# Camp Emergency Plan

This EAP complies with Texas DSHS Youth Camp Rules (Chapter 141 and SB1 2025) and American Camp Association (ACA) standards. Revised March 2026.

## Mustering locations – where to gather if emergency requires evacuation

Evacuation routes are posted and illuminated.

Proceed to mustering locations, as indicated on camp map and directed by camp.

Each group carries a roster with them at all times.

## Procedures for responding to emergency events

### Missing person (lost camper)

Could be lost or runaway.

1. Quickly check most likely spaces:
   - Last known location.
   - Latrines and lodging.
   - Other groups and other activity locations.
2. Call camp and report last-known location.
3. Camp organizes search of favorite spots, all lodging, latrines, activity locations, and other common spaces.
   - Coordinate to search many spaces at once and avoid duplicating effort.
4. If missing person is not found within 20 minutes, camp call 911 and notify council leadership.
   - Call immediately for extenuating concerns, such as special needs or emergency on camp that prevents a search.

### Fire (large or uncontrolled)

1. Organize group in buddy line, move group away from danger, and conduct headcount.
2. Call camp to report fire details.
3. Call 911 as necessary.
   - If the fire is small and can be safely extinguished, adults trained in fire extinguishers can extinguish the fire.
4. Wait for all-clear call from camp.
   - If instructed by camp, follow procedures for mustering and evacuation.

For wildfire in the region, camp monitors air quality and evacuation warning with local emergency personnel. As needed, outdoor activities can be discontinued for poor air quality. Evacuate the property according to procedures for mustering and evacuation if alert is issued for level 2 (get set) or level 3 (go now).

### Severe injury, illness, accident, or death

1. Trained First Aiders provide first aid care as necessary, within scope of training.

- Avoid moving someone who may be critically injured.
- Move someone only if location is unsafe.
- At least one adult remains at scene of emergency if safe to do so.

2. Call 911 if additional care is needed.
   - Provide injured person's health form to emergency responders.
   - If under age 18, seek parent/guardian permission if possible, but do not delay care to do so.
   - Always send an adult staff or volunteer to accompany an injured person under 18, and send an adult to accompany an injured adult if they are in serious condition and/or wanting accompaniment.
   - Parent/guardian of person under 18 must be kept informed of status continually. Communicate to the parent/guardian who will keep them informed, from what phone number, and how frequently.
3. Keep camp informed of transport for care, person's condition, and return to camp or discharge to parents/guardians. Document details of hospital and treating physician.
4. Camp notifies council leadership.

**Death**

1. Call 911.
   - Notify camp and healthcare staff.
2. Organize group in buddy line, move group away from scene, and conduct headcount.
3. Arrange for two adults to remain with the deceased until emergency response arrives, if safe to do so.
4. Notify council leadership.
   - Share parent/guardian and medical info.
   - Make a plan for how to contact family.
   - Council leadership provides additional support to manage crisis and continue operations.

Do NOT share information with media or anyone else outside of camp except 911 and internal team members as specified above.

## Aquatic emergency

If lifeguard is on duty for designated water activity:

1. Signal emergency with whistle.
   - Call for backboard, AED, and 911 notification.
   - Other lifeguards clear the water.
   - Other adults clear group from area.
2. Rescue person onto backboard and out of water.
3. Provide rescue breaths, CPR, AED, and other first aid as needed, within scope of training, until 911 arrives.

If NOT at designated water activity and NO lifeguard present (such as pond or closed pool/lake):

1. Call 911.
2. Call camp to request any available lifeguards.
   - Request entry into locked pool areas as needed.
   - Request AED and backboard.
3. If possible from land or dock without endangering yourself, try to assist endangered person out of water: reach and grab, throw rescue ring, extend rescue pole, etc.

- Do NOT attempt a water rescue if not a lifeguard.

4. Provide CPR, AED, and other first aid as needed, within scope of training, until 911 arrives.
5. Clear group from area as soon as possible.

*Rescue equipment and other pool/waterfront preparedness are documented in Activity Procedures.

## Epidemic

Coordinated by health lead.

1. Identify risks, transmission routes, and symptoms of illness, and document this information in a plan.
2. Establish written procedure for suspected cases:
   - Observe daily wellbeing of all individuals, and monitor for clusters of illness or symptoms.
   - Isolate and assess symptoms using PPE, screening for temperature, timeline, and close contacts.
   - Contact parent for pickup if needed.
   - Follow local health department guidelines for isolation, sanitizing, reporting, etc.
   - Limit risk by sanitizing spaces and monitoring close contacts.
   - Increase surveillance of symptoms, minimizing contact across groups if necessary.
3. Notify camp, health team, council leadership, and local health department as necessary.
4. Promote sanitation, handwashing, general hygiene, and immunization where appropriate.
5. Document incidents according to usual incident report procedures.

## Unauthorized or unknown person present

Approved visitors will be wearing visitor badges.

1. Immediately notify camp that unexpected visitor is present.
   - Provide location (and direction if they are moving).
   - Do not provide any information to unauthorized visitors.
   - Do not open the camp gate for unauthorized visitors (including ICE agents).
2. If they don't appear threatening, camp approaches visitor, with second adult present, to determine why they are present.
   - Unauthorized visitor will be escorted off property by camp with second adult present.
   - State that we do not allow unauthorized visitors at camp.
3. Camp calls 911 if unauthorized visitors do not exit camp promptly, if they create threats, or if not comfortable approaching.
   - If ICE agent proceeds with a search, do not physically interfere, but accompany them (at safe distance).
4. Camp notifies camp community to shelter in place. Organize group in buddy line, move group away from unauthorized visitor towards nearest safe shelter, and conduct headcount.
5. Wait for all-clear call from camp before leaving shelter.

## Transportation emergency

1. Remain in vehicle.

- If you must leave the vehicle (such as it is on fire), designate an uninjured adult to organize uninjured passengers.

2. Call 911 to provide care for anyone injured, document accident information, and identify witnesses.
   - Notify camp and council leadership as usual, arranging for alternate transportation if needed.
3. Trained First Aiders provide first aid care as necessary, within scope of training.
4. Follow procedures for medical emergency as usual.
   - Coordinate with camp to arrange follow-up transportation or other communication as needed.

If there is vehicle breakdown without accident, call Texas Roadside Assistance 1 (800) 525-5555. Outside Texas, rely on 911.

### Other applicable natural disasters or emergency events

Follow general emergency procedures in this EAP for similar types of natural disasters or events.

To shelter in place (such as local emergency shelter warning):

1. Organize group in buddy line and conduct headcount.
2. Move indoors to the nearest sturdy structure (tornado shelter if needed).
   - Lock doors if threat is man-made.
3. Account for all people.
   - Conduct headcount.
   - Match to roster.
   - Report missing people to camp immediately.
4. Remain calm and stay with group
   - Await further instruction.
   - Wait for all-clear call from camp.

## Procedure to identify and account for each camper affected by emergency

Each group carries a roster with them at all times.

Evacuation routes are posted and illuminated.

1. Organize group in buddy line and follow evacuation route to muster site.
2. Stay in group according to units, troops, and/or families.
   - Conduct headcount.
   - Match to rosters.
   - Report missing people to camp immediately. Document information on last-known location (tally any staff or volunteers on break, anyone in the healthcare center, anyone evacuated medically by emergency services, etc.).
3. Camp organizes search for missing people.
4. Remain at muster site until camp communicates all-clear call.
5. Follow additional muster and evacuation procedures as directed.

## Procedures to notify and communicate

Use plain, specific language to initiate action (avoid code language).

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| **Signaling of emergency** | PA system on camp property or bullhorn offsite.<br><br>Backup signals: constant ringing of camp bell, constant honking of car horn, two-way radio announcement. |
| **Maintain contact** | Keep two-way radio and/or cell phone with group during emergency. Avoid unnecessary chatter on radio. |
| **Council crisis communication plan** | The plan has additional information for council leadership response to emergencies.<br>1. Notify council leadership.<br>2. Work with camp staff to complete incident report.<br>3. Make NO statement of any kind to media (do NOT share names or information), and do not share with the public (former staff, volunteers, etc.). |

### Local emergency management services, including designated emergency management director

Camp staff or adult volunteers in charge (for camping groups) call 911 if needed. If threat is imminent or probable, call 911 to let emergency responders know of potential emergency with people on camp.

1. Identify yourself and briefly explain the situation.
2. Share camp address and specific location on camp.
3. Do not hang up until call-taker tells you to do so.
4. Coordinate for an adult to meet emergency responders at camp gate and escort to emergency location.
    - Notify camp immediately if 911 has been called.

Camp communicates with local emergency management directors on file as needed.

### Camp administrative and medical services staff

Camp communicates with additional parties as needed to coordinate emergency response.

- Staff (administrative, property, and health staff) and volunteers.
- Council leadership and crisis communications plan.
- Local designated emergency management director.
- Families.

### Parents or legal guardians of each camper

Camp staff or adult volunteers (for camping groups) notify camper parents or legal guardians as necessary.

1. Use camper health profile to locate parent/guardian contact and additional emergency contacts.
2. Staff or volunteers in charge contact parent/guardian via phone/text in case of emergency.
3. Initial caller should remain in contact with parent/guardian until situation is resolved.
4. Any camper pick-up follows the usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.

## Designated camp emergency preparedness coordinator

The Camp Director is the designated **camp emergency preparedness coordinator** for camp and is responsible for preparation and oversight of response. This includes responsibility for notifying council leadership, the local designated emergency management director, or camper families as needed. The Ranger, other staff, and volunteers assist, including coordinating emergency response if the Camp Director is incapacitated or offsite.

## Emergency evacuation plan

### Evacuating campers from camp area within floodplain upon issuance of flash flood or flood warning

Evacuate from flood zone for flash flood or flood warning, as advised by National Weather Service.

As instructed by camp, follow procedures for mustering and evacuation.

- It may be possible to evacuate to higher ground on camp (outside flood zone) and remain onsite.

### Evacuating campers on issuance of an evacuation order by emergency management director

Evacuate if under local order to do so (flood warning or local emergency management director) or if otherwise unsafe to remain at camp. If evacuation from camp is not needed, it may be possible to evacuate to higher ground or safer space while remaining on camp.

1. Muster first before proceeding to evacuation.
   - Bring essentials only: water, medications and first aid, health forms, rosters, camper release forms, EAPs if possible, but do not delay evacuation to pack these items.
   - Do not bring personal luggage unless evacuation is planned rather than urgent.
2. Camp Director, Ranger, Nurse, and other leadership staff/volunteers work together to organize the evacuation and communicate.
3. Assign roles to adult leads and carryout roles:

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| **Communication lead (yourself)** | Coordinate all roles and provide direction.<br><br>1. Assign roles (leads).<br>2. Assign camp egress route for exit.<br>3. Communicate with 911 and council leadership that evacuation is beginning.<br>4. Stay in contact with 911. |

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| | 5. Stay in contact with leads.<br>6. Manage list of anyone missing, and attempt to locate. |
| **Group lead** | Organize groups and prepare them for departure.<br><br>1. Maintain group organization. Units, troops, or families stay together with their adults (counselors, troop leaders, parents, etc.) for the duration of the evacuation and reunification.<br>2. Account for all people.<br>• Conduct group headcount.<br>• Match to rosters.<br>• Report missing people immediately.<br>3. Provide brief orientation: what is happening, where we are going, and everyone to stay with group and follow directions for organized departure.<br>• No adult may leave camp with a child without completing formal checkout process.<br>4. If any adults appear to be evacuating camp directly (without coordinating with the process), attempt to document who is leaving, if possible.<br>• Escort groups to vehicle loading. |
| **Transportation lead** | Oversee driver assignments, vehicle staging, and loading.<br><br>1. Identify transportation:<br>• If many vehicles and licensed adult drivers are onsite, use private and camp vehicles to evacuate. Use seatbelts, doubling up in seats if needed.<br>• If you need more transportation capacity, work with communication lead to call 911 and call the backup local transportation option.<br>• Evacuate by foot only as a last resort. If evacuating by foot, remain in groups during transit.<br>2. Establish loading zone near muster site.<br>3. Establish vehicle staging area.<br>• Keep access clear for emergency vehicles.<br>4. Gather drivers and provide brief orientation: what is happening, where we are going, and everyone to stay with group and follow directions.<br>• Document driver names and phone numbers.<br>5. Match groups to vehicles and load one group at a time, in partnership with group lead.<br>• Conduct group headcount and match to rosters.<br>6. Dispatch vehicles and document driver, departure time, and passengers on roster.<br>• Be sure drivers know which egress to exit camp and where to drive next. |
| **Reunification lead** | Depart with first vehicle and begin organizing reunification site. |

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| | 1. When minors are in the care of camp, proceed to reunification point and begin parent notification.<br>• Reunification lead depart with first group to coordinate arrival offsite.<br>2. Troops, families, or all-adult groups proceed directly back to their homes from camp, notifying parents after camp departure and when safe to do so.<br>• Or, if not safe to proceed home, proceed to reunification point.<br>3. Stay in contact with communication lead.<br><br>No adult may leave camp with a child without completing formal checkout process. |
| **Health lead** | Monitor medical needs and provide specialized care.<br>1. Coordinate 911 evacuations of critically injured as needed.<br>2. Partner with parent notification lead during reunification process for family communications.<br>3. Coordinate camper check-out at hospital for medical evacuations. |
| **Runners / support** | Deliver messages and assist group with movement, problem solving, and organization. |

Leads depart for offsite reunification point when evacuation is complete, and proceed with parent notification and reunification.

- Verify those not accounted for in evacuation process, and notify 911 and council leadership.
- Provide names, last known locations, and other descriptors.
- Also confirm departure from camp with reunification lead now located offsite.

## Sheltering campers in place

**Tornado or high winds**
**Take shelter!**

1. During a tornado watch (weather conditions concerning but no tornado reported), relocate group to be near designated tornado shelter. Conduct headcount.
   - Gather indoors or remain outdoors, but end all specialized activities like aquatics.
   - Prepare to move to best available tornado shelter if warning is issued: confirm shelter is ready and accessible.
   - Review tornado procedures with group.
   - If in tents, seek more permanent shelter if reasonably accessible (short, safe walk or drive). If not accessible, confirm backup refuge area.
2. In event of a tornado warning (tornado reported in area) or visible tornado, go immediately inside designated shelter if possible, or other permanent, sturdy structure. Conduct headcount.
   - Do not delay in order to pack belongings.
   - Sit on floor away from windows in latrines, storage closets, kitchens, or other interior spaces. Protect head and neck with hands or bedding.

- If offsite and you cannot get indoors, seek refuge in low-lying areas away from trees, power lines, and vehicles.

3. In event of high wind (sustained 30+ mph or gusts at higher speeds, or a wind advisory), move immediately to sturdy buildings. Conduct headcount.
   - End all specialized activities like aquatics.
   - Avoid trees and power lines.
   - Watch for falling debris.
   - Avoid sheltering in tents, platform tents, or other temporary structures.
   - Avoid traveling in vehicles.
4. When sheltering:
   - Conduct headcount.
   - Match to roster.
   - Report missing people to camp immediately.
5. Wait for all-clear call from camp before leaving shelter (after warning is lifted).

*Best available tornado shelters are indicated on camp map and on buildings at camp.

- Best available shelters are small, interior rooms or hallways (best without windows) in substantial buildings (latrine built from concrete blocks, dining hall).
- Avoid tents, vehicles, cabins, sheds, and shelters without permanent roofs and foundations.

**Shelter in place order**

To shelter in place (such as local emergency shelter warning):

1. Organize group in buddy line and conduct headcount.
2. Move indoors to the nearest sturdy structure (tornado shelter if needed).
   - Lock doors if threat is man-made.
3. Account for all people.
   - Conduct headcount.
   - Match to roster.
   - Report missing people to camp immediately.
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