

**STATE OF NEW YORK – DEPARTMENT OF HEALTH
INTEROFFICE MEMORANDUM**

TO: City/County Directors of Environmental Health
District Directors

FROM: Michael J. Cambridge, Director
Bureau of Community Environmental Health and Food Protection

SUBJECT: Children's Camps Written Safety Plan Template

DATE: May 20, 2009

For your information, attached is a new Children's Camp Safety Plan template. The template has been designed in an interactive PDF format for use by children's camp operators when new safety plans are required or when existing plans are in need of substantial revision. The use of this template is optional. It has been prepared to assist camp operators in the development of the required safety plans and to standardize the review of safety plans by local health departments.

Activity-specific templates have been prepared as separate appendices to enable camp operators to complete and submit plans for only the activities relevant to their camp. The template contains informational "side bars" that specify sanitary code requirements and highlight guidance to assist operators in establishing and maintaining a safe environment for children. The template addresses only the information necessary for approval but additional information could be added as needed. Once all relevant sections of the template have been completed by the operator and reviewed and approved by your department, the plan will serve as the camp's written safety plan.

All documents will be posted on the Health Information Network (HIN) in the near future for your use. To fully utilize the software features of the PDF format, users will need Adobe Acrobat Reader, Version 8 or higher, which can be downloaded free of charge at www.adobe.com/products/reader.

Please provide any comments regarding the camp safety plan template to Jim Maurer by email at jnm04@health.state.ny.us or fax at (518) 402-7609 by October 15, 2009. Revisions to the safety plan template will be made if needed based on comments received during the 2009 season. The revised document will be posted on the Department's website for the 2010 season. If you have any questions, please contact Tim Shay or Jim Maurer at (518) 402-7600.

Attachment

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