



**COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY**

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ENVIRONMENTAL HEALTH DEPARTMENT

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Notice of Intent (NOI) to Operate an Organized Camp

As required pursuant to California Code of Regulations (CCR) sections 30703 and 30704, this letter notifies the Department of Environmental Health of the intent to operate an organized camp within 30 days as listed below.

Camp Site Address: _____ APN: _____ - _____ - _____

Camp Owner: _____ Phone: _____

Owner's Mailing Address: _____

Owner's Email: _____

Camp Operator: _____ Phone: _____

Operator's Mailing Address: _____

Operator's Email Address: _____ (Use multiple forms if there are multiple operators)

Camp Operation Dates: _____

As required per CCR Sections 30704 and 30751, the following attached documentation is submitted for review:

- Attach a written statement by the Director that they have reviewed the criminal history record check and voluntary disclosure statement for all the required individuals.
- Notification the camp is American Camp Association (ACA) accredited.
If the camp is not ACA accredited, you must include any updated operating procedure that describes the organized and supervised activities of the camp in the following areas:
 - Supervisor qualifications and training
 - Staff skill verification criteria and process
 - Staff-to-participant supervision ratios
 - Participant eligibility requirements (if any)
 - Environmental hazards access and equipment control
 - Equipment needed
 - Equipment and maintenance repair
 - Safety procedures
 - Emergency procedures specific to location
- No changes in operating procedures since NOI was submitted on ____/____/____.

The following documentation is onsite and available by the camp permittee or is being provided by the camp operator:

- Healthcare plan (Section 30750)
- Designated Health Supervisor certifications (Section 30700)
- On call physicians name and phone number (Section 30750)
- Counselors trained in first aid and CPR (Section 30751)
- Written emergency procedures for the following: *Natural disasters, lost camper, transportation emergencies, fires, strangers in camp, aquatic emergencies and severe illness and injuries.*
- Written site specific emergency procedures for the following: *Evacuation, control of vehicular traffic and communications from the site of an emergency to emergency medical facilities, nearest fire station and both administrative and health staff of the camp.* (Section 30753)
- Background checks for all counselors (Section 30751)
- Counselor to camper ratio (1:10) verification (Section 30751)
- Food Safety certifications and Food Handler cards for kitchen workers (Section 30730)
- Lifeguard certifications and lake, stream, river or ocean swimming plan (Section 30741)
- Vector control plan (Section 30736)

Camp Owner's Name (Print)

Camp Owner's Signature

Date