

# Wisconsin Recreational Facilities FACT SHEET



Documents referenced below, and news and updates are posted at:  
[https://datcp.wi.gov/Pages/Programs\\_Services/RecEdCamp.aspx](https://datcp.wi.gov/Pages/Programs_Services/RecEdCamp.aspx)



Inspection Area	Items to have ready	Document Referenced
Paperwork	✓ Copy of current ATCP 78 (also review periodically)	<a href="#">Wisconsin Legislature: Chapter ATCP 78</a>
	✓ <i>If camp is serving rental groups</i> , written agreements (retain three (3) years)	<a href="#">Reference information for rental groups staying overnight at rec ed camps</a>
	✓ Private well bacteriological & nitrate analysis	
	✓ Proof of least one certified food protection manger	<a href="#">Food Manager Requirements</a>
	✓ Written or electronic proof of notification to local fire and law enforcement officials (annual)	
	✓ Background check threshold policy; reviewed, signed, and dated every three (3) years	
	✓ For each specialized program activity offered, a license, certification, or documented training for adult supervisor	
	✓ Waterfront <ul style="list-style-type: none"> <li>○ Lifeguard and attendant staffing plan</li> <li>○ Lifeguard credentials</li> <li>○ Boating safety for drivers born after January 1, 1989</li> </ul>	<a href="#">Lifeguard Staffing Plan (DFRS-BFRB-044)</a> optional template available
	✓ Challenge course <ul style="list-style-type: none"> <li>○ Inspection report completed within 24 months</li> <li>○ Operational policy &amp; procedures</li> <li>○ Site specific staff training (annual)</li> <li>○ New construction acceptance, validation inspection report</li> </ul>	
✓ Emergency written plans <ul style="list-style-type: none"> <li>○ Visitors, vendors, or contracted services</li> <li>○ Staff firearms</li> </ul>	<a href="#">Emergency Fact Sheets</a> : fire response, flood response, interrupted water supply, power loss, raw sewage response	

<b>Paperwork (cont.)</b>	<ul style="list-style-type: none"> <li>○ Active threats/intruders</li> <li>○ Response to fire</li> <li>○ Severe weather</li> <li>○ Lost camper</li> <li>○ Lost swimmer</li> <li>○ Communicable disease/foodborne illness</li> </ul>	
	✓ Camper sexual abuse prevention training certificates or dated documentation (annual)	
	✓ Medication and treatment documentation in approved bound book format, or via electronic software, or printed from software with date and time stamp	<a href="#">Fact Sheet: What is a bound book?</a>
	✓ Written agreement with consulting physician or practice (annual)	
	✓ Standing orders signed by physician (annual)	
	✓ Camper and adult camp staff health history form	<a href="#">Camper Health History</a> optional template available
	✓ Written procedures and space for temporary isolation of sick/injured campers and staff	
	✓ Health services staff qualifications	<a href="#">Required Emergency Care Courses and Certificates for Recreational Programs Staff</a>
	✓ Written or electronic camper register	
	✓ Copy of forms for any Death, Illness, Injury	<a href="#">Recreational and Educational Camp Death, Injury &amp; Illness Report (DFRS-BFRB-055)</a> optional template available
	✓ <i>If offering primitive camping trips</i> , off-site food safety plan	
	✓ Any variance approvals	

<b>General Property</b>	✓ Ensure exterior hose bibs (backflow prevention) and POWTS covers are maintained properly (locked secure)	
	✓ Display current rec ed camp license	
	✓ Post emergency numbers, including 911 and facility's location near or on camp phone	
	✓ Staffing & supervision ratio	
	✓ Playground equipment is in good repair, note S hooks, sharp points or edges, footings, and protective surfacing	
	✓ <i>Live animal interaction areas if offered</i> provided with hand washing or hand sanitizer	
	✓ Exterior garbage storage is covered and disposed of often enough to prevent odor and attracting pests	
	✓ Elevated surfaces (above 24") are provided with guards	
	✓ Stairs with more than three (3) risers are provided with handrails	

	<ul style="list-style-type: none"> <li>✓ Chemicals, gasoline, and other hazardous substances are securely stored separate from areas occupied by campers</li> </ul>	
<b>Sleeping Quarters</b>	<ul style="list-style-type: none"> <li>✓ Carbon monoxide detector <i>if fuel-burning appliance</i></li> </ul>	
	<ul style="list-style-type: none"> <li>✓ Three (3) feet aisle width for egress</li> </ul>	<a href="#">Consumer Product Safety Commission Bunk Bed Resource</a>
	<ul style="list-style-type: none"> <li>✓ Upper bunk guardrails present</li> </ul>	
	<ul style="list-style-type: none"> <li>✓ <i>When building has a fire alarm panel, maintain documentation the fire alarm system was inspected and tested by a fire alarm system service company (annual)</i></li> </ul>	
	<ul style="list-style-type: none"> <li>✓ Smoke detectors operational</li> </ul>	
	<ul style="list-style-type: none"> <li>✓ Building evacuation diagrams posted in all buildings with 2 or more exit doors</li> </ul>	
	<ul style="list-style-type: none"> <li>✓ When providing linens and/or towels to campers, laundry is available on-site or vendor in place</li> </ul>	
	<ul style="list-style-type: none"> <li>✓ <i>When open air sleeping experiences are offered, individual screening or netting is available upon camper request.</i></li> </ul>	
<b>Waterfront</b>	<ul style="list-style-type: none"> <li>✓ Camp swimming and boating rules and restrictions in aquatic program activity area</li> </ul>	
	<ul style="list-style-type: none"> <li>✓ Rescue boat designated and properly equipped</li> </ul>	
	<ul style="list-style-type: none"> <li>✓ Method of check-in and out for campers</li> </ul>	
	<ul style="list-style-type: none"> <li>✓ Safety equipment within vicinity</li> </ul>	
	<ul style="list-style-type: none"> <li>✓ Docks, life jackets, rafts maintained in good repair</li> </ul>	
<b>Specialized Program Activity Area(s)</b>	<ul style="list-style-type: none"> <li>✓ Archery, firearms, challenge course elements, livestock medications are secured when not in use</li> </ul>	
<b>Restrooms and showers</b>	<ul style="list-style-type: none"> <li>✓ Shower floors anti-slip surface or mat</li> </ul>	
	<ul style="list-style-type: none"> <li>✓ Cleaned and stocked with toilet paper, soap, hand drying at handwash sinks)</li> </ul>	
<b>Health</b>	<ul style="list-style-type: none"> <li>✓ Camp vehicle present</li> </ul>	
	<ul style="list-style-type: none"> <li>✓ First aid kit stocked per standing orders</li> </ul>	
	<ul style="list-style-type: none"> <li>✓ <i>AED if provided</i> maintained in operational condition</li> </ul>	
	<ul style="list-style-type: none"> <li>✓ Camp over-the-counter medications kept on-hand align with standing orders.</li> </ul>	



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