

SUMMER CAMP SECURITY CHECKLIST

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The New Jersey Office of Homeland Security and Preparedness, in cooperation with the New Jersey State Association of Chiefs of Police and the New Jersey Department of Education, developed a best practices Security Checklist for camps. Safeguarding campers and staff can only be effective when camp management works with local first responder agencies.

The fatal shooting of 69 people, mostly teens, at a Norwegian summer camp in July 2011 demonstrated the need for summer camp operators to consider security measures. The admitted killer wore a police uniform to gain access to a ferry to the island camp. A camp leader and an unarmed off-duty police officer who provided camp security were suspicious and went to the dock, only to become some of the first victims.¹

The Security Checklist that follows was developed to assist camp management. Every camp faces different challenges because of location, terrain, affiliation and clientele. If experts agree on one point, it's that camp security is not a one-size-fits-all matter. The checklist came from guides of several national organizations listed at the end of this paper.

MEET WITH LOCAL POLICE TO DETERMINE:

- Can they conduct a vulnerability assessment for the facility?
- Will they patrol the facility? If so, how often?
- Will they assist in developing emergency response plans for a crisis, such as an active shooter?
- Will they provide training on safety, security and first aid to staff members?
- Do they have diagrams and floor plans for camp facilities? Note: Camp staff should also have copies.
- Can they provide a separate phone number so the camp can contact police directly during a crisis?
- Will they conduct background checks on camp staffers?

PROVIDE LOCAL POLICE WITH:

- Contact information for camp staff.
- Number of staff.
- Number of campers.
- Names of campers with special needs or concerns, including children of celebrities or those who might be kidnapped or be targeted for a terrorist attack.
- A camp radio for police to monitor.
- Times and dates of arrival and departure of campers.

PROVIDE CAMP STAFF WITH:

- Training on security and safety policies and procedures, including a written plan describing how camp will be protected.
- Contact information for building administrators, if applicable.
- Map of facility and surrounding area, including buildings and floor plans. Include current drawings of electric, gas, water and sewer systems, including locations of shutoff valves.
- List of identified vulnerabilities, security needs and concerns.



Contact the OHSP Collection and Dissemination Bureau at OHSP.Outreach@ohsp.state.nj.us
"See Something, Say Something" -- Report Suspicious Activity to OHSP at 1-866-472-3365

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PROVIDE CAMP STAFF WITH (cont.):

- ___ Telephone contact list, including separate line for contacting police during a crisis or emergency, as well as emergency medical services, fire, utilities and camp management.
- ___ Method of communication, such as radios, cell phones and public address system.
- ___ Names of campers with special needs or concerns, including children of celebrities or those who might be kidnapped or be targeted for a terrorist attack.
- ___ List of staff with special skills or certifications (e.g. CPR, First-Aid).
- ___ Policy and training for identifying and reporting suspicious behavior or problems within the camp.
- ___ Policy and training for handling visitors (sign in/sign out), mail, packages and unattended packages.
- ___ Guidelines for when campers are in public, including camper/staff ratios and missing person procedures.
- ___ Policy and training for handling intruders. Staff and campers should know that any unknown person on the property is a potential threat. They should know what to do when an intruder is detected.
- ___ Exercises of emergency plans with campers. Plans should relate to missing camper, natural and man-made disasters, intruders and evacuations. Include communication with campers, staff, police, fire, hospitals, families and media.
- ___ Instructions to use words, not a horn or siren, when broadcasting an alert. Example: “There is a shooter situation. We need you to”
- ___ Identification for use by all camp staff and campers.

Resources

- International Association of Professional Security Consultants: <http://www.iapsc.org/>
- American Society for Industrial Security: <http://www.asisonline.org/>
- American Camp Association: <http://www.acacamps.org/>

Sources

- Camp Security, July 2011, American Camp Association.
- Operational Management, American Camp Association.
- National Standards for Council-Organized Family Camps, 2010, Boy Scouts of America.
- Risk Management at Girl Scout Councils, Girl Scouts of the USA.
- Risk Reporter for Camps and Conference Centers, Summer 2008, Church Mutual Insurance Co.

**For further information on this product please contact Jeffrey Gold,
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¹ “Unsettling Wariness in Norway, Where Police Are Rarely Armed,” The New York Times, July 25, 2011. Available online at <http://www.nytimes.com/2011/07/26/world/europe/26police.html>.



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