

*Laws and Regulations  
Relating to*

# **ORGANIZED CAMPS**



**2011**

**County of San Bernardino**

**Environmental Health Services  
Organized Camp Program**



County of San Bernardino

# Environmental Health Services

Excerpts from the  
California Health and Safety Code  
And  
California Code of Regulations



COUNTY OF SAN BERNARDINO  
**Environmental Health Services**  
DEPARTMENT OF PUBLIC HEALTH



This excerpt is for informational purposes only and intended to assist the operator, maintenance person, or owner in the operations and maintenance of an organized camp facility in the County of San Bernardino. Should the reader want assurance that the referenced material is current the codes should be referred to directly. Reference materials used in the development of this booklet include the California Health and Safety Code, California Code of Regulations, California Fire Code, and California Building Code.

Adapted from

**2008**

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# CALIFORNIA HEALTH AND SAFETY CODE

## DIVISION 13, PART 2.3, CAMPS

### Sections 18897 - 18897.7.

18897. Organized camp.

18898.1. Camper.

18897.2. Minimum standards for organized camps; enforcement of building standards; rules and regulations.

18897.3. Minimum fire safety regulations; building standards.

18897.4. Enforcement by local health officer.

18898.5. Enforcement of building standards and regulations relating to fire safety.

18897.6. Regulation of camps by state agencies.

18897.7. Violations; misdemeanor.

### **18897. Organized camp.**

(a) “Organized camp” means a site with program and facilities established for the primary purposes of providing an outdoor group living experience with social, spiritual, educational, or recreational objectives, for five days or more during one or more seasons of the year.

(b) The term “organized camp” does not include a motel, tourist camp, trailer park, resort, hunting camp, auto court, labor camp, penal or correctional camp nor does it include a child care institution or home-finding agency.

(c) The term “organized camp” also does not include any charitable or recreational organization which complies with the rules and regulations for recreational trailer parks provided for by subdivision (b) of Section 18301.

### **18897.1.**

“Camper” means any person in an organized camp on a fee or nonfee basis who is a participant in the regular program and training of an organized camp, and who may take on duties relating to such program and training.

**18897.2. Minimum standards for organized camps; enforcement of building standards; rules and regulations.**

(a) Except as provided in Section 18930, the State Director of Public Health shall adopt, in accordance with the provisions of Chapter 3.5 (commencing with Section 11340) Part 2 of Division 3 of Title 2 of the Government code, such rules and regulations establishing minimum standards for organized camps and regulating the operation of organized camps as the director determines are necessary to protect the health and safety of the campers. The State Director of Public Health shall adopt and submit building standards for approval pursuant to Chapter 4 (commencing with Section 18935) of Part 2.5 for the purposes described in this section. The State Department of Public Health shall enforce building standards published in the State Building Standards Code relating to organized camps and such other rules and regulations adopted by such director pursuant to the provisions of this section as such director determines are necessary to protect the health and safety of camps. In adopting building standards for approval pursuant to Chapter 4 (commencing with Section 18935) of Part 2.5 and in adopting such other rules and regulations pursuant to the provisions of this section, the State Director of Public Health shall consider the Resident Camp Standards of the American Camping Association.

(b) The Director of Public Health shall, on or before January 1, 1981, adopt and submit building standards for approval pursuant to Chapter 4 (commencing with Section 18935) of Part 2.5 and shall, on or before January 1, 1981, adopt such other rules and regulations pursuant to the provisions of this section establishing minimum standards for intermittent short-term organized camps operated by a city or a county as the director deems necessary to protect the health and safety of campers. For the purposes of this subdivision, “intermittent short-term organized camps” means a site for camping by any group of people for a period of not more than 72 consecutive hours for such group.

**18897.3. Minimum fire safety regulations; building standards.**

Except as provided in Section 18930, the State Fire Marshal shall adopt minimum fire safety regulations for organized camps in accordance with the provisions of Chapter 3.5 (commencing with Section 11340) of Part 1 of



Division 3 of Title 2 of the Government Code. The State Fire Marshal shall adopt and submit building standards for approval pursuant to Chapter 4 (commencing with Section 18935 of Part 2.5 of this division for the purposes described in this section.

**18897.4. Enforcement by local health officer.**

Every local health officer shall enforce within his jurisdiction the building standards published in the State Building Code relating to organized camps and the other rules and regulations adopted by the State Director of Public Health pursuant to Section 18897.2.

**18897.5. Enforcement of building standards and regulations relating to fire safety.**

The building standards published in the State Building Standards Code relating to fire and panic safety and the other regulations adopted by the State Fire Marshal pursuant to Section 18897.3 shall be enforced in the same manner as is prescribed by Sections 13145, 13146, and 13146.5 of this code for the enforcement of building standards published in the State Building Standards Code relating to fire and panic safety and the other regulations that have been formally adopted by the State Fire Marshal for the prevention of fire or for the protection of life and property against fire or panic.

**18897.6. Regulation of camps by state agencies.**

Organized camps shall not be subject to regulation by any state agency other than the State Department of Public Health, California regional water quality control boards, the State Water Resources Control Board, and the State Fire Marshal; provided, that this section shall not affect the authority of the Department of Industrial Relations to regulate the wages or hours of employees of organized camps and this section shall not be construed to limit the application of building standards published in the State Building Standards Code to structures in organized camps.

**18897.7. Violations; misdemeanor.**

No organized camp shall be operated in this state unless each site or location in which the camp operates satisfies the minimum standards for organized camps prescribed in building standards published in the State

Building Standards Code relating to organized camps, and in other rules and regulations adopted by the State Director of Public Health and the State fire Marshal. Any violation of this section or of any building standard published in the State Building Standards Code relating to organized camps or any other rule for regulation adopted pursuant to Section 18897.2 or 18897.3 in the operation of organized camps is a misdemeanor.

# **SUPPLEMENT AND GUIDE TO THE DEFINITION OF AN “ORGANIZED CAMP”**

“Organized camp” (as defined in Section 18897) means a site with program and facilities established for the primary purpose of providing an outdoor group living experience with social, spiritual, educational, or recreational objectives for five days or more during one or more seasons of the year.

The criteria to be used in identifying an organized camp are as follows:

1. Camp is located on a permanent site.
2. Camp has a well defined program of organized, supervised activities in which campers are required to participate.
3. There is present at the camp a qualified program director and a staff adequate to carry out the program.
4. A major portion of daily program activities are out of doors.
5. Establishments which rent or lease facilities on an individual, family or group basis for the principal purpose of sporting or other unorganized recreational activities should not be considered an organized camp.
6. Camps operated by organizations such as the Y.M.C.A., Y.W.C.A., Girl Scouts of America, Boy Scouts of America, Camp Fire, Salvation Army, etc. are true prototypes of organized camps. Membership in one of the following organizations is indicative of status as an organized camp:
  - a. The American Camping Association, or
  - b. The Christian Camping International, or
  - c. The Western Association of Independent Camps, or
  - d. The Association for Environmental and Outdoor Education Inc., or
  - e. Other similar camping associations.

# ORGANIZED CAMPS

## CALIFORNIA CODE OF REGULATIONS

### TITLE 17, SECTIONS 30700-30752

#### **30700. Definitions.**

(a) “Aquatics Supervisor” means a person who provides supervision to the aquatic facility, staff and program of the camp meeting the requirements of Section 30741(d)(1).

(b) “Camp” means an organized camp as defined in Health and Safety Code, section 18897 and does not include facilities, programs and arrangements listed in Health and Safety Code, section 1596.792.

(c) “Counselor” means a person who is directly involved with camp program activities and camper supervision meeting the requirements of Section 30751 (b) and (c).

(d) “Director” means a person who is responsible for day-to-day decision making and supervision of the camp program and staff meeting the requirements of Section 30751 (a).

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

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

(g) “Site Operator” means an individual, partnership, joint venture, or organization that owns, leases, or rents an organized camp site.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

### **30701. Limitation of Scope.**

The minimum standards pertaining to physical facilities set forth in this subchapter shall not apply to camping activities carried out:

(a) In locations away from the main living and housing areas of the camp and where primitive living conditions, that is, conditions lacking service facilities such as water, sewage, bathing, food, or housing, are an inherent part of the planned activity; or

(b) Where government regulated campgrounds, beaches, or parks are utilized that have the equivalent physical facilities as those required by this subchapter.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

### **30702. General Camp Safety Requirements.**

The camp and established trails, shall be in an area properly drained and free or protected from natural or man-made hazards, such as mine pits, quarries, and high-speed roads, or large numbers of insects and venomous snakes. Poison oak shall be controlled. Excessive dust that may be injurious to health and safety in the main living and housing areas of the camp shall be prevented by suitable means.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

### **30703. Notice of Intention to Operate.**

(a) At least 30 days prior to the operation of any camp in any calendar year, written notice shall be sent by the site operator to the local health officer of the city, county, or city and county in which the camp is located, setting forth the name, location and mailing address of the person or agency that owns the camp, the name and address of the person or agency proposing to operate the camp and the proposed dates of occupancy

during that calendar year. Camps which operate year-round shall provide only an initial notice of operation.

(b) Written notice shall be sent to the local health officer at least 30 days prior to:

- (1) Construction of any new camp,
- (2) Any major expansion of physical facilities or
- (3) Any changes to items of information required in (a) above.

(c) The local health officer shall acknowledge receipt in writing, within seven days, of said notices and shall, at the same time, send a copy to the State Fire Marshal.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

#### **30704. Requirements for Camps.**

On an annual basis and at change of ownership the site operator shall submit to the local health officer:

(a) A written verification that the camp is accredited by the American Camp Association, (formerly the American Camping Association)

or:

(b) (1) A written description of operating procedures that describes the program of organized and supervised activities of the camp in the following areas:

- (A) Supervisor qualifications and training
- (B) Staff skill verification criteria and process
- (C) Participant eligibility requirements (if any)
- (D) Staff-to-participant supervision ratios
- (E) Equipment needed
- (F) Safety procedures

(G) Emergency procedures specific to location

(H) Environmental hazards

(I) Access and equipment control

(J) Equipment and maintenance repair

(b) (2) An accepted reference for these operating procedures are the following chapters of the Accreditation Standards for Camp Programs and Services (2007 Edition) published by the American Camp Association, Martinsville, Indiana, identified as:

(A) PD – Program - Design and Activities

(B) PA - Program - Aquatics

(C) PC – Program – Adventure/challenge

(D) PH - Program – Horseback Riding

(E) PT - Program – Trip and Travel

(c) A written statement by the Director that the Director has reviewed the criminal history record check and voluntary disclosure statement as described in section 30751 for all individuals for which it is required by section 30751(a), and documentation of the criminal history record check of the Director.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

## **Article 2. Utilities**

### **30710. Water Supply.**

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

- (b) The water supply system shall conform to the following:
- (1) Water wells shall be constructed in accordance with the requirements of California Bulletin 74-81, Well Water Standards, Chapter II and Appendices A, B, C (December 1981) and California Bulletin 74-90 (June 1991), Well Water Standards published by the Department of Water Resources, State of California Resources Agency.
  - (2) Springs shall meet the following requirements:
    - (A) Use of a spring as a potable water source shall not be permitted if it is located on the side of or at the foot of a hill where cesspools, privies, sewers, or other sources of contamination would be located above the spring and in the path of the groundwater flow toward the spring. In no case shall a spring be used if it is located closer than 200 feet to an upstream potential source of contamination.
    - (B) Springs used as a potable water source shall be developed with a tight box or enclosure including a watertight cover with no openings that will permit entrance of surface waters, windblown dusts or small animals.
  - (3) No stream sources for potable water shall be used without treatment.
  - (4) Water supply, quality, monitoring, storage, and distribution shall comply with the requirements of the California Safe Drinking Water Act, Health and Safety Code, Section 116270, et seq.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

### **30711. Drinking Water.**

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



Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

### **30712. Handwashing Facilities.**

Handwashing facilities shall be provided adjacent to all flush toilets. Single service soap dispensers shall be provided at handwashing facilities, except for those handwashing facilities located in camper housing facilities.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

### **30713. Showers.**

When campers are present for three or more consecutive days and nights, showers shall be provided.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

### **30714. Toilets.**

Toilets shall be provided at the ratio required in Table 4-4, Part 5, Title 24, California Code of Regulations. Pit or chemical toilets may only be used in remote areas where a plumbing system for water distribution is unavailable. Pit or chemical toilets shall be located so as not to endanger water supplies and shall be so constructed as to exclude flies and vermin.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

## **Article 3. Housing**

### **30720. Building Structures.**

(a) Plans and specifications for every building or structure shall be approved by the local health officer prior to start of any construction.

(b) Nothing in this section shall prohibit the State Department of Public Health or local health officer from contracting with the Office of the State Architect of the Department of General Services or any private or other governmental agency for the review of design and performance of inspection of construction of camp buildings and structures, in accordance with the provisions of this section.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

### **30721. Sleeping Accommodations.**

Head-to-head sleeping accommodations shall be prohibited. A minimum space of 18 inches, or a physical barrier, shall be provided between bed units including sleeping bags.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

### **30722. Repair, Safety, Maintenance and Sanitation.**

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

(b) All appliances, equipment, devices, facilities, electrical, mechanical, plumbing, refrigerating and ventilating systems shall be kept in good repair, and shall be maintained in a safe and sanitary condition satisfactory to the local health officer.

(c) When provided, mattresses, mattress covers, blankets, sheets, pillows, and/or sleeping bags shall be maintained sanitary and in good condition. Blankets, sheets, pillows, and/or sleeping bags shall be laundered and/or sanitized prior to issuance to a camper. Mattresses shall be covered with waterproof material or washable covers so as to be easily cleaned and sanitized.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

### **30723. Overhead Electrical Line Construction.**

All overhead electrical lines installed in a camp shall be in accordance with the Public Utilities Commission, General Order No. 95 (January 2006), Rules for Overhead Electrical Line Construction.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

## **Article 4. Food Service Facilities and Operations**

### **30730. Food Service Facilities.**

Food service facilities shall comply with the requirements of the California Retail Food Code, Health and Safety Code, Section 113700, et seq.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

## **Article 5. Solid Waste**

### **30735. Garbage and Refuse.**

All garbage and refuse shall be deposited and stored in fly tight containers, removed and disposed of at a frequency and in a manner satisfactory to the local health officer.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

## **Article 6. Vector Control**

### **30736. Vectors and Pests.**

Every camp shall have a plan and equipment for coping with excessive numbers of flies, mosquitoes and other insects and with rodents. At times

or places where special risk of transmission of disease to humans from insects, rodents or other animals exists, the camp shall institute special measures to protect the campers, under the guidance of the local health officer.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

## **Article 7. Swimming and Bathing**

### **30740. Swimming Facilities.**

All swimming pools, pools, wading pools and special purposes pools which are located in or provided for any camp shall be designed, constructed, maintained, and operated in accordance with the provisions of Article 5, Chapter 5, Part 10, Division 104, of the Health and Safety Code, Sections 116035-116068, and with the applicable provisions of Chapter 20, Division 4, Title 22, and Chapter 31, Part 2, Title 24, Sections 3101B-3137B.2, and Figures 31B-1-31B-5 of the California Code of Regulations.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

### **30741. Lake, Stream, River or Ocean Swimming.**

(a) A plan for the use of any lake, stream, river or the ocean by any camp for swimming or boating shall be:

- (1) Developed and maintained by the Director,
- (2) Submitted to the local health officer prior to use, and
- (3) Implemented in accordance with any special conditions that may be specified in writing by the local health officer to protect health and safety.

(b) Any camp which uses places such as lakes, streams, rivers or the ocean for swimming shall be equipped with at least one lifeboat or equivalent water safety device that is suited to the size, location and use of

the water facility, population of the camp, and dangers inherent to the water facility as determined by the Director of the camp and that shall:

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

(c) No camp shall maintain or use a lake, stream or river unless careful soundings of depth of water and location of eddies and pools and determinations of the presence and nature of dangerous currents, sunken logs, rocks and obstructions in the lake, stream or river have been made and:

- (1) Legible signs indicating in plain letters, the depth of water, the location of pools or eddies, and the presence and direction of currents of water shall be posted at any lake, stream or river used by a camp for camper swimming, and
- (2) The signs shall be visible from the swimming or bathing area during the season when bathing and swimming are permitted.

(d) Lifeguard services equivalent to those defined in Section 116028, Health and Safety Code, shall be provided at any location used for swimming by campers.

- (1) There shall be a designated aquatics supervisor who is at least 18 years of age and who shall possess an American Red Cross Lifeguard Certificate, YMCA Swim Lifesaving Certificate or its equivalent certificate.
- (2) Lifeguard service shall be provided at a ratio of 1 lifeguard for each 25 campers in the water.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

## **Article 8. Supervision**

### **30750. Health Supervision.**

(a) Every camper and each staff member entering camp shall furnish a health history of his or her health status that is completed and signed by the individual camper or staff member, or by the parent or guardian if the camper or staff member is under the age of 18. This history shall be kept on-site as long as the camper or staff member is at camp and shall include the following:

- (1) A description of any health condition requiring medication, treatment, special restriction or consideration while at camp,
- (2) A record of immunizations including date of the last tetanus shot,
- (3) A record of any allergies.

(b) A signed statement by a parent or guardian to seek emergency medical treatment shall be provided for each staff member or camper, except those minors accompanied in camp by a parent or guardian. The local health officer, when necessary for the protection of the health of campers and staff members, may require special inoculations and testing for each camper and staff member entering camp.

(c) There shall be a full-time adult Health Supervisor charged with health supervision at the camp when campers are present.

(d) Health screening shall be conducted under the supervision of the Health Supervisor by qualified staff that meet the requirements of section 30700 (f) for:

- (1) All staff prior to the arrival of campers; and
- (2) All campers under the age of 18 who are unaccompanied by a parent or guardian within 24 hours of arrival at camp.

(e) If a physician is not on site when campers are present, arrangements shall be made for a physician to be available on an on-call basis. An infirmary (tentage or other shelter), with provision for isolating patients, shall be provided. Advance arrangements shall be made for the immediate

removal of seriously sick or injured campers or staff members to a point of adequate medical care, on recommendation of a physician. This subsection shall not apply to intermittent short-term organized camps operating less than 72 hours except when required by the local health officer for the protection of the health of campers and adult supervisors.

(f) A medical logbook shall be maintained by the Health Supervisor which includes at least the following information for each accident, injury or illness:

- (1) Name of the person treated;
- (2) Dosage and intervals of any medication dispensed;
- (3) First aid or medical treatment rendered;
- (4) Name of the person administering the first aid or medical treatment;
- (5) Date and time of treatment; and
- (6) Date parent/guardian notified of accident, illness or injury.

(g) The Health Supervisors or the site operator shall report all occurrences of foodborne illness, suspected foodborne illness, or any other reportable disease as required by California Code of Regulations Title 17, section 2500(b) promptly to the local health officer for the camp location.

(h) All medication brought to a camp by campers that needs to be dispensed by the Health Supervisor or qualified staff that meet the requirements of section 30700 (f) shall be:

- (1) In the original container and labeled in accordance with California Health and Safety Code, Division 104, Part 5, Chapter 6, Article 3, commencing with section 11330, or
- (2) In containers accompanied by specific written dispensing instructions from a parent, legal guardian, or physician licensed pursuant to Division 2 of the Business and Professions Code, and

- (3) Stored in a locked container when unattended by the Health Supervisor.
- (i) A written health care plan developed and maintained by the Health Supervisor shall be used at the camp. The health plan shall include:
  - (1) The responsibilities and authority of the Health Supervisor and other qualified health staff meeting the requirements of section 30700 (f) that provide health care including first aid,
  - (2) The procedures for camp health care and sanitation,
  - (3) A record keeping process,
  - (4) A plan for provision and maintenance of supplies and equipment, and
  - (5) The relationships and agreements with local medical personnel, hospitals, and providers of emergency care and other emergency care providers, and
  - (6) A plan to prevent and control the spread of pandemic flu or other communicable diseases among campers.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

### **30751. General and Safety Supervision.**

(a) When campers are present, every camp shall have a Director at the camp in charge who is at least 25 years of age and has at least two seasons of administrative or supervisory experience in camp activities. The Director shall provide staff for the care, protection, and supervision of the campers. The Director and all camp counselors shall not have direct unsupervised contact with campers without first obtaining a satisfactory criminal history record check from the California Department of Justice, Bureau of Criminal Identification, or U.S. Department of Justice National Sex Offender Public Registry, and a voluntary disclosure statement that contains the same information as standard HR-4 Staff Screening of the Accreditation



Standards for Camp programs and Services, American Camp Association (2007 Edition).

(b) When campers are present, there shall be at least one counselor who is a high school graduate or who is at least 18 years of age, for each 10 campers under 16 years of age.

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

(d) Subsections (b) and (c) shall not apply to intermittent organized short-term camps.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

### **30752. Firearms.**

All firearms and ammunition, when not in use for authorized camp activities, shall be stored in a cabinet designated for this use and locked. The key shall be in the possession of the Director or qualified designee meeting the requirements of section 30751(a).

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

### **30753. Emergency Plan.**

(a) Each camp shall retain on site a written site specific plan, approved by the Director, outlining procedures which deal with the following emergency situations:

- (1) Natural disasters.
- (2) Lost campers.
- (3) Fires.
- (4) Transportation emergencies.
- (5) Severe illnesses and injuries.

- (6) Strangers in camp.
  - (7) Aquatic emergencies as appropriate for the site.
  - (8) Other emergency situations as appropriate for the site.
- (b) The site specific plan shall include procedures for:
- (1) Evacuation of the camp site,
  - (2) Control of vehicular traffic through the camp, and
  - (3) Communication from persons at the site of an emergency to the emergency medical facilities, the nearest fire station, and both administrative and health staff of the camp.
- (c) Camp staff shall be trained in implementation of the procedures set forth in the emergency plan.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.



**CALIFORNIA FIRE CODE**  
**CALIFORNIA CODE OF REGULATIONS**  
**TITLE 19, DIVISION 1,**  
**CHAPTER 1, SUBCHAPTER 1, ARTICLE 3**

3.13. Fire Drills.

(c) Organized camps

- (1) Every organized camp shall institute fire training programs for all employees in the use of all fire extinguishing equipment and methods of evacuation, and shall establish procedures which shall, as far as possible, be followed in the event of fire or any other emergency. If located in a forest area a plan shall be prepared for the evacuation of the camp in case of an approaching forest fire or other emergency.
- (2) Within 24 hours after arrival, every group of persons attending an organized camp shall be made familiar with the method by which the fire alarm may be activated and with the procedures to be followed upon notification of fire.
- (3) At least 1 fire drill shall be held within 24 hours of the commencement of each camping session. Additional drills shall be conducted at least once each week thereafter. When sessions exceed a 7-day period, at least 1 drill shall be held during nighttime sleeping hours.

3.14. Fire Hazard.

No person, including but not limited to the State and its political subdivisions, operating any occupancy subject to these regulations shall permit any fire hazard, as defined in this article, to exist on premises under their control, or fail to take immediate action to abate a fire hazard when requested to do so by the enforcing agency.

Note: “Fire Hazard” as used in these regulations means any condition, arrangement, or act which will increase, or may cause an increase of, the hazard or menace of fire to a greater degree than customarily recognized as normal by persons in the public service of preventing, suppressing or extinguishing fire; or which may obstruct, delay, or hinder, or may become the cause of obstruction, delay or hindrance to the prevention, suppression, or extinguishment of fire.



**CALIFORNIA BUILDING CODE**  
**CALIFORNIA CODE OF REGULATIONS**  
**CHAPTER 4A, DIVISION IV, SECTION 431A**

Requirements for Group C Occupancies

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**STATE BUILDING STANDARDS CODE**  
**CCR, TITLE 24, PART 5**

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(1) Joint Adoption by Department of Health Services and State Fire Marshal.

(2) Adopted solely by State Fire Marshal.

(3) Adopted solely by Department of Health Services.

## **431A.1 Group C Occupancies Defined.**

**431A.1.1** For the purposes of these regulations, Group C Occupancies shall mean “organized camps” as defined in Section 18897, Health and Safety Code.

**431A.1.1.1** An organized camp is a site with programs and facilities established for the primary purpose of providing an outdoor group living experience with social, spiritual, educational or recreational objectives, for five days or more during one or more seasons of the year.

**431A.1.1.2** The term “organized camp” does not include a motel, tourist camp, trailer park, resort, hunting camp, auto court, labor camp, penal or correctional camp, child-care institution or home-agency nor does it include any charitable or recreational organization which complies with the rules and regulations for recreational trailer parks provided for by Section 18301 (b), Health and Safety Code.

**431A.1.2 Tents and tent structures.** For the purpose of this chapter, a tent or tent structure is defined as any shelter of which 25 per- cent or more of the walls or roof, or both, are constructed of, or covered or protected by; a canvas or any other fabric material.

**431A.2 Purpose and Intent.** The provisions of this section are established to provide fire and life safety in organized camps, but at the same time preserve the basic concept of outdoor living. It is the intent of this section that organized camps shall be considered as a separate and distinct occupancy.

## **431A.3 Basic Building and Structures.**

**431A.3.1** Every building or structure shall be classified into the occupancy group they most nearly resemble and be constructed in accordance with appropriate occupancy requirements specified in this part.

### **EXCEPTIONS:**

1. Tents, tent structures, and buildings and structures that do not exceed 25 feet (7620 mm) in any lateral dimension and where such building or structure is not more than one story.

2. For fire safety, buildings or structures on the premises of an organized camp which are used for sleeping purposes, regardless of their similarity to other Occupancy groups, shall conform to the provisions of Sections 431 A.4, 431 A. 5, 431 A. 6 and 431 A. 7.
3. For fire safety, buildings and structures which are not used for sleeping purposes shall conform to the provisions of Section 431A.7, which shall supersede any similar provisions contained in this part.

**431A.3.2** The living shelter, whether building, structure, tent and tent structure, or cabin, shall provide a minimum of 30 square feet (2.8 m<sup>2</sup>), of superficial floor area per person for single-tier bed units, and 20 square feet (1.9 m<sup>2</sup>) of superficial floor area per person for two tier bed units. More than two tiers per bed unit are prohibited. There shall be at least 3 feet (914 mm) of lateral distance between beds.

EXCEPTION: Intermittent short-term organized camps are not required to provide shelter facilities but, if provided, they shall comply with this section.

#### **431A.4 General.**

**431A.4.1** Buildings and structures used or intended for sleeping purposes which do not exceed any one of the limitations set forth below shall conform to the provisions of Sections 431A.5 and 431A.7.

1. One story in height.
2. Twenty-five feet (7620 mm) in any lateral dimension.

EXCEPTION: This provision shall not apply to buildings or structures conforming to construction provisions of this section in effect prior to January 1, 1985.

3. Maximum housing of 12 persons.

**431A.4.2** Buildings and structures used or intended for sleeping purposes, including those so used in whole or in part by staff personnel, and which

exceed any one of the limitations set forth in Section 431 A.4.1, shall conform to the provisions of Sections 431A.5 and 431A.7.

EXCEPTION: Buildings or structures used exclusively for living and sleeping purposes by resident custodial or caretaker personnel only may be constructed in accordance with the provisions of these regulations for a Group R, Division 3 Occupancy.

## **431A.5 Special Buildings, Tents and Tent Structures.**

### **431A.5.1 Special buildings.**

In addition to the provisions of Section 431A.7, special buildings conforming to the limitations specified in Section 431A.4.1 shall conform to the following:

1. The flame-spread end point rating of all interior finish materials shall not exceed 200 as determined by Standard Test Method No. 723, Underwriters Laboratories.
2. Every room or area housing more than eight persons shall be provided with not less than two approved exits, each of which shall be direct to the exterior and shall not be less than 32 inches (813 mm) in clear width and 6 feet 8 inches (2032 mm) in height. Rooms or areas housing eight or less persons shall be provided with at least one such exit direct to the exterior.
3. Every exit door shall be openable from the inside without the use of any key, special knowledge or effort.
4. Exit doors need not be hung to swing in the direction of exit travel.

Where exit doors are hung to swing in the direction of exit travel, a landing conforming to the provisions of Section 1003.3.1.7 shall be provided.

5. When the distance (measured vertically) between the ground level and the floor level exceeds 8 inches (203 mm), a stairway from each exit shall be provided. Steps shall have a rise of not more than 8



inches (203 mm) and a run of not less than 9 inches (229 mm). Such stairway shall be at least as wide as the door it serves.

EXCEPTION: In lieu of a stairway, a ramp having a slope of not more than 1 foot (305 mm) of rise for each 8 feet (2438mm) of run may be provided.

6. When the floor level at any door opening of any building or structure is more than 30 inches (762 mm) above the adjacent ground level, handrails or guardrails shall be provided on the landing, balcony or porch, and on every stairway or ramp to ground level.
7. Buildings and structures or groups of buildings and structures shall be separated from each other by not less than 10 feet (3048 mm). This section shall not apply to existing buildings and structures of existing Group C Occupancies.

#### **431A.5.2 Tents and tent structures.**

In addition to the provisions of Section 431A.7, tents and tent structures, or groups thereof, shall conform to the provisions of Section 431A.5, except as follows:

1. Regardless of any other provisions of this section, heating of tents and tent structures shall be prohibited unless written permission is obtained from the state fire marshal.
2. All canvas or other fabric material shall be treated and maintained in flame-retardant condition. EXCEPTIONS: 1. Tents in existence prior to January 1, 1979, provided the following conditions are met:
  - 1.1 Tents shall not exceed 80 square feet (7.4 m<sup>2</sup>) in area.
  - 1.2 No electrical devices, except flashlights, are installed or used in the tents.
  - 1.3 Tents are not located closer than 30 feet (9144 mm) to any open fire.
  - 1.4 Smoking is prohibited in the tents.

- 1.5 All other applicable provisions of this article are met.
3. Canvas or materials used exclusively to protect windows and similar openings in walls.
4. Canvas or materials used as a windbreak enclosure of not more than three sides and open to the sky.

NOTE: It is not the intent of Section 431A.5.2 that strict adherence to the width and height requirements of exit openings be enforced for exits from tents.

#### **431A.6 Building and Structures for Sleeping.**

Buildings and structures, or portions thereof, used or intended for sleeping purposes and which exceed the height, area or capacity limitations specified in Section 431A.4.1 shall conform to the provisions of this section.

##### **431A.6.1 Area, height and type of construction.**

Buildings and structures, or portions thereof, shall not exceed the limits of area, height and type of construction specified in these regulations for a Group I, Division 2 Occupancy. Such buildings and structures shall not be of less than one-hour fire-resistive construction throughout.

##### **431A.6.2 Location on Property.**

The fire-resistive protection of exterior walls and openings, as determined by location on property, shall be in accordance with the provisions of these regulations for a Group 1, Division 2 Occupancy.

##### **431A.6.3 Exits.**

Stairs, exits and smokeproof enclosures shall be provided in accordance with the provisions of Chapter 10.

##### **431A.6.4 Enclosure of vertical openings.**

Exits shall be enclosed as specified in Chapter 10. Elevator shafts, vent shafts and other vertical openings shall be enclosed and enclosures shall be as set forth in Chapter 7.

##### **431A.6.5 Fire-extinguishing systems.**

Automatic fire-extinguishing systems, standpipes, and basement pipe inlets shall be installed when and as specified in Section 904

#### **421A.6.6 Automatic fire alarm system.**

Every building and structure used or intended for sleeping purposes shall be provided with an automatic smoke-detection system. Such systems shall conform to the Fire Code, and shall be state fire marshal-approved and listed.

EXCEPTION: Buildings and structures in existence and in operation prior to January 1, 1985.

#### **431A.7 Special Requirements.**

The provisions of this section shall apply to the premises and to all buildings and structures of all organized camps.

##### **431A.7.1 Electrical.**

The installation of all electrical wiring shall conform to the applicable provisions of the California Electrical Code.

##### **431A.7.2 Heating equipment.**

Heating equipment, and the installation thereof, shall conform to the provisions of 3102 and the California Mechanical Code.

##### **431A.7.3 Motion picture booths.**

Motion picture machine booths shall conform to the requirements of Section 406.

##### **431A.7.4 Interior finish.**

Interior finish shall conform to the requirements of Chapter 8, except as permitted in Section 431A.5.1, Item 1.

##### **431A.7.5 Heater room openings.**

All exterior openings in rooms containing central heating equipment, low-pressure boilers or water-heating boilers used as part of the heating system, if located below openings in another story, or if less than 10 feet (3048 mm) from other doors or windows of the same building, shall be protected by fire assembly having a three fourths-hour fire-resistive rating. Such fire assemblies shall be fixed, automatic or self-closing.

EXCEPTION: The requirement for three fourths-hour fire assembly protection of openings may be deleted if the entire room is protected by an automatic sprinkler system conforming to the provisions of Section 904.

#### **431A.7.6 Heating rooms.**

Every room containing central-heating equipment, low-pressure boiler or water-heating boiler used as part of the heating system shall be separated from the rest of the building by a one-hour fire-resistive occupancy separation with all openings protected as set forth in Table 5-A.

#### EXCEPTIONS:

1. Boilers or central heating plants where the largest piece of fuel equipment does not exceed 460,000 Btu per hour (135 kW) input.

2. When any such opening is protected by a pair of fire doors, the inactive leaf shall be normally secured in the closed position and shall be openable only by use of a tool. An astragal shall be provided and the active leaf shall be self-closing.

#### **431A.7.7 Exits.**

For purposes of determining occupant load for exit requirements, see Section 431A.3.2.

#### **431A.7.8 Liquefied petroleum gas.**

The construction and installation of all tanks, cylinders, equipment and systems used or intended for use in conjunction with any liquefied petroleum gas shall conform to the provisions of the California Mechanical Code and the Fire Code.

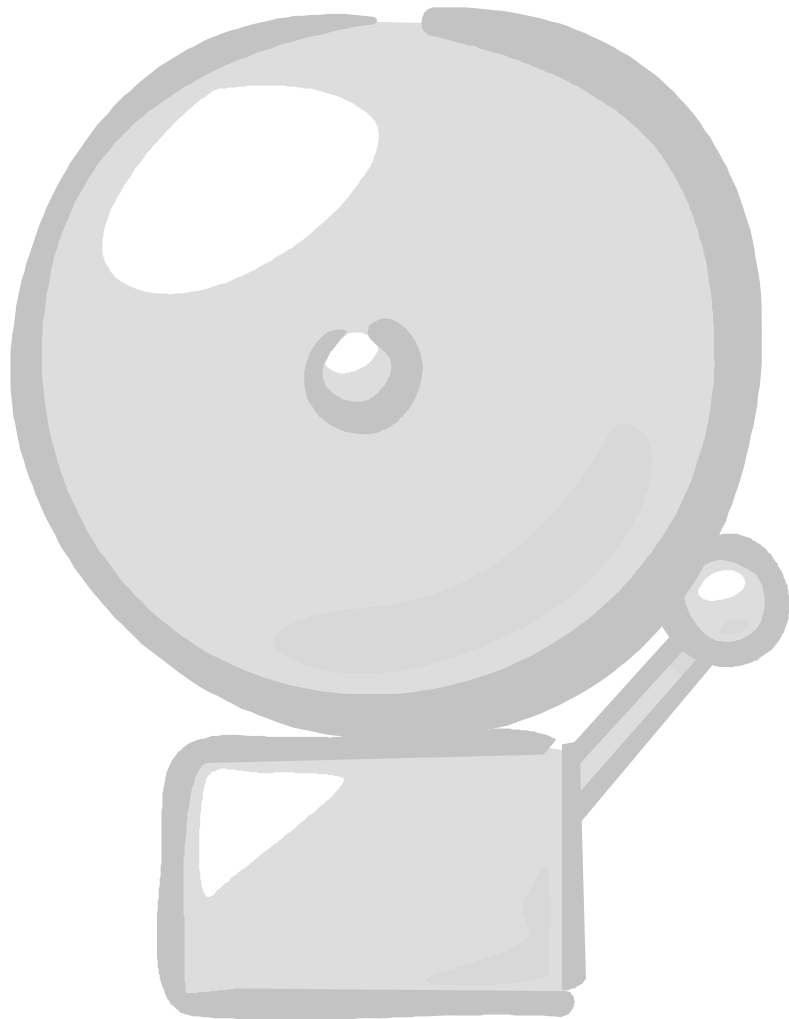
#### **431A.7.9 Air-conditioning and ventilation systems.**

Heating units used as an integral part of an air-conditioning and ventilation system shall be installed in accordance with Sections 431A.7.2, 431A.7.3 and 431A.7.6.

#### **431A.8 Camp Fire Alarm.**

Every organized camp shall provide and maintain a device or devices suitable for sounding a fire alarm. Such device or devices may be of any type acceptable to the enforcing agency provided they are distinctive in

tone from all other signaling devices or systems and shall be audible throughout the camp premises. When an automatic fire alarm system is provided, as required by Section 431A.6.6, all signaling devices required by this section shall be of the same type as that used in the automatic system.



# STATE BUILDING STANDARDS CODE

## CCR, TITLE 24

### **2-1308. Handwashing Facilities.**

Handwashing facilities shall be located adjacent to toilets.

### **2-1309. Water Closets.**

Water closets, slop sinks, and lavatory fixtures shall not be enclosed unless ventilation is provided to prevent condensation. Wood floor or wall surfaces shall be made nonabsorbent with light-colored paint.

### **2-1333. Existing Group C Occupancies.**

Existing buildings and structures housing existing Group C Occupancies established prior to the effective date of these regulations may have their use continued if they conform or are made to conform, to the provisions of these regulations to the extent that life safety against the hazards of fire, explosion, and panic is substantially provided. Provisions such as, but not limited to, additional means of egress, the installation of automatic sprinkler systems, area separations, or automatic fire alarm systems, may be required to provide life safety from fire.

NOTE: It is the intent of this section that every existing occupancy need not mandatorily conform or be made to conform with the requirements for new construction. Reasonable judgment in the application of requirements must be exercised by the enforcing agency.

**TABLE NO. 5-C-4**

Type of Building Or Occupancy	Water Closets (Fixtures per Person)	Urinals (Fixtures per Male)	Lavatories (Fixtures per Person)	Bathtubs or Showers (Fixtures per Person)	Drinking Fountains (Fixtures per Person)
<b>Day Use Public Beaches<sup>1,2</sup></b>	Male – 1-1000 Female – 1-1000 No sex designated 1 1-100 Minimum of 2	May be substituted for up to 2/3 of the water closets required			
<b>Overnight Use Public Beaches<sup>2</sup></b>	1-7.5 campsites <sup>3</sup>	May be substituted for up to 1/3 of the water closets required <sup>3</sup>		1 1-12.5 campsites <sup>4</sup>	
<b>Organized Camps</b>	1 1-15 <sup>5</sup>		1 1-15	1 1-15 <sup>6</sup>	Minimum 1 per camp

- Toilets shall be located in accordance with actual use patterns on the beach. The reasonable intent of the toilet requirement is that it should apply on the basis of average daily use during period of peak use. The Health Officer may determine how many days the population standard may be exceeded.
- Laundry facilities are not required, but if they are provided, must be a minimum of two laundry trays or a washing machine.
- Toilet facilities shall not be farther than 400 feet from any lot or campsite.
- Showers are not required, but if provided, they shall be provided on the indicated ratio. Outdoor rinse-off showers may be cold water only.
- Toilets shall be located within 300 feet from the living accommodations they serve.
- Showers shall be provided in the living area or in a centrally located structure.

**EXCEPTION:** Intermittent short-term organized camps are not required to provide shower facilities, but if provided, they shall comply with this part.

### **5-906. Drinking Fountains.**

(a) Drinking Fountains. Drinking fountains shall be installed and so regulated that water extending at least 2 inches from the water orifice shall be constantly available. The orifice shall not be accessible to the mouth of the drinker nor subject to immersion.

## **ARTICLE 3. ORGANIZED CAMPS**

### **8-300. Building Structures.**

(a) Plans and specifications shall be approved by the local enforcing agency prior to start of any construction.

(b) Every building or structure shall be designed and constructed in accordance with the California Building Code, Part 2, Title 24, California Code of Regulations and Section 19150 of the Health and Safety Code.

(c) Every building or structure shall be inspected during its construction. Upon completion of construction, the person, firm or corporation responsible for its design, shall certify in writing to the local enforcing agency that the building or structure was, in fact, constructed in accordance with the approved plans and specifications therefor.

(d) Nothing in this section shall prohibit the Department of Health Services or local enforcing agency, from contracting with the Office of the State Architect of the Department of General Services or any private or other governmental agency for the review of design and performance of inspection of construction of camp buildings and structures, in accordance with the provisions of this section.

Authority: Health & Safety Code Sections 208 and 18897.2.

Reference: Health & Safety Code Sections 18897.2 and 18944(a).

### **HISTORY:**

1. Amendment filed 3-5-71; effective thirtieth day thereafter. Approved by State Building Standards Commission 2-26-71 (Register 71, No. 10).



2. Amendment filed 11-28-80; effective thirtieth day thereafter (Register 80, No. 48).
3. Amendment filed 4-28-86; effective thirtieth day thereafter (Register 86, No. 18).

## **CALIFORNIA FIRE CODE**

### **CALIFORNIA CODE OF REGULATIONS**

#### **Section 1007.2.13**

#### **1007.2.13 (For SFM) Group C Occupancies.**

Every building and structure used or intended for sleeping purposes shall be provided with an automatic smoke-detector system.

EXCEPTIONS: Buildings and structures in existence and in operation prior to January 11, 1985.

# Camp Food Workers

**Did you know that you need a Food Worker Card if you're handling food at a Camp?**

Visit the Environmental Health Services website at:

[ehs.sbcounty.gov](http://ehs.sbcounty.gov)

Here you will find the **Food Workers Class for Camps**. After you view the class and successfully answer each review question, you will be allowed to print a certificate. Post this certificate for inspectors to review. The certificate is valid for up to two weeks.

If you will be handling food for more than two weeks, you will be required to take the complete Food Worker Class and obtain a Certified Food Worker Card.

800-442-2283





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