Emergency Plan

Camp Whispering Cedars | Girl Scouts of Northeast Texas

This Emergency Action Plan (EAP) complies with Texas DSHS Youth Camp Rules (Chapter 141 and SB1 2025) and American Camp Association (ACA) standards. Revised April 2026. The purpose of this plan is to prevent, manage, and respond to incidents and emergencies affecting people and operations at camp.

Order of priorities

1. Care: prioritize life safety
2. Communicate: stabilize incident and account for all people
3. Protect property
4. Resume or adjust operations when safe to do so

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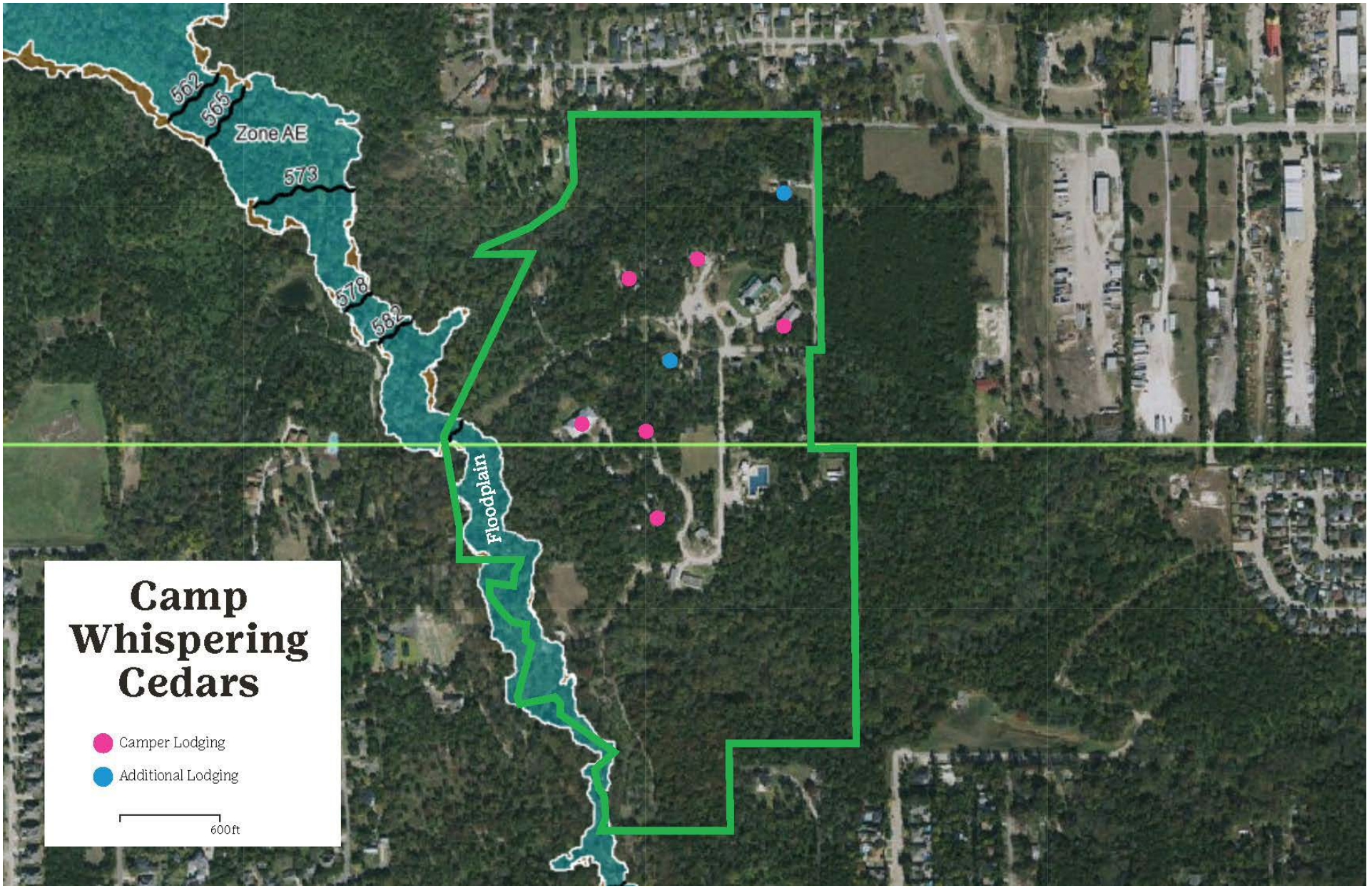
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Camp property information

Floodplain location

Areas of camp property are located within a Federal Emergency Management Agency-identified 100-year floodplain. No camp lodging is located within a floodplain.[1]

[1] TXDSHS 265.36 prohibited cabins in floodplains


562
565
Zone AE
573
578
582
Floodplain
Camp Whispering Cedars
Camper Lodging
Additional Lodging
600 ft

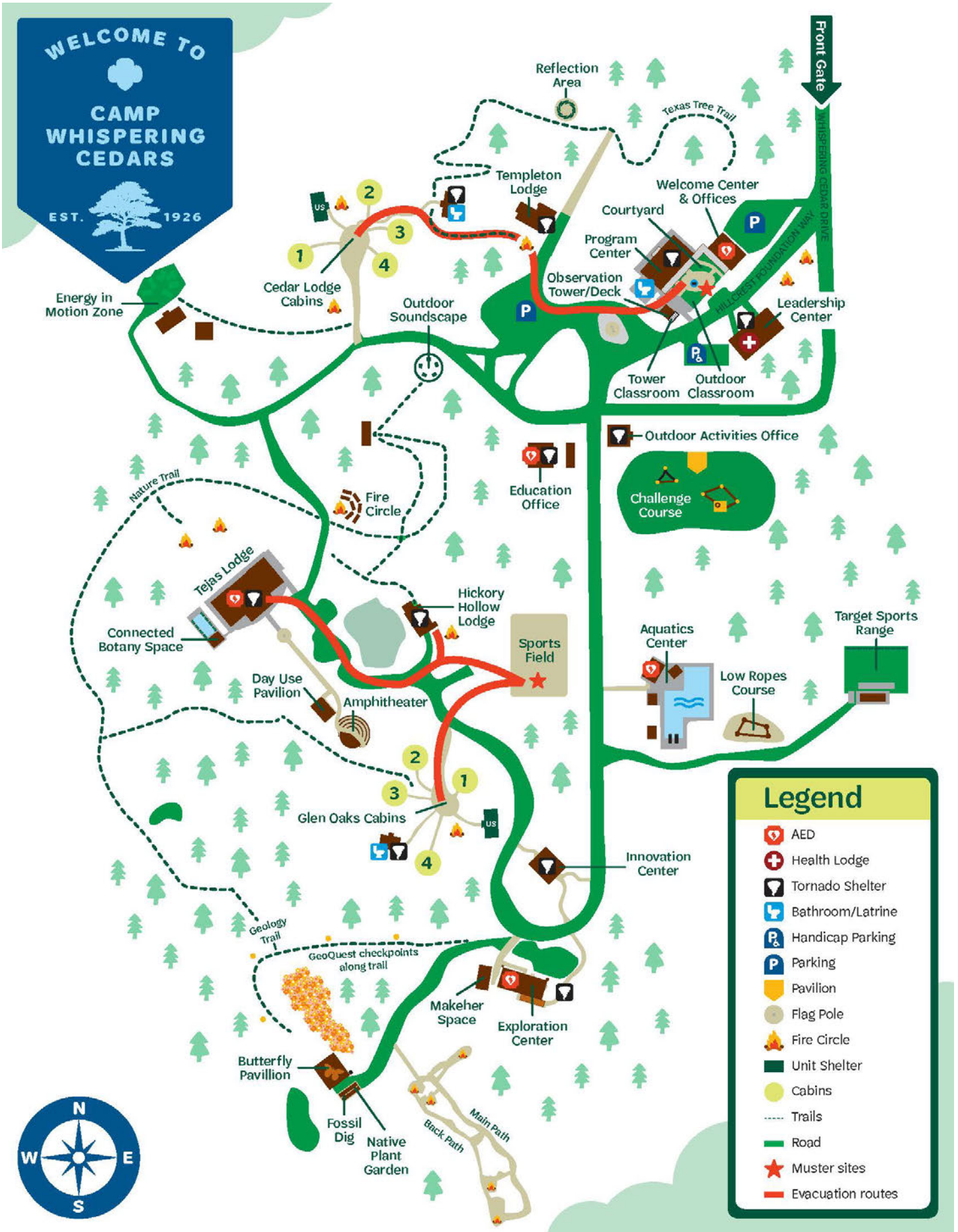
Muster sites

Muster sites at camp are:

- Sportsfield
- Welcome Courtyard

Camp map indicates safety information, including mustering sites, evacuation routes, and egress routes.[2]

[2] TXDSHS 265.31a1 muster sites


WELCOME TO
CAMP WHISPERING CEDARS
EST. 1926
Front Gate
WHISPERING CEDAR DRIVE
HILLCREST FOUNDATION WAY
Reflection Area
Texas Tree Trail
Templeton Lodge
Welcome Center & Offices
Courtyard
Program Center
Observation Tower/Deck
Leadership Center
Tower Classroom
Outdoor Classroom
Cedar Lodge Cabins
Energy in Motion Zone
Outdoor Soundscape
Outdoor Activities Office
Education Office
Challenge Course
Nature Trail
Fire Circle
Tejas Lodge
Connected Botany Space
Hickory Hollow Lodge
Sports Field
Aquatics Center
Target Sports Range
Low Ropes Course
Day Use Pavilion
Amphitheater
Glen Oaks Cabins
Innovation Center
Geology Trail
GeoQuest checkpoints along trail
Makeher Space
Exploration Center
Butterfly Pavillion
Fossil Dig
Native Plant Garden
Back Path
Main Path
N
W
E
S
Legend
AED
Health Lodge
Tornado Shelter
Bathroom/Latrine
Handicap Parking
Parking
Pavilion
Flag Pole
Fire Circle
Unit Shelter
Cabins
Trails
Road
Muster sites
Evacuation routes

Evacuation routes posting and illumination

Evacuation routes are posted in camp lodging and illuminated outdoors to proceed to nearest muster site.[3] Evacuation routes are illuminated with solar dock lights. Muster sites are also illuminated by solar lights.

[3] TXDSHS 265.31k1 evac routes

Designated emergency preparedness coordinator (EPC)

Designated emergency preparedness coordinator (EPC) onsite

The Camp Director is the designated camp emergency preparedness coordinator onsite at camp. [4]

Camp Director, Camp Whispering Cedars
Rachel Royall
(214) 769-4089
rroyall@gsnetx.org

The onsite EPC is responsible for preparation and oversight of response, both in accordance with this plan. EPC responsibilities include:

- Contributing to the *Camp Emergency Plan*
- Overseeing implementation of prevention framework
- Conducting staff training and drills
- Activating an EAP, including initiating shelter-in-place, evacuation, or other program halt, or designating another leader to do so
- Operating emergency communications on camp (PA system, weather monitoring, NOAA radios, group communication), or designating another leader to do so
- Assigning roles during emergency response, including designating others to share in these responsibilities when needed
- Accounting for all people, or designating another leader to do so
- Notifying other parties, or designating another leader to do so
    - Camp ranger, camp health officer, and other camp leaders
    - 911
    - Local designated emergency management director
    - Council leadership (SLT)
    - Camper families

Council leadership SLT for safety planning

Camp leadership staff (Senior Leadership Team or SLT) located at council headquarters is the primary person responsible for camp safety planning and risk mitigation across council camp properties, and this person shares many of the responsibilities with camp EPC onsite.

Council leadership SLT at Girl Scouts of Northeast Texas headquarters
Sally Dover, Vice President of Camps & Outdoor Leadership
(972) 658-0708

[4] TXDSHS 265.31a5 emergency preparedness coordinator

Council leadership SLT or their designee is the primary person responsible for updating the safety plan as needed and confirming and updating all contents annually. This individual also supports many of the onsite EPC responsibilities outlined above.

Tree of command and responsibility for camp person in charge

Onsite, the ranger, camp health officer, other staff, and outdoor volunteers assist the camp director with emergency response, including coordinating emergency response if the camp director is offsite or incapacitated. The following tree of command determines the camp person in charge at any given time, and they assume the emergency leadership responsibilities outlined below.

Camp person in charge: if the top-listed person in charge is unavailable, proceed to designees at next level

1. Camp director (camp emergency preparedness coordinator)
2. Staff or volunteer host or on-call designee
3. Camp ranger and equestrian manager
4. Camp health officer or other first aider
5. Unit/troop leaders or other group leaders

Position	Primary responsibilities in emergency

Camp Director (camp emergency preparedness coordinator) or other staff or volunteers in charge
 	
If other staff or volunteer is acting as camp person in charge, they assume emergency leadership authority for the duration of the emergency
	• Activating an EAP, including initiating shelter-in-place, evacuation, or other program halt, or designating another leader to do so
	• Operating emergency communications on camp (PA system, weather/river monitoring, NOAA radios, group communication), or designating another leader to do so
	• Assigning roles during emergency response, including designating others to share in these responsibilities when needed
	• Accounting for all people, or designating another leader to do so
	• Notifying other parties, or designating another leader to do so
	  • Camp ranger, camp health officer, and other camp leaders
	  • 911
	  • Local designated emergency management director
	  • Council leadership (SLT)
	  • Camper families

Camp ranger, equestrian manager, and other permanent staff	• Responding to facility needs • Coordinating emergency response arrivals • Assisting with communication, evacuation, emergency egress, and emergency evacuation transportation
Camp health officer and other first aiders	• Supervising and providing care for injured or ill people • Coordinating emergency medical response

	• Accounting for and overseeing people transported for offsite care
Unit/troop leaders or other group leaders	• Supervising group • Moving group away from danger, sheltering in place, or mustering • Accounting for all people and notifying camp
Council leadership SLT at headquarters	• Providing guidance on EAP and decisions • Coordinating or supporting camper family communications • Providing other assistance as requested

Emergency action plans (EAPs)

Camper accountability plan

In any emergency, when staying put, taking shelter, or mustering and evacuating, adult leaders account for all people.

Account for people

Group leaders stay with group according to units, troops, or families.

- Group leaders organize group in buddy line.
    - Group leaders conduct headcount. Record count and time.
    - Group leaders match to roster (carried at all times).
- Group leaders report missing people to camp person in charge immediately.
    - Document information on last-known location.
    - Tally any group staff or volunteers on break, anyone in the healthcare center, anyone evacuated medically by emergency services, etc.
- Group leaders remain calm and provide continual supervision.

Organize search

Camp person in charge or their designee coordinates search for missing people.

- Record count from each group.
- Organize search for missing people according to *Lost person plan,* if safe to do so.
- Coordinate with emergency responders.
- Additional leadership staff or volunteers assist.[5]

Lost person plan

Quick search

Group leaders quickly check most likely spaces in 5 minutes or less, if safe to do so.

- Last known location
- Latrines and lodging
- Other groups and other activity locations

Notify camp

Group leaders call camp and report last-known location.

Organize search

Camp person in charge or their designee 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.
- If missing person is not found within 20 minutes, coordinate emergency response. Call immediately for extenuating concerns, such as special needs, mental health distress, or emergency on camp that prevents a search.

[5] TXDSHS 265.31a3 identify and account for people

Coordinate emergency response

Camp person in charge, camp health officer, or their designee coordinates emergency response.

- Call 911 and notify local emergency management director.
- Share name and age, physical description, last-known location, and time last seen.
- Notify camp leadership and camp health officer, assigning roles as needed.
- Coordinate emergency responders arriving at camp, send adult to meet vehicles at gate, and remain in contact.
- Communicate any directives with camp community via PA system or radios as needed.

Notify parent/guardian of lost camper

Camp person in charge, camp health officer, or their designee coordinates communication promptly once emergency response is called.

- Use camper health profile to locate parent/guardian contact and additional emergency contacts.
- Place a direct phone call (no text). Always have two adults place phone call together.
- Script: *Your camper is currently missing, and we are actively searching for them. Emergency services are on the way. We will stay in contact with you through this phone number and provide updates as soon as we can confirm.*
- Initial caller should remain in contact with parent/guardian via the same phone number until situation is resolved. Confirm that you will stay in contact with them every 30 minutes.
- Provide updates to parent/guardian every 30 minutes, even if no new information is available.
- Contact parent/guardian right away with any new information or if situation resolves.
- Any camper pick-up follows usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.

Notify leadership and document

Camp person in charge or their designee notifies council SLT and documents incident.

- Document all actions taken.
- Coordinate incident report.[6]

Fire plan

Manage fire (small fire)

If the fire is small and can be safely extinguished, adults trained in fire extinguishers can extinguish the fire.

Monitor local wildfires

For wildfire in the region, camp person in charge monitors evacuation warning with local emergency management director and prepares response as indicated below. If air quality affects camp participants, outdoor activities can be modified as needed.

Alert level	Response
Fire watch	• Get set: prepare to follow procedures for mustering and evacuation if situation worsens • Determine best muster site, egress route, and route to offsite reunification based on fire location

[6] TXDSHS 265.31a2A lost camper

	• Monitor alerts hourly • Do not build fires
Fire warning	• Contact local emergency management director to determine whether to evacuate • Notify council leadership staff of possible evacuation • Monitor alerts at least every 30 minutes • Go: follow procedures for mustering and evacuation if needed • Do not build fires

Coordinate emergency response (large or spreading fire or wildfire)

Camp person in charge, camp ranger, or their designee coordinates emergency response.

- Call 911 to report fire and to summon emergency medical or other services.
- Also notify local emergency management director that more support is needed.
- Notify camp leadership and camp health officer, assigning roles as needed.
- Coordinate emergency responders arriving at camp, send adult to meet vehicles at gate, and remain in contact.
- Communicate any directives with camp community via PA system or radios as needed.

Muster and account for people

Group leaders move group to nearest muster site.

- Organize group in buddy line.
- Move group away from danger to muster site as shown on camp map. Overnight, follow lighted evacuation routes as posted in lodging.
- Conduct headcount upon arrival at muster site. Record count and time.
- Match to roster.
- Report missing people to camp immediately, and include last known location and time.
- Camp person in charge or their designee coordinates search for missing people.

Remain in place

Group leaders supervise groups in place.

- Stay calm.
- Wait for further instructions from camp, such as mustering and evacuation or all-clear call to return to regular activities.

Decide to evacuate camp as needed

Camp person in charge or their designee determines need based on emergency warnings and guidance from the local emergency management director.

- If proceeding with evacuation from camp, follow *Offsite evacuation plan* as described on page 27.

Notify parent/guardian of affected campers

Camp person in charge, camp health officer, or their designee coordinates communication as soon as reasonably safe to do so.

- Use camper health profile to locate parent/guardian contact and additional emergency contacts.
- Place a direct phone call if camper is harmed. Text only to confirm that camper is okay. If situation is serious, always have two adults place phone call together.

- Initial caller should remain in contact with parent/guardian via the same phone number until situation is resolved. Confirm that you will stay in contact with them every 30 minutes.
- Provide updates to parent/guardian every 30 minutes, even if no new information is available.
- Contact parent/guardian right away with any new information or if situation improves.
- Camper pick-ups for injury or evacuation follow usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.

Notify leadership and document

Camp person in charge or their designee notifies council SLT and documents incident.

- Document all actions taken.
- Coordinate incident report.[7]

Severe injury, illness, or accident plan

Provide first aid

Camp health officer or other trained first aiders provide care, 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.
- Seek external medical care for serious injuries or illnesses.

Coordinate emergency response

Camp person in charge, camp health officer, or their designee coordinates emergency response.

- Call 911 for emergency medical or other services.
- Also notify local emergency management director if more support is needed, such as many people injured or other extenuating circumstances.
- Notify camp leadership and camp health officer, assigning roles as needed.
- Coordinate emergency responders arriving at camp, send adult to meet vehicles at gate, and remain in contact.
- Communicate any directives with camp community via PA system or radios as needed.

Transport for external medical care

Use 911 emergency transport to get additional medical care needed.

- Provide injured person's health form to emergency responders if possible.
- 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.
- Adult accompaniment should keep camp informed of transport for care, person's condition, and plan to return to camp or discharge to parent/guardian.
- Document details of hospital, treating physician, and care provided.

Notify parent/guardian of injured or ill camper

[7] TXDSHS 265.31a2B fire

Camp person in charge, camp health officer, or their designee coordinates communication promptly once emergency response is called.

- Use camper health profile to locate parent/guardian contact and additional emergency contacts.
- Place a direct phone call if camper is harmed. Text only to confirm that camper is okay. If situation is serious, always have two adults place phone call together.
- Initial caller should remain in contact with parent/guardian via the same phone number until situation is resolved. Confirm that you will stay in contact with them every 30 minutes.
- Provide updates to parent/guardian every 30 minutes, even if no new information is available.
- Contact parent/guardian right away with any new information or if situation improves.
- Camper pick-up for injury or illness follows usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.

Notify leadership and document

Camp person in charge or their designee notifies council SLT and documents incident.

- Document all actions taken.
- Coordinate incident report.[8]

Death plan

Coordinate emergency response

Camp person in charge, camp health officer, or their designee coordinates emergency response.

- Call 911.
- Also notify local emergency management director.
- Notify camp leadership and camp health officer, assigning roles as needed.
- Coordinate emergency responders arriving at camp, send adult to meet vehicles at gate, and remain in contact.
- Communicate any directives with camp community via PA system or radios as needed.
- Arrange for two adults to remain with the deceased until emergency response arrives, if safe to do so.

Relocate group and account for people

Group leaders move group away from incident.

- Organize group in buddy line.
- Move group away from incident scene.
- Conduct headcount upon arrival. Record count and time.

Work with council leadership to notify parent/guardian of camper death

Camp person in charge, camp health officer, or their designee coordinates communication with council SLT to make plan for contacting family promptly once death is confirmed.

- Do NOT notify family until you have coordinated with emergency medical services and law enforcement.
- Use camper health profile to locate parent/guardian contact and additional emergency contacts.
- Place a direct phone call (no text). Always have two adults place phone call together.

[8] TXDSHS 265.31a2C injury

- Initial caller should remain in contact with parent/guardian via the same phone number until next steps as advised by emergency services are complete.
- Also work with council leadership to determine communication plan for families of other campers at camp.

Crisis support and documentation
Council leadership provides additional support to manage crisis and continue operations.

- Notify Department of State Health Services' Policy, Standards and Quality Assurance Unit at (512) 834-6788 or PHSCPS@dshs.texas.gov within 24 hours.
- Document all actions taken.
- Coordinate incident report.
- Do NOT share information with media or anyone else outside of camp except 911 and internal team members as specified above.[9]

Aquatic emergency plan

Lifeguard water rescue
If lifeguards are on duty for designated water activity, they perform trained water rescue.

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

Unanticipated water emergency
If NOT at designated water activity and NO lifeguard present (such as pond or closed pool/lake), adults present coordinate emergency response.

- Call 911.
- Call camp to request any available lifeguards.
    - Request entry into locked pool areas as needed.
    - Request AED and backboard.
- 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.
- Provide CPR, AED, and other first aid as needed, within scope of training, until 911 arrives.
- Group leaders clear group from area as soon as possible.

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

Relocate group and account for people
Group leaders move group away from incident.

[9] TXDSHS 265.31a2C death

- Organize group in buddy line.
- Move group away from incident scene.
- Conduct headcount upon arrival. Record count and time.

Coordinate emergency response
Camp person in charge, camp health officer, or their designee coordinates emergency response.

- Confirm that 911 is called. If not, call 911 for emergency medical services.
- Also notify local emergency management director if more support is needed.
- Notify camp leadership and camp health officer, assigning roles as needed.
- Coordinate emergency responders arriving at camp, send adult to meet vehicles at gate, and remain in contact.
- Communicate any directives with camp community via PA system or radios as needed.

Notify parent/guardian of affected camper
Camp person in charge, camp health officer, or their designee coordinates communication promptly once emergency response is called.

- Use camper health profile to locate parent/guardian contact and additional emergency contacts.
- Place a direct phone call if camper is harmed. Text only to confirm that camper is okay. If situation is serious, always have two adults place phone call together.
- Initial caller should remain in contact with parent/guardian via the same phone number until situation is resolved. Confirm that you will stay in contact with them every 30 minutes.
- Provide updates to parent/guardian every 30 minutes, even if no new information is available.
- Contact parent/guardian right away with any new information or if situation improves.
- Camper pick-up for aquatic emergency follows usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.

Notify leadership and document
Camp person in charge or their designee notifies council SLT and documents incident.

- Document all actions taken.
- Coordinate incident report.[10]

Epidemic plan

Identify risk
Camp health officer identifies risks, transmission routes, and symptoms of illness and documents this information in a written plan.

Establish procedure
Camp health officer establishes 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 (masks and gloves), screening for temperature, timeline, and close contacts.
    - People with symptoms are separated from group activities immediately.

[10] TXDSHS 265.31a2D

    - Determine separate space for isolating symptomatic people.
    - Provide continual supervision for people in isolation, including water, meals, and basic care.
    - Monitor and document symptoms.
- 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.
- Promote sanitation, handwashing, general hygiene, and immunization as appropriate.

Notify parent/guardian of ill or exposed campers

Camp person in charge, camp health officer, or their designee coordinates communication promptly for campers exposed or receiving care in isolation.

- Use camper health profile to locate parent/guardian contact and additional emergency contacts.
- Place a direct phone call if camper is harmed. Text only to confirm that camper is okay. If situation is serious, always have two adults place phone call together.
- Make plans for next steps in accordance with health department recommendations.
- Camper pick-up for illness follows usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.

Notify, coordinate, and document

Camp health officer and camp person in charge work together for notifications.

- Notify camp leadership, health team, and council leadership of concerns.
- Notify local health department of cases and follow guidelines provided.
- Notify local emergency management director.
- Document all actions taken.
- Coordinate incident report.[11]

Unauthorized individual plan

Approved visitors will be wearing visitor badges.

Notify camp

Immediately notify camp that unexpected visitor is present.

- Provide location. If the visitor is moving, provide direction.
- Do not provide any information to unauthorized visitors.
- Do not open the camp gate for unauthorized visitors, including for ICE agents.

Visitor escort

Camp person in charge and camp ranger, or their designee, evaluate situation.

- If visitor doesn't appear threatening, approach visitor (together) to determine why they are at camp.
    - Inform visitor that we do not allow unauthorized visitors at camp.
    - Camp person in charge and camp ranger (together), or their designee, escort visitor off property.

[11] TXDSHS 265.31a2E epidemic

- If unauthorized visitors do not exit camp promptly, if they create threats, or if you are not comfortable approaching, call for help.
    - If ICE agent proceeds with a search, do not physically interfere, but accompany them from safe distance.

Coordinate emergency response
Camp person in charge, camp ranger, or their designee coordinates emergency response.

- Call 911.
- Also notify local emergency management director if more support is needed.
- Notify camp leadership and camp health officer, assigning roles as needed.
- Coordinate emergency responders arriving at camp, send adult to meet vehicles at gate, and remain in contact.
- Notify camp community via PA system or radios to take shelter in secure space.

Shelter in place and account for people
Group leaders move group away from danger into secure space.

- Group leaders organize group in buddy line.
- Move to shelter and lockdown. Hide in a protected space. Close doors, turn off lights, and stay silent out of sight.
- Conduct headcount upon arrival. Record count and time.
- Match to roster.
- Report missing people to camp immediately, and include last-known location and time.
- Camp person in charge or their designee coordinates search for missing people if so to do so.

Remain in place
Group leaders supervise groups in place.

- Stay calm.
- Wait for further instructions from camp, such as run-hide-fight for active aggressor or all-clear call to return to regular activities.

Initiate additional response if needed
If intruder becomes aggressive, follow *Active aggressor plan* as outlined below.

Notify leadership and document
Camp person in charge or their designee notifies council SLT and documents incident.

- Document all actions taken.
- Coordinate incident report.[12]

Active aggressor plan

This could be a shooter or other person threatening violence with or without a weapon.

Run

[12] TXDSHS 265.31a2F unknown person

If aggressor is in your immediate area close enough to hurt you, leave the area, if possible, by running away from danger.

Hide (lockdown)
If running away is not possible, or if aggressor is not nearby, hide in a protected space where the aggressor cannot see you.

- Doors, lights, out of sight:
    - Close and lock doors and windows and block or cover.
    - Turn off lights.
    - Hide out of sight. Remain still and quiet for 10 minutes.
- Conduct headcount. Record count and time.
- Wait for further instructions from camp or law enforcement before leaving shelter.

If you can't get inside, hideout outside.

Fight
If you can't run away or hide, and if your life is in danger, disrupt or incapacitate the aggressor.

Call for help
Call 911 and notify camp if possible.

Coordinate emergency response
Camp person in charge, camp health officer, or their designee coordinates emergency response when possible.

- Call 911 for emergency medical or other services.
- Also notify local emergency management director for more support.
- Notify camp leadership and camp health officer, assigning roles as needed.
- Coordinate emergency responders arriving at camp, send adult to meet vehicles at gate, and remain in contact.
- Communicate any directives with camp community via PA system or radios as needed.

Muster and account for people as needed
Group leaders move group to nearest muster site.

- Organize group in buddy line.
- Move group away from danger to muster site as shown on camp map. Overnight, follow lighted evacuation routes as posted in lodging.
- Conduct headcount upon arrival at muster site. Record count and time.
- Match to roster.
- Report missing people to camp immediately, and include last known location and time.
- Camp person in charge or their designee coordinates search for missing people.

Provide first aid for any injuries
Camp health officer or other trained first aiders provide care, within scope of training, if safety allows.

- 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.
- Seek external medical care if needed.

Notify parent/guardian of affected campers

Camp person in charge, camp health officer, or their designee coordinates communication as soon as incident is resolved and capacity allows.

- Use camper health profile to locate parent/guardian contact and additional emergency contacts.
- Place a direct phone call if camper is harmed. Text only to confirm that camper is okay. If situation is serious, always have two adults place phone call together.
- Initial caller should remain in contact with parent/guardian via the same phone number until situation is resolved. Confirm that you will stay in contact with them every 30 minutes.
- Provide updates to parent/guardian every 30 minutes, even if no new information is available.
- Contact parent/guardian right away with any new information or if situation improves.
- Any camper pick-ups follow usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.

Notify leadership and document

Camp person in charge or their designee notifies council SLT and documents incident.

- Document all actions taken.
- Coordinate incident report.

Transportation emergency plan

This could include accident, disabled vehicle, or health condition.

Secure the scene

- Driver stops the vehicle as soon as safe to do so. Turn off vehicle.
- Group leaders remain in vehicle and account for all passengers.
- If you must leave the vehicle (such as it is on fire), uninjured group leader supervises and accounts for passengers.
- Note location, nature of incident, number of people involved, and potential injuries.

Coordinate emergency response

Person in charge coordinates emergency response.

- Call 911 for emergency medical or other services. Always call 911 for any transportation accident, even if no injuries are sustained.
- Also notify local emergency management director if more support is needed.
- Notify camp leadership, and camp leadership notifies council leadership.
- Document accident information and identify witnesses.
- Coordinate with emergency responders arriving on the scene.

Provide first aid

Camp health officer or other trained first aiders provide care, 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.
- Seek external medical care if needed.

- Follow procedures for medical emergency as usual.

Notify parent/guardian of campers for injury or adjustments to plan

Camp person in charge, camp health officer, or their designee coordinates communication as soon as possible.

- Use camper health profile to locate parent/guardian contact and additional emergency contacts.
- Place a direct phone call if camper is harmed. Text only to confirm that camper is okay. If situation is serious, always have two adults place phone call together.
- For injuries, initial caller should remain in contact with parent/guardian via the same phone number until situation is resolved. Confirm that you will stay in contact with them every 30 minutes.
- Provide updates to parent/guardian every 30 minutes, even if no new information is available.
- Contact parent/guardian right away with any new information or if situation improves.
- Camper pick-ups for injury or transportation needs follow usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.

Notify leadership and document

Camp person in charge notifies council SLT and documents incident.

- Work together to arrange alternate transportation or drivers as needed.
- Document all actions taken.
- Coordinate incident report.

If there is vehicle breakdown without accident, call Texas Roadside Assistance 1 (800) 525-5555. If outside Texas, rely on 911.[13]

Natural disaster plan

Wildfire and flood disasters are outlined under their respective plans in this document. This section outlines plans for tornado or other high winds and for other natural disasters not specifically named.[14]

Tornado or high winds

Prepare to shelter (tornado watch)

During a tornado watch (weather conditions concerning but no tornado reported), relocate group to be near designated tornado shelter.

- Camp person in charge or their designee ends all specialized activities like aquatics.
- Group leaders gather group indoors or remain outdoors.
- Camp person in charge or their designee reviews tornado procedures with group leaders.
- Prepare to move to best available tornado shelter if warning is issued: confirm shelter is ready and accessible.
- If in tents, seek more permanent shelter if reasonably accessible (short, safe walk or drive). If not accessible, confirm backup refuge area.

Take immediate shelter and account for people (tornado warning)

[13] TXDSHS 265.31a2G transportation emergency

[14] TXDSHS 265.31a2H other natural disasters or emergencies

In event of a tornado warning (tornado reported in area) or visible tornado, go immediately inside designated tornado shelter if possible, or other permanent, sturdy structure if not possible.

- Group leaders organize group in buddy line.
- Move to shelter.
    - Do not delay in order to pack belongings.
    - If offsite and you cannot get indoors, seek refuge in low-lying areas away from trees, power lines, and vehicles.
- Sit on floor away from windows in latrines, storage closets, kitchens, or other interior spaces away from windows or objects that may fall. Protect head and neck with hands or bedding.
- Conduct headcount upon arrival. Record count and time.
- Match to roster.
- Report missing people to camp immediately, and include last-known location and time.
- Camp person in charge or their designee coordinates search for missing people, as safety allows.

*Best available tornado shelters are indicated on camp map and with signage 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.

Take shelter and account for people (high wind)

In event of high wind (sustained 30+ mph or gusts at higher speeds, or for a wind advisory), end outdoor activities and move immediately to sturdy buildings such as tornado shelters.

- Group leaders organize group in buddy line.
- Move to shelter.
    - Avoid trees and power lines.
    - Watch for falling debris.
    - Avoid sheltering in tents, platform tents, or other temporary structures.
    - Avoid traveling in vehicles.
- Group leaders conduct headcount upon arrival. Record count and time.
- Group leaders match to roster.
- Report missing people to camp immediately, and include last-known location and time.
- Camp person in charge or their designee coordinates search for missing people, as safety allows.

Remain in place

Group leaders supervise groups in place.

- Stay calm.
- Wait for further instructions from camp, such as all-clear call to return to regular activities after warning is lifted.

Coordinate emergency response for injuries or destruction

Camp person in charge, camp ranger, or their designee coordinates emergency response if support is needed.

- Call 911 for emergency medical or other services.
- Also notify local emergency management director if more support is needed.
- Notify camp leadership and camp health officer, assigning roles as needed.

- Coordinate emergency responders arriving at camp, send adult to meet vehicles at gate, and remain in contact.
- Communicate any directives with camp community via PA system or radios as needed.

Muster and account for people if tornado or wind affects camp

After warning is lifted, group leaders move group to nearest muster site.

- Organize group in buddy line.
- Move group away from danger to muster site as shown on camp map. Overnight, follow lighted evacuation routes as posted in lodging.
- Conduct headcount upon arrival at muster site. Record count and time.
- Match to roster.
- Report missing people to camp immediately, and include last known location and time.
- Camp person in charge or their designee coordinates search for missing people.

Provide first aid for injuries

Camp health officer or other trained first aiders provide care, 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.
- Seek external medical care if needed.

Notify parent/guardian of campers for injury or other needs

Camp person in charge, camp health officer, or their designee coordinates communication as soon as reasonably safe to do so.

- Use camper health profile to locate parent/guardian contact and additional emergency contacts.
- Place a direct phone call if camper is harmed. Text only to confirm that camper is okay. If situation is serious, always have two adults place phone call together.
- Initial caller should remain in contact with parent/guardian via the same phone number until situation is resolved. Confirm that you will stay in contact with them every 30 minutes.
- Provide updates to parent/guardian every 30 minutes, even if no new information is available.
- Contact parent/guardian right away with any new information or if situation improves.
- Camper pick-ups for injury or destruction follow usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.

Notify leadership and document

Camp person in charge or their designee notifies council SLT and documents incident.

- Work together to coordinate large-scale camper pick-up, serious loss to property, or other outcomes as needed.
- Document all actions taken.
- Coordinate incident report.[15]

[15] TXDSHS 265.31b3A tornado shelter in place

Other natural disasters or shelter-in-place orders

Follow general emergency procedures in this plan for similar types of natural disasters or events. Follow this plan for shelter-in-place order by local emergency authority or for other shelter-in-place not specifically described elsewhere in this plan.

Take shelter and account for people (such as for local emergency shelter alert)
End outdoor activities and move indoors.

- Group leaders organize group in buddy line.
- Move to shelter.
    - If secure shelter is needed, lockdown. Hide in a protected space. Close doors, turn off lights, and stay silent out of sight.
- Group leaders conduct headcount upon arrival. Record count and time.
- Group leaders match to roster.
- Report missing people to camp immediately, and include last-known location and time.
- Camp person in charge or their designee coordinates search for missing people.

Remain in place
Group leaders supervise groups in place.

- Stay calm.
- Wait for further instructions from camp, such as mustering and evacuation or all-clear call to return to regular activities.

Coordinate emergency response as needed
Camp person in charge, camp health officer, or their designee coordinates emergency response.

- Call 911 for emergency medical or other services.
- Also notify local emergency management director if more support is needed.
- Notify camp leadership and camp health officer, assigning roles as needed.
- Coordinate emergency responders arriving at camp, send adult to meet vehicles at gate, and remain in contact.
- Communicate any directives with camp community via PA system or radios as needed.

Muster and account for people as needed
Group leaders move group to nearest muster site.

- Organize group in buddy line.
- Move group away from danger to muster site as shown on camp map. Overnight, follow lighted evacuation routes as posted in lodging.
- Conduct headcount upon arrival at muster site. Record count and time.
- Match to roster.
- Report missing people to camp immediately, and include last known location and time.
- Camp person in charge or their designee coordinates search for missing people.

Provide first aid for injuries
Camp health officer or other trained first aiders provide care, 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.

- Seek external medical care if needed.

Transport for external medical care for serious injuries

Use 911 emergency transport to get additional medical care needed.

- Provide injured person's health form to emergency responders if possible.
- 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.
- Adult accompaniment should keep camp informed of transport for care, person's condition, and plan to return to camp or discharge to parent/guardian.
- Document details of hospital, treating physician, and all care provided.
- Camper pick-up for injury transport follows usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.

Notify parent/guardian of campers for injury or other needs

Camp person in charge, camp health officer, or their designee coordinates communication as soon as reasonably safe to do so.

- Use camper health profile to locate parent/guardian contact and additional emergency contacts.
- Place a direct phone call if camper is harmed. Text only to confirm that camper is okay. If situation is serious, always have two adults place phone call together.
- Initial caller should remain in contact with parent/guardian via the same phone number until situation is resolved. Confirm that you will stay in contact with them every 30 minutes.
- Provide updates to parent/guardian every 30 minutes, even if no new information is available.
- Contact parent/guardian right away with any new information or if situation improves.
- Camper pick-ups for injury or other needs follow usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.

Notify leadership and document

Camp person in charge or their designee notifies council SLT and documents incident.

- Document all actions taken.
- Coordinate incident report.[16]

Offsite evacuation plan (NWS notice, flash flood, or other)

For National Weather Service (NWS) notice, flash flood warning, or other emergency evacuation alert for any disaster.

Evacuate from floodplain areas on camp	Evacuate from camp
For flood warning or flash flood warning, evacuate from floodplain areas (as indicated on floodplain maps) to higher ground. • Go to designated muster sites according to muster process outlined below.	Evacuate from camp if under order to do so via National Weather Service (NWS) notice, local emergency management director order or advisement, or if otherwise unsafe to remain at camp. [18]

[16] TXDSHS 265.31a2H other natural disasters or emergencies and TXDSHS 265.31b3B other shelter in place

• If safe to remain on camp, remain at muster sites until threat resolves.[17]	

Decide to evacuate

Camp person in charge or their designee determines need based on emergency warnings and guidance from the local emergency management director.

- Call local emergency management director for guidance.
- Determine egress route and confirm offsite reunification point if evacuating from camp.
- Evacuation reference information is provided below.[19]

Below information will be redacted in the plan provided to camper families to maintain confidentiality for security.

[18] TXDSHS 265.31b2 evacuating campers

[17] TXDSHS 265.31b1 evac for flood and TXDSHS 265.31c1 evac for flood

[19] Available at camp and provided to local emergency management director and emergency responders. Can be provided to TXDSHS on request but confidential information not published for parents/guardians.

[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]

[redacted]

Coordinate emergency response

Camp person in charge, camp health officer, or their designee coordinates emergency response.

- Call 911 for emergency medical or other services.
- Call local emergency management director to discuss evacuation needs.
- Notify camp leadership and camp health officer, assigning roles as needed.
- Coordinate emergency responders arriving at camp, send adult to meet vehicles at gate, and remain in contact.
- Communicate any directives with camp community via PA system or radios as needed.

Muster and account for people first before evacuating

Camp person in charge or their designee communicates muster directive with camp community via PA system or radios as needed.

- Camp person in charge and designees meet groups at muster sites.
- Group leaders organize group in buddy line and follow evacuation route to muster site as shown on camp map.
    - Overnight, follow lighted evacuation routes as posted in lodging.
    - Assist any people with special needs to stay with the group and cooperate with instructions. Call camp for more support needed, such as vehicle transport for anyone with mobility limitations.
- Group leaders stay in group according to units, troops, and/or families.
- Group leaders conduct headcount. Record count and time.
- Group leaders match to rosters.
- Group leaders report missing people to camp person in charge immediately.
    - Document information on last-known location and time.
    - Note any staff or volunteers on break, anyone in the healthcare center, anyone evacuated medically by emergency services, etc.
- Camp person in charge records tallies for groups mustering at different sites, organizes search for missing people according to *Lost person plan* if safe to do so, and coordinates with emergency responders.
- Do not bring personal items! Bring only life-saving medications, health forms, rosters, and camper release forms if possible, but do not delay evacuation to pack these items.

Assign roles and evacuate camp

Camp director, ranger, camp health officer, and other leadership staff/volunteers work together to organize the evacuation and communicate.

Camp person in charge or their designee assigns roles to adult leads and leads carryout roles as follows:

Communication lead (yourself)	Coordinate all roles and provide direction.
	
	1. Assign roles (leads).
	2. Assign camp egress route for exit.
	3. Communicate with 911, local emergency management director, camp leadership, and council leadership that evacuation is beginning.
	    • Stay in contact with 911.
	    • Stay in contact with leads.
	4. Manage list of anyone missing, and attempt to locate.

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

Reunification lead	Depart with first vehicle and begin organizing reunification point. 1. When minors are in the care of camp, proceed to reunification point and begin parent notification. • Reunification lead depart with first group to coordinate arrival offsite. • No adult may leave camp with a child without completing formal checkout process. 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. • Or, if not safe to proceed home, proceed to reunification point. 3. Stay in contact with communication lead.
Health lead (camp health officer or other first aider)	Monitor medical needs and provide specialized care. 1. Coordinate 911 evacuations of critically injured as needed according to usual injury procedure. 2. Partner with parent notification lead during reunification process for family communications. 3. Coordinate camper check-out at hospital for medical evacuations, according to usual pick-up process.
Runners / support	Deliver messages and assist group with movement, problem solving, and organization.

Final departure

Leads depart for offsite reunification site when evacuation is complete.

- 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.
- At reunification point, proceed with parent notification and family reunification.

Parent notification and reunification after catastrophic event

Assign roles

Reunification lead assigns roles to adult leads and leads carryout roles as follows:

Reunification lead (yourself)	Coordinate all roles and provide direction. 1. Assign roles (leads) 2. Communicate with 911, local emergency management director, camp director, and council leadership that parent notification and reunification is beginning. • Stay in contact with 911. • Stay in contact with leads. 3. Manage list of anyone missing, and attempt to locate.

Group lead	Account for all people, maintain group organization, and release campers for check-out. 1. Direct vehicles arriving from camp where to unload and park. 2. Verify rosters as vehicles arrive. • Conduct headcount. Record count and time. • Match to roster. • Report missing people immediately. 3. Organize space for camper supervision. • Adults stay with same groups for supervision. • All campers wait with groups until individual check-out is confirmed. • Sing, play quiet games, talk together, and be ready to follow instructions. • Make effort to provide water and restroom access if possible. 4. Release the appropriate camper to parent following check-out verification with family check-out lead. • Document on roster.
Parent notification lead	Coordinate communication with families and maintain documentation. 1. Enlist support of other staff offsite (camp staff, customer care, marketing) to support rosters and parent/guardian contact, confirm communication scripts, and send messaging. 2. Verify rosters to determine (1) who is waiting at reunification site for pickup, (2) who is medically evacuated, and (3) who is missing. • Cross-reference different rosters to confirm status internally: true missing person, or just a documentation delay? • Notify 911 and council leadership of missing people. Provide names, last known locations, and other descriptors. 3. Confirm communication scripts in group contact guidelines below. • Only provide facts about their child's wellbeing and pickup. Do not share broader information about the incident or other people. 4. Assign adult staff to contact each group. • Document all communications (caller, time, person contacted, message) on roster. 5. Notify parents/guardians of medically evacuated campers. • Contact this group first. • Document all communications (caller, time, person contacted, message) on roster. • Place direct phone call (no text or email), with two adults on the call. • Script: *Your child has been transported to [hospital name] for care during an evacuation. Please come to this location with your photo ID to pick up your child. We will stay in contact with you through this phone number.*

	• Confirm with health lead for camper check-out at the hospital. • Initial caller should provide regular hourly updates to the family until pickup, even if no new information is available. 6. Notify parents/guardians of missing campers not accounted for. • Do this BEFORE mass communication for pick-up. • Document all communications (caller, time, person contacted, message). • Place direct phone call (no text or email), with two adults on the call. • Script: *We are actively confirming this person's location as part of our evacuation process. At this time, we do not have confirmation of their arrival at the reunification point, and we are investigating right now. We will stay in contact with you through this phone number and provide updates as soon as we can confirm.* • Initial caller should provide frequent updates every 30 minutes to the family, even if no further information is available, to confirm the continued effort. • If person is located, call and provide next steps for reunification. • Provide only facts, no speculation. 7. Notify parents/guardians of evacuation and need for pick-up for all campers accounted for at reunification point. • Do this AFTER speaking with families of those medically evacuated and those missing. • Notify parents via mass text and email. • Script: *Camp has evacuated. We are waiting at [reunification address]. Please come to this location with your photo ID to pick up your child. Please be patient for the family check-out process so we can account for all people. Please confirm that you have received this message.* • Document family confirmations on roster. • Place phone call to any families not confirming initial message within 30 minutes. Continue calling (at least every 30 minutes) until someone is reached. • Document all communications (caller, time, person contacted, message) on roster.
Family check-out lead	Organize family arrival, verification, check-out, and documentation. 1. Organize space for arriving families to park and to wait for check-out process. 2. Organize camper release forms (hardcopies from camp, or backup electronic copies provided by offsite support). 3. Verify IDs against camper release forms. • Document check-out time, adult taking custody, and releasing staff

	initials.
Family assistants / runners / support	Speak with families waiting for check-out to provide reassurance and answer questions. • Deliver messages and assist with problem solving and group organization.

Cross-check rosters

Once all campers are reunited, cross-check rosters to confirm.

- If minors still remain with camp, continue supervising them and continue making effort to reach family and emergency contacts.
    - Consult with council SLT and emergency services if family contact cannot be made, in order to make safe backup arrangements.
- Notify local emergency management director and council leadership that reunification is complete and closed.

Notify leadership and document

Camp person in charge or their designee notifies council SLT and documents incident.

- Gather and maintain all documentation.
- Document all actions taken.
- Coordinate incident report.

Communication systems

Notification of parents/guardians

Camp person in charge or their designee notifies camper parents or legal guardians as necessary.

1. Use camper health profile to locate parent/guardian contact and additional emergency contacts.
2. Camp person in charge or their designee contacts parent/guardian via phone/text in case of emergency.
    - Use phone call if camper is harmed. Or use text (including mass text where needed) if reporting that camper is okay.
    - If delivering bad news (lost camper, serious injury, death), always have two adults place direct phone call together (no text).
3. Initial caller should remain in contact with parent/guardian through same phone number until situation is resolved.
    - Provide frequent updates every 30 minutes, even if no new information is available, to confirm the continued effort.
    - Call right away if situation improves.
4. Any camper pick-ups follow the usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.

Parent notification of floodplain and emergency plan provision

Parents/guardians of registered campers are notified that an area of camp is located within a floodplain. Floodplain maps are provided for acknowledgement via CampDoc health profile and a private (nonsearchable) website link https://www.gsnetx.org/en/members/for-girl-scouts/camp-and-outdoors/floodplain-maps.html

Emergency plans meeting TXDSHS requirements are provided to parents/guardians of registered campers. A copy of this plan, reflecting TXDSHS requirements for camper notification, is provided for acknowledgement via CampDoc health profile and a private (nonsearchable) website link. https://www.gsnetx.org/en/members/for-girl-scouts/camp-and-outdoors/provision-of-camp-emergency-plan.html

Camp leadership SLT is responsible for managing parent notification of floodplain and emergency plan provision.

Documentation

The emergency plan and floodplain map are provided to parents/guardians via CampDoc, where they sign acknowledgement that they have received the materials. Signature is compulsory to complete the CampDoc profile, and 100% completion is required before camper is left in the care of camp. This is monitored by council Customer Care staff prior to camp session and verified by Camp Health Officer as part of onsite check-in process. Documentation is stored in CampDoc. Camp leadership SLT is responsible for managing the documentation process.[20]

Communication with local emergency management

[20] TXDSHS 265.31g emergency plan and floodplain to parents

Camp person in charge or their designee notifies local emergency management director as follows:

- Annually, via pre-summer letter informing them of upcoming camp season details and providing emergency plan and related safety information.
- Any time this emergency plan is revised, via letter that includes copy of plan.
- As needed for support with potential or actual emergencies disrupting camp, via phone as soon as possible. Remain in contact with them via the same phone, if possible, for the duration of the emergency.

Camp administrative and medical services staff notification

Camp leadership staff or their designees notify other camp leadership staff and camp healthcare team of emergency.

- Promptly notify staff to assist with emergency response.
- Notify via in-person conversation, phone, radio, or PA system as needed.
- Remain in contact for the duration of the emergency.

Camp counselors and group leaders notify camp leadership staff and camp healthcare team if they see an emergency.

- Promptly notify camp and healthcare team of emergency.
- Notify via in-person conversation if nearby or two-way radio for distance.
- Can notify via cell phone if carried.
- As a backup and if safe to do so, send a runner to notify.

Emergency warning system (public address system)

Camp has the Perryweather emergency warning public address (PA) system for alerting all campers and camp occupants of an emergency. Audible alerts are accompanied by a strobe light to assist with communication for those with hearing limitations. The systems are solar powered and operate without reliance on internet. The Perryweather systems continuously monitor NWS alerts. Notifications are provided to leadership staff via phone app and to all of camp via the PA system. Audible weather alerts are delivered automatically, and camp staff also have the option of initiating custom alerts or announcements as needed. Camp person in charge or any of their designees may operate the system. [21]

Primary responsibility for maintenance: Camp ranger

Maintenance plan

- Test system weekly prior to camper arrival
- If not functioning properly, contact Perryweather support to resolve at (469) 546-5082 opt 4 or support@perryweather.com and notify camp person in charge of status
- Document results of test and any actions taken

Safety alert monitoring

[21] TXDSHS 265.31h2-3 emergency warning system

Weather monitoring

Weather is monitored automatically through the Perryweather system. A weather radio is available at camp for backup. In severe weather situations, use both alert systems for monitoring.

Additionally, camp person in charge or their designee monitors weather manually via the Perryweather app:

- Daily each morning under fair conditions
- Hourly if conditions could deteriorate (possible storms, heavy rainfall, etc.)
- More frequently for actively escalating or imminent severe weather (impending strong storm, tornado, flood, etc.)

Camp person in charge or their designee relays any weather events that may affect safety to other camp leadership staff and the camp healthcare team promptly via direct communication, phone, radio, or PA system. For serious threats, also notify council leadership SLT and contact local emergency management director. Initiate appropriate emergency plan as needed.

Operable weather radio

Camp maintains an operable radio providing real-time weather alerts issued by the National Weather Service.[22] The radio is powered on and set to alert mode while camp is operating. Additional mobile radios ensure no gaps in coverage.

Camp person in charge or their designee monitors weather radio alerts continually and shares information to camp leadership and healthcare team promptly via direct communication, phone, radio, or PA system. For serious threats, also notify council leadership SLT and contact local emergency management director. Initiate appropriate emergency plan as needed.

Location: Camp office (stationary) plus camp person in charge or their designee (mobile, in backpack)

Primary responsibility for maintenance: Camp ranger

<u>Maintenance plan</u>

- Test radios weekly prior to camper arrival
- If not functioning properly, replace power source, make other repairs, or replace the radio and notify camp person in charge of status
- Document results of test and any actions taken

Other safety alerts monitoring

Camp person in charge or their designee monitors safety alerts via Wireless Emergency Alerts (WEA) enabled on camp phone lines. Camp is also registered for emergency alerts from local entity via camp phone lines.

Camp Whispering Cedars – Dallas (city)

[22] TXDSHS 265.31h1 radio

As a backup, camp person in charge can contact local emergency dispatch at 911 to confirm.

Camp person in charge or their designee relays any safety alerts that may affect safety to other camp leadership staff and the camp healthcare team promptly via direct communication, phone, radio, or PA system. For serious threats, also notify council leadership SLT and contact local emergency management director. Initiate appropriate emergency plan as needed.

Broadband internet service

Camp properties provide and maintain redundant internet service for communication at all times.[23]

- Primary end-to-end fiber optic broadband internet
- Secondary broadband internet connection distinct from primary service
- Broadband services require speed ≥100 megabits per second for download, speed ≥20 megabits per second for upload, and network round-trip latency of ≤100 milliseconds based on the 95th percentile of speed measurements

Camp	Primary fiber internet	Secondary broadband internet
Camp Whispering Cedars	ATT fiber internet	Verizon broadband hotspot

Secondary internet services are provided for continuity in emergency, not for full-service equivalence.

Primary responsibility for maintenance: Camp ranger

Maintenance plan

- Test primary and secondary internet weekly prior to camper arrival
- If not functioning properly, contact IT for support to resolve and notify camp person in charge of status
- Document results of test and any actions taken

[23] TXDSHS 265.37 redundant internet

Emergency plan training

Emergency plan provision to staff

Copies of this plan are distributed as follows in Spring 2026 and each January thereafter:

1. All regular year-round camp staff
2. Chief Mission Delivery Officer, Vice President of Operations, Customer Care Manager, Operations Manager
3. Outdoor volunteers and day/twilight camp directors

Camp leadership SLT is responsible for distributing the plans in partnership with onsite EPC (camp director).

All staff will receive electronic copies of the plan. Onsite staff will also receive print copies of the plan.

Camper safety orientation

Campers and visiting group leaders are oriented to safety procedures within the first 24 hours of arrival. Context and emergency actions are presented in age-appropriate format with simple language, only three main emergency actions to remember, and hand signals. This format ensures age-appropriateness for both younger and older campers and inclusion for special needs such as hearing impairment. Camp emergency preparedness coordinator and council leadership update the safety orientation during annual maintenance or when new information prompts a need to do so.[24]

Provided at opening campfire or opening ceremony by camp person in charge or their designee.

Learning topic	What you need to know
Buddy system	• Always stay with a buddy. • If you lose your buddy, find an adult right away.
Boundaries for living and activity areas	• In bounds: Please enjoy the lodging, activity, and common spaces at camp. • Out of bounds: Please do not go beyond these areas and do not leave camp.
Hazard precautions	• Wildlife you may encounter, and how to manage: deer, hogs, raccoons, birds, snakes, insects, etc. • Natural environment with rocks, tree roots, etc. • Other hazards, such as property repair.

Emergency action plan (teach hand signals for engagement and accommodation)	If something happens, like bad weather or another emergency, leaders in charge will tell everyone what to do.
	• Buddy up and listen up. (hand signal: link arms)
	  ○ If you hear the loudspeaker, please stop and listen to it.
	  ○ Please stay with your group and follow the instructions from your leader.
	  ○ If you can't find your group, find another adult to help you.
	• Take action following instructions.
	  ○ Stay put. (hand signal: point at ground)
	  ○ Take shelter. (hand signal: roof over head)
	  ▪ Counselors will tell you where to go to shelter.
	  ○ Go to muster. (hand signal: arms running)
	  ▪ If we need to meet up together, we can go to our muster sites. Note location of muster sites.
	  ▪ Even when it's dark outside, we have lights that show you the path to the muster site.
	
	Drill each plan:
	• Buddy up and listen up
	• Stay put
	• Take shelter – make hand signal, then point towards units for tornado shelters and counselors remind campers what to do when they get to

[24] ACA AD.19.1 and TXDSHS 265.31i safety orientation

	shelter • Go to muster – make hand signal, then point to the muster site (don't have to move there) and counselors remind campers what to do when they get to muster
Reporting concerns	• If you see anything that doesn't feel safe, please tell an adult right away. • Adults are here to keep you safe, and we want to help. • Introduce primary adult leaders at camp.

Annual staff training and training records

Year-round camp staff and outdoor volunteers are provided with a copy of the most recent *Camp Emergency Plan* plus training on the plan when they begin working at camp and annually in January thereafter. Seasonal summer staff are provided with the plan and training during summer staff training at the start of the season.

Training is led by a live facilitator such as camp director, other supervisory staff, or council leadership staff.

Training follows the outlines provided below.

Training documentation
Documentation of participation in emergency plan training is recorded on a roster by the training facilitator. This record is maintained year over year by council leadership SLT and audited for completion.[25]

Training documentation for Camp Safety Plan and EAP

[25] TXDSHS 265.31j emergency plan and training for staff and vols

Training outline – regular staff and outdoor volunteers

Train leadership staff for decision-making and command.

Section	Learning outcomes	What you need to know	Tools
Purpose of the plan	When the EAP should be used	• What to do when any threat to people, property, or operations disrupts normal camp expectations • All staff are responsible for following the plan, taking higher responsibility for children in our care than we might choose for ourselves personally outside of work • Use your binder every time – don't rely on memory to follow the plans	Emergency plan
Order of priorities	Prioritize human safety first	1. Care and life safety 2. Communicate to stabilize incident and account for all people 3. Protect property 4. Resume or adjust operations when safe to do so	Emergency plan
Roles and person in charge	Lead response to emergencies	• Safety is a team sport, and everyone has a role to play • Camp director is emergency preparedness coordinator onsite, responsible for activating EAP and using emergency communications • Camp director or other designated person in charge must designate a specific person in charge each time they are off camp during program • Person in charge coordinates response according to this plan • Person in charge can designate others to share duties • Review tree of command • Group leaders are responsible for staying with their groups, accounting for all people, and providing supervision	Emergency plan

Communication systems	Notify people of emergency	• Perryweather system with weather radio backup for weather and two-way radio backup for communication
		• Redundant internet is available
		• Within camp, communicate with:
		  ○ Other leadership staff
		  ○ Healthcare staff
		• Beyond camp, communicate with:
		  ○ 911
		  ○ Local emergency management director
		  ○ Council leadership
		  ○ Camper families when campers are affected
			Emergency plan

		• Submit your incident report	
External communication	Call for help	• 911 • Local emergency management director • Council leadership	Property emergency reference sheets

Perryweather system (onsite only)	Use Perryweather to monitor alerts and give instructions	• Our primary source of weather data
		• Setup Perryweather app on your phone and login – ensure phone notifications are enabled
		• Policy triggers (audible alerts) are already set in alignment with our plan
		  ○ Phone notifications are also in place and provide a lower threshold to that you can monitor proactively and prepare (eg tornado watch)
		• At locations tab, add camps (or other locations) for local conditions
		  ○ Temperature and WBGT/windchill
		  ○ Wind speed
		  ○ Lightning status (10-mile radius and 30-minute all clear)
		  ○ Live radar
		  ○ Alerts
		• At hardware tab, monitor equipment connections and battery charge
		  ○ Also can send PA message (practice)
		  ○ Also can test equipment
		• Notify tab is only for text and email, not audible alert
		• At ask a meteorologist on webdash, request reports for potential weather hazards
			Phone app

Weather radio and redundant internet	Receive and share information during emergency	• Camp has operable weather radio in office for backup source of alerts • Camp has two forms of internet for backup communication	

Weather and safety alert monitoring plan	Monitor weather and emergency alerts continually	• Camp director or designee monitors weather:
		  ○ Daily in morning under fair conditions
		  ○ Hourly if conditions could deteriorate
		  ○ More frequently for escalating severe weather
		• All leadership staff can duplicate this responsibility
		• Monitor via Perryweather system and app, using weather radio as backup or for additional information
		• Monitor all the way through severe weather event
		• Person in charge monitors weather radio on same schedule
		• Camp phones are subscribed to local emergency alerts
			Emergency plan

Parent communication	Notify families effectively	Two-adult calls, scripts, documentation, coordination with SLT • Use camper health profile to locate contacts • Always use phone call if calling to report harm – use text only to confirm safety • If serious, two adults place call together • See scripts in some hazard plans • Initial caller remains point of contact and provides updates every 30 minutes, even if no new information is available • Camper pickups follow usual procedure with verification of camper release • Document everything	Emergency plan
Property orientation	Locate safety places	• Floodplain location • Muster sites to gather in an emergency • Evacuation routes to muster sites, lighted at night • Tornado shelter locations • Egress routes • Review property emergency reference sheets for contact information	Camp map Floodplain map Property emergency reference sheet
3 emergency actions (all hazards)	Direct groups using 3 standard actions with hand signals	• Campers and summer staff learn basic emergency actions that apply to any emergency • Buddy up and listen up (hand signal: link arms) • Stay put (hand signal: point at ground) • Shelter (hand signal: arms in roof over head) ○ Can be secure for lockdown, but not commonly • Go to muster (hand signal: running arms) • Hand signals help get attention, engage all people, and accommodate for special needs, noise, or distance • With each emergency action, account for all people	Emergency poster
Accounting for people	Ensure 100% of people are accounted for	Buddy lines, headcounts, rosters, documentation of missing or offsite persons • Group leaders stay with groups according to units, troops, or families • Organize buddy line • Count heads and write down count and time • Report missing people to camp immediately • Organization search and call for help as in *Lost person plan*, if safe to do so	Emergency plan
Lost person plan	Coordinate escalation	• Quickly search last known location, latrines, and lodging in 5 minutes or less	Emergency plan

	effectively	• Organize broader search • If not found within 20 minutes, call for help (call sooner for extenuating circumstances like special needs or emergency that prevents search • Notify family	
Fire plan	Get away from large fire	• If small, trained adults can use fire extinguisher • Camp director monitors local wildfire evacuations with local emergency management director • Use fire watch and warning directives • Muster and account for people • Evacuate if needed	Emergency plan
Severe injury plan	Coordinate care and transport	• Camp health officer or trained first aiders provide camp within scope of training • Call 911 and transport for external medical care • Get parent permission if possible, but do not delay care • Accompany them to the hospital • Designate point of contact for family, and keep them updated every 30 minutes, even with no new information • Parent pick-ups always follow regular check-out process and camper release verification	Emergency plan
Death plan	Get 911 and council help	• Call 911 immediately • Work with council leadership to notify family after death is confirmed by emergency responders • Must notify state also	Emergency plan
Aquatic emergency plan	Rescue from water and begin care until help arrives	• When swimming is open, lifeguard water rescue and call 911 • When unexpected outside swim activity, call 911 and mobilize any available lifeguards and rescue equipment, but do NOT attempt water rescue if not trained lifeguard	Emergency plan
Epidemic plan	Contain the threat	• Coordinated by camp health officer • Establish procedures according to disease • Follow health department guidelines • Promote hygiene and sanitation • Monitor and isolate symptoms	Emergency plan
Unauthorized individual plan	Exit visitor from property	• If not threatening, two adult leads approach visitor together to ask to leave • If they do not exit promptly, if they create threats, or if you are not comfortable approaching, call 911	Emergency plan
Active aggressor	Run, hide, fight	• Escape if possible	Emergency

plan		• Hide if escape is not possible – doors, lights, out of sight, or if you can't get inside, hide outside • Fight only as last resort • Groups stay in lockdown until emergency services secures scene and releases people	plan
Transportation emergency plan	Secure scene and get help	• Stop vehicle and secure scene • Stay inside vehicle if safe • Call 911 for care and to document accident, even if no emergencies occur • Arrange for backup transportation	Emergency plan
Natural disaster plan	Take shelter for tornado	• Usually tornado • Tornado watch means end specialized activities, prepare to shelter (can remain active outdoors), and review tornado procedures • Tornado warning means take immediate cover in tornado shelter, stay away from windows or things that can fall, and protect head and neck • Also take shelter for high wind (30+mph) • Other natural disasters follow similar plan to shelter or evacuate as needed	Emergency plan Camp map
Evacuation plan	Evacuate camp if unsafe to remain	• Go to higher ground on camp for flood • Evacuate from camp if under local order via National Weather Service or other local order, or if otherwise unsafe to remain • Camp director or designee makes decision with local emergency management director, including where to go and which route to take from camp • First muster and account for people, call for help • Assign roles and coordinate orderly departure • Go to reunification point and assign roles there • Contact families • Conduct camper check-out	Emergency plan Evacuation roles
Plan training	Prepare all people at camp to respond to emergencies	• Leadership staff • Summer staff • Documentation required for all staff training • Camper safety orientation • Camp director and their designees are responsible for staff and camper trainings	Training outlines Training record Camper safety orientation
Tabletop exercises	Develop capacity of leadership team	• Discuss scenarios, identify gaps, and assign corrective actions • Follow all emergencies with after-action reviews to determine gaps, action items, owners, and timeline	Tabletop exercise plan

		for improvements	

*Facilitator logs training at Training documentation for Camp Safety Plan and EAP

Training outline – summer staff

Train summer staff for execution and communication. Role of summer staff is helping all people do the emergency responses when needed.

Section	Learning outcomes	What you need to know	Tools
Roles	Describe your responsibility in emergency	• Your job is to know what to do when something goes wrong and know when to call leadership if you see something concerning • All staff and campers have a responsibility to keep each other safe • Campers stay with buddy and with group at all times • Summer leadership team, unit leaders, and activity leaders are team captains to help organize groups in an emergency • Keep campers with you • Account for all campers • Follow instructions	Emergency poster
Communications	Identify emergency signals	• Perryweather PA sirens and announcements • Other PA announcements • Radio announcements • Hand signals • Camp maps are in all lodging	Emergency poster
3 emergency actions (all hazards)	Use three basic actions to respond to any hazard, and use hand signals to communicate inclusively	• People in charge will tell you what to do over PA system or radios • Buddy up and listen up every time • Hand signal: link arms • Wait to hear the direction • Hand signals help get attention, engage all people, and accommodate for special needs, noise, or distance	Emergency poster Pocket guide
Stay put	Stay where you are and account for people	• Announcement to stay put • Hand signal: point at ground • Count heads to account for all people, write down count and time • Keep doing what you are doing, such as activities or games • If you are traveling across camp, reach destination and stay put there • Used for medical emergency, missing person, or problem getting solved	Pocket guide

Shelter	Take shelter and account for people	• Announcement to take shelter • Hand signal: arms in roof over head • Buddy line • Head count • Move to shelter • Count heads to account for all people, write down count and time • Used for lightning, tornado or severe storm • Rarely, take secure shelter for a person creating a threat: doors, lights, out of sight to lockdown • Review shelters on map	Camp map (tornado shelters) Pocket guide
Go to muster		• Announcement to go to muster • Go away from danger, usually to muster site • Hand signal: running arms • Buddy line • Head count • Move to muster site – with one leader in front of line and one leader in back • Count heads to account for all people, write down count and time • Leave everything behind when you go • For fire, flood, or other evacuation • Review muster sites on map	Camp map (muster sites) Pocket guide
Accounting for people	Account for all campers every time	• Group leaders do this in all emergency situations • When you arrive at muster site or shelter, buddy up and listen up • Conduct headcount • Write down count and time • Match to rosters • Report missing people to camp immediately, and include last-known location and time	Unit roster
First aid care	Call for help and provide care	• For serious injury, call for help right away • Trained First Aiders provide care until help arrives	Pocket guide
Calling for help	Know when and how to call	• If serious injury • If anyone is lost and cannot be located	Pocket guide

		right away by checking their lodging and latrine • If you see anyone at camp who is not part of camp, take shelter and call for help (do not engage with them) • If any other threat to safety • Contact camp leadership by radio or by sending a runner if safe to do so • Those who carry phones can call for help with phone	
Lightning plan	Quickly move campers to shelter indoors	• Siren will sound • For lightning within 10 miles • End outdoor activities and take shelter indoors • Wait 30 minutes from last lightning for all-clear call	Pocket guide
Tornado or severe storm plan	Quickly move campers to tornado shelter	• Siren will sound • Take shelter in tornado shelter • Protect head and neck • Wait for storm to pass for all-clear call • Review tornado shelters on map	Camp map (tornado shelters) Pocket guide
Active aggressor plan	Run, hide, fight	• Escape if possible • Hide if escape is not possible • Fight only as last resort	Pocket guide
Self-evacuation	If life is in danger and no communication is available, evacuate your group	• If there is a disaster • And if you receive no communications, • And if there is a threat to your life if you stay, and you would be safer moving somewhere else • You make decision to move your group away from danger	Pocket guide
Drill	Do emergency actions for practice	• Physical rehearsal of stay put • Physical rehearsal of take shelter • Physical rehearsal of go to muster site • Use announcements over Perryweather PA • Use hand signals • Account for all people each time	Pocket guide

*Facilitator logs training at Training documentation for Camp Safety Plan and EAP