

# Camp Management Plan for Temporary Worker Housing



The operator or manager of Temporary Worker Housing (TWH) needs to have a Camp Management Plan (plan) for the TWH facility(s). The plan is to assure that the housing is operated in a safe and secure manner and is kept within its approved capacity.

The occupants of the TWH must be educated on the plan in a language the occupant understands, the plan must be posted in the dwelling units for the occupants to see, and provide individual copies of the plan to the occupants that request one.

As part of the temporary worker housing license application, please provide a copy of the Camp Management Plan in English and Spanish to the Department of Health (department) by:

**1. E-Mail to:**

[housing@doh.wa.gov](mailto:housing@doh.wa.gov)

**2. Mailing to:**

Washington State Department of Health  
Housing Programs  
PO Box 47824  
Olympia, WA 98504

When there are changes to the plan, the operator must submit the revised plan to the department within 10 calendar days of the plan going into effect. Inspection staff will verify that the plan has been distributed or posted during inspections.

## Parts of the Camp Management Plan

The Camp Management Plan template provides **three** essential parts that are required to be documented to establish an effective plan. The template can be used as a guide, or it can be copied and filled out. The camp rules can be tailored to meet the specific rules of the camp. The template is also provided in Spanish below.

**1. The Safety Plan**

Describe how the camp will remain safe and secure. List important emergency contacts and local medical facilities where occupants can seek medical attention or emergency services. List who is first aid certified and where first aid supplies can be found. Educate occupants on dwelling escape routes and evacuation plans. Document the steps to take in case of emergencies, like a fire or an earthquake. Post a point of contact that occupants can refer to if they have questions about the plan.

**2. Fees/Charges**

Include information about any fees or charges required of the occupants to stay in your temporary worker housing.

**3. Camp Rules**

The list of rules provided in the template serve as examples. Please add and subtract rules as needed for your camp.

## More Resources

For licensing, frequently asked questions, laws and rules, and other program services, see [www.doh.wa.gov/TemporaryWorkerHousing](http://www.doh.wa.gov/TemporaryWorkerHousing).

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For people with disabilities, this document is available on request in other formats. Call 1-800-525-0127 (TDD/TTY call 711).

## Camp Management Plan

These are the rules for living in this camp. The rules are for your protection and are intended to help you live in a safe place. Each person must follow the rules, or they may be asked to leave.

### Safety Plan

#### Emergency Contacts

Camp Operator/Manager Name:  Phone:

Camp Address:  City:

Police Phone:  Ambulance Phone:

Clinic Address:  Phone:

Hospital Address:  Phone:

First Aid Trained Name:  How to contact:

First aid supplies are located at:

Local Health Jurisdiction Address:  Phone:

Emergency Procedures:

In case of fire, do this:

In case of earthquake, do this:

\*In case of evacuation, do this:

People trained in occupant evacuation:

In case of a communicable disease outbreak, follow the Communicable Disease Prevention and Response Plan.

**\*Note:** An emergency escape map/plan should be posted in each building or sleeping area. If missing, notify the owner/manager. Evacuation plan should include how to account for every occupant after the need for evacuation is over.

Questions about the plan contact:  Phone:

Housing Complaints:  State Department of Health Phone:  1-800-832-8822

## Camp Fees

Charges for staying in the camp (if applicable) are:

Rent: \$   per month  per week Utilities: \$   per month  per week

Damage Deposit: \$  Other Charges: \$

## Camp Rules

- Do not overcrowd the housing. The maximum number of people allowed to stay in the camp is:
- If applicable, turn on the mechanical ventilation system whenever the facility is occupied.
- If external conditions pose a health or safety risk to occupants; temporarily shut down any mechanical ventilation systems and close outside openings, e.g. windows and doors.
- Keep combustibles and other items away from heat producing equipment to prevent fires.
- Report problems – drinking water quality, or gas fumes and odor – to the operator or camp manager.
- Report illnesses to the operator or camp manager.
- Know your exit routes, keep them clear and unobstructed, report any exit routes that do not open.
- Do not alter or remove batteries from smoke detectors, or repair electrical wiring or devices.
- Report to operator/manager any equipment or items that do not operate or are broken; e.g. broken or deficient smoke detectors, stoves, heaters, hot water, air conditioning, laundry, toilets, broken septic, broken windows, missing or torn screens, leaks, drains.
- Do not damage the camp, its equipment, or contents.
- Put all garbage in proper containers and put the lids back on the containers.
- Flush all used toilet paper down the toilet.
- Do not change your car oil here. You can change your car oil at:
- Do not move beds.
- No unauthorized persons are allowed. Report unauthorized or suspicious people to the operator or camp manager.
- Follow camp hours for arriving  and leaving  and guests must leave by
- No loud noises before  a.m. or after  p.m.

**Each person must follow the rules, or they may be asked to leave.**