

Camp Indogan Check List for Policy Assurance

In an effort to maintain continuity throughout the sessions, have accurate records for possible inspection by the State, and to ensure safety for staff and campers, directors need to check off the items below after they are completed. Please review procedures on Sunday during your staff meetings and run appropriate drills Sunday or Monday morning. This is essential due to camper safety and possible inspection by the State.

Once your session has ended, please put this form in the packet that was left for you and put the packet upstairs on the desk.

- ___ Reviewed Fire procedures and ran drill with staff and campers.
- ___ Reviewed Tornado/ Severe Weather procedures and ran drill with staff and campers.
- ___ Reviewed Sexual Abuse policy and collected signed certificates from each staff member.
- ___ Reviewed the Sexual Abuse Incident Report.
- ___ Have had Health Forms completed for each camper at registration and put in nurse's cabin.
- ___ Completed closing procedures.

Director's signature _____ Date _____

Session: _____