



**Guide to Council Program Design, Safety, and Risk Review
under
Standards PD-112, PD-111, PS-222 and PS-223**

National Camp Accreditation Program



October 2025

TABLE OF CONTENTS

1.0 PURPOSE OF THIS GUIDE

2.0 OVERVIEW OF THE STANDARDS AND THE COUNCIL'S ROLE

- 2.1 Standard PD-112: Council Program Design, Safety, and Risk Review
 - 2.1.1 Program Design and Quality Review
 - 2.1.2 Safety and Risk Review
 - 2.1.3 Acceptable Risk
- 2.2 Standards PS-222: Adventure Programs and Activities, and PS-223: Other Camp Programs and Activities
- 2.3 Standard PD-111: New Programs and Activities
- 2.4 Summary of the Council's Role

3.0 PLAN OF REVIEW

- 3.1 Developing the Plan of Review
 - 3.1.1 Subject Area Approach
 - 3.1.2 Camp Properties Approach
 - 3.1.3 Pros and Cons of Approaches
- 3.2 Formalizing the Plan of Review

4.0 IMPLEMENTING THE PROGRAM DESIGN, SAFETY, AND RISK REVIEW

- 4.1 Preparing for the Review
- 4.2 Staffing the Review Committee and Teams
- 4.3 Orientation
- 4.4 Program Design and Quality Review
 - 4.4.1 Appropriateness
 - 4.4.2 Current and Correct Information
 - 4.4.3 Program Equipment
 - 4.4.4 Program Enrichment
- 4.5 Safety and Risk Review
 - 4.5.1 Required Program Hazard Analyses
 - 4.5.2 When a Program Hazard Analysis Is Required
 - 4.5.3 Safety and Risk Review with Existing Documentation
 - 4.5.4 Safety and Risk Review Without Existing Documentation
 - 4.5.5 Preparing Recommended Mitigation Measures

5.0 PROGRAM DESIGN, SAFETY, AND RISK REVIEW MEETING

- 5.1 Annual Serious Incident Review
- 5.2 Review of Program Design, Safety, and Risk Review Team Reports

6.0 FOLLOW UP ON THE PROGRAM DESIGN, SAFETY, AND RISK REVIEW

- 6.1 Evaluation
- 6.2 Implementation by Council
- 6.3 Implementation at Camp

7.0 NCAP ASSESSMENT OF STANDARD PD-112 AND STANDARDS PS-222 AND PS-223

Acknowledgements

1.0 PURPOSE OF THIS GUIDE

Scouting America's National Camp Accreditation Program (NCAP) helps councils elevate camps to new levels of excellence in delivering Scouting America's Promise to Youth. The National Camp Standards are established to:

- Ensure that each camper and leader has a fun, high quality program consistent with Scouting America's brand, and
- Ensure the health, safety, and well being of every camp leader, visitor, and staff member while participating in a Scouting America's accredited camp.

The purpose of this **Guide to Standards PD-112, PD-111, PS-222 and PS-223 (Guide)** is to assist local councils, national high adventure bases, camping professionals and volunteers, and camp staff to understand how Scouting America seeks to ensure continuous improvement in program quality and safety so that camp participants-- Scouts, Scouters, staff and visitors--and Scouting gain the maximum benefit from the camp experience. This **Guide** introduces the tools that Scouting America uses to achieve this: a plan for periodic review; the use of program syllabi, program hazard analyses and periodic program, safety and risk reviews; council follow up; staff training; and assessment.

National Camp Standard (Standard) PD-112, "Council Program Design, Safety and Risk Review," provides the overarching framework for a council or national high adventure base to verify its camp programs are achieving its program goals in a safe fashion and within acceptable risk parameters established by Scouting America and the council.

Standards PS-222, "Adventure Programs and Activities," and PS-223, "Other Camp Programs and Activities" provide a framework for developing high quality, safe, and acceptable programs for high adventure activities and camp activities not specifically addressed by other National Camp Standards.

Finally, Standard PD-111, "New Programs and Activities" provides a framework for program hazard analysis contemplated under the other standards with references to current Scouting America hazard analysis procedures.

2.0 OVERVIEW OF THE STANDARDS AND THE COUNCIL'S ROLE

We begin with an overview of the purpose of Standards PD-112, PS-222 and PS-223 and how they interact with Standard PD-111. While the balance of this **Guide** will address the details of how to implement a council program design, safety and risk review, this section of the **Guide** addresses the role of council¹ governance in this process. Council leadership must determine the vision for the council's camping program and how each camp property, day camp, short-term camp and long-term camp will support the council's Scouting mission. This is the council's **program design**. Council leadership must establish the parameters of acceptable risk for the council in light of Scouting America and community expectations. These are the council's **risk expectations** or determination of **acceptable risk**. Standard PD-112 creates the mechanism for council leadership to disseminate its program design and risk expectations to those responsible for the council's camping program and for holding the camps, camp properties, and staff to those expectations.

2.1 STANDARD PD-112: COUNCIL PROGRAM DESIGN, SAFETY, AND RISK REVIEW

Standard PD-112, Council Program Design, Safety and Risk Review, has been an integral part of NCAP since its inception in 2013. The purpose of Standard PD-112 is simple: to ensure that the council periodically reviews the program design of each camp property and program that it offers to ensure that they meet the council's design objectives, are appealing to participants, are conducted in a safe fashion preventing avoidable and minimizing unavoidable risks, and that the overall risk level of the program meets the council's risk expectations in light of the benefits the program provides. Standard PD-112 is thus an important part of the council's governance program.

Figure 1 gives an overview of the council's role in implementing Standard PD-112 effectively.

¹ Council for purposes of this Guide includes a National High Adventure Base.

2.1.1. Program Design and Quality Review

includes the council's goals for offering the program, whether the program meets those goals, and whether the program is fun and informative. A well-designed program should advance Scouting's Aims and use one or more of the Methods suitable to the target audience and activity. A quality program is documented, can be consistently presented by trained staff, and is fun or enjoyable and imparts meaningful skills, information or other benefits to the participants.

Fig 1. Council Role in PD-112



2.1.2 Safety and Risk Review ensures that the program achieves its program design in conformance with the council's risk expectations--an acceptable health, safety, accident/injury, reputational and financial risk to the council. Because the level of acceptable risk varies depending upon the locale, local custom, and the programs offered, each council is charged with making this decision subject to the constraints imposed by the National Camp Standards, Scouting America policies, and applicable law.

2.1.3 Acceptable Risk

Defining the level of acceptable risk is often difficult to accomplish in an objective matter. This **Guide** recommends that the Scout Executive or designee initiate a periodic dialogue with the council's Executive Board or executive committee on the topic to define the broad scope of the governing authorities' perspective. This perspective should be communicated to the council's enterprise risk management committee (or local equivalent),² staff and volunteers responsible for programming. Ultimately, initial risk judgments will be made by staff and volunteers responsible for program development and reviewed by the council's designated committee acting as the agent of council governance, with questions or conflicts elevated to the Scout Executive, Key 3, executive committee or executive board as necessary following local council procedure or at the discretion of the Scout Executive.

2.1.4 Elements of Program Design, Safety, and Risk Review. Standard PD-112 provides a framework for the effective exercise of this oversight through four elements:

² **Enterprise risk management** is a disciplined approach that enables a council to identify, evaluate, analyze, monitor, and mitigate the risks that threaten the achievement of the council's strategic objectives. For purposes of this **Guide**, the term enterprise risk management committee (ERM committee) means the council committee empowered by the executive board that serves two roles: risk management and health and safety. See Scouting America, “Enterprise Risk Management Committee Guidebook,” at 2 (2016 Rev.).

- **Plan of Review.** The plan of review sets forth how the council, through its enterprise risk management and other committees and teams, will work through the programs and activities offered at its camp properties and long-term camps and those programs anticipated to be offered repetitively at its day camps and short-term camps. The Plan of Review provides assurance to both council leadership and NCAP that the council's governance oversight function is being implemented in the council's camping program.
- **Scope of Review.** When the Plan of Review calls for review of a camp program or activity, the committee or assigned team(s) will review both program content and program safety and risks.
 - **Program content.** The program content review focuses on the *syllabus* for the program to ensure that it delivers good content, is current, and reflects good practice consistent with the council's program design. Scouting America provides numerous program materials and ensuring that camp activities and programs conform to current Scouting America guidance should fulfill this goal. *Where Scouting America does not provide such guidance, the council needs to exercise additional diligence.*
 - **Safety and risk.** The safety and risk review focuses on whether the activity is conducted in a safe manner and results in an acceptable risk. This is evaluated by ensuring that the camp activities and programs conform to Scouting America policies and guidelines, local council risk expectations, and that the council has addressed any unique local risks due to the camp or camp property's location, climate, or conditions. Use of Scouting America's program hazard analysis process is strongly encouraged.
 - **Improvement/Mitigation measures.** Based on these reviews, the assigned teams or committees may recommend measures to improve program quality, safety or reduce risk. These are adopted and implemented in accordance with local council procedures.
- **Accountability.** Standard PD-112 requires a council standing committee to administer the PD-112 process. It also requires that the council communicate adopted improvement/mitigation measures to camp directors/camp leaders and requires them to enforce them during their camps. Council staff is responsible for ensuring that this training occurs.
- **Documentation.** Finally, Standard PD-112 requires that the council keep a simple tracking sheet showing its current syllabi, safety and risk management documents, and review timeline. This list also serves as a tool for council staff to train camp directors/camp leaders in current council program design and safety/risk management decisions and adopted improvement/ mitigation measures. Standard PD-112's documentation requirement thus assists council leadership and NCAP in ensuring that the council's governance responsibilities are met. NCAP has designed a sheet to assist councils, but councils may adopt

their own form depending on what best meets their needs and meets the documentation requirements of Standard PD-112.

2.2 STANDARDS PS-222, “ADVENTURE PROGRAMS AND ACTIVITIES” AND PS-223, “OTHER CAMP PROGRAMS AND ACTIVITIES”

Standards PS-222 and PS-223 are an important part of the National Camp Standard’s design because they allow councils to offer camps with higher adventure or unique programs that capitalize on the unique aspects of the camp’s location and local culture. Scouting America strongly encourages the development of innovative programs. Standards PS-222 and PS-223 supplement the work of Standard PD-112 by providing more guidance to councils and camps on how to reduce the potential risks of such programs. They do this by emphasizing:

- **Program Guides or Syllabi.** All programs should have a program guide or syllabus that provides guidance to the staff delivering the program on the program goals, how to deliver the program in an effective and fun manner, health and safety considerations, risk mitigation and emergency management.
- **Program Hazard Analysis.** All programs that are not fully addressed by the National Camp Standards or a Scouting America program guide should undergo a program hazard analysis using the Scouting America process detailed in Standard PD-111. This process will assist the council in developing appropriate risk management procedures to ensure participants have a safe adventure or activity.
- **Adventure Programs and Activities.** Standard PS-222 covers some additional elements that are critical for adventure programs. These include:
 - Defining who and how many may participate in the program
 - Establishing program design and safety elements
 - Developing greater specificity in staff training and procedures, including adoption of third-party subject matter expert criteria when appropriate

Standards PS-222 and PS-223 thus help guide the council’s staff and volunteers in the development and implementation of a well-designed, interesting, fun and safe program.

2.3 STANDARD PD-111, “NEW PROGRAMS AND ACTIVITIES”

As outlined in the discussion of Standards PS-222 and PS-223, Scouting America expects councils and camps to develop innovative programming. Standard PD-111 sets forth the process that Scouting America uses to ensure that these innovative programs meet Scouting America’s standards and expectations for safety. In a nutshell, Standard PD-111 requires use of Scouting America’s program hazard analysis system to assess the pre- and post-control risk of a new activity and, in some cases, requires Scouting America’s approval, through the NCAP variance process in Standard SA-005, before offering programs that place participants at heightened risk. Standard PD-111 also

provides links to Scouting America's program hazard materials to assist councils in this risk review process.

NCAP's *Guide to Developing New Programs* provides guidance on how to implement Standard PD-111 "New Programs and Activities."

2.4 SUMMARY OF THE COUNCIL'S ROLE

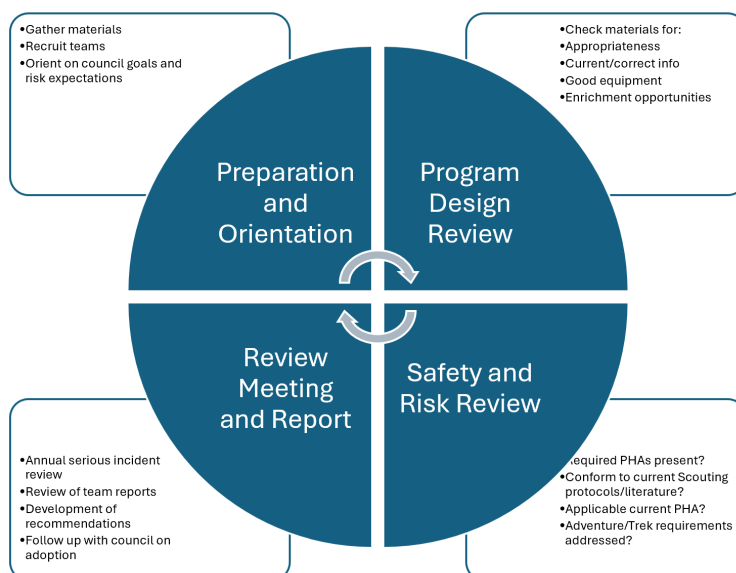
The council is in the driver's seat. It determines the program design for the council's camping program, developing and delivering a program that meets local needs and builds on the strengths of the camp properties, location, climate and culture of its area that is consistent with local community expectations and Scouting America's Mission, Aims and Methods. The council determines the level of acceptable risk, consistent with Scouting America policy, but with a close ear to local community expectations. The council program design, safety, and risk review process is the tool that the council uses to ensure that its program design and risk management decisions are transmitted to the camps to ensure that participants benefit from the intended high quality and safe experience.

The council should take the following actions to implement Standard PD-112 to gain the greatest benefit:

- Designate or appoint a standing committee to supervise the council program design, safety, and risk review process.
- Develop and communicate the council's **risk expectations** about acceptable risk to those involved in program implementation and PD-112 review.
- Determine whether to delegate program design and risk management decisions to that committee with power to decide on its own, refer to the executive board, executive committee, or another committee to take action, or to consult with other committees and make a joint recommendation.
- Determine what level of reporting the executive board and/or executive committee expect.
- Define a process for ensuring that program design, safety, and risk management decisions are communicated effectively to camp directors and camp leaders.
- Hold staff and volunteers accountable for compliance with the council's program design, safety, and risk directives.

Figure 2 presents an overview of the program design, safety, and risk review and its various stages. The following sections of this **Guide** provide guidance on how the council can implement these actions.

Fig 2. Review Process



3.0 THE PLAN OF REVIEW

The plan of review is adopted the council standing committee responsible for the program design, safety, and risk review in consultation with the committee responsible for the council's overall camping program (defined as all the council's camp properties, long-term camps, day camps and short-term camps). The purpose of the plan of review is to ensure that activities at a long-term camp, a day camp, or group of day camps sharing a common syllabus, are reviewed at least three times in a ten-year period, typically once every three years (or more frequently, at the council's election).³ If the council offers short-term camps, the programs typically offered at those camps should be reviewed as part of this process so that less work is required to plan and implement the short term camp.

The council standing committee does not necessarily need to be the committee that conducts the individual reviews. For example, review of the aquatics program could be delegated to the aquatics team with a report back to the council standing committee.

³ NCAP recognizes that councils that operate multiple camp properties hosting multiple long-term, short-term and day camps offering different programs may be stressed conducting a meaningful review with so many activities. Councils in this position may consider applying for a variance that presents an alternative approach (multiple committees, longer review schedule, third-party assistance, etc.) to NCAP for consideration.

3.1 DEVELOPING THE PLAN OF REVIEW

There are multiple ways to establish a plan of review. Two are discussed below but others are acceptable so long as all activities and camp properties are covered over the course of the three-year review cycle and annual incidents are addressed.

3.1.1 Subject Area Approach

In the subject area approach, the council lists program areas and their activities across all its long-term camps, camp properties and recurring short-term and day camp programs and activities and appoints a group to review that activity and report back. An example might appear as follows:

Aquatics (year 1, 4, 7 etc.)

Assigned to aquatics team + health and safety liaison + camping liaison)

Pool – swimming merit badges (MBs), free swim, swim awards, patrol challenge, off-season

Waterfront – boating MBs, boating awards, boat and camp program

Outdoor Skills (years 2, 5, 8)

Camping, Cooking, Orienteering, Pioneering, Wilderness Survival MBs

Obstacle course

Camp Games and Activities (Years 2, 5, 8)

Activities at playing field, gaga ball pit, assembly, patrol challenge, campfires

Handicraft (years 3, 6, 9)

All activities

A more extensive list of subject matter organization appears in Appendix A.

3.1.2 Camp Properties Approach

An alternative approach would be to approach each camp property and its associated camps as a group, treating camps not on camp property as a separate group. The teams would then be assigned to each camp and would include a mix of subject matter experts. An example might look as follows:

Camp A (years 1, 4, 7)

Cub Scout long-term camp activities

Scouts BSA long-term camp activities

Weekend activities

Camp B (years 2, 5, 8)

Day camp

Weekend activities
Off camp property camps (years 3, 6, 9)
Cub Scout adventure days
Webelorees
Camporees

3.1.3 Pros and Cons of Approaches

Councils are not bound to use either of the two approaches above. NCAP believes that an advantage of the subject matter approach in 3.1.1 is that it allows facilitates use of volunteers and third parties with more specialized knowledge to assist the council and frees the council subject matter teams (like aquatics, COPE & Climbing) to work on programs and corrective actions in the other years. A disadvantage is that teams may need to travel extensively if the council operates multiple camp properties. An advantage of the camp property approach in 3.1.2 is that travel is reduced but the subject matter teams members are involved in review activities every year rather than development and implementation.

3.2 FORMALIZING THE PLAN OF REVIEW

Once the plan is developed, it should be written down on paper or electronically. Either Word or Excel would work well. The plan should detail:

- When the review is scheduled
- What is being reviewed
- The documents to be reviewed (syllabi and program hazard analyses)
- Who is doing the reviewing
- The date reviewers will report back to the standing committee
- The date of standing committee review

An example of a combined Plan of Review is shown in Figure 3. A copy of this Plan of Review template is available on the NCAP website, www.scouting.org/NCAP.

Figure 3. Plan of Review

National Camp Standards					
Camp Program Design, Safety, and Risk Review: Plan of Review (as required by Standards SA-002, PD-112 and PS-223)					
INSTRUCTIONS: List all camp properties and their respective property hazard analyses; identify years of review (Years ending 1,4,7 or 2,5,8, or 3,6,9); identify responsible committee or team. Add lines as necessary.					
Camp Property PHA		Review in Years Ending	Reviewing Committee/Team		
Camp Geronimo property PHA		1,4,7	ERM/properties team		
Camp Raymond property PHA		2,5,8	ERM/properties team		
Heard Scout Pueblo PHA		3,6,9	ERM/properties team		
R-C Scout Ranch PHA		3,6,9	ERM/properties team		
INSTRUCTIONS: List each activity, camps or camp properties it takes place; identify years of review (Years ending 1,4,7 or 2,5,8, or 3,6,9); identify responsible committee or team. Add lines as necessary					
Camp Program Activity Authorization, Safety, Risk and Program Review					
Activity	Camp Properties/Camps	Review in Years Ending	Reviewing Committee/Team		
AQUATICS		1,4,7	ERM+Aquatics		
Swimming	Geronimo, Raymond	1,4,7	ERM+Aquatics		
Lifesaving	Geronimo, Raymond	1,4,7	ERM+Aquatics		
Canoeing, Rowing	Geronimo, Raymond	1,4,7	ERM+Aquatics		
Aquatics Awards	Geronimo	1,4,7	ERM+Aquatics		
Aquatic Adult Training	Geronimo, Heard Scout Pueblo	1,4,7	ERM+Aquatics		
Pond activities	Geronimo, Raymond, R-C Scout Ranch	1,4,7	ERM+Aquatics		
ACTIVITIES		2,5,8	ERM+Cubs+Scouts		
Field sports	Geronimo, Raymond, Heard Scout Pueblo, R-C	2,5,8	ERM+Scouts		

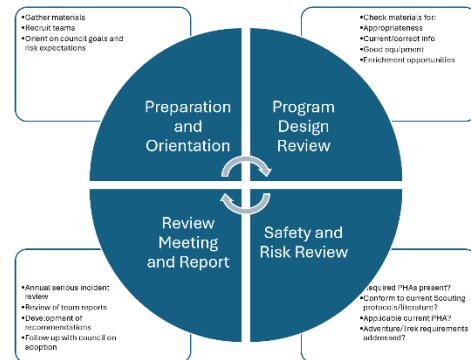
4.0 IMPLEMENTING THE PROGRAM DESIGN, SAFETY, AND RISK REVIEW

This section of the **Guide** provides recommendations to councils on preparing for and implementing an effective program design, safety, and risk review.

4.1 PREPARING FOR THE REVIEW

The council professional responsible for the risk review should meet with the chair of the standing committee and, if available, the chairs of the enterprise risk management and NCAP committees to discuss scheduling review activities for the year. Based upon the programs and activities or camps to be covered, the leadership team may recommend to the Scout Executive that additional volunteer resources are needed. This provides some time to find and orient those individuals.

Fig 2. Review Process



Based upon the schedule agreed, the council professional should gather the following information that will be needed for the review of the designated programs, activities and camps:

- National Camp Standards
- Leaders' guides for the camps
- Syllabi and lesson plans for covered programs and activities
- Program hazard analyses
- Customer survey data or summaries
- Relevant camp close out reports
- Health and safety incidents (3 year trend report, if available)
- Current Camp Facilities Evaluation Tool (CFET) (for camp properties)
- Most recent postcamp/precamp inspection report (for camp properties)
- Camp director/camp leader after-action reports

4.2 STAFFING THE REVIEW COMMITTEE AND TEAMS

If the council chooses an existing standing committee, such as its camping committee or its enterprise risk management committee (or perhaps a hybrid made of a mix of both), some of the staffing needs can be met this way. In addition, the council should ensure that its NCAP chair and staff advisor are available to assist. The council may also find it useful to bring in subject matter experts from its aquatics, camping, conservation/outdoor ethics, COPE & climbing, health and safety, high adventure, range

and target activities and similar teams. If some of these areas are missing, the council may need to find third-party subject matter experts or seek additional volunteer support.

Not every specialty needs to be represented on the committee. Volunteers or third-parties may be asked to review or visit a camp property or activity, provide an email or written report, and may not need to participate in the committee review process.

Councils are granted wide latitude in structuring the process to meet their needs. NCAP cautions that like scrimping on necessary maintenance, scrimping on program design, safety, and risk reviews will incur a cost in lower attendance, accidents and/or injuries in the future.

4.3 ORIENTATION

The council staff advisor, chair of the standing committee and NCAP chair, if available, should hold an orientation meeting or video conference to explain the goals of the review and the review process. The meeting should include introductions of the various personnel, an explanation of the role of the standing committee and any subcommittees or teams conducting the review and reporting back to the standing committee. The meeting should outline the various team assignments, schedule, and how team members can request assistance if they have questions. The council staff advisor should explain where relevant documents are kept. Questions should be answered. The standing committee chair should thank the team members for their willingness to assist.

After the orientation meeting, the council staff advisor should email participants the team rosters, a copy of this **Guide**, and any necessary materials.

4.4 PROGRAM DESIGN AND QUALITY REVIEW

The program design review focuses on the following elements: appropriateness, current and correct information, program equipment, and possible program enrichment. Each element is discussed below.

If there is no program guide, then one should be developed. See the *Guide to Developing a New Camp Program* for assistance.

Fig. 4 Program Design and Quality Review

Appropriateness	Ensure that Program is appropriate
<ul style="list-style-type: none"> • Check activity against list of prohibited and restricted activities • Check for consistency with council program vision 	
Current/Correct	Ensure program uses/teaches current and correct information
<ul style="list-style-type: none"> • Check program materials against current Scouting America publications for alignment. Identify any updates needed. • If no Scouting America materials, engage subject matter experts to review program currency and correctness and make recommendations for improvements. • Syllabi, lesson plans and staff training materials in place • Program enrichment materials available for staff and participants? • Appropriate equipment in good condition? 	
Adventure/Trek	Ensure applicable adventure/trek standards met
<ul style="list-style-type: none"> • Appropriate limits on participation set (age, conditioning, total number of participants) • Program design and safety elements in place • Adventure/trek specific staff training and procedures in place 	

4.4.1 Appropriateness

The first step is to review the leaders' guide or other overall literature on the camp, program or activity to understand what it is trying to do. The focus then shifts to an individual activity or program. The following questions should be asked and answered.

- Does the program or activity fit Scouting's Mission, Aims and use, if appropriate, a Scouting Method?
 - Ensure that the program is not a "prohibited activity" listed in the *Guide to Safe Scouting*?
- Is the program age appropriate under the *Age Appropriate Guidelines*?
 - Note that Adventure Programs and Activities under Standard PS-222, Specific Requirement B, must specify age limits for participation.
- Is the program consistent with the council's **program design**?
- Does the program delivered (based on syllabus and lesson plans) match the description in the leaders' guide?

If the answers to these questions are "yes" the team should indicate the program remains appropriate unless there is some aspect of the program that would cause concern with a significant part of the Scouting or larger community. If so, that concern should be noted in the team report.

4.4.2 Current and Correct Information

The second step is to review the **program or activity syllabus**⁴ and associated **lesson plans**⁵ to ensure that they are current and correct.

- A program or activity is current if it uses the current version of a Scouting America **publication or program guide**. It is important to check that advancement elements (ranks, merit badges for Scouts BSA, adventures for Cub Scouts) are current so that Scouts receive appropriate credit. Teams may assume that Scouting America provided materials that are current contain correct information.⁶
- If the program or activity is not covered by a Scouting America publication or program guide, then the council or camp should have an appropriate syllabus developed by appropriate subject matter experts. In this case, the team should review the syllabus to ensure that the subject matter experts had appropriate experience, that the material still appears current, and that it is consistent with current Scouting America program materials that touch on the same topics. If the material is older, say greater than 10 years, the team should highlight that the council should identify a current subject matter expert to review the material to ensure it remains appropriate if the team is not resourced to do so itself.
- Other Programs and Activities offered pursuant to Standard PS-223 must have a local syllabus reviewed under the prior bullet.
- Additional requirements for Adventure Programs and Activities offered pursuant to Standard PS-222:
 - Adventure programs and activities covered by Standard PS-222 should have syllabus elements fulfilling the requirements of Specific Requirement D, including:
 - The program provides action, adventure, challenge and a risk flavor for excitement, and some vigorous activity;
 - The program has limits on the minimum and maximum number of participants (see Specific Requirement D for exceptions);
 - Participants in the program have an opportunity to reflect on personal goals and apply what they have learned.
 - Staff training is conducted by qualified individuals and is comprehensive enough to provide staff with the ability to lead competently and respond appropriately to emergencies and questions.

⁴ A program or activity syllabus is a document that sets forth the foundational information used in the program or activity. A typical example would be a Scouting America merit badge book, a Scouting America handbook (Cub Scout, Scouts BSA or other) or similar publication.

⁵ A lesson plan is typically a shorter document that breaks down the program or activity syllabus into what staff will deliver during a specific program session.

⁶ If a council review team member identifies an issue where a Scouting America publication may be out-of-date or incorrect and the local council shares that concern after appropriate investigation, please share that concern with Scouting America by emailing NCAP@scouting.org with details.

- There is evidence of annual review and consideration of end of week surveys to maintain program safety and effectiveness.

For each program or activity reviewed, the team should write down the current syllabus, its publication or revision date, and note any concerns that need to be addressed. If a teaching activity has no syllabus, this should be flagged for correction.

4.4.3 Program Equipment

If the team is able to visit the site of the program or activity, it should review the quantity and quality of equipment to ensure that there is adequate equipment available to serve the typical number of program participants, so that the equipment meets syllabus and lesson plan needs. Recommendations on repair and replacement of degraded equipment or on new or additional equipment should be included in the report, if needed.

4.4.4 Program Enrichment

In the program enrichment phase of the program or activity review, when appropriate⁷ the team should review support materials that the council or camp uses for the program and evaluate whether they are adequate to support the staff. For example, nature and ecology programs should have some references to local plants; aquatics staff may benefit from “learn to swim” materials; pioneering staff may need additional project guides beyond what is found in the merit badge pamphlet to maintain program interest. Recommendations on upgrading or replacing materials should be placed in the report.

Finally, the team could evaluate whether the program or activity could be enriched by the addition of content or use of a unique aspect of the camp or venue where the program is offered to expand awareness. Any recommendations should be recorded in the report for that area.

An example Program Content review sheet is found in Appendix B and can be downloaded from the NCAP website at www.scouting.org/NCAP. Again, this is an example template and councils may customize or use their own form depending on what best meets their needs.

4.4.5 Program Missing Program Syllabus/Standard Operating Procedures

If a review team discovers that an instructional or experiential program is missing a defined program syllabus, this should be called to the council’s attention with a note that those documents should be developed. Similarly, for non-instructional/experiential programs where the review team believes that a standard operating procedure is

⁷ Not all activities necessarily require program enrichment. Review teams should focus their efforts on those areas where recommendations would result in the greatest benefit in light of time constraints.

appropriate but does not exist, this should be called to the attention of the standing committee in the team's report.

NCAP's *Guide to Developing New Programs* provides guidance on developing syllabi and standard operating procedures.

4.5 SAFETY AND RISK REVIEW

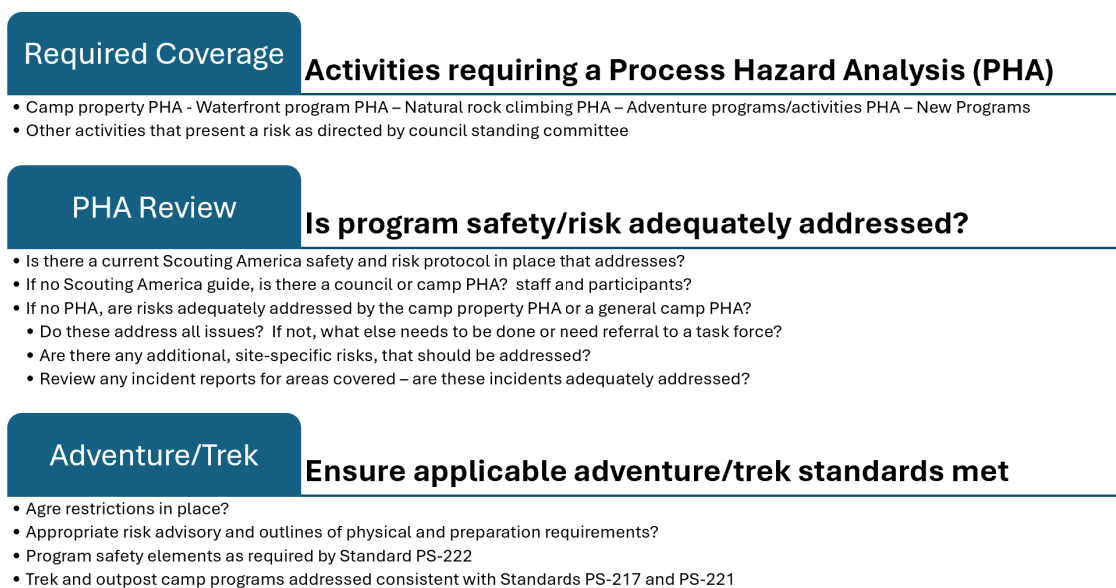
Team members conducting the safety and risk review should be familiar with Scouting America's risk management procedures set forth in the National Camp Standards, the *Guide to Safe Scouting*, the *Enterprise Risk Management Committee Guidebook*, and where appropriate, the *Program Hazard Analysis* and *SAFE* checklist. All of these materials are available at the Scouting Safely webpage:

<https://www.scouting.org/health-and-safety/>

All camp programs and activities should have a National Camp Standard, a Scouting America program guide, or a council program hazard analysis already in place. If so, the safety and risk review follows the procedures in Section 4.5.3. If the review team determines that a program hazard analysis is not available but other documentation is, follow the procedures in Section 4.5.4. If no program hazard or other appropriate documentation is available, then a new program hazard analysis consistent with Standard PD-111 must be prepared. Preparing an initial program hazard analysis is discussed in NCAP's *Guide to Developing New Programs* with additional guidance on the *Scouting Safely* webpage mentioned above.

The steps in the Safety and Risk Review are summarized in Figure 5.

Fig. 5 Safety and Risk Review



4.5.1 Required Program Hazard Analyses

Scouting America generally recommends that councils have the following program hazard analyses in place:

- **Camp property program hazard analysis.** Each camp property should have a program hazard analysis (PHA) that examines the risks specific to that camp property. These risks include many of the site- and climate-specific risks discussed in Standard AO-805. It should address chemicals and hazardous material such as water treatment and pool chemicals. This camp property PHA forms the foundation for Scouting program activities at the property. Additional PHAs may be needed for specific programs or activities. If additional PHAs are required, they should be listed in the camp property PHA. If your council conducts a camp off council property, then a PHA should be developed for that property with mitigation measures limited to those the camp staff can implement.
- **Waterfront program hazard analysis.** While the National Camp Standards and *Aquatics Supervision*⁸ set forth the fundamentals of a safe program, they cannot address site-specific situations that may exist at a waterfront and boating activities. The Waterfront PHA should address risks presented by the waterbody, climate conditions, storms, lost boats and boaters, sinking boats, and in the water activities at the waterfront or during boating operations and any aquatic play structures. All these issues require additional considerations beyond the minimum set forth in the National Camp Standards and *Aquatics Supervision*.
- **Natural rock climbing program hazard analysis.** While the National Camp Standards and *Belay On*⁹ provide the fundamentals for a safe program, climbing on natural rock typically presents additional risks due to its often more remote location, risk of slippage, greater difficulty in anchoring, and risks specific to setting up the course initially. These risks and any others should be evaluated and mitigative measures specified in the PHA.
- **Adventure Programs and Activities.** All adventure programs and activities authorized under Standard PS-222 should have a PHA specific to their needs.
- **Trek and Outpost Programs and Activities.** All trek programs need a PHA for the trek itineraries that participants will take, addressing the risks of any planned activities and natural features along the way. Consideration should be given to risks where participants will camp overnight.

Specific camp properties or camp programs/activities may require additional analysis warranting a PHA. Part of the role of the review team is to evaluate when additional PHAs are needed.

⁸ Scouting America, *Aquatics Supervision: A leader's guide to youth swimming & boating activities*, available at https://filestore.scouting.org/Outdoor%20Program/Aquatics/pdf/Aquatics_34346.pdf

⁹ Scouting America, *Belay On*, available at https://filestore.scouting.org/filestore/outdoor%20program/pdf/430-500_belayon_wb.pdf

All team members should review the camp property or camp PHA before beginning to review individual programs and activities at the camp property or camp.

4.5.2 When a Program Hazard Analysis Is Required

Standard PD-111 requires a program hazard analysis whenever a camp introduces a new program or activity after 2020.

Programs and activities that are conducted in accordance with a Scouting America program guide (documents like *Aquatic Supervision*, *Belay On*, *Scout Handbook*, any of the Cub Scout handbooks, the *Conservation Handbook*, merit badge pamphlets) generally have had general safety issues addressed as part of developing the guide or handbook but the council and camp should consider any site-specific issues that may create different or unusual risks. If so, then a PHA should be prepared to supplement the Scouting America program guide to address those issues.

Scouting America encourages camps to develop programs and activities that meet their needs. While new programs are covered by Standard PD-111, existing programs may also create risks and councils are encouraged to review them as part of the Standard PD-112 process to determine whether a PHA or additional documentation or procedures are needed to achieve safety goals. In general, any uncontrolled risk in category I, II, or III requires a PHA and a PHA is recommended for uncontrolled risks in Categories IV.A and IV.B. The Risk Chart is shown below.

Scouting America recognizes that development of a good PHA takes time and resources. Scouting America thus encourages councils and camps to group similar activities together into a single PHA when appropriate. For example, a general day camp PHA could be developed that addresses common elements of day camps, another might address camporees (check in procedures, camping, fires, sanitation, evening programs, etc.), or “in class” merit badge teaching. Another general PHA might address specific programs that are common (fire building and cooking; pioneering and Scoutcraft; conservation and woods tools). In many cases, combining the camp property PHA, which addresses risks unique to the location, with the general day camp or general camporee PHA, which address program risks, would result in appropriate coverage. Only if a risk is not adequately addressed by a Scouting America National Camp Standard, program guide, the camp property PHA, or an applicable general PHA would a more specific analysis be needed.

Risk Assessment

Once severity and frequency are established for a given hazard, a risk matrix can be used to decide whether to accept the risk or to implement hazard elimination or control measures.

Frequency of occurrence	Catastrophic (I)	Critical (II)	Marginal (III)	Negligible (IV)
Frequent (A)	IA	IIA	IIIA	IVA
Probable (B)	IB	IIB	IIIB	IVB
Occasional (C)	IC	IIC	IIIC	IVC
Remote (D)	ID	IID	IIID	IVD
Improbable (E)	IE	IIIE	IIIE	IVE

Legend	<u>Hazard Risk Index</u>	<u>Acceptance Criteria</u>
	IA, IB, IC, IIA, IIB, IIIA	Unacceptable
	ID, IIC, IID, IIIB, IIIC	Undesirable (decision required)
	IE, IIE, IIID, IIIE, IVA, IVB	Acceptable with review
	IVC, IVD, IVE	Acceptable without review

An example of how a council may combine Scouting America program guides, its general and program-specific program hazard analyses is shown in the model program tracking sheet example.

4.5.3 Safety and Risk Review with Existing Documentation

If possible, the safety and risk review team should visit the camp property or camp where the program or activity is offered so that they have a sense of the setting and possible risks. If the team members are familiar with the camp property or camp, this may not be necessary.

The team should start by reviewing the principal program syllabi, any program or activity PHA and any after-action reports flagging a safety or risk concern. The following questions should be addressed:

1. Does the program/activity conform to current Scouting America safety and risk protocols, if available?
 - a. If so, the team may assume that general program/activity risks have been vetted. Proceed to #3.
 - b. If not, the team should note variances and propose updates to resolve any inconsistencies in its report. Proceed to #3.
 - c. If Scouting America does not have applicable program guides or protocols, proceed to #2.
2. If no Scouting American program guide or protocol:
 - a. Is there an existing PHA?
 - i. If so, does it adequately address the risks with appropriate mitigative measures? If so, proceed to #3.
 - ii. If so but it does not adequately address the risks with appropriate mitigation measures, the team should note unaddressed risks and proposed mitigation measures to address them.
 - b. If no PHA, are risks adequately addressed by the camp property PHA or a general camp PHA? If so, proceed to #3.
 - c. If no PHA and no general PHA adequately addresses, a PHA should be developed. See Section 4.5.4 of this Guidance.
3. Are there any site-specific elements at the particular camp property or camp that create additional risks that should be addressed?
 - a. If not, proceed to #4.
 - b. If yes, is there a supplemental PHA that addresses those risks?
 - i. If so, review and if adequate, proceed to #4.
 - ii. If so and it is not adequate, the team should note unaddressed risks and propose a supplemental PHA for the activity.

- iii. If no specific supplemental PHA exists, the team should either prepare a supplemental PHA, see Section 4.5.4, or else recommend that one be prepared.
- 4. The team should review the incident reports since the last review.
 - a. Are there any incidents that suggest insufficient mitigation measures? If so, the team should propose either additional review or additional mitigation measures and note both the incident triggering the recommendation and why the mitigation measures would either prevent or minimize the consequences of the incident.
 - b. If none, the team should note that no incidents implicating the PHA occurred.
- 5. Additional steps for Adventure Programs and Activities subject to Standard PS-222. For Adventure Programs and Activities, the team should ensure that the syllabus and PHA for the program/activity includes the following:
 - a. Age restrictions consistent with Scouting America's *Age Appropriate Guidelines*. (Standard PS-222, Specific Requirement B.)
 - b. An appropriate risk advisory and outline of physical and other preparations for participation (Standard PS-222, Specific Requirement D.4)
 - c. Program safety elements set forth in Standard PS-222, Specific Requirement E with evidence carried into staff procedures and training.
 - d. Evidence of annual review of program safety.
- 6. Additional steps for Trek and Outpost Camps subject to Standards PS-217 through PS-221.
 - a. Age restrictions consistent with Scouting America's *Age Appropriate Guidelines*.
 - b. All appropriate Standards and specific requirements are met.
 - c. Evidence of annual review of program safety.
- 7. The team completes its report. The report should include the primary syllabi if relied upon to meet part of this requirement, each applicable PHA, and any recommended additional mitigative measures or PHAs needed or if none, state none required.

4.5.4 Safety and Risk Review without Existing Documentation

If a camp property or camp has programs or activities without existing risk documentation, the team reviewing those programs and activities should have a member familiar with Scouting America's program hazard analysis process to assist it with the assessment process. Alternatively, activities identified as lacking appropriate

risk analysis could be referred to a separate team with appropriate expertise on the issues to be addressed.

1. Is the camp property or camp program or activity adequately covered by an existing Scouting America National Camp Standard, program guide, or council PHA? A program is adequately covered if it would not result in an injury or loss in categories IA-D, IIA-D or IIIA-C of the **Program Hazard Analysis** guide¹⁰.
 - a. **Programs or activities with a risk rating of IA-D, IIA-D or IIIA-C** require a variance from the National Camp Accreditation Program. If this is determined to be the case, the team should notify the Scout Executive that an NCAP variance is required and the council may need to work with the NCAP staff advisor to facilitate that process.
 - b. **Adventure Programs and Activities offered pursuant to Standard PS-222 and Trek Programs offered pursuant to Standards PS-218 through PS-222** that are missing required documentation must be suspended until appropriate syllabi and PHAs are prepared. This situation should be communicated to the Scout Executive and included in the team's report.
 - c. **For all other programs and activities**, if the team determines that existing program guides adequately cover the risks, the team should record the activity and the camp standard, Scouting America program guide, or council or camp PHA that provides adequate risk protection and its risk rating. The activity or standard should then be evaluated in accordance with Sections 4.5.1 through 4.5.3 of this Guidance. If there are gaps that require further work, those should be identified.
2. **If existing program and PHA documentation does not adequately cover the program or activity**, the team should note this in its report, list the program or activity's risk rating, and include a recommendation whether the program should be suspended until such time as PHA documentation is prepared. Preparation of an initial PHA is addressed in Standard PD-111 NCAP's *Guide to Developing New Camp Programs*.

4.5.5. Preparing recommended mitigation measures.

When preparing recommended mitigation measures, teams are encouraged to follow Scouting America's SAFE Checklist elements adapted to the camp environment:

Supervision. *Youth are supervised by qualified and trustworthy staff who set the example for safety.* The mitigation measure should address appropriate supervision of

¹⁰ Program Hazard Analysis, available at <https://filestore.scouting.org/filestore/pdf/680-009.pdf>. Note that this risk framework differs slightly from the one in the *Enterprise Risk Management Committee Guidebook*. For NCAP purposes, the current version of Program Hazard Analysis, No. 680-009, applies.

the activity and identify specific safety measures staff should communicate and model during the activity and any specific risky behaviors they should correct.

Assessment. *Staff have reviewed applicable program guidance or standards.* The mitigation measures developed by the team should include risk avoidance measure and contingency steps staff can take to reduce risks and provide guidance to staff in assessing the risks presented by the activity, the location the activity is conducted, and whether any contingency plans should be implemented.

Fitness and skill. *Staff have confirmed that prerequisite fitness and skill levels exist for participants to take part safely.* The mitigation measures should address the fitness and maturity level of the participants and should include recommendations on whether to conduct the activity or how to alter the activity to ensure safety under various conditions, and provide guidance to staff on how to:

- Confirm the activity is right for the age, maturity, and physical abilities of participants.
- Consider temporary or chronic health conditions of participants and whether this requires adjustment of the program or activity.
- Ensure participants stay within the limits of their abilities and provide training to participants with limited skills and assessing their skills before attempt more advanced skills.

Equipment and environment. *Safe and appropriately sized equipment, courses, camps, campsites, trails, or playing fields are used properly. Staff periodically check gear use and the environment for changing conditions that could affect safety.* The mitigation measures should address any required equipment, how to use it, indicators of damage requiring retirement of gear, and environmental conditions that may require cancelling or altering the program to maintain safety.

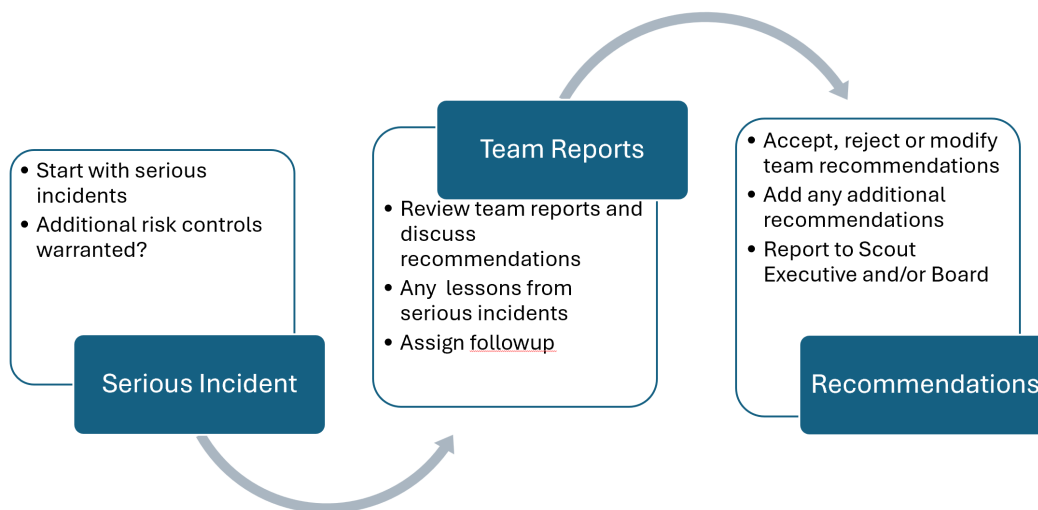
Finally, mitigation measures should consider additions or changes to staff training procedures so that all staff are adequately trained in implementing the mitigation measure as part of the program or activity.

Remember: In many cases the camp staff may be young adults with limited experience with the activity. The goal of the mitigation measures is to equip them with guidance and options so that they have the knowledge and confidence to deliver programs and activities safely and to equip them to switch among vetted alternatives in light of foreseeable equipment and environmental conditions and still deliver a safe program or activity.

5.0 PROGRAM DESIGN, SAFETY, AND RISK REVIEW MEETING

At least annually, the council standing committee responsible for the program design, safety, and risk review should meet to review the reports and recommendations of any teams tasked with the program design, safety, and risk review under Section 4.0 of this **Guide** and to conduct the annual review of incident reports. Figure 6 shows an overview of the annual review meeting.

Fig. 6. Annual Review Meeting



5.1 Annual Serious Incident Review

It is recommended that the standing committee review serious incidents either before the team reports or in conjunction with the team reports. Review of serious incidents will help inform the standing committee's decisions.

Standard PD-112 requires that "any serious incidents" during the prior year be reviewed. The Interpretation identifies a "serious incident" requiring review as "(1) any incident involving more than Scout-rendered first aid, (2)(a) which results in an illness affecting multiple participants, (b) which results in significant property damage or expense (as determined by the local council), or (3) any item flagged by camp leadership as requiring review. Standard PD-112, Interpretation, at PD-112-2. NCAP interprets "multiple participants" to mean three or more. The committee in consultation with the Scout Executive should establish the significant property damage materiality threshold and record it in the plan. The camp director/camp leader, camp health officer, and camp ranger (if any) should be asked to identify significant incidents and make the incident reports prepared pursuant to Standard AO-805 available. After-action reports from camp directors/camp leaders may be another valuable source of information.

If the committee is told that there were no incidents, the committee and Scout Executive (or designee) should meet with the camp director/camp leader and ensure that the

scope of incidents requiring reporting is understood. If there are misunderstandings, these should be corrected and the council's procedures adjusted to ensure that future camp directors/camp leaders understand the importance of accurate reporting to enable the council to control risks and protect the safety of camp participants.

5.2 Review of Program Design, Safety, and Risk Review Team Reports

It is good practice to share the team reports and any staff responses prior to the meeting so that committee members can review them and come to the meeting prepared to discuss the reports, whether they indicate an item requiring attention, and possible resolutions. At the meeting the standing committee should discuss the reports and take one or more of the following actions:

- Approve a team report without recommendations for corrective or mitigative actions
- Refer back to a team a report without recommendations if the standing committee believes additional analysis is required
- Approve a team report with recommendations for corrective or mitigative actions, specifically noting whether the standing committee approves, modifies or rejects those recommendations.
 - If the standing committee modifies or rejects a recommendation, its report should state the basis for its action.
- Reject a team report and require further review by the team.
- Reject a team report and undertake further review itself

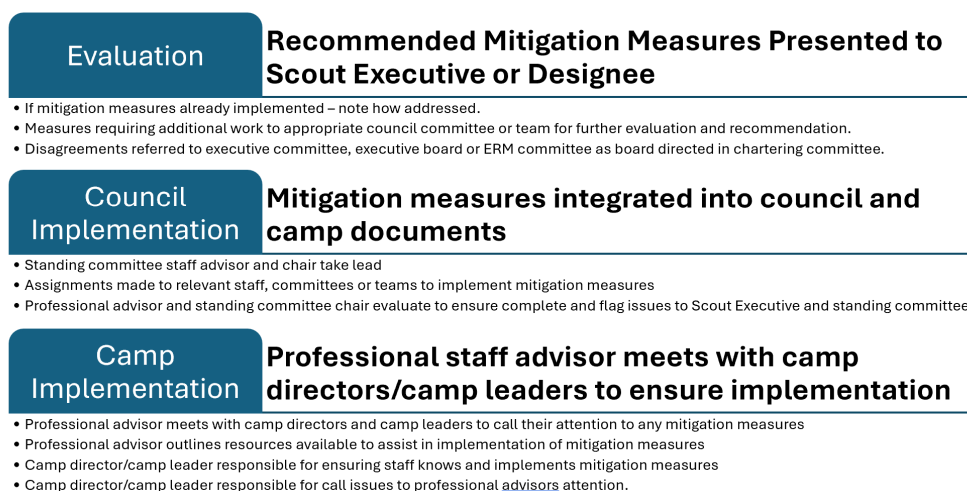
Documentation. Minutes of the meeting should be kept, noting the activities reviewed and any corrective actions recommended by the committee or by the Scout Executive (or designee). These recommendations may either be adopted by the committee (if authorized by local council procedure) or should be sent to the council body with adoption authority for action.

An example tracking sheet and recommendation sheet is provided in Appendix B of this **Guide** and is available at www.scouting.org/NCAP. While this tracking sheet is not required, it provides a useful tool to minimize the burden of the annual review process.

6.0 FOLLOW UP ON THE PROGRAM DESIGN, SAFETY AND RISK REVIEW

In order for the council and its camps to benefit from the council program design, safety, and risk review, the recommendations gathered as part of the progress must be evaluated and implemented in the council's camping program. Figure 7 shows the recommended general process.

Fig. 7. Follow Up



6.1 Evaluation

The chair(s) of the council standing committee meet with the Scout Executive (or designee) and the professional advising the council program design, safety, and risk review process. Each recommendation is discussed. If the Scout Executive and chair agree that a recommendation has already been addressed, a note is made to that effect. If the Scout Executive and chair agree that a recommendation should be implemented, then it is assigned to the appropriate committee and professional staff member to implement. If the Scout Executive and chair disagree on whether a recommendation is appropriate, then the matter will be referred to the executive committee, the Executive Board, or the enterprise risk management committee for a further report to the executive committee or Executive Board on the recommendation and whether it should be adopted or revised.

A report of the disposition of each recommendation is made back to the standing committee and to the enterprise risk management committee (or equivalent).

6.2 Implementation by Council

If the recommendation is self-executing, then the professional assigned shall integrate it into the council's existing camp property or camp program documents and report back to the Scout Executive and standing committee chair that the requested change has been made.

If the recommendation requires further work to fully address its scope, then the professional and committee assigned will develop a more fully developed recommendation and present the fully developed recommendation to the Scout Executive and chair of the standing committee for approval under Section 6.1.

6.3 Implementation at Camp

Standard PD-112 provides that the camp director at a long-term camp or day camp or the camp leader at a short-term camp¹¹ “is responsible for implementing the program and supervising staff and program activities in accordance with approved policies during camp.” The council must ensure that the camp director or camp leader is familiar with the activities, Scouting America and council policies and procedures, and has the executive ability to implement them. It is important that councils establish an expectation of compliance and that they adequately resource camp directors and camp leaders to succeed. If the council cannot find appropriate leadership or resource the leadership and camp adequately, the council should not offer the camp or should adjust its program to the leadership and resources available. The standing committee should review the council's training program to ensure that camp directors/leaders are appropriately trained and supported.

The camp director/camp leader is responsible for implementing all programs in accordance with the approved syllabi, program hazard analyses and adopted mitigation measures. The camp director/camp leader ensures that the camp program staff responsible for the program knows and understands the programs and the requirements for a quality, safe program.

Camp directors/camp leaders should call attention to any resourcing issues that they encounter in their after-action reports. These reports should be made available to the PD-112 review teams during the annual review and next program design, safety, and risk review.

¹¹ A “camp director” is an individual retained by the council to direct a camp as defined in Standard SA-001. For long-term camps and day camps, the camp director must have a current certification card from the camp director section of Scouting America's National Camping School. The term “camp leader” is used for short-term or other camps that do not have a camp director and refers to the person in ultimate charge of the camp.

7.0 NCAP ASSESSMENT OF STANDARD PD-112 AND STANDARDS PS-222 AND PS-223

NCAP camp assessment teams are charged with assessing how well a council is implementing the camp program design, safety, and risk review process required by Standard PD-112. Because each council and camp is different, the approach to risk that each council and camp will take is likely to be different as one moves beyond the national uniform requirements in the National Camp Standards and Scouting America program guides. The focus of the NCAP assessment team will thus be on reviewing evidence that the council and camp have taken the proper steps to implement the program design, safety, and risk review.

First, NCAP assessors will want to see the Plan of Review discussed in Section 3.0. This demonstrates that the council has a plan to review all its camp programs and activities over a three-year cycle.

Second, NCAP assessors will want to see a tracking sheet maintained by the council showing that it has completed periodic reviews within the three-year period. An example of such a sheet is shown here and in Appendix B.

Third, NCAP assessors will want to discuss with the camp director/camp leader how review recommendations and mitigating measures adopted are transmitted to the camp director and by him or her to their staff. This can be done orally. Councils can reduce the burden by using a recommendation/mitigation tracking sheet that records any mitigation measures adopted by the council affecting the camp. Use of this sheet will help camp directors/leaders understand which measures are being adopted to reduce risks and keep discussions focused on the PD-112 implementation process rather than on the risk management decisions made.

PD-112 may be managed by the council for its camps by preparing the Plan of Review, tracking sheet, and list of mitigation measures applicable either to the council at large or the specific camp.

NCAP will score a council's and camp's PD-112 program design, safety, and risk review process as compliant if the three elements are demonstrated: Plan of Review; Review Completed; Mitigation Measures transmitted to camp director/camp leader and implemented by staff. A deviation or noncompliant will occur if one of these elements is incomplete. If all elements are complete for a camp, but not for the council, NCAP will score based on the camp alone.

ACKNOWLEDGEMENTS

NCAP would like to acknowledge the efforts of Eric Hiser and Donald Kubik in drafting this **Guide** and David Berry, Warren Franke, Brian Gray, Sven Rundman and Jay Cash in reviewing and improving it.

APPENDIX A

This appendix lists possible subject matter approach to periodic review to assist councils with planning. Blanks are provided if councils wish to print this sheet and indicate years for review either for the entire group or a part of the group by writing the review year in (Years ending in 1,4,7 or 2,5,8 or 3,6,9). Excel versions are provided at www.scouting/NCAP.

_____ ACTIVITIES

- _____ Opening campfire
- _____ Closing campfire
- _____ Other campfire:
- _____ Field sports
- _____ Night activities
- _____ Camp provided games

_____ ADMINISTRATION

_____ AQUATICS

- _____ Swimming MB
- _____ Lifesaving MB
- _____ Adult training
- _____ Free swim
- _____ Play Structure*
- _____ Pool mechanical
- _____ Other pool
- _____ Canoeing MB
- _____ Kayaking
- _____ Motorboating/PWC
- _____ Rowing MB
- _____ Sailing
- _____ Aquatic awards
- _____ Boat storage/handling
- _____ Other waterfront

_____ ATV Program

_____ CAMP FACILITIES (GENERAL)

- _____ Campsites
- _____ Chapel(s)
- _____ Reception/Parking Lot
- _____ Maintenance
- _____ Storage
- _____ Other Non Program

_____ CAMP UTILITIES

- _____ Electric
- _____ Roads/Trails
- _____ Septic/Sewer
- _____ Solid Waste/Trash
- _____ Water

_____ CAMP FIRE RING(S)

_____ CLASS INSTRUCTION (general)

_____ CONSERVATION

- _____ Tools
- _____ Projects
- _____ Trails

_____ Climbing

- _____ Bouldering
- _____ Tower/Wall
- _____ Natural Rock
- _____ Equipment

_____ COPE

- _____ Low course
- _____ High course
- _____ Equipment

_____ CYCLING

- _____ Bikes
- _____ Courses
- _____ Tools/Maintenance

_____ FOOD SERVICE

- _____ Kitchen
- _____ Dining Hall
- _____ Refrigerator/Storage

_____ HANDICRAFT

- _____ Merit Badges
- _____ Tools / kits
- _____ Equipment
- _____ Chemicals

_____ INTERPRETIVE/LIVING HIST.

- _____ Blacksmith
- _____ Lumbering
- _____ Cabin
- _____ Other

PLEASE LIST ADDITIONAL ITEMS IN THIS
COLUMN

_____ NATURE/ECOLOGY

- _____ Merit Badges
- _____ Exhibits / Animals
- _____ Observation Areas

_____ OUTDOOR SKILLS

- _____ Cooking
- _____ Pioneering
- _____ Search & Rescue
- _____ Equipment

_____ RANGE & TARGET ACTIVITIES

- _____ Archery
- _____ BB device
- _____ Rifle
- _____ Shotgun/Black Powder
- _____ Throwing Sports
- _____ Storage
- _____ Range Safety

_____ EXPECTED PHAs

- _____ Camp Property PHA
- _____ Adventure Activity PHAs
- _____ Outpost PHAs
- _____ Aquatic Structure PHA

Appendix B – Model PD-112 Tracking Sheet

	A	B	C	D	E	F	G
1	National Camp Standards						
2	Camp Property and Camp Program Design, Safety, and Risk Review						
3	(as required by Standards SA-002, PD-112 and PS-223)						
4							
5	Camp Property Name						
6	Name of camp property						
7							
8	Property Risk Evaluation (list all)	Property PHA Date?	Date of Last PD-112 Review				
9	General Property PHA	10/24/2022	5/15/2024				
10							
11	Applicable General PHAs (list all)	General PHA Date?	Date of Last PD-112 Review				
12	Classroom instruction PHA	10/24/2022	5/15/2024				
13							
14							
15	Camp Program Design, Safety, and Risk Review						
16	Activity	Program Guide/Syllabus	If Syllabus, Resp. Comm. & Date	Standard and/or Program Guide	Add'l Risk?	PHA/JSA Name & Date	PD-112 Rev Date
17	Swimming MB	Swimming MB	NA	PS-201 + Aquatics Supervision	No	NA	9/15/2023
18	Lifesaving MB	Lifesaving MB	NA	PS-201 + Aquatics Supervision	No	NA	9/15/2023
19	Free swim	Aquatic Supervision	NA	PS-201 + Aquatics Supervision	No	NA	9/15/2023
20	Pool mechanical	Manufacturer's Manual+SOPs	Aquatics 2/12/2022	Mfr's Manual + FA-713	No	NA	10/24/2022
21	Blob	Manual + Aquatics Supervision	Aquatics 4/22/2021	PS-201 + BSA Aquatic Play Structure	Yes	Blob PHA 4/22/2021	7/23/2021
22	Creek snorkel program	"Creek Snorkel Program Syllabus"	Aquatics 3/27/2021	PD-111 + Aquatics Supervision	Yes	Creek PHA 3/27/2021	9/15/2022
23	Nature MB	Nature MB	NA	PS-211 + Nature MB	No	NA	9/15/2022
24	Birds MB	Bird Study MB	NA	PS-211 + Bird Study MB	No	NA	9/15/2022
25	Conservation Projects	Conservation SOPs	Conservation 5/12/2021	PS-211 + Conservation HB	No	NA	9/12/2021
26	Night Trails	Night Trail Instructions	Camping 9/2/2020	PD-112 + General Property PHA	No	NA	9/12/2021
27	Pottery	Pottery MB	NA	NA	Yes	Pottery PHA 5/12/2021	9/12/2021
28	Dining Hall- Ops	Dining Hall Rules	Camping 9/2/2020	NA	Yes	Dining Hall PHA 9/2/2020	10/24/2022
29	Kitchen-Food safety	ServSafe + Code	ERM 9/12/2023	PD-109 + Code + ServSafe	No	NA	5/15/2024
30	Kitchen-Operations	Kitchen contractor SOPs	ERM 9/12/2023	PD-109 + Code	Yes	Kitchen PHA/JSA 9/12/2023	9/15/2023
31	Roaring Sprgs Outpost	Roaring Springs Program Guide	Camping 9/12/2021	PS-217	No	NA	9/12/2021
32	Turkey Sprgs Outpost	Turkey Springs Program Guide	Camping 3/21/2024	PS-217 + PD-111	No	Turkey Springs PHA 3/21/24	5/15/2024
33	Scavenger Hunt	Scavenger Hunt Program Guide	New - TBD	PD-111	Yes	Scavenger Hunt PHA 6/16/2024	5/15/2024
34	Field Sports	Various Scouting Games	Various	NA	No	General Property PHA 10/24/2024	5/15/2024
35							

A copy of this sheet may be downloaded from www.scouting.org/NCAP.