



Notice of Intent to Operate an Organized Camp

INSTRUCTIONS:

If you are a Camp Owner or Operator intending to operate an Organized Camp¹ in San Mateo County for 5 consecutive days or more, you are required to submit a written Notice of Intent to Operate an Organized Camp (NOI) 30 days prior to its operation. This form was developed to help you meet the notification requirements of the NOI. Camp Owners/Permit Owners who rent or lease their camp facilities to Camp Operators must ensure Camp Operators submit their NOI or be subject to violation(s) under their permit.

Please note that 5 consecutive days is onsite during any part of the day, 5 days in a row. (e.g. arriving on Monday and departing on Friday is 5 days).

An NOI must be submitted for each camp where the Camp Director² is different. This is necessary because it is the Camp Director's responsibility to review and provide a written statement attesting to the review of the criminal history record check for all counselors under his/her responsibility. The Camp Operator must also attest to the criminal history record check of each Camp Director.

Complete the form below, attach documentation, and submit to Hgodinez@smcgov.org or San Mateo County EH Organized Camp Program C/O Helen Godinez, 2000 Alameda de las Pulgas, Suite 100, San Mateo, CA 94403.

Payments must be made in person at the Environmental Health Services office, by mail, by phone at (650) 372-6200, or online through the [MyEHS Portal](#).

As required pursuant to California Code of Regulations (CCR) sections 30703 and 30704 this letter provides a 30-day notice to the Department of Environmental Health of the Intent to Operate an Organized Camp.

Camp Owner/Permit Owner: _____

Address: _____

Mailing Address: _____

Camp Operator: _____

Address: _____

Mailing Address: _____

Camp Director: _____

Camp Director's Criminal History Record Check _____

(Include name of background check service used)

Camp Operation Dates: _____

(Attach Camp Operation schedule if necessary)



SAN MATEO COUNTY HEALTH

**ENVIRONMENTAL
HEALTH SERVICES**

Environmental Health Services

Housing Inspection Program

2000 Alameda de las Pulgas, Suite #100

San Mateo, CA 94403

Phone: (650) 372-6200 | Fax: (650) 627-8244

smchealth.org/housing

2. DOCUMENTATION SUBMISSION (attached to this NOI):

As required per CCR sections 30704 and 30751 the following documentation must be submitted to the Dept. of Environmental Health for review as part of your NOI:

- ☐ A written statement by the Camp Operator or Camp Owner that the Camp Director's criminal history record check has been reviewed and is attached to this Notice of Intent (NOI).
- ☐ A written statement by the Director that the Director has reviewed the criminal history record check and voluntary disclosure statement is attached to this Notice of Intent (NOI).
- ☐ Notification the camp is American Camp Association (ACA) accredited _____
(ACA accreditation year and number)

or:

- ☐ If the camp is not ACA accredited, you must include operating procedures that describe the program of organized and supervised activities of the camp in the following areas:
 - ☐ Supervisor qualifications and training
 - ☐ Equipment needed
 - ☐ Staff skill verification criteria and process
 - ☐ Equipment and maintenance repair
 - ☐ Staff-to-participant supervision ratios _____
 - ☐ Safety procedures
 - ☐ Participant eligibility requirements (if any)
 - ☐ Emergency procedures specific to location
 - ☐ Environmental hazards access and equipment control

3. DOCUMENTATION ONSITE:

The following documentation must be either onsite and/or available by the camp owner/permit owner or camp operator. If the documentation is being provided by the camp operator (user group), the camp owner/permit owner must coordinate with the camp operator to ensure all documentation is available during camp operation:

- ☐ Healthcare Plan (CCR 30750)
- ☐ Designated Health Supervisor³ Certifications (CCR 30700)
- ☐ Health History record for staff and campers (Section 30750)
- ☐ Emergency Medical Treatment statement for staff and campers (CCR 30750)
- ☐ Health screening for staff and campers (CCR 30750)
- ☐ On call Physicians Name and Phone Number (CCR 30750)
- ☐ Medical log book maintained by Health Supervisor (CCR 30750)
- ☐ Health Supervisor has verified all counselors trained in first aid and CPR (CCR 30751)



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- ☐ Written Emergency Procedures for (CCR 30753):
 - ☐ Strangers in camp
 - ☐ Natural disasters
 - ☐ Lost camper
 - ☐ Fires
 - ☐ Transportation emergencies
 - ☐ Severe illness and injuries
- ☐ Written Site Specific Emergency Procedures for (CCR 30753):
 - ☐ Evacuation
 - ☐ Control of vehicular traffic
 - ☐ Communications from the site of an emergency to emergency medical facilities, nearest fire station and both administrative and health staff of the camp (CCR 30753)
 - ☐ Background checks for all counselors (CCR 30751)
 - ☐ Counselor to Camper ratio (1:10) verification (CCR 30751)
 - ☐ Food Safety Certifications and Food Handler Cards for kitchen workers (CCR 30730)
 - ☐ Lifeguard Certifications and Lake, Stream, River or Ocean Swimming Plan (CCR 30741)
 - ☐ Vector Control Plan (CCR 30736)

Camp Owner - Print

Camp Owner - Signature

E-mail Address

____/____/____
Date

- ☐ "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.
- ☐ "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).
- ☐ "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.
- ☐ Criminal History Record Check per CCR 30751: 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).