Chapter HFS 175

RECREATIONAL AND EDUCATIONAL CAMPS

HFS 175.01 Authority and purpose. This chapter is promulgated under the authority of ss. 227.11 (2) (a), 250.04 (7) and 254.47 (4), Stats., to prescribe rules for recreational and educational camps for enforcement by the department and agent local health departments to protect public health and safety.

Note: The Department of Health and Family Services strongly recommends that each camp owner or operator implement a comprehensive system of background checks for all persons who apply to be camp staff members and who will have direct, regular contact with campers. The system should include asking the person to self-disclose, in writing, any of the following in their background: pending criminal charges, criminal convictions, governmental findings of abuse or neglect of a child or an adult, or governmental findings of misappropriation of a child’s or an adult’s property. The system should also include conducting background checks from the records maintained by the Wisconsin Departments of Justice, Health and Family Services, and Regulation and Licensing. Background checks can be completed by submitting the Department of Justice’s criminal history request form with the request purpose designated as “Caregiver Background Check–General.” The checks should be completed either before or within 60 days after hiring a staff member, and the camp owner or operator should consider any information obtained from the background checks in making a decision about whether to hire or retain the staff member. Guidelines and forms for conducting comprehensive background checks can be found in ch. HFS 12 or on the Department’s internet site: www.dhfs.state.wi.us.

History: Cr. Register, January, 2001, No. 541, eff. 2-1-01.

HFS 175.02 Scope. (1) APPLICABILITY. This chapter applies to the operators of recreational and educational camps and to the department and its agents.

(2) APPROVED COMPARABLE COMPLIANCE. (a) The department may approve an alternative to a method, practice, material, equipment or design required under this chapter that will not be contrary to public health, safety or welfare when the department is provided with satisfactory proof that the alternative will achieve results which are closely equivalent to the results of literal application of the requirement under this chapter.

(b) An alternative approved by the department under par. (a) may be made conditional for either of the following:

1. A defined period of time.
2. Experimental or trial purposes.

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HFS 175.03 Definitions. In this chapter:

(1) “Adult” means a person 18 years of age or older.

(2) “Adulteration” means making food not safe for human consumption by having it bear or contain any of the following:

(a) A poisonous or deleterious substance in a quantity that may be injurious to health.

(b) An added poisonous or deleterious substance for which no safe tolerance has been established under U.S. food and drug administration regulations, or exceeding the tolerance if one has been established.

(c) A filthy, putrid or decomposed substance, or is otherwise unfit for human consumption.

(d) It has been processed, prepared, packed or held under unsanitary conditions which may have rendered it injurious to health.

(e) It is in whole or in part the product of a diseased animal or an animal which has died otherwise than by slaughter.

(f) Its container is composed in whole or in part of any poisonous or deleterious substance which may render the contents injurious to health.

(3) “Agent” means the city, county or village designated by the department under s. 254.69 (2), Stats., and ch. HFS 192 to issue permits to and make investigations or inspections of recreational and educational camps.

(4) “Approved” means acceptable to the department, based on its determination of conformance with this chapter and good public health practices.

(5) “Camp” means a premises, including temporary and permanent structures, that is operated as an overnight living quarters where both food and lodging or facilities for food and lodging are provided for children or adults or both children and adults for a planned program of recreation or education, and that is offered free of charge or for payment of a fee by a person or by the state or a local unit of government. “Camp” does not include any of the following:

(a) An overnight planned program of recreation or education for adults or families at an establishment holding a current hotel or motel or restaurant permit.

(b) An overnight planned program of recreation or education for less than 4 consecutive nights and without permanent facilities for food and lodging.

(c) An overnight planned program for credit at an accredited academic institution of higher education.

(d) A tournament, competition, visitation, recruitment, campus conference or professional sports team training camp.

(6) “Camp health supervisor” means an adult responsible for routine and emergency health care supervision at the camp.

(7) “Comminuted” means reduced in size by methods including chopping, flaking, grinding or mincing. Comminuted includes fish or meat products that are reduced in size and restructured or reformulated such as gefilte fish, gyros, ground beef, and sausage; and a mixture of 2 or more types of meat that have been reduced in size and combined, such as sausages made from 2 or more meats.

(8) “Department” means the Wisconsin department of health and family services.
HFS 175.05 Permit. (1) APPLICATION. Before a camp is opened for public use, the operator shall obtain a permit from the department or an agent of the department. Application for a permit shall be made on a form provided by the department or its agent and shall be accompanied by the fee required under sub. (3). (a) Note: To obtain a copy of the application form for a permit to operate a camp, or to determine which agent to contact for an application form, write or phone: Bureau of Environmental Health, P. O. Box 2659, Madison, Wisconsin 53701–2659; (608) 266–2835.

(2) PERMIT PERIOD. A camp permit is valid for one year, beginning July 1 of each year.

(3) DEPARTMENT FEES. (a) Annual permit fee. The operator of a camp shall pay an annual permit fee of $77 to the department by July 1.

(b) Penalty fee. Beginning July 1, 2001, if the annual fee specified in par. (a) is not paid within the first 15 days of the permit renewal period, the department shall require the operator of the camp to pay a penalty fee of $75, in addition to the annual permit fee, for the renewal of the permit.

(c) Fee for duplicate permit. The department shall charge the operator of a camp $10 for a duplicate permit.

(4) ACTION BY THE DEPARTMENT. Within 20 business days after receiving a completed application for a permit, the department or its agent shall either approve the application and issue a permit or deny the application. If the department or its agent denies an application for a permit, the department or its agent shall give the applicant reasons, in writing, for the denial. The department may not issue a permit to the operator of a new camp or to a new operator of an existing camp unless the department or its agent has inspected the camp to ensure that the camp complies with this chapter.

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HFS 175.06 Location of the camp. (1) Every camp shall be located on a well-drained site not subject to flooding. The premises shall be properly graded to prevent the accumulation of storm or other waters that may create hazards to the property or to the health and safety of the occupants. No camp may be located in an area that is situated so that drainage from any source of filth, such as garbage or animal waste disposal, can be deposited on the site.

Note: A camp’s location with regard to flood plains and shore land areas shall comply with local zoning ordinances and with ch. NR 115 and s. NR 116.12 (2) (b) of the Wisconsin Department of Natural Resources.

(2) Livestock may not be permanently quartered closer than 500 feet from central and unit cooking, dining or camper sleeping quarters.

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HFS 175.07 Water supply. (1) REQUIREMENTS. (a) General. A water supply that is safe for human consumption shall be available at every camp.

(b) Privately owned wells. A privately owned well is permitted as a source of water. The well shall be located on the premises and shall be constructed and the pump installed in accordance with ch. NR 812 governing well drilling and pump installation. All drinking water shall comply with the applicable water quality standards in ch. NR 809. Prior to the start of the season, or annually for a year-round camp, the operator shall submit a water sample taken from the plumbing distribution system to a laboratory certified under ch. HFS 165 for bacteriological analysis. If requested by the department or its agent, the operator shall submit a copy of the
HFS 175.10 Garbage and refuse. (1) CONTAINERS. (a) Garbage and refuse shall be kept in durable, easily cleanable, insect resistant, leak–proof and nonabsorbent containers. Plastic bags may be used to line these containers and may be used for inside storage.

(b) Containers for garbage and refuse used in food preparation and in areas used for washing utensils shall be kept covered or closed when not in use and emptied at a frequency that minimizes the development of objectionable odors and other conditions that attract or harbor insects and rodents.

(c) Containers stored outside as well as dumpsters, compactors and compactor systems shall be easily cleanable, provided with tight–fitting lids, doors or covers and kept covered or closed when not in use. In containers designed with drains, drain plugs shall be in place at all times, except during cleaning.

(d) A camp shall have a sufficient number of containers to hold its garbage and refuse until disposal.

(e) Soiled containers shall be cleaned on a frequency to prevent insect and rodent attraction. Each container shall be thoroughly cleaned on the inside and outside in a way that does not contaminate food, equipment, utensils or food preparation areas.

(2) STORAGE. (a) Garbage and refuse stored inside shall be stored in a manner to make them inaccessible to insects and rodents. Outside storage of unprotected plastic bags or wet–strength paper bags or baled units containing garbage or refuse is prohibited. Cardboard or other packaging material not containing garbage or food wastes need not be stored in covered containers.

(b) Garbage or refuse storage rooms, if used, shall be constructed of easily cleanable, nonabsorbent materials, shall be kept clean, shall be insect–proof and rodent–proof and shall be large enough to store the garbage and refuse containers that accumulate and shall be kept clean.

(c) Outdoor storage areas or enclosures shall be large enough to store the garbage and refuse containers that accumulate and shall be kept clean.

(d) Recyclables and returns shall be stored in a clean and sanitary manner to prevent insect and rodent attraction.

(3) DISPOSAL. (a) Garbage and refuse shall be disposed of often enough to prevent odor and attracting insects and rodents.
(b) Solid waste disposal sites on the premises shall comply with chs. NR 500 to 536 and shall be licensed by the Wisconsin department of natural resources.

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Unofficial Text (See Printed Volume). Current through date and Register shown on Title Page.

(b) Food preparation and handling in primitive camping areas shall comply with the requirements in sub. (4).

(2) KNOWLEDGE OF FOOD PROTECTION PRACTICES. Beginning one year after February 1, 2001, the operator or at least one manager of the food service facility at each camp shall have a certificate issued by the department stating the operator or manager has passed a department–approved written examination on food protection practices in compliance with the requirements of chapter 12 of the appendix to ch. HFS 196.

(3) USE OF FACILITIES. When an organized group uses a camp’s food service facilities and the camp operator does not provide the staff, the operator, in consultation with the person certified under sub. (2), shall provide the group with written or video–presented procedures for the safe handling of food, personal hygiene and proper washing and sanitizing of utensils and equipment.

(4) OUTDOOR FOOD SERVICE. Outdoor food service shall be conducted in a safe, clean and sanitary manner, as follows:

(a) Food. 1. Only food from an approved source and capable of being maintained in a wholesome condition, free from adulteration, with the equipment available may be used in outdoor food service.

Note: Approved sources of food are described in Chapter 3 of the Appendix to ch. HFS 196, Restaurants.

2. a. Potentially hazardous foods shall be held at 41°F (5°C) or lower or 140°F (60°C) or higher. Potentially hazardous foods requiring cooking shall be cooked to heat all parts of the food to a temperature of 150°F (66°C) or higher, except that comminuted raw ground beef shall be heated until all parts are 155°F (68°C) and poultry, stuffings and stuffed meats shall be heated until all parts are 165°F (74°C) or higher.

b. Once potentially hazardous foods that have been heated leave the kitchen or commissary, the potentially hazardous foods shall not be allowed to cool below 140°F (60°C) prior to serving.

3. Food shall be protected from potential contamination and adulteration, including dirt, insects, rodents or animals.

4. Handling of foods shall be minimized. Advanced preparation of potentially hazardous foods such as hamburger patties and pre–sliced foods, is recommended when practical.

5. Once food leaves the kitchen or commissary and is served, food not consumed shall not be subsequently served, except that prepackaged or protected foods that are wholesome and are not potentially hazardous foods as prescribed in section 3–306.14 of the appendix to ch. HFS 196 may be subsequently served.

(b) Utensils and equipment. 1. Utensils and equipment construction and materials shall be appropriate for the type of food service being conducted.

2. Utensils and equipment shall be washed, rinsed, sanitized and air–dried in a manner approved by the department using either approved sanitizer or hot water at 171°F (77°C) for sanitization. When a chemical sanitizer is used, the manufacturer’s directions for the proper use of the sanitizer shall be followed and a chemical test kit appropriate for the sanitizer shall be provided.

(c) Handwashing. All food handlers shall follow approved handwash procedures.

Note: Approved handwash procedures are described in Chapter 2 of the Appendix to ch. HFS 196, Restaurants.

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HFS 175.12  BUILDINGS AND GROUNDS. 1. STATE BUILDING CODE. All buildings at a recreational or educational camp shall comply with chs. Comm 50 to 64 and 69.

2. SANITATION AND BUILDING MAINTENANCE. (a) A camp shall be maintained in a clean and sanitary condition at all times.

(b) The floor surfaces in kitchens, walk–in refrigerators and all other rooms and areas in which food is stored or prepared or in which utensils are washed shall be constructed of smooth, nonabsorbent materials and shall be easily cleanable. Carpentry is prohibited.

(c) In areas subject to spilling or dripping of grease or fatty substances, floor coverings shall be of grease–resistant material.

(d) All walls and ceiling of rooms or areas in which food is prepared or stored or utensils are washed shall be smooth, nonabsorbent, light–colored and easily cleanable. Impervious baseboards approved by the department shall be installed at floor and wall junctures in all new camps and all new buildings at existing camps. Materials that have perforated or sculptured surfaces or do not have sealed butt joints are not acceptable for wall and ceiling surfaces in kitchens, food storerooms or cooking areas.

(e) All doors and windows opening to the outside shall be effectively screened. Doors shall be self–closing.

(f) Light intensity in all areas where food is prepared or stored or utensils are washed, all dressing rooms, locker rooms, toilet rooms and garbage and refuse storage areas shall be maintained in accordance with s. 6–303.11 of the appendix to ch. HFS 196.

(g) All areas in which food is prepared or stored or utensils are washed and all dressing rooms or locker rooms, toilet rooms and garbage and refuse storage areas shall be well–ventilated. A ventilation hood sized for adequate air velocity, with grease filters, shall be provided to cover each cooking area. Filters shall be readily removable for cleaning or replacement and shall be cleaned at least once each week and more often if necessary.

(h) The premises shall be maintained in a clean, neat condition free from refuse, insects and rodents.

(i) Parking areas shall be treated with a material approved by the department to minimize dust and dirt.

(j) The exterior of all buildings shall be well–maintained and kept in good repair.

(k) The floors, carpeting, walls, ceilings, light fixtures and decorative materials of all rooms shall be maintained in a clean and sanitary condition and in good repair.

3. LIGHTING. All rooms shall be adequately illuminated to permit cleaning and maintenance.

4. INSECT AND RODENT CONTROL. (a) Effective measures to minimize the presence of rodents and insects shall be utilized. Control measures shall be used in a safe manner and according to label instructions.

(b) All doors and windows in food service and storage areas, toilet facilities and sleeping areas that open to the outside shall be tight–fitting and effectively screened. The doors shall be self–closing.

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HFS 175.13  SAFETY AND SUPERVISION. 1. CAMPER SUPERVISION. One staff member, 18 years of age or older, excluding kitchen and maintenance staff, shall be provided for every 10 campers or fraction thereof under age 18, except that for campers 6 years of age and under there shall be one staff member for every 4 campers or fraction thereof.

2. HAZARDOUS SUBSTANCES. (a) Use. Chemicals, flammables and other hazardous substances shall be used for their intended purpose and according to the manufacturer’s directions stated on the container label.

(b) Storage. 1. Chemicals and other hazardous substances shall be stored in their original, covered and labeled containers in a separate, secure area accessible only by appropriate staff.
2. If taken on off-site trips, hazardous substances shall be stored in appropriate, easily identifiable containers.

3. Flammable materials shall be stored in a well-ventilated structure, separate from areas occupied by campers and staff.

(c) Disposal. Hazardous substances shall be disposed of in a manner and location as directed on the manufacturer’s label or the material safety data sheet by the local agency having jurisdiction over handling hazardous substances and the applicable sections of chs. NR 600 to 685.

(3) PROGRAM ACTIVITIES. (a) Trained staff shall supervise program activities.

(b) A trained adult shall supervise high-risk activities. High-risk activities include firearms, archery, ropes or challenge courses, horseback riding and rock climbing.

(c) No firearms or archery equipment are permitted in a camp except for use in an organized and supervised camp activity. All firearms, ammunition and archery equipment not being used shall be securely stored under lock.

(d) High-risk equipment shall be properly stored or secured when not in use.

(4) PLANS FOR CAMPER SECURITY AND DEALING WITH EMERGENCIES. (a) Written plans. A camp shall have written plans for ensuring camper security and for dealing with emergencies including fire, severe weather, lost campers and lost swimmers.

(b) Staff training. Camp staff shall be instructed and periodically drilled in the use of emergency equipment and the procedures to be followed for notifying emergency personnel.

(c) Fire control. 1. A camp shall have firefighting equipment available in non-permanent sleeping areas. Where fire barrels or buckets are used, they shall be painted red or plainly marked, maintained and kept filled with water.

2. For permanent structures, a camp shall comply with the fire safety requirements of ch. Comm 57, including rules on isolation of fire hazards, fire escapes, fire exits, fire extinguishers, fire alarm systems, smoke detectors, exit lighting, space heaters, ventilation and directions of escape.

3. All emergency equipment shall be continuously maintained.

4. Local fire fighting and law enforcement officials shall be notified in writing when a camp is planned to be operational or annually if the camp is open the entire year.

(5) WATER ACTIVITIES. (a) All swimming and watercraft activities at a camp shall be under the direction of an adult water activities director who holds a current department–approved lifeguard certification.

(b) Every person serving as a lifeguard at a camp shall hold a current department–approved lifeguard certification, a current first-aid certificate approved by the department and a current certificate approved by the department for the completion of a course in cardiopulmonary resuscitation (CPR) for adults, children, and infants, and shall have training, as required by the U.S. occupational safety and health administration under 29 CFR 1910.1030, bloodborne pathogens standard.

Note: A list of approved certification courses for lifeguarding, first aid and CPR may be obtained from the Bureau of Environmental Health, P.O. Box 2659, Madison, WI 53701–2659.

(c) Except as allowed in par. (d), either the water activities director or a staff person who is certificated as specified in par. (b) shall be on duty at each water activity area, such as where boating, canoeing, swimming or water skiing occurs, for every 50 persons or fraction thereof in the water. In addition, there shall be an overall ratio of one staff person at each water activity area for every 10 persons in the water.

(d) A group consisting only of adults or a group participating in a family camping program with at least one parent or designated adult supervisor present and supervising may use water activity areas, other than swimming, without supervision by camp aquatic staff provided the group receives orientation from camp aquatic staff based on written procedures that specify all of the following:

1. Personal flotation devices shall be provided in accordance with s. 30.62 (3) (a), Stats. for each boat under 16 feet in length. Boats 16 feet in length or more shall also be equipped with at least one U.S. coast guard approved type IV throwable flotation device.

2. Personal flotation devices shall be worn by all persons at all times when operating or riding on personal watercraft in accordance with s. 30.62 (3) (b), Stats.

3. Safety regulations shall be followed, including safety devices for personal watercraft in accordance with s. 30.62 (3m), Stats.

4. A designated check-in and check-out system is to be used by camp staff to identify persons using the water activity areas.

(e) An equipped first-aid kit appropriate for its intended use as determined by the water activities director or the camp health supervisor shall be maintained and readily available at each water activity area.

5. Water craft activities shall be under the direction of an adult water activities director.

(g) The camp operator or water activities director shall establish and enforce a method for supervising persons in and out of the water.

(h) The camp operator or water activities director shall establish and enforce a method for supervising persons in the water such as the buddy system, the colored cup system or a combination of methods of supervising persons.

(i) The camp operator or water activities director shall designate a separate area for each water activity.

(j) The camp operator or water activities director shall conspicuously post swimming and boating regulations and restrictions at all water activity areas.

(k) Access to a water activity area shall be controlled and the area used for swimming shall be clearly marked and separated into sections for nonswimmers, beginners, intermediates and proficient swimmers. No person may go into a section beyond his or her classification except when being tested under supervision for the next higher level.

(L) Water activity areas shall be free of hazards, and equipment in water activity areas shall be maintained. Equipment includes docks, ladders, rafts, diving boards, boats, life jackets and paddles.

(m) A camp may allow swimming after dark in swimming areas if a minimum of 5 foot-candles general overhead lighting is provided. The illumination shall be measured at water level.

(n) A rescue boat shall be readily available when water activities extend beyond the designated swimming area. The boat shall be provided with at least a ring buoy or rescue tube or throw bag attached to 50 feet of ⅜ inch rope and a reaching pole.

(o) Personal flotation devices shall be U.S. coast guard approved and shall be sized properly for each individual.

6. SWIMMING POOLS. Any swimming pool, wading pool, whirlpool or similar structure shall comply with ch. Comm 90 and the camp operator shall obtain a permit and operate the pool in accordance with ch. HFS 172.
of campers and camp staff by a staff physician or consulting physi-
cian and for emergency admissions to a designated hospital.

Note: It is recommended that a parent’s or guardian’s written consent for emer-
gency medical care be secured by the camp director prior to or upon the camper’s
arrival at camp.

(b) A camp shall have a vehicle available at all times to trans-
port a camper or staff member requiring emergency medical ser-
vice to a hospital or clinic when the camp cannot provide the
needed services.

(2) Health History. Except in a family camping program,
each camper and each staff member, upon arrival at the camp,
shall present to the health services staff an up-to-date written
health history that describes any physical condition, medications
or allergies requiring special consideration. For a camper or staff
member under 18 years of age, the written health history shall
be prepared and signed by a parent or guardian or, if no parent or
guardian is available, another adult relative with whom the child
resides. Health services staff shall review all health histories and
notify the camp operator of special health concerns.

Note: It is recommended that each camper and staff member, upon arrival at the
camp, also present to the health services staff a written report of a physical examina-
tion performed within the preceding 24 months by a physician, a physician assistant
or a registered nurse.

(3) Infirmary. A camp shall have written procedures and
space for the temporary isolation of sick or injured campers and
staff members. Any person reasonably suspected of having a
communicable disease shall be suitably isolated.

Note: Reportable communicable diseases are listed in appendix A to ch. HFS 145.
Cases are to be reported to the local health officer or the Department as required under
s. 252.05, Stats., and ch. HFS 145.

(4) First-Aid Supplies. A camp shall have on hand first-aid
supplies as determined by the health services staff.

Note: A list of the minimum suggested items to be included in the first-aid sup-
plies can be obtained by contacting the Bureau of Environmental Health, P.O. Box
2659, Madison, Wisconsin 53701–2659.

(5) Health Care. (a) Camp Health Supervisor. Except as pro-
vided under par. (e), a camp shall have an adult camp health super-
visor who shall be responsible for routine and emergency health
care supervision at the camp.

(b) Health Services Staff Qualifications. 1. Except as provided
under par. (e) and as permitted in subd. 3., the on-site health ser-
vices staff shall include at least one of the following:

a. A physician licensed in Wisconsin.
b. A registered nurse licensed in Wisconsin.
c. A physician assistant licensed in Wisconsin.
d. A practical nurse licensed in Wisconsin.
e. A national athletic trainers association certified trainer.
f. An emergency medical technician or a paramedic.
g. A person currently certified as completing the American
red cross emergency response course.
h. A person currently certified as completing the American
red cross responding to emergencies course or equivalent.

2. Except as permitted in subd. 3., anyone working as a mem-
er of the on-site health services staff at a camp shall hold current
certification from the American red cross for CPR for the profes-
sional rescuer or the American heart association for health care
provider CPR or equivalent age-appropriate cardiopulmonary
resuscitation.

3. Persons holding a current certificate for the completion of
the American red cross community first-aid and safety course or
equivalent and a current certificate for the completion of a course
for adult, child and infant cardiopulmonary resuscitation may
serve as health services staff provided all of the following condi-
tions are met:

a. The users of the camp are coming as an organized group
such as a school class, a church group or a scout troop.
b. The program is for a period of 3 nights or less.
c. The local ambulance service provider or emergency medi-
cal service states in writing that there is a target response time of
15 minutes or less to the camp unless the department approves a
longer response time.

d. There is a telephone capable of connecting with emergency
medical services without the use of coins, accessible at all times
during camp operation and located in close proximity to the camp
buildings or lodging units.

(c) Health Services Staff Coverage. 1. Except as provided
under par. (e), a camp shall have a health services staff person
qualified under par. (b) 1. and 2. available on the premises of the
camp at all times while the camp is in operation.

2. A health services staff person qualified under par. (b) 1. and
2. shall accompany all overnight programs going to a physical
location not owned or operated by the camp. The health services
staff person shall work under the direction of the camp health
supervisor, have the appropriate camper records, first-aid sup-
plies appropriate for the occasion as determined by the camp
health supervisor and access to a means of communication to sum-
mon emergency help and communicate with the camp health
supervisor.

3. A health services staff person who has at least the training
required under par. (b) 3. shall accompany all overnight programs
going to a primitive camping area.

(d) Staff or Consulting Physician. Except as provided under
par. (e), when a camp’s permanent facilities are used for more than
3 nights, health services staff shall work under the delegation of
a physician licensed under ch. 448, Stats., who is available on-site
during the camping season or for consultation services. The staff
physician or consulting physician, in cooperation with the camp
operator, shall develop a written protocol, signed by the physician,
for the administration of medications, routine health care and
emergency medical care at the camp. The physician shall review the
protocol annually.

Note: A suggested outline for the contents of a protocol document may be
obtained from the American Camping Association or from the Bureau of Environ-
mental Health, P.O. Box 2659, Madison, Wisconsin 53701–2659.

(e) When Health Services Staff Are Not Provided by Camp Opera-
tor. When a camp’s permanent facilities are used for more than
3 nights by members of the camp operator’s organization or by an
organized group from outside the camp operator’s organization,
and the camp operator does not provide health services staff, the
camp operator’s organization shall set and require minimum lev-
els of training for leaders of the group which are not less than those
required under par. (b) 2. and 3. before allowing use of the facili-
ties. The camp operator shall ensure that organized groups using the
facilities comply with this chapter.

(6) Medications. (a) All medications brought to camp by a
 camper or staff member shall be in containers that are clearly
labeled to include the name of the camper or staff member, the
name of the medication, the dosage, the frequency of administra-
tion and the route of administration. All medication prescribed by
a physician shall, in addition, be labeled to include the name of the
prescribing physician, the prescription number, date prescribed,
possible adverse reactions, the specific conditions when contact
should be made with the physician and other special instructions
as needed.

(b) Except as allowed in par. (c), all medication brought to
camp by a camper or staff member under 18 years of age shall be
kept in a locked unit and shall be administered by health services
staff qualified under sub. (5) (b), except that bee sting medication,
inhalers, an insulin syringe or other medication or device used in
the event of life-threatening situations may be carried by a camper
or staff member. Each camper or staff member 18 years of age or
older may take responsibility for the security of his or her personal
medication.

(c) When a camp’s facilities are used for a program of 3 nights
or less, an adult leader of the group shall keep all medications
brought to camp by a camper or staff member under 18 years of
HFS 175.15 Register. (1) A camp shall maintain a camp register that contains the names, home addresses and phone numbers of all campers and staff and the names and phone numbers of persons to notify in case of an emergency. The register shall be retained for a minimum of 2 years.

(2) A camp shall have a method for tracking campers that shall be used to monitor persons entering and leaving camp during the program session.

History: Cr. Register, January, 2001, No. 541, eff. 2–1–01.

HFS 175.16 Sleeping quarters. (1) Fire safety. Sleeping quarters at a camp shall comply with the fire safety requirements in s. HFS 175.13 (4) (c).

(2) Space. Sleeping quarters shall provide a minimum of 400 cubic feet for each occupant over 12 years of age and 200 cubic feet for each occupant 12 years of age or under and shall have a ceiling height of at least 7 feet. Adequate space shall be provided for wheelchair access to bedsides.

(3) Floor space between beds. There shall be at least 3 feet horizontally between the sides of beds and at least 6 feet horizontally between the heads of sleepers.

(4) Bunk beds. When campers sleep in upper bunks, guardrails shall be installed to prevent occupants from rolling out. The top of the rail shall be at least 5 inches above the top of the mattress and the bottom of the rail shall be no more than 3.5 inches above the top of the bed frame. No more than 2 beds may be stacked vertically and there shall be a vertical separation of at least 2.5 feet measured from the top of the lower mattress to the bottom of the frame of the upper bed. A free space of at least 2.5 feet shall be provided above the mattress of the upper bed.

(5) Ventilation. Sleeping quarters shall be adequately ventilated.

(6) Bedding. Pillowslips, sheets, towels and washcloths, when provided by the operator, shall be washed at least once a week and before being assigned to a different camper or staff member. Blankets, spreads, mattresses and pillows shall be kept clean and free of insect infestation. Mattresses shall be covered with a non-absorbent cover or other approved protection and shall be maintained clean and in good repair. The cover, pad or mattress shall be cleaned for each incoming camper and staff member and more often if necessary.

(7) Separation. A camp shall provide separate sleeping quarters for each sex; except when the sleeping quarters are occupied by a family.

History: Cr. Register, January, 2001, No. 541, eff. 2–1–01.

HFS 175.17 Primitive camping. (1) General. The operator of a camp shall maintain each primitive camping area in a safe, clean and sanitary manner conducive to public health.

(2) Water supply. Drinking water taken on hikes and trips away from a primitive camping area shall be from a water supply that is safe for human consumption.

(3) Toilets. A primitive camping area not provided with approved toilet facilities shall have separate designated areas for each sex for toilet use. At minimum, toilet usage in these areas shall comprise a slit–trench with earth backfill. The toilet areas shall be located at least 50 feet from a stream, lake or well and at least 75 feet from a camp, tent or other sleeping or housing arrangement.

(4) Solid waste. Garbage and refuse generated in primitive camping areas shall be carried back to the central camp area for proper disposal as required under s. HFS 175.10.

History: Cr. Register, January, 2001, No. 541, eff. 2–1–01.

HFS 175.18 Enforcement. (1) Access. An authorized employee or agent of the department, upon presenting proper identification, shall be permitted to enter any camp at any reasonable time to inspect the camp to determine compliance with this chapter. The department’s authorized employee or agent shall be permitted to examine the records of the camp, including camp registration records.

(2) Enforcement policy. (a) Notification. If upon inspection of a camp the authorized employee or agent of the department finds that the camp is not planned, operated or equipped as required by this chapter, the employee or agent shall, except as provided under par. (b), notify the operator in writing and shall specify the changes required to make the camp conform to the standards established in this chapter and the time period within which compliance shall take place. If the order to correct violations is not carried out by the expiration of the time period stipulated in the order, or any extension of time granted for compliance, the department may issue an order suspending or revoking the permit to operate the camp. The suspension or revocation order shall take effect 15 days after the date of issuance unless a request for a hearing has been received under sub. (3).

(b) Order to deal with an immediate danger to health. Where there is reasonable cause to believe that any construction, sanitary condition, operation or method of operation of the premises of a camp or of equipment used on the premises creates an immediate danger to health, an authorized employee or agent of the department may, pursuant to s. 254.85, Stats., acting as the designee of the administrator of the department’s division of public health, and without advanced written notice, issue a temporary order to remove the immediate danger to health. That order shall take effect on delivery to the operator or other person in charge of the camp. The order shall be limited to prohibiting the continued operation or method of operation of specific equipment, requiring the camp to cease other operations or methods of operations, or a combination of these, except that if a more limited order will not remove the immediate danger to health, the order may direct that all operations authorized by the permit shall cease. If before scheduled expiration of the temporary order, the department determines that an immediate danger to health does in fact exist, the temporary order shall remain in effect. The department shall subsequently schedule and hold the hearing required under s. 254.85 (3), Stats., unless the immediate danger to health is removed or the order is not contested and the operator and the department mutually agree that no purpose would be served by a hearing.

Note: Under s. 254.85, Stats., the temporary order is effective for 14 days and may be extended for another 14 days to permit the department to complete its examination. The order expires at the end of the 14–day or 28–day period unless it is terminated by the department by notice to the operator within that period, or is kept in effect beyond that period, pending a hearing, by department notification to the operator. The hearing is to be held by the department no later than 15 days after the notice is served on the operator unless the department and the operator agree on a later date.
and the department must issue a final decision on the matter within 10 days after the hearing.

(3) **APEAL BY THE OPERATOR.** Any operator aggrieved by an order of the department under this chapter, except for an order issued pursuant to s. 254.85, Stats., and sub. (2) (b), may request a hearing under this subsection to challenge the order. A request for a hearing under this subsection shall be submitted in writing to the department of administration’s division of hearings and appeals and shall be received by that office within 15 days after issuance of the order. Procedures for the hearing shall be in accordance with ch. 227, Stats. After the hearing, the division shall affirm, set aside or modify the order. The final decision of the division may be appealed to the circuit court as provided in ch. 227, Stats.

Note: The mailing address of the Division of Hearings and Appeals is P.O. Box 7875, Madison, Wisconsin 53707. An appeal may be delivered to the Division of Hearings and Appeals at 5005 University Ave., Room 201, Madison, Wisconsin.

(4) **LOCAL GOVERNMENT.** Notwithstanding subs. (2) and (3), if an agent issues permits directly under this chapter, the agent shall create enforcement and appeal procedures in accordance with ss. 66.0417 and 254.69 (2) (g), Stats., which shall supersede subs. (2) and (3).

History: Cr. Register, January, 2001, No. 541, eff. 2–1–01; correction in (4) made under s. 13.93 (2m) (b) 7., Stats.