

# CUB SCOUTING



## 2009 NATIONAL STANDARDS FOR LOCAL COUNCIL ACCREDITATION OF CUB SCOUT/WEBELOS SCOUT DAY CAMPS FOR PRECAMP AND OPERATIONAL ACCREDITATION

This booklet includes procedures and standards, along with explanatory information. The National Standards Accreditation Score Sheet for Cub Scout/Webelos Scout Day Camps is a separate four-part form for use in reporting to the council, region, and Outdoor Program Team. Attach all accreditation team recommendations and items needing follow-up to this report for council use. The local council forwards copies to the region and the Outdoor Program Team.

Day camp is an organized 1-to-5-day program for Tiger Cubs (and their adult partner), Cub Scouts, and Webelos Scouts under trained leadership at an approved site, during daylight or early evening hours but not overnight. **Day camp youth participants are limited to registered Tiger Cubs (and their adult partners), Cub Scouts, and Webelos Scouts.**

### PURPOSE

The standards are established to:

1. Ensure the health, safety, and well-being of every camper, leader, visitor, and staff member while on camp property.
2. Ensure that the council takes pride in the high quality of its day camp(s), including the program, staff, facilities, and equipment.

Regardless of the length or location of the day camp, the local council is responsible for assuring that the facilities meet these standards.

As a result of this analysis and rating, the council should be able to:

- Objectively review its day camp operation.
- Discuss the year-round outdoor program opportunities.
- Issue a written report for executive board action, complete with recommendations that can be used to guide corrective measures.

### RESPONSIBILITY

The Scout executive is responsible for maintaining national standards, with help from the camping committee, health and safety committee, and other appropriate council committees. The accreditation team and the camp director are responsible for ensuring that all standards are or will be in effect when camp

opens. In some cases, the camp director must administer the operating part of the standards. This same principle of assigned responsibility applies to the balance of the standards.

The precamp accreditation is designed to help identify facilities and equipment that need to be brought up to standard before camp opens. Accreditation team members must have current training (within two seasons) as visitation team specialists.

### PROCEDURE

Part I—A day camp accreditation visit should be done as early as possible to allow time to take action on checked items, and no less than 60 days before the day camp begins. **Use the Precamp Accreditation column on the pages 3–7.** The accreditation team consists of the council camping chair, health and safety chair, day camp director, and Scout executive or designee, plus other committee members and staff as needed. Compliance with standards is to be indicated by the council representatives. The accreditation team will review the precamp checks indicating action needed to be taken at the time of the camp accreditation.

Part II—While the day camp is in operation, the accreditation team appraises the camp by

1. Touring the camp facilities during hours of operation, using this form as a guide. During the tour (visitation), the team must take time to do a good job. Most importantly, the team must insist on immediate action to correct critical items affecting the health and safety of campers and staff.
2. Observing the use of equipment, methods of instruction, use of personnel, and any obvious indications of Scouting ideals in action. During the tour, talk with leaders and boys. Discuss the program with the program director and other staff members.

Part III—After completing the day camp visitation:

1. Meet and prepare a final analysis and rating for the camp, including recommendations and comments. Complete the four-part score sheet and distribute copies as noted.
2. Schedule and confirm a time to provide a report to the council executive board. (The chairs of the council camping committee and health and safety committee should make the report.)
3. The Scout executive sends copies of the score sheet, as noted, to the regional office and the Outdoor Program Team.

**DAY CAMP ACCREDITATION CERTIFICATE**

TO CERTIFY THAT

\_\_\_\_\_

CAMP

\_\_\_\_\_

COUNCIL

ON THIS DATE \_\_\_\_\_

HAS SUCCESSFULLY MET OR EXCEEDED THE REQUIREMENTS OF THE

**NATIONAL STANDARDS FOR  
CUB SCOUT/WEBELOS SCOUT DAY CAMPS**

BY THE

**BOY SCOUTS OF AMERICA**

AND IS HEREBY APPROVED AS A

**NATIONALLY ACCREDITED  
CUB SCOUT/WEBELOS SCOUT DAY CAMP**

\_\_\_\_\_

CHIEF SCOUT EXECUTIVE

\_\_\_\_\_

DAY CAMP VISITATION SPECIALIST

Day Camp Accreditation Certificate, No. 13-110

## REFERENCES

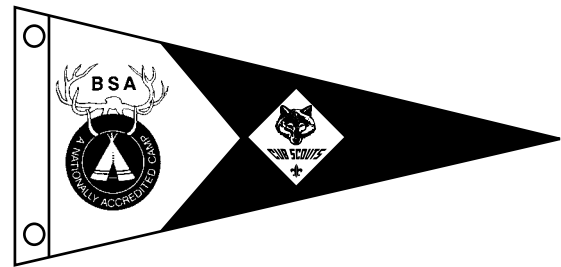
- No. 13-107 Council Visitation Training for National Standard Camp Accreditation
- No. 13-166 Cub Scout Day Camp Staff Training Guide
- No. 13-513C Cub Scouting Highlights
- No. 13-550 *Shooting Sports for Cub Scouting*
- No. 13-631 Cub Scout/Webelos Scout Outdoor Program Guidelines
- No. 13-646 Day Camp Visitation Specialist Card
- No. 19-308 *Camp Health and Safety*
- No. 20-920B *Camp Program and Property Management*
- No. 13-33815 *Cub Scout Day Camp: An Administrative Guide for Local Councils*
- No. 34159D Safety Afloat
- No. 34370 Safe Swim Defense
- No. 34415 Health and Safety Guide

## SCORING

Use the camp accreditation score sheet to record the results of the accreditation visit, and forward it to the local council service center.

If any standard marked with an M (Mandatory) is not met, the camp or facility must be rated as conditionally accredited to operate.

Unless otherwise indicated, the word “adult” as used in the standards means the minimum legal age specified by the state in which the camp is located.



Nationally Accredited Camp flag, No. 11013

## CLOSING A DAY CAMP OR PROGRAM FACILITY

When a violation presents an immediate hazard to safety and health, the visiting accreditation team has the authority and responsibility to order immediate shutdown of that portion of the camp that is in violation.

## RATINGS AND RECOGNITIONS

(Count a nonapplicable item or an excused item as a “yes” when computing percentages.)

**NATIONALLY ACCREDITED CAMP** (Both must be marked “yes” to qualify.)

\_\_\_\_\_ Meets all standards marked with M (Mandatory). (The only exceptions are nonapplicable or legitimately excused items.)

\_\_\_\_\_ Meets at least 90 percent (57 or more) of all standards.

If all mandatory (M) standards are not met or the total score is not 57 or more, the camp must be rated as conditionally accredited.

Nationally accredited day camps may display the Nationally Accredited Camp flag, No. 11013 (available to councils from the Supply Group). The Day Camp Accreditation Certificate, No. 13-110, is available from Bin Resource Requests, Supply Group, National Distribution Center.

## STANDARDS

<b>Precamp Accreditation</b> (Check if action needs to be taken.)	<b>Operational Accreditation</b> YES NO NA	<b>Precamp Accreditation</b> (Check if action needs to be taken.)	<b>Operational Accreditation</b> YES NO NA
<b>ADMINISTRATION</b>			
<p>___ M1. A precamp accreditation visit (minimum of 60 days prior to start of camp) was conducted on _____.</p>	<p>___ ___ ___</p>	<p>the procedures for issuance and storage of drugs and medicines are in writing. These procedures comply with state regulations.</p>	
<p>___ M2. If the day camp is not conducted on council property, a current written agreement for this year's camp has been secured from the landowner specifying the conditions of use.</p>	<p>___ ___ ___</p>	<p>___ M11. A health history (Class 1 section of form 34414B) of each camper, leader, and staff member is on file in camp during the camping period.</p>	<p>___ ___ ___</p>
<p>___ M3. The camp possesses all current (this season) local and state permits or licenses in valid condition, as required.</p>	<p>___ ___ ___</p>	<p>___ M12. A daily record of all first aid and medical treatments (written in ink) is kept in the First Aid Log, No. 33681A. Staff records are kept in a logbook separate from campers'. At the close of camp, first aid logs are returned to the local council service center and retained for 18 years. The day camp director shall review and initial the logbook throughout the camping period to determine whether action is required to prevent recurrences.</p>	<p>___ ___ ___</p>
<p>___ M4. A current written agreement for this season from the local fire department or warden or a reconfirming letter is on file indicating that facilities have been checked in the event of a possible emergency call.</p>	<p>___ ___ ___</p>		
<p>___ M5. Accident and sickness insurance is in effect for all campers.</p>	<p>___ ___ ___</p>	<p>___ M13. Appropriate emergency transportation is available at all times.</p>	<p>___ ___ ___</p>
<p>___ M6. A complete equipment inventory and an effective system of issuance and control exists for all departments.</p>	<p>___ ___ ___</p>	<p>___ M14. The camp provides adequate shelter and/or protection for inclement weather.</p>	<p>___ ___ ___</p>
<p>___ M7. A strict and orderly method exists for handling trading post stock, cash, and inventory, including support records.</p>	<p>___ ___ ___</p>	<p>___ M15. Campgrounds are clean, neat, and free of hazards. When possible, program, washing, and toilet facilities are available to Cub Scouts and leaders with disabilities.</p>	<p>___ ___ ___</p>
<p>___ M8. A camp operating budget with an effective cost-control and budget-control system is in effect and shared with key staff.</p>	<p>___ ___ ___</p>	<p>___ M16. Drinking water is from an approved municipal source or is tested regularly during the season for bacteriological quality, and meets state and local health department standards. (Check certification.)</p>	<p>___ ___ ___</p>
<p>___ M9. A current (for this season) written agreement or exchange of letters with a nearby hospital is on hand, regarding procedures for admitting campers and procedures for handling financial arrangements for treating campers, if necessary.</p>	<p>___ ___ ___</p>	<p>___ M17. Drinking water is provided at central locations via sanitary fountains or portable water coolers. Personal (individual use only) water bottles or disposable cups (no shared cups) may be used.</p>	<p>___ ___ ___</p>
<p>___ M10. A physician, licensed in the state in which the day camp is located, is in charge of medical care and health supervision of the camp. The name of the physician and</p>	<p>___ ___ ___</p>		

**Precamp Accreditation**  
(Check if action needs to be taken.)

**Operational Accreditation**  
YES NO NA

**Precamp Accreditation**  
(Check if action needs to be taken.)

**Operational Accreditation**  
YES NO NA

- \_\_\_ M18. Adequate male and female toilet facilities (1 per 30 campers or the state requirement) and hand-washing facilities are provided for visitors and campers. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ M19. Written plans (updated annually and specific to the site) for handling emergencies such as floods, tornadoes, storms, lightning, fires, accidents, lost children, sickness, and fatalities are on hand and have been shared and practiced with staff and leaders. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ M20. All motor vehicles used by the camp, including private cars, vans, and buses used for transportation of passengers, are kept in safe mechanical order (registered and inspected) and are operated in a safe and legal manner. Under no circumstances are youth to be carried in the bed of or towed behind a pickup. The beds of trucks or trailers must never be used for carrying youth. A seat belt is available for each person in each motor vehicle (except commercial buses). All watercraft meet U.S. Coast Guard and local standards. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ M21. Vehicles belonging to staff, leaders, and visitors are parked in a designated camp parking area. Roads in the camp are restricted to service vehicles and only on a limited basis. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ M22. Current emergency telephone numbers for the fire department; police and rescue squad; hospital; camp physician; and Scout executive's home, mobile, and office are listed legibly and kept readily available. Alternative personnel may be designated for the camp physician and the Scout executive with home, mobile, and office phone numbers listed. A telephone or other communication system is available at all times. An alternative communication system is desirable. \_\_\_ \_\_\_ \_\_\_

- \_\_\_ M23. The camp administration has written procedures in place to address possible intrusion of unauthorized personnel into camp. A review of the site's security concerns is conducted during staff training. Campers are coached about steps to take in such instances. Appropriate identification is given to campers, staff, and visitors. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ M24. Written procedures are in place regarding (1) release of campers who are minors to a parent or to people other than the legal parent or guardian; and (2) daily verification of absentees or "no shows" with or by the camp leaders at check-in/registration time. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ M25. Fire extinguishers of an approved type with unexpired inspection tags are properly located in buildings, in accordance with local recommendations. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ M26. Garbage and trash disposal meets BSA's standards as defined in *Camp Health and Safety*, No. 19-308, or meets local or state regulations, whichever are more stringent. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ M27. Kitchen, dining halls, commissary facilities, and feeding areas are sanitary, neat, and in compliance with local health regulations. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ M28. Dishes and cutlery are washed, disinfected, and dried. All dishes and cutlery are stored in clean, insect-proof enclosures. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ M29. Meals, when furnished, are dietitian-approved, nutritionally balanced, and of sufficient quantity and quality to meet the needs of growing boys. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ M30. A food cost-control record and complete inventory of commissary supplies is maintained during the camping period. \_\_\_ \_\_\_ \_\_\_

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(Check if action needs to be taken.)

**Operational Accreditation**  
YES NO NA

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(Check if action needs to be taken.)

**Operational Accreditation**  
YES NO NA

\_\_\_ M31. Equipment is available in camp to maintain milk and other perishable foods under sanitary conditions at a temperature not over 4°C (40°F). A temperature chart, No. 34230, is posted daily near each permanently installed refrigerator. \_\_\_\_\_

\_\_\_ M32. Food handlers are neat, wear clean clothing, and comply with all state and local laws. \_\_\_\_\_

**STAFF, TRAINING, AND ORIENTATION**

\_\_\_ M33. Every staff member, whether an employee or volunteer, has completed a position application and received a written position description and day camp volunteer agreement. \_\_\_\_\_

\_\_\_ 34. The professional adviser or volunteer day camp administrator has successfully completed National Camping School training in Day Camp Administration. Check training card: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date NCS section completed

\_\_\_\_\_  
Training card expires

\_\_\_ M35. The on-site day camp director is at least 21 years old (preferably 25 or older) and has successfully completed National Camping School training in Day Camp Administration. The camp director serves as a camp director only, with no other duties. \_\_\_\_\_

Check training card:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Age

\_\_\_\_\_  
Date NCS section completed

\_\_\_\_\_  
Training card expires

\_\_\_ M36. The on-site day camp program director is at least 21 years old and has successfully completed National Camping School training in Day Camp Administration or Program. \_\_\_\_\_

Check training card:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Age

\_\_\_\_\_  
Date NCS section completed

\_\_\_\_\_  
Training card expires

\_\_\_ M37. The on-site aquatics supervisor is at least 21 years old, holds BSA Lifeguard certification, and has successfully completed National Camping School in **either** the 3-day Aquatics Supervisor section or the seven-day BSA Aquatics Instructor section. The aquatics supervisor is also currently trained in American Red Cross Standard First Aid, which includes CPR, or National Safety Council First Aid and Basic CPR. State codes may require additional CPR training. \_\_\_\_\_

Check training card:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Age

\_\_\_\_\_  
Date NCS section completed

\_\_\_\_\_  
Training card expires

\_\_\_\_\_  
Date BSA Lifeguard training completed

\_\_\_\_\_  
Date standard first aid (CPR) training expires

Note: **This standard applies** if the local council is using its own swimming facilities and aquatics staff **OR** if the local council is renting a swimming facility but providing and supervising an aquatics staff. **This standard does not apply** if the local council

**Precamp Accreditation**  
(Check if action needs to be taken.)

**Operational Accreditation**  
YES NO NA

**Precamp Accreditation**  
(Check if action needs to be taken.)

**Operational Accreditation**  
YES NO NA

\_\_\_\_\_ cil uses a public swimming facility and its aquatics staff (such as a city-operated pool) or if the local council rents a swimming facility and uses the rental pool's aquatics staff. Communication and coordination must take place between the management team of the day camp and the management personnel of the swimming facility.

\_\_\_\_\_ M38. The council has engaged a physician licensed to practice medicine as a health supervisor to approve and oversee the health care practices of this camp. Current written operating procedures are approved by the licensed physician. (Follow *Camp Health and Safety*, No. 19-308.)

\_\_\_\_\_ The on-site camp health officer is a responsible adult holding a current certification or license as required for the position.

\_\_\_\_\_ The on-site camp health officer must also have current certification in CPR by any recognized community agency.

\_\_\_\_\_ CPR certifying agency

\_\_\_\_\_ Expiration date

Check one:

- \_\_\_\_\_ Licensed physician
- \_\_\_\_\_ Licensed nurse practitioner
- \_\_\_\_\_ Nurse (RN, LPN, or LVN)
- \_\_\_\_\_ Licensed physician's assistant
- \_\_\_\_\_ Medical student (has completed second year or more at a qualified medical school in the U.S.A.)
- \_\_\_\_\_ Paramedic
- \_\_\_\_\_ Emergency medical technician (EMT)
- \_\_\_\_\_ First responder program (any training provided by a nationally recognized agency)
- \_\_\_\_\_ Military corpsman or medic

\_\_\_\_\_ The minimum requirement is current certification in the American Red Cross Standard First Aid program, which includes CPR or the National Safety Council First Aid program and CPR Level 1.

There is an established location for contacting the on-site health officer.

One staff member for every 40 campers must be coached in first-aid practices for conditions most likely to occur in camp and be trained in CPR by any recognized community agency.

When the camp health officer is out of camp, another adult meeting the necessary qualification of the health officer is available.

\_\_\_\_\_ 39. This day camp has a staff member responsible for proper business management practices and physical arrangements. \_\_\_\_\_

\_\_\_\_\_ 40. If the camp has a "tot lot," adult supervision and guidance are provided, and minimum state requirements are met. Two-deep leadership is provided by a "tot lot" supervisor at least 21 years of age and an assistant "tot lot" supervisor at least 18 years of age. Both are qualified to oversee dependent youth, and both have taken Youth Protection training (*Camp Leadership: Youth Protection Begins With You*, No. 34227); *Seasonal Camp Staff Youth Protection and Personal Safety Training*, No. 20-138 (available online at <http://info.netbsa.org>, under Program Group, Boy Scout Division, Training); and the National Camping School Camp Security and Stress Management sessions, which may be conducted locally. Provisions are made for preschool-age children of adult leaders to be covered by sickness/accident insurance. \_\_\_\_\_

**Precamp Accreditation**  
(Check if action needs to be taken.)

**Operational Accreditation**  
YES NO NA

**Precamp Accreditation**  
(Check if action needs to be taken.)

**Operational Accreditation**  
YES NO NA

\_\_\_ M41. BB-gun shooting (no pellet guns) is \_\_\_ \_\_\_ \_\_\_ conducted by a qualified on-site range officer, at least 18 years of age. Additional adult supervision and guidance are provided, and minimum state requirements are met. All BB-gun range officers have successfully completed the BB-gun Safety and Training program from a qualified instructor, who is a valid instructor as outlined in *Shooting Sports for Cub Scouting*, No. 13-550.

Check cards:

\_\_\_\_\_ Date trained

\_\_\_\_\_ Trained by

\_\_\_ M42. Archery is conducted by a qualified \_\_\_ \_\_\_ \_\_\_ on-site range officer at least 18 years of age. Additional adult supervision and guidance are provided, and minimum state requirements are met. All archery instructors have successfully completed Archery Supervisor Training from a qualified instructor, as outlined in *Shooting Sports for Cub Scouting*, No. 13-550.

Check cards:

\_\_\_\_\_ Date trained

\_\_\_\_\_ Trained by

\_\_\_ M43. All key camp staff members are registered members of the Boy Scouts of America.\*

\_\_\_ M44. All day camp staff members must be at least 14 years of age. Den chiefs under 14 may only attend day camp if they are serving as a den chief for the same Cub Scout/ Webelos den that they serve in the local pack. Youth under the age of 14 may volunteer to help at the camp (but are not considered staff members) if under the direct supervision of a parent, guardian, or Boy Scout troop leader.

\_\_\_ M45. A minimum of one day of training annually has been given to staff. Staff training should follow agendas in Cub Scouting Day Camp manual, No. 13-33815, and/ or Cub Scout Day Camp Staff Training Guide, No. 13-166.

\_\_\_\_\_ Staff Training Date

Required presentations include Camp Leadership: Youth Protection Begins With You, No. 34227; Seasonal Camp Staff Youth Protection and Personal Safety Training, No. 20-138 (available online at <http://info.netbsa.org>, under Program Group, Boy Scout Division, Training); and the National Camping School Camp Security and Stress Management sessions. A roster of participants and of those completing Youth Protection training is forwarded to the local council at the completion of training.

\_\_\_ M46. An orientation (precamp or opening day) has been provided for adult leaders and parent volunteers who accompany Tiger Cubs, Cub Scouts, and Webelos Scout campers.

\_\_\_\_\_ Orientation Date

\_\_\_ M47. All BSA registered staff wear the official camp uniform. Theme-related costumes may be substituted when appropriate and approved.

**PROGRAM**

\_\_\_ 48. The daily schedule for the camp, including inclement weather alternatives, is prominently posted.

\_\_\_ 49. Progressive, age-appropriate program opportunities are provided for Tiger Cub dens, Cub Scout dens, and Webelos Scout dens.

\*Key staff members include day camp administrator, day camp director, program director, business and physical arrangements manager, health officer, craft director, and assistants, aquatics supervisor, range officer and assistant, den chief, tot lot supervisor and assistant, Webelos den leader and assistant, den leader and assistant, and program aide(s).

**Precamp Accreditation**  
(Check if action needs to be taken.)

**Operational Accreditation**  
YES NO NA

**Precamp Accreditation**  
(Check if action needs to be taken.)

**Operational Accreditation**  
YES NO NA

- \_\_\_ 50. The day camp program has special theme features such as the Old West, Paul Bunyan, circus, etc., to provide a memorable experience for the boys. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ 51. The day camp program incorporates the Cub Scouting Core Values. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ 52. Parents or family are involved in at least one activity during each day camp session such as a barbecue, picnic, or campfire. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ M53. Proper BSA standards and safety training are carried out in the aquatics program, including the use of boats. All aquatics facilities and equipment comply with all BSA, state, and U.S. Coast Guard regulations and standards. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ M54. The buddy plan is used in all swimming and boating areas. In public pools under public supervision, day campers are still to be checked in and out using the buddy system. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ M55. Swimming is limited to waters or swimming pools that meet state health standards. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ M56. The waterfront has one entrance and exit and at least one properly located lookout station staffed during the aquatics program. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ 57. Leaders are coached in and given the opportunity to practice Safe Swim Defense at least once in camp, if aquatics is part of the program. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ 58. Sports receive adequate emphasis in the program. Basic principle: Each boy, regardless of his ability, gets to learn the rules and play. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ M59. The daily program allows ample time for rest and lunch breaks, especially a half-hour quiet program following lunch. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ 60. The daily program begins and ends with a meaningful Cub Scout ceremony or patriotic ceremony. \_\_\_ \_\_\_ \_\_\_

- \_\_\_ M61. Archery is conducted safely, satisfying both the following: \_\_\_ \_\_\_ \_\_\_
  - \_\_\_ a. Archery areas are properly designated and posted. (Refer to *Shooting Sports for Cub Scouting*, No. 13-550.)
  - \_\_\_ b. Equipment is safely stored (locked up when not in use).
- \_\_\_ M62. Program tools are kept in good condition. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ M63. The BB-gun program is conducted safely, satisfying both the following: \_\_\_ \_\_\_ \_\_\_
  - \_\_\_ a. The BB-gun range is properly designated and posted. (See *Shooting Sports for Cub Scouting*, No. 13-550.)
  - \_\_\_ b. Equipment is safely stored (locked up when not in use).

13-108A

