Swimming Pools) and OAR chapter 333, division 62 (Public Spa Pool Rules).

(4) Aquatic Program held in swimming pool:

- (a) When children are within the swimming pool enclosure at least one lifeguard for every 40 bathers or fraction thereof must be on duty. An overall ratio of one lifeguard or adult observer for each ten persons in the water must be maintained;
- (b) An aquatics program conducted in a public swimming pool or spa pool is not required to be under the supervision of an Aquatic Director.

(5) Waterfront Activities:

- (a) An Aquatic Director must supervise any waterfront activity serving a total of ten or more persons;
- (b) There must be at least one lifeguard for each 25 persons in or on the water. An overall ratio of one observer or lifeguard for every ten persons in or on the water must be maintained;
- (c) Waterfront activities serving less than ten persons in or on the water may operate with only the supervision of a lifeguard;
- (d) If waterfront activities take place at more than one location, a lifeguard must be present at each location. Lifesaving, first aid, and safety equipment must be present at each location. Such equipment must be suitable for the users and conditions under which the equipment is expected to be used; and
- (e) All watercraft must be equipped with a U.S. Coast Guard approved personal flotation device (PFD) in good, serviceable condition and of appropriate size for each person on board whenever the watercraft is in use.

(6) Camps engaging in wilderness or primitive camping must ensure that group leaders are knowledgeable about and practice the following health and safety guidelines:

(a) Methods and equipment for keeping perishable food safe:

- (A) Perishable foods need to be held at or below 45 degrees Fahrenheit. Foods such as meat, poultry, fish, cheese or other dairy products are capable of supporting the rapid growth of illness causing organisms and are considered "potentially hazardous foods".
- (B) Adequate coolers and ice, or mechanical refrigeration must be available to ensure that potentially hazardous food can be maintained at safe temperatures.
- (C) Accurate thermometers should be available for verifying safe food temperatures.
- (D) Meal planning should minimize or avoid the serving of high risk (potentially hazardous) foods. Thought must be given to length of time food must be held.

(E) Potentially hazardous foods should be stored so that contamination of foods to be eaten raw, precooked food and/or utensils or containers (such as pop cans and water bottles) is prevented.

(b) Equipment and procedures for washing and sanitizing dishes and utensils:

(A) To prevent the spread of illness causing organisms, dishes must be washed, rinsed and sanitized. A container large enough to immerse the largest dish or utensil must be available to properly wash rinse and sanitize dishes and utensils. Preferably, two or three such containers should be available. If one or two containers are used instead of three, dishes must first be washed, then rinsed, then either the wash or rinse container must be cleaned and refilled with sanitizing rinse of at least 50 ppm (1 teaspoon liquid household chlorine per gallon) chlorine or other acceptable sanitizer. Dishes may be sanitized by immersion for one half minute in 180 degree water.

(B) If it is not practical or feasible to carry a container large enough to immerse dishes and utensils, then campers should use individual mess kits and utensils.

(c) Handwashing system - procedures, methods and supplies outlined:

(A) Proper handwashing requires running water, soap and paper towels.

(B) Campers should not use common towels for hand drying. If it is not possible or practical to use disposal towels for hand drying, then campers should use personal towels. Sharing of towels should not be allowed.

(C) Hand sanitizing is not an alternative to handwashing. If hand sanitization is desired, commercial hand sanitizers or immersing washed hands into a 50 part per million bleach solution may only be used after handwashing.

(d) Assure an adequate supply of safe drinking water or equipment, methods and procedures for purifying drinking water. Whenever possible, drinking water should be obtained from an approved water system. If that is not possible, then drinking water must be purified by boiling for one to five minutes followed by the addition of three to four drops of liquid chlorine per quart of water and allowing 30 minutes contact before drinking.

(e) At least one group leader must have American Red Cross or equivalent (as determined by the Division) First Aid Certification.

(f) Appropriate first aid equipment must be on hand. Such first aid equipment must be suitable to the users and conditions under which it is expected to be used. Leaders must have knowledge of emergency procedures and transportation must be available;

(g) Leaders must have knowledge of whereabouts of nearest medical facility.

- (h) Leaders must have in possession health histories of campers. Group leaders must screen campers or their health histories to ascertain what medications to bring along.
- (i) Campers must be versed in safe operation of camp stoves and handling of flammable liquids.
- (j) Lifeguarding at aquatic or waterfront activities must be provided according to this rule;
- (k) Proper methods and necessary equipment for disposal of human waste must be available and used.

### **333-030-0115 Transportation**

- (1) All organizational camps must provide transportation for use in emergency situations. When emergency transportation does not include an on-site vehicle in good running condition, a specific written plan for emergency transportation must be maintained at the camp.
- (2) Campers must only be transported in areas of vehicles designed for passengers. Drivers must have a current driver's license and must be a minimum of 18 years of age.
- (3) All camp vehicles used to transport campers or staff off the camp area must have:
  - (a) A first aid kit; and
  - (b) Emergency reflectors.

### **333-030-0120 Fire Safety**

- (1) Permanent buildings within the organizational camp that are accessible to entry by the campers must meet the requirements of the 2007 Oregon Fire Code. Fire escape plans and/or routes must be communicated to campers prior to overnight occupancy.
- (2) Buildings with an occupancy of more than 12 persons must be provided with at least two separate and independent means of emergency exit, located as far apart as possible but in no case closer than 50 percent of the longest dimension of the building.
- (3) Where wood burning stoves or combustible fuel heaters are used in sleeping quarters, a carbon monoxide detector that meets the Consumer Products Safety Commission's UL-2034 specification must be provided and kept in good working order.
- (4) Smoke detectors, in good working order must be provided in all buildings used for sleeping by camp participants or staff.

### **333-030-0125 Chemical and Physical Hazards**

- (1) Cleaning equipment and supplies, all insecticides, chemicals, paints, flammable liquids, and other toxic substances that bear the warning "keep out of reach of children" must be stored isolated from campers and stored so as to prevent contamination of clothing, toweling, bedding materials and food supplies. All applications of chemicals including, but not limited to, cleaners and disinfectants must be in accordance with the manufacturer's recommendations and by appropriately trained personnel.
- (2) All toxic substances must be clearly labeled or stored in the original container. All toxic materials must be stored locked when not in use.
- (3) Organizational camps must be a safe environment and must minimize or eliminate safety hazards including, but not limited to, debris, open excavations, abandoned wells, unused refrigerators or freezers with latchable doors. The camp must take measures to limit unsupervised access to natural hazards such as cliffs or bodies of water. All buildings and equipment must be kept in good repair.
- (4) Gasoline and other volatile petroleum products must be clearly labeled and stored in accordance with OAR 837-020-0005 through OAR 837-020-0015 State of Oregon 2007 Fire Code and Amendments.

### **333-030-0130 Variance**

The Division may grant a variance from requirements of these rules as follows:

- (1) Where it is demonstrated to the satisfaction of the Division that strict compliance with the rule would be highly burdensome or impractical due to special conditions or cause;
- (2) Where the public or private interest in the granting of the variance is found by the Division to clearly outweigh the interest of the application of uniform rules; and
- (3) Where such alternative measures are provided which in the opinion of the Division will provide adequate public health and safety protection.