



Boston Fire Department
Fire Prevention Division – Summer Camps
1010 Massachusetts Avenue – 4th Floor
Boston, MA 02118
Tel: 617-343-2188 Fax: 617-343-2133

In order to comply with the requirements of 105 CMR 430, annually it is required that Recreational Camp Directors complete and submit the following forms to the Boston Fire Department by **the last business day of May**. All Boston Fire Department required forms and guidelines are located for your convenience at <http://www.cityofboston.gov/fire/inspections/SummerCamps.asp>. These forms include:

1. RC-FORM A, Recreational Camp Inspection Checklist
2. RC-FORM B, Fire Prevention Inspection Checklist
3. RC-FORM C, to be kept for your files. These forms should be available upon request.
4. Fire Evacuation Plan Guidelines

It should be noted that each camp, its location, and its occupants have unique characteristics. It is the responsibility of the camp director as required by their defined duties in 105 CMR, to develop a **Fire Evacuation Plan**. The Fire Evacuation Plan must be in written form (a diagram showing exit routes will not be accepted). In order to assist you in developing a Fire Evacuation Plan, the Boston Fire Department has provided Fire Evacuation Plan guidelines (see above link).

Also required are current Fire Alarm and Sprinkler Inspection reports from your Fire Alarm and Sprinkler contractor(s) that were performed within the past year. Your facility must have corrected any deficiencies appearing on the report prior to submission of your application and provide all documentation detailing how these deficiencies were corrected. ***(These are not your Boston Fire Department Quarterly Inspection Forms.)***

All forms must be completed, signed and returned with an evacuation plan and test reports by the **last business day of May** to:

The Boston Fire Department
Fire Prevention Division
Attn: Summer Camps
1010 Massachusetts Avenue
Boston, MA 02118

Any questions please contact the office at 617-343-2188.

No inspections will be scheduled until the all of the above forms, the evacuation plan for your facility and the correct sprinkler and fire alarm reports have been approved by the Boston Fire Department.

Forms and submittals not meeting all of our requirements will be returned thus delaying your final inspection for camp approval.