

Oregon Health Authority

Public Health Division

Oregon Administrative Rules

Chapter 333 Division 030

Organizational Camps

**This information is available in alternate format from the
Oregon Health Authority – Public Health Division
Organizational Camp Program at (971) 673-0977.**

You may also obtain the rules from these websites:

<http://public.health.oregon.gov/HealthyEnvironments/Recreation/PoolLodging>

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**OREGON ADMINISTRATIVE RULES
OREGON HEALTH AUTHORITY, 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 Oregon Health Authority or designee.
- (2) "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.
- (3) "Approved" means approved in writing by the Oregon Health Authority, Public Health Division.
- (4) "Cabin cooking" means food preparation in a facility usually equipped with residential grade cooking and cooling equipment, and usually done by campers for themselves.
- (5) "Camp" means an organizational camp as defined in section (24) of this rule.
- (6) "Camp commissary" means the central food storage and distribution facility when cabin or wilderness/primitive cooking are regularly practiced.
- (7) "Camp director" means the person on-site who has the overall responsibility for the programs and activities under the direction of the camp operator.
- (8) "Camp health director" is an adult, 18 years of age or older, who is responsible for routine and emergency health care services at the camp (see "program director" and "program supervisor").
- (9) "Camp operator" means either the license holder or a contract or rental group the license holder has contracted with to use part or all of the camp facilities and, whichever has overall responsibility for the camp programs and activities.
- (10) "Camp staff" includes paid and unpaid staff and volunteer leaders working directly for the license holder or contract or rental group.
- (11) "Contract groups" or "rental groups" are organized groups that use the camp facilities under contracted arrangement with the license holder or camp owner.
- (12) "Day camp" means an organizational camp facility that campers attend for an established period of time, leaving at the end of the camping day.
- (13) "Delegated county" means a county delegated authority to administer the Organizational Camp Program under ORS 446.425. (See also "Local Public Health Authority").
- (14) "Division" means the Public Health Division of the Oregon Health Authority.
- (15) "Family camp" means sessions operated or staffed by the license holder or contract group or rental 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.

- (16) "Health disclosure" means an up-to-date record of the camper's or staff's past and present health status. The health disclosure shall include, at a minimum, special health issues, activity limitations, allergies, medications, dietary restrictions and a record of recent immunizations.
- (17) "Health services" means the services provided to campers and staff including first aid, medication management, provision of prescribed medical treatment and health practices.
- (18) "Landlord" means a tourist facility owner holding a license issued under ORS 446.310 to 446.350.
- (19) "License holder" means the person to which the organizational camp license has been issued by the Division or local public health authority.
- (20) "Lifeguard" has the meaning given that term in OAR 333-060-0015 (Public Swimming Pools).
- (21) "Local Public Health Authority (LPHA)" has the meaning given that term in ORS 431.003.
- (22) "Off-site" means outside of the boundaries of the camp facility.
- (23) "On-site" means within the boundaries of the licensed camp facility.
- (24) "Organizational camp" has the meaning given that term in ORS 446.310.
- (25) "Outdoor cooking" means meals are prepared using primitive or outdoor cooking methods.
- (26) "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.
- (27) "Permanent sleeping unit" means cabins, platform tents, huts and other shelters that are used for sleeping and remain stationary for more than six nights in an organizational camp.
- (28) "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.
- (29) "Physician" as used in these rules means a person who holds a Doctor of Medicine degree (MD) or a Doctor of Osteopathic Medicine degree (DO) and is licensed to practice in Oregon.
- (30) "Potentially hazardous food (time/temperature control for safety food)" has the meaning given that term in OAR 333-150-0000 1-201.10(B).
- (31) "Primitive camping" means a type of camping, during which the campers use non-permanent sleeping structures such as tents, tarps and ground cloths.
- (32) "Program assistants" means the staff required to operate a program area or activity, trained in their responsibilities and under the direct supervision of the program director or program supervisor.
- (33) "Program director" means an individual with appropriate training and experience in the program area or activity for which the individual has overall responsibility.
- (34) "Program supervisor" means an individual that supervises the operation of a program area or activity under the direction of a program director who has appropriate training and experience in the program area or activity he or she supervises.
- (35) "Public spa pool" has the meaning given that term in OAR 333-062-0015 and includes, but is not limited to, spa pools owned or operated by organizational camps.
- (36) "Public swimming pool" has the meaning given that term in OAR 333-060-0015 and includes, but is not limited to, swimming pools owned or operated by organizational camps.
- (37) "Public wading pool" has the meaning given that term in OAR 333-060-0015 and includes, but is not limited to, wading and spray pools owned or operated by an organizational camp.
- (38) "Recreation park" has the meaning given that term in OAR 333-031-0002.
- (39) "Resident camp" means an organizational camp facility where campers stay overnight for three consecutive nights or more.
- (40) "Short-term resident camp" means an organizational camp facility where campers stay overnight for two consecutive nights or less.
- (41) "Specialized program activity" means an activity where safe conduct requires supervision by persons with the specialized training and experience to make judgments concerning equipment, procedures and safety considerations. Examples of specialized activities include the use of ropes courses, archery or other target sports, gymnastics, bicycling, use of motorized vehicles or use of aquatic facilities.

- (42) "Tenant" means a person or public body defined in ORS 174.109 that:
- (a) Is not under the common ownership, management or control with the landlord;
 - (b) Rents or leases all or part of a tourist facility from a landlord for the purpose of operating an organizational camp, conference or other private gathering on one or more days during the term of the rental or lease; and
 - (c) For the term of the rental or lease enjoys exclusive occupancy of the rented or leased part of the tourist facility.
- (43) "These rules" means OAR 333-030-0005 through 333-030-0130.
- (44) "Tourist facility" means any travelers' accommodation, hostel, picnic park, recreation park and organizational camp.
- (45) "Waterfront activities" means those activities, such as swimming or boating, occurring in or on bodies of water other than a licensed public swimming, public wading or public spa pools.
- (46) "Variance" means written permission from the Division for an organizational camp to be operated when it does not comply with all the applicable rules for Organizational Camps.

333-030-0020 Licensing Required

- (1) No person shall establish, operate, manage or maintain an organizational camp without first securing a license from the Division or the local public health authority. Either the landlord or tenant may be issued a license for an organizational camp operated under contract, rental or leasehold arrangements. The license holder is responsible for compliance with these rules, with the exception of duties delegated to a tenant as specified in OAR 333-030-0023.
- (2) All licenses issued under ORS 446.310 to 446.350 terminate and are renewable on December 31 of each year.

333-030-0023 Delegation of Duties

- (1) A landlord may enter into a contract to delegate specific duties to a tenant for the term of the rental or lease of all or part of an organizational camp. The duties that may be delegated to a tenant through contract are:
- (a) OAR 333-030-0050(4) relating to bedding;
 - (b) OAR 333-030-0055(2)(e) relating to toilet tissue;
 - (c) OAR 333-030-0055(2)(f) relating to non-water-carried waste;
 - (d) OAR 333-030-0055(3)(a)(C) and (D) relating to soap and paper towels;
 - (e) OAR 333-030-0055(3)(d) relating to handwashing facilities;
 - (f) OAR 333-030-0060(2) through (4) relating to laundry facilities;
 - (g) OAR 333-030-0065 relating to solid waste;
 - (h) OAR 333-030-0070(1), (2), (4) and (5) relating to insect and rodent control;
 - (i) OAR 333-030-0090(1) and (5) relating to sewage collection and disposal;
 - (j) OAR 333-030-0095(2) through (6) relating to food service;
 - (k) OAR 333-030-0100(3) relating to an emergency plan;
 - (l) OAR 333-030-0103 relating to camp administration;
 - (m) OAR 333-030-0105(2) through (9) relating to health services;
 - (n) OAR 333-030-0110(1)(a), (c), (d), (e) and (g), (2)(c), (3) and (4) relating to programs and facilities;
 - (o) OAR 333-030-0115 relating to transportation;
 - (p) OAR 333-030-0120(3)(b), (5) and (6)(e) relating to fire safety; and
 - (q) OAR 333-030-0125 relating to chemical and physical hazards.
- (2) The landlord is responsible for compliance with duties specified in section (1) of this rule relating to cleanliness of the facility prior to delegating duties to a tenant. The tenant is responsible for compliance with delegated duties relating to facility cleanliness for the term of the contract.

333-030-0025 Application

- (1) An application for a license, accompanied by the required fee, must be made upon forms provided by the Division or local public health authority at least 30 days prior to opening an organizational camp.

(2) Thirty days prior to any change of license holder, the Division or local public health authority must be notified of the change 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 is the fee specified by the county local public health authority that has been delegated authority by the Division under ORS 446.425 or the fee specified by statute.

333-030-0035 Renewal of License

(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 may be issued upon determination of substantial compliance with ORS chapter 446 and these rules.

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 securing appropriate permits. A copy of a building plan approval or building permits issued by the building department having jurisdiction must accompany the plot plan.

(2) When proposing to make improvements to an organizational camp a plot plan showing the general layout of the organizational camp must be submitted to the local public health authority. 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 that include the location of plumbing fixtures;
- (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.

(3) Whenever a food service facility at an organizational camp is constructed or extensively remodeled and whenever an existing structure at an organizational camp 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 local public health authority for approval before construction. Plans must be submitted in accordance with Oregon Food Sanitation Rules OAR 333-150-0000 part 8-2.

333-030-0050 Sleeping Space

(1) Each permanent sleeping unit must have:

- (a) For fire safety, at least 30 inches (760 mm) of walking space between beds or sleeping bags placed on the floor.
- (b) At least 30 inches (760 mm) separation between the heads of sleepers must be provided for communicable disease prevention. In lieu of such separation, partitions or physical barriers are acceptable.
- (c) At least 30 inches (760 mm) 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 10 inches (254 mm) 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.
- (e) Upper bunk beds must have a guardrail on each side of the bed, except a guardrail need not be provided on the side of a bed securely attached to a wall. The guardrails must create no spaces wider

than 3.5 inches (89 mm) to prevent an entrapment or choking hazard, and must extend at least 5 inches (127 mm) above the top of the mattress.

- (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 (DCBS), Building Codes Division.
- (3) Sleeping units and furnishings must be kept clean and in good repair.
- (4) Bedding:
 - (a) Pillowslips, sheets, towels and washcloths, when provided by the camp operator, must be washed at least once per week and before being assigned to a different camper or staff member.
 - (b) Blankets, spreads, mattresses and pillows must be kept clean and free of insect infestation. Mattresses must be covered with a non-absorbent cover or other approved protection and must be maintained clean and in good repair.
 - (c) If sheets are not provided by the camp operator, the cover, pad, or mattress must be cleaned for each incoming camper or staff member, and more often if necessary.

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 and mildew, and in good repair.
- (2) Plumbed and unplumbed toilet facilities in all organizational camps must meet the following requirements:
 - (a) There must be one toilet (plumbed or unplumbed) for every 15 campers or fraction thereof except in day camps in which one toilet for every 50 campers or fraction thereof is required.
 - (b) Separate toilet rooms for each gender, or locking unisex toilet rooms, must be provided 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) Toilets or urinals must not be located in sleeping rooms;
 - (e) Toilet tissue must be provided at each privy or toilet at all times the camp is in operation; and
 - (f) Unplumbed toilet facilities must comply with OAR 340-071-0320 and the Nonwater-Carried Waste Disposal Facilities, Materials, and Construction requirements of the Department of Environmental Quality (DEQ), OAR 340-073-0065 through 0075 and the DCBS Building Specialty Codes.
- (3) **HANDWASHING.** Handwashing facilities in all organizational camps must meet the following requirements:
 - (a) Handwashing facilities 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; and
 - (D) Be provided with single use towels, a continuous towel system, a heated-air hand drying device, or an air-knife system that delivers high-velocity, pressurized air at ambient temperatures.
 - (E) Notwithstanding paragraph (D) of this subsection, if a sleeping room that is limited to no more than four campers has a dedicated toilet room, individual personal towels may be used.
 - (b) Handwashing facilities must be conveniently provided wherever a toilet facility is located.
 - (c) A minimum of one handwashing sink must be provided for every 30 campers or fraction thereof.
 - (d) Where permanently plumbed handwash sinks cannot be provided, the following may be substituted:
 - (A) 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;
 - (B) Single-use hand wipes; or

(C) Hand sanitizer.

(4) BATHING FACILITIES. Resident camps must provide one bathing facility (shower or bathtub) for every 20 campers or fraction thereof. Bathing facilities must comply with the following:

(a) There must be clean warm water supplied for each use:

(A) By having a tempering valve capable of providing a water temperature not to exceed 120 degrees Fahrenheit (49 degrees Celsius); or

(B) In lieu of a tempering valve, a mixing faucet with a hot water supply providing a water temperature of not to exceed 120 degrees Fahrenheit (49 degrees Celsius) may be provided along with a cold water supply.

(b) Separate bathing facilities must be provided for each gender, or locking unisex bathing facilities must be provided 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 slip-resistant, impervious and easily cleanable surfaces;

(e) Shower floors must be sloped to effectively drain all waste water;

(f) Wooden racks 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 unpackaged food storage.

(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 unpackaged 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 use and habitation must be kept clean and maintained to prevent access, harborage and infestation by insects, rodents and vermin.

(2) The camp health director, or other person knowledgeable in pest identification, must check the sleeping areas and other harborages for bedbugs whenever there are complaints or possible bites.

(3) 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 16 meshes per lineal inch, and all screen doors must be equipped with a self-closing device.

(4) Pesticides must be registered with the Environmental Protection Agency and the Oregon Department of Agriculture and be applied in accordance with the label directions and Oregon Department of Agriculture requirements.

(5) Pesticides and other hazardous materials must be properly labeled, in the original containers, and stored in secured and locked areas not accessible to campers separate from all food service, food storage and food preparation areas, sleeping areas and linens.

333-030-0075 Recreational Vehicles

(1) Recreation parks associated with an organizational camp are not required to meet the licensure requirement in ORS 624.320 if the park is only used by individuals participating in, or working for the organizational camp program.

(2) Organizational camps that provide accommodations for recreational vehicles as defined in ORS 446.003 must comply with the Division's rules for the Construction, Operation and Maintenance of Recreation Parks, OAR 333-031-0002 through 333-031-0075 and must comply with the Department of Consumer and Business Services' Building Codes Division's rules for the Recreational Parks and Organizational Camps, OAR 918-650-0000 through 918-650-0080.

333-030-0080 Water Quality, Source and Distribution

Water supply systems serving organizational camps must comply with Oregon Administrative Rules for Public Water Systems, OAR 333-061-0005 through 333-061-0095, and must be:

(1) Regulated as a Public Drinking Water System under OAR chapter 333, division 061; or

(2) Meet the requirements in OAR 333-150-0000 section 5-102.11.

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 2008 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 2011 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 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

(1) FOOD SANITATION RULES. 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 the Division's Food Sanitation Rules, OAR 333-150-0000 with the following exceptions:

(a) Areas for food storage, preparation and service that are restricted to individual or single-family use;

(b) A food service facility must have toilet and handwashing facilities for use by the kitchen staff and food handlers. Toilet and handwashing facilities associated with the food service facility are not required to be made available to campers.

(2) **EMPLOYEE TRAINING.** The camp must have trained food preparation staff if the organizational camp prepares food in camp food service facilities.

(a) Resident camps must:

(A) Provide a food manager, currently certified by one of the Division-approved food manager certifying agencies or organizations, who supervises the food preparation activities; or

(B) Assure that all food preparation staff have a current Oregon food handler certification.

(b) Short-term resident camps must have at least one individual involved with food preparation activities that has, at a minimum, an Oregon food handler certification.

(3) **CAMP COMMISSARIES:**

(a) A camp commissary must have staff trained as required in section (2) of this rule.

(b) The food service equipment and utensils must be washed, rinsed, sanitized and air-dried between uses. The camp commissary must have a minimum three-compartment sink or commercial mechanical warewashing machine approved by the Division. The sinks or dishwashing equipment must be large enough to immerse the largest dish or utensil to properly wash, rinse and sanitize dishes and utensils.

(c) To the extent possible, food distributed from the camp commissary to the remote cooking location should be in a form so that handling is minimized (for example, pre-formed meat patties and prepared salads).

(4) **OUTDOOR COOKING.** A camp engaging in wilderness and outdoor cooking must ensure that camp staff are knowledgeable about and practice food service in accordance with the following health and safety guidelines:

(a) A camp should minimize or avoid the serving of high risk (potentially hazardous) foods.

(b) Leftover potentially hazardous food (time/ temperature controlled for safety foods) that have been prepared for service may not be re-served.

(c) Campers and staff doing the food preparation must wash their hands frequently to remove dirt and prevent cross-contamination of foods.

(d) The camp operator must assure an adequate supply of safe drinking water or provide 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:

(A) Water must be purified by boiling for one minute (or three minutes if at an altitude of greater than 6500 feet); or

(B) Water must be purified using a micro-filter filtration system to remove microorganisms and viruses and two drops of liquid chlorine per quart of water must be added to finish treatment, with 30 minutes of contact time allowed before drinking. The micro-filter filtration system must be used according to the manufacturer's recommendations.

(e) Campers must be versed in safe operation of camp stoves and handling of flammable liquids.

(5) **CABIN COOKING.** A camp engaging in cabin cooking must ensure that camp staff are knowledgeable about and practice food service in accordance with the following health and safety guidelines:

(a) Leftover potentially hazardous foods (time/temperature control for safety foods) that have been prepared for service may not be re-served.

(b) Campers and staff doing the food preparation must wash their hands frequently to remove dirt and prevent cross-contamination of foods.

(c) The license holder must assure an adequate supply of safe drinking water. Drinking water must be obtained from an approved water system.

(6) **DAY CAMP FOOD SERVICE.** Full-service meal service must comply with OAR 333-150-0000 and sections (1) and (2) of this rule. Food service limited to beverages, snacks and sack lunches must comply with OAR 333-150-0000 and the additional guidelines below:

(a) Parents or guardians must be advised to include only non-potentially hazardous foods (non-time/temperature control for safety foods) in the sack lunch.

- (b) Sack lunches that contain potentially hazardous foods (time/temperature control for safety foods) must be stored in coolers and refrigerators maintaining a food temperature of 41 degrees Fahrenheit or lower.
- (c) Foods or beverages, once served and if opened, may not be collected and re-served.
- (d) Persons handling foods must properly wash their hands before handling foods. Where unprotected foods are handled, bare hand contact must be minimized.

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;
 - (g) Active shooter or violent intruder in camp; and
 - (h) Transition of supervision and release of campers to a designated responsible party.
- (2) The emergency plan must contain, at a minimum:
 - (a) Evacuation procedures;
 - (b) Procedures for communication with emergency medical services and facilities;
 - (c) The location of the nearest fire station;
 - (d) Procedures for the control of vehicular traffic through the camp; and
 - (e) The location of the Automatic External Defibrillator (AED).
- (3) The camp operator must:
 - (a) Designate individuals to be responsible for carrying out the emergency plan;
 - (b) Instruct all employees and volunteers in the emergency plan and their duties in the event of an emergency situation; and
 - (c) Retain written documentation that all employees are aware of their responsibilities under the emergency plan and their duties therein.
- (4) The following emergency information must be posted conspicuously near the phone or alternative communication system used by the camp for off-site emergency communication, be accessible during all hours of operation and maintained in all organizational camps:
 - (a) When telephones are provided, the license holder must post by each telephone:
 - (A) The current telephone numbers for 911 and poison control;
 - (B) The telephone number of the 24-hour organizational camp emergency contact; and
 - (C) The locations of the nearest medical facility and the organizational camp address including highway number, street number, rural route and box number or other data (for example, global positioning system (GPS) coordinates or life flight landing zone locations) to aid in assuring prompt emergency response.
 - (b) When an alternative communication system is provided, the license holder must maintain emergency information with the system at all times that specifies:
 - (A) The current procedure to contact 911 and poison control or the current procedure for emergency contacts in the immediate area;
 - (B) The telephone number of the 24-hour organizational camp emergency contact; and
 - (C) The locations of the nearest 24-hour medical facility and the organizational camp address including highway number, street number, rural route and box number or other data (for example, GPS coordinates or life flight landing zone locations) to aid in assuring prompt emergency response.

333-030-0103 Camp Administration

- (1) REGISTER RECORD. A record of all campers and staff attending camp must be kept by the camp operator for a period of at least three years from the date attended.
 - (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 license holder may require the group in writing to maintain a record of campers.
 - (c) The license holder must keep a record of the group with contact information.
- (2) VISITOR TRACKING. The camp operator must have a system to track visitors.
- (3) CAMPER LOG. The camp operator must have a log of campers and staff under the age of 18 that leave or arrive at camp during the camp session. The record must include the identity of the person taking responsibility for the camper or staff person.
- (4) ABSENTEE CAMPER POLICY. The camp operator must develop procedures to check or confirm the status of any unexplained absentee campers at the beginning of the camp session.
- (5) CAMP IDENTIFIED. When the camp is being used by a contract or rental group that is not the license holder, the license holder must inform the group that they are required to include information identifying the physical location of the camp in promotional and informational materials distributed to attendees of the contract program.
- (6) MANDATORY REPORTER POLICY. The camp operator must develop procedures to inform appropriate staff of mandatory reporting of child abuse.

333-030-0105 Health Services

- (1) EXCEPTIONS. Except as specified in subsections (a) and (b) of this section, the requirements of this rule do not apply when the camp is used by contract or rental groups.
 - (a) The camp owner may delegate the responsibilities of this rule to a tenant for the term of the rental or lease agreement.
 - (b) Rental groups shall ensure that at least one person who has a current first-aid with cardiopulmonary resuscitation (CPR) certification from a nationally recognized organization is present at the camp at all times and that first-aid supplies are provided as required in subsection (6)(f) of this rule.
- (2) HEALTH SERVICES - GENERAL.
 - (a) All camp operators must have the applicable health and first aid services available whenever the camp is operating.
 - (b) The camp health director is responsible to assure that:
 - (A) Health services staff:
 - (i) Are properly qualified and trained for their specific duties and responsibilities;
 - (ii) Have the appropriate camper records, medications, and treatment logs, including information about special health needs or restrictions, as necessary for their duties;
 - (iii) Have first aid supplies appropriate for their duties; and
 - (iv) Have access to a means of communication to summon emergency help and to communicate with the camp health director.
 - (B) Medical and emergency protocols are established and followed;
 - (C) Records are maintained as required by this rule and camp policy;
 - (D) The camp has a program to supervise the general health, safety and sanitation in the camp; and
 - (E) Camp health staff are on the premises at all times while the camp is in operation.
 - (c) An adult health services staff person with current wilderness first aid certification or equivalent training must be present at any camp or camp activity if the emergency medical services response time is more than 30 minutes.
- (3) HEALTH CARE POLICIES AND PROCEDURES. Before a camp opens for the first time, and at least annually thereafter, the camp operator must assure that written procedures are in place that specify:
 - (a) Scope and limits of camp health services provided, including qualifications and locations of personnel.

- (b) Authority and responsibilities of the camp health services director and staff.
- (c) Treatment procedures including what is treated at camp, when and how to contact emergency medical services (EMS) and how to use the automatic external defibrillator (AED) present at the camp.
- (d) Procedures for non-EMS emergency transportation.
- (e) Notification to emergency medical services prior to the camp operating each year.
- (f) Parental or guardian notification process for illness or injury to a camper or minor staff.
- (g) Storage and administration of medications.
- (h) Equipment and supplies necessary for camp operation including maintenance and service schedules and procedures to verify adequate supply and the expiration dates of medications and supplies.
- (i) The program to supervise the general health, safety and sanitation in the camp.

(4) STAFF QUALIFICATIONS AND TRAINING.

- (a) The camp health director must have access by phone to a physician or registered nurse licensed in Oregon with whom prior written arrangements have been made to provide prompt consultation and other healthcare support to the camp or be a physician or registered nurse licensed in Oregon.
- (b) All camp health services staff must hold current first-aid with cardiopulmonary resuscitation (CPR) certification from a nationally recognized organization. Camp health services staff that are a physician or registered nurse licensed in Oregon are only required to hold a current CPR certification.

(5) HEALTH DISCLOSURE AND PERMISSION TO TREAT.

- (a) The camp must require a current signed health disclosure for each camper and staff member. Health services staff must review all health disclosures and notify the appropriate camp staff of campers or staff with special health concerns. The health disclosure shall include, at a minimum, special health issues, activity limitations, allergies, medications, dietary restrictions and a record of recent immunizations.
- (b) The camp must require signed permission from a parent or guardian to provide a camper with healthcare, administer medications and provide or seek emergency treatment.
- (c) A health disclosure and permission to treat are not required for family camps or camps serving only adults.

(6) HEALTH CARE AREA AND EQUIPMENT.

- (a) Resident camps must have at least one AED that is centrally located for quick access, properly maintained according to manufacturer's recommendations and the location indicated by signage.
- (b) The camp must have space for the temporary isolation of sick campers and staff members. Any person reasonably suspected of having a communicable disease must be isolated in accordance with OAR chapter 333, division 019. The isolation 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.
- (c) The camp operator must develop written procedures for the temporary isolation of sick campers and staff. The procedures must include staffing requirements to provide care and continual supervision of sick or injured persons.
- (d) 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.
- (e) The requirement for an isolation area does not apply to day camps.
- (f) A camp must have adequate first-aid supplies on hand, suitable to the users and conditions under which they are expected to be used.

(7) MEDICATIONS.

- (a) All medications brought by a camper or staff member must be kept in their original containers.
- (b) Except as specified in subsection (e) of this section, all medications must be stored in a locked unit or area except when in the controlled possession of the person responsible for administering them.
- (c) Prescription drugs must be administered in accordance with specific directions of a licensed prescribing health care professional.
- (d) Non-prescription drugs must be administered in accordance with the label instructions and the camp's written procedures or under the signed instruction of the parent, guardian or prescribing health care professional.

(e) Emergency allergy medications, rescue inhalers or other medications or devices used in the event of life-threatening situations may be carried by the camper or staff member.

(8) HEALTH AND TREATMENT RECORDS.

(a) The camp health staff must have access to the contact information and health disclosure of each camper and staff member.

(b) When a medication is administered or treatment provided to a camper or staff member, health services staff must record the following information:

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

(B) Ailment or condition;

(C) Name of the medication or description of treatment;

(D) Quantity given; and

(E) Date, time and staff who administered the medication or provided the care.

(c) The camp operator must retain camper and staff health disclosures and treatment records for at least three years or as required by law.

(9) REPORTING. The camp operator must report to the Division and local public health authority any illness outbreaks, fatalities or accidents that require treatment from emergency medical services that occur at the camp on a form approved by the Division. If possible, these incidents should be reported within 24 hours of occurring.

333-030-0110 Special Programs and Facilities

(1) SPECIALIZED PROGRAM ACTIVITIES AND FACILITIES:

(a) At the time of inspection, the license holder must provide the inspecting environmental health specialist with a list of all camp activities.

(b) A license holder is responsible for maintenance of a permanent specialized program facility.

(c) The camp operator must ensure that the program director for each activity has training or experience in the specialized program areas. Training or expertise can include:

(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.

(d) Specialized program activities and facilities must be operated according to applicable national certification body's recommendations or manufacturer's instructions.

(e) Written procedures for the specialized program activity must be communicated by the program supervisor to necessary camp staff and participants. Safety procedures must include:

(A) Eligibility requirements for participation;

(B) Camper/staff supervision ratios;

(C) Safety regulations;

(D) Emergency procedures;

(E) Safety and protective equipment and usage;

(F) Activity area design or safety features, if applicable; and

(G) Controlled access to all activities and equipment.

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

(g) Firearms and ammunition must be stored separately from each other and in a locked unit or area.

(2) AQUATIC FACILITIES:

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

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

(c) Lifeguards must be present at all organizational camp pools during all hours of operation. The number of lifeguards required is determined by the type of pool and must meet the requirements of OAR 333-060-0207.

(3) **AQUATIC PROGRAMS.** The aquatic programs must be under the direction of a program supervisor.

(4) **WATERFRONT ACTIVITIES:**

- (a) Waterfront activities serving less than 10 persons in or on the water may operate with only the supervision of a lifeguard;
- (b) There must be at least one lifeguard for each 25 persons in or on the water. In addition, an overall ratio of one observer or lifeguard for every 10 persons in or on the water must be maintained;
- (c) Lifeguards required under subsection (b) of this section must have current waterfront lifeguard certification from a nationally recognized organization;
- (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 in good, serviceable condition and of appropriate size for each person on board whenever the watercraft is in use.

333-030-0115 Transportation

Campers must only be transported in areas of vehicles designed for passengers. Drivers must have a current driver's license with proper endorsement for the vehicle being operated and must be a minimum of 18 years of age.

333-030-0120 Fire Safety

(1) The camp licensee that is the camp owner must comply with the 2014 Oregon Fire Code.

(2) **WRITTEN NOTIFICATION:**

- (a) At least once per year, written notification must be provided to the fire department or fire authority serving the camp, concerning the camp's operation period and including a copy of the camp's emergency plan. Any suggestions from the fire department or fire authority should be considered for addition to the emergency plan.
- (b) For camps located outside of an established fire district, the camp must have an agreement or contract with a fire protection agency agreeing to provide fire protection services.

(3) **EMERGENCY PLAN:**

- (a) The camp license holder must have a written plan for dealing with fire emergencies. The plan must ensure camper security, notifying emergency fire-fighting resources, and staff duties and responsibilities.
- (b) The fire emergency plan must be communicated to campers within the first 24 hours of overnight occupancy.

(4) **STAFF TRAINING:**

- (a) Staff employed by the landlord must be instructed and periodically drilled on the use of the emergency equipment and procedures to follow for notifying emergency personnel.
- (b) The camp operator for contract and rental groups must be provided with and oriented to the fire emergency plan.

(5) **NON-PERMANENT SLEEPING AREAS.** A camp must have firefighting equipment available near sleeping areas that are non-permanent in nature, having no electricity, water, or wood stoves. Such non-permanent sleeping areas are areas using tents, provided camping spaces, and other temporary structures, including open-air structures.

(6) **PERMANENT BUILDINGS.** Permanent buildings within the organizational camp that are accessible to entry by the campers must meet the requirements of the 2014 Oregon Fire Code.

- (a) Buildings shall have properly located and maintained emergency exits as required by fire code.
- (b) Where wood burning stoves or other combustible fuel heating devices are used in sleeping quarters, a carbon monoxide detector must be provided, properly located, and maintained in compliance with OAR 837-047-0100 through 837-047-0170.

- (c) Smoke detectors in good working order must be provided, properly located, and maintained in compliance with OAR 837-045-0040 through 837-045-0065 in all buildings used for sleeping by camp participants or staff.
- (d) Fire extinguishers must be provided and located as required by the 2014 Oregon Fire Code.
- (e) Fire escape plans and routes must be communicated to campers within the first 24 hours of overnight occupancy.

333-030-0125 Chemical and Physical Hazards

- (1) Cleaning equipment and supplies, all insecticides, chemicals, paints, flammable liquids, and other hazardous substances must be stored isolated from campers and 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 or under the supervision of trained personnel.
- (2) All hazardous substances must be clearly labeled or stored in the original container. When not in use, all hazardous materials must be stored according to the applicable requirements specified below:
 - (a) In a secured storage area or unit;
 - (b) As required by OAR 333-030-0070(5); or
 - (c) As required by OAR 333-150-0000, Food Sanitation Rules, for food preparation areas.
- (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 operator 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 flammable and combustible liquids must be clearly labeled, stored and dispensed in accordance with OAR 837-020-0025 through 837-020-0085 and the 2014 Oregon Fire Code.

333-030-0130 Variance

- (1) A license applicant, licensee or contracted renter may apply to the Division in writing for a variance from a requirement in OAR 333-030-0015 through 333-030-0125. In order to qualify for a variance an applicant or licensee must demonstrate, to the satisfaction of the Division, that:
 - (a) Strict compliance with the rule would be highly burdensome or impractical due to special conditions or cause;
 - (b) The public or private interest in granting the variance clearly outweighs the interest of the application of uniform rules; and
 - (c) Alternative measures, if applicable, provide adequate public health and safety protection for camp participants.
- (2) A variance may only be granted by the Division and not by a LPHA.

Organizational Camp Accident / Fatality Report



This report must be completed for any accident requiring treatment from emergency medical services (911) or any fatality involving an organizational camp program. It is the responsibility of the camp operator to submit the completed form to the Oregon Health Authority within 24 hours, if possible.

Communicable diseases are to be reported to the county health department communicable disease program.

**Oregon Health Authority
Public Health Division
Organizational Camp Program
800 NE Oregon Street, Suite 640
Portland, Oregon 97232
Phone: (971) 673-0977 Fax: (971) 673-0457**

Date of Incident:	Time:
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Accident ID # <small>YY - MM - DD - Accession #</small>
<small>Official Use Only</small>

Victim Information – Please do not identify the victim by name. If there are multiple victims create a unique identifier for each victim.

Unique Identifier:	Victim's Residence City:	State:	Zip Code:
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SEX: <input type="checkbox"/> M <input type="checkbox"/> F	Age of Victim:(yrs)	<input type="checkbox"/> Fatal <input type="checkbox"/> Non-Fatal	Camper <input type="checkbox"/> Staff <input type="checkbox"/>
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Area of the Body Injured: (Check all that Apply) <input type="checkbox"/> Head <input type="checkbox"/> Trunk <input type="checkbox"/> Arm / Hand / Finger <input type="checkbox"/> Leg / Foot / Toe <input type="checkbox"/> Other (Specify)	Type of Injury: (Check all that Apply) <input type="checkbox"/> Abrasion or Contusion <input type="checkbox"/> Strain or Sprain <input type="checkbox"/> Concussion <input type="checkbox"/> Fracture <input type="checkbox"/> Diabetic Emergency <input type="checkbox"/> Laceration <input type="checkbox"/> Allergy / Asthma Reaction <input type="checkbox"/> Burn <input type="checkbox"/> Other (Specify)
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Treatment Required: (Check all that Apply)			
<input type="checkbox"/> No Treatment	<input type="checkbox"/> First Aid	<input type="checkbox"/> CPR (<input type="checkbox"/> Manual <input type="checkbox"/> AED <input type="checkbox"/> Oxygen)	
<input type="checkbox"/> Doctor's Office/Emergency Room		<input type="checkbox"/> Admitted to Hospital	
<input type="checkbox"/> Other (Specify)			

Camp Information	Camp License #
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Name of Camp:

Address:

City:	State:	Zip Code:
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Contact Person:	Position:	Phone:
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Was the activity causing the injury supervised? <input type="checkbox"/> Yes <input type="checkbox"/> No	The supervision was provided by: Trained Camp Staff <input type="checkbox"/> Untrained or Volunteer <input type="checkbox"/>
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Location of accident: <ul style="list-style-type: none"><input type="checkbox"/> Campsite / Cabin<input type="checkbox"/> Dining Hall / Food Service<input type="checkbox"/> Waterfront *<input type="checkbox"/> Canoeing / Boating<input type="checkbox"/> Target Sports<input type="checkbox"/> Horseback Riding<input type="checkbox"/> Ropes Course<input type="checkbox"/> Arts & Crafts<input type="checkbox"/> Hiking Trail<input type="checkbox"/> Off-site activity: _____<input type="checkbox"/> Other: _____ <p>* For swimming pool /spa incidents please use the Public Swimming Pool Accident Report form.</p>	Cause of injury or fatality: (Check all that apply) <ul style="list-style-type: none"><input type="checkbox"/> Horseplay<input type="checkbox"/> Improper Use of Equipment<input type="checkbox"/> Poor / No Supervision<input type="checkbox"/> Equipment Failure<input type="checkbox"/> Activity Area Design<input type="checkbox"/> Lack of Safety Equipment<input type="checkbox"/> Non-use or Improper Use of Safety Equipment<input type="checkbox"/> Drug / Alcohol Use or Abuse<input type="checkbox"/> Use of chemicals, paint, cleaning supplies<input type="checkbox"/> Weather<input type="checkbox"/> Other (describe)
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Were Others Injured: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Describe what happened: (Please be legible)
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Name & Position:	Signature:	Date:
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