

URJ Camps Pre-Summer Health and Safety Checklist 2015

Routine Procedures

- Have you read and reviewed with senior camp staff the safety and security manual and job descriptions?
- Has your security officer developed an orientation, supervision and evaluation plan for the security guards to ensure they understand and fulfill their duties?
- Has the security officer prepared, or understands that they are required to prepare, the following reports: Readiness Report, Security team mid-summer inspection, Incident Reports, Summary Report (evaluation and recommendations)
- Have you completed and do you have on file background checks for anyone in residence who will be working with campers?
- Has a vehicle and driver safety orientation been conducted for all drivers in every camp vehicle, have all vehicles been inspected and have driver safety instructions been placed inside all vehicles?

Emergency Procedures

- Have you reviewed with your Head of Maintenance the emergency response plan for various emergency scenarios, and clarified their role?
- Have you held an in-person meeting with local law enforcement, to review emergency response plans, and provide them with a facilities map, session calendar, and other essential documents?
- Have you scheduled time with senior supervisors for emergency situation scenario exercises?
- Have you built into your staff orientation appropriate time for emergency preparedness training and drills?
- Have you built into your staff orientation training for your staff to identify strangers in camp and direct them to register as visitors, and how to respond to unidentified packages and changes in conditions?
- Do you have medical forms and emergency contact information for all campers, staff and others in residence available in a remote location or in a travel-ready format?
- Has key staff been given CPR instruction?
- Have you reviewed with office staff visitor procedures, package and mail procedure, emergency communications plan, bomb threat procedures and other relevant protocols?
- Are emergency contacts (law enforcement, fire and medical response, URJ offices) displayed publicly in appropriate locations and available for key staff (directors, security officer, security guard)?
- Have all staff who are leaving camp been briefed in out-of-camp protocols, including the proper documentation required for all trips?

Facilities & Equipment

- Have you installed signs requiring that all visitors check in with camp security team and office?
- Are your security gates functioning?
- Is your exterior lighting in working order?
- Are your emergency exit doors unlocked, egress paths clear, and exit sign lighting in order?
- Are emergency lighting in public buildings, camper cabins and in outdoor locations in working order? Fire Extinguishers?
- Have your smoke detector batteries replaced?
- Are all electrical panels accessible and clear of any items within 3 feet?
- Is your public address system and emergency communication system in order? Do you have bullhorns or another battery-operated public communication tool?
- Have AED batteries been inspected and changed if need be?
- Are walkie-talkies or other methods for routine communication in working order?

Has access to waterfront facilities and equipment been secured when not in use? Has appropriate signage been posted as to permitted use of these facilities and equipment? Are pool chlorine monitoring procedures in place?

Workplace Safety

Please review with your staff – have them consider these items with every project to ensure safe working conditions

- Is the task within my abilities?
- Is the task appropriate for me to undertake?
- Do I have the necessary tools and safety apparatus and do I know how to use them?
- Are all the tools in good working order and are all safeties in place?
- Do I have proper personal protective equipment – eye, hearing, head, hand and foot protection? Am I wearing appropriate clothing?
- Is the working surface stable and free of moisture (slick/wet)?
- Have you read the instruction manual for the equipment being used in the contemplated task?
- Can this task result in burns or lacerations (hot water, sharp edges, electricity, slip/fall hazards, etc.)?
- Can this task result in over exertion? From heavy lifting, repetition or too few workers?
- Is there a fall hazard associated with the task? Are there overhead obstructions or interferences?
- Do you know what an MSDS is? Material Safety Data Sheets are in a bound notebook in the Director's Office or other designated location...ask where they are and refer to them regarding any agent to be used.
- If working with electricity – is the power to the circuit de-energized and is there a lockout/tag-out system in place? Are adequate clearances maintained? 3' clear minimum in all directions is required in front of all panel?

Emergency Communications

- Have you reviewed the Crisis Communications Guidelines with your key staff and assigned roles as necessary?
- Are you prepared with a plan for sending emergency communications to the appropriate stakeholders in case of emergency?
- Have you identified who is responsible for coordinating communications during and after an emergency?
- Have multiple people been trained in the systems you will need to use to communicate?
- Have you planned for and tested the systems you will use to communicate in an emergency?
 - Access to a laptop computer with a printer and all necessary software
 - Local (not on the network) access to key files including registration lists and contact information
 - Phone access (in the event landlines are down or cell service is unavailable)
 - Internet access (mobile wireless to be used in the event that primary internet access is down)
 - Alternate power source (to power devices needed for communications)

Camp Director Signature: _____ Camp: _____

Date: _____

Please submit to Director of Camping and Israel Programs by June 12, 2015