

# EMERGENCY ACTION PLAN

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**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services



# EMERGENCY ACTION PLAN

This Emergency Action Plan (EAP) is a practical, camp-specific guide that outlines how your camp prepares for, responds to, and recovers from emergencies. It brings together roles, procedures, communication pathways, and response actions for a range of foreseeable incidents, tailored to the Texas legislation and industry best practice.

## WHY IT'S IMPORTANT

Emergencies are high-stress, time-critical situations. This document helps ensure your camp responds quickly, consistently, and effectively when it matters most. A well-developed EAP supports camper and staff safety, strengthens coordination during incidents, and helps camps meet Texas regulatory and legislative expectations while demonstrating a clear commitment to duty of care and continuous improvement.

## HOW IT SHOULD BE USED

This document should be treated as a living plan. Customize it to reflect your camp's location, activities, staffing, and risk profile. Use it to train staff, run drills and tabletop exercises, and support seasonal onboarding. Review and update it regularly, especially after incidents, near misses, or changes to your camp operations, and ensure it is accessible to those who may need it in an emergency.

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**Flexibility Disclaimer:** This plan is intended to provide clear, actionable guidance for responding to emergencies; however, not all situations can be anticipated. Conditions at the scene may require responders to adapt or deviate from these procedures when doing so is in the best interest of camper or staff safety. Any deviation from established procedures is permitted with the approval of the Incident Commander or Safety Officer and shall be based on sound judgment and situational needs.

## **Purpose**

This plan provides information to support the response to incidents and emergencies related to camp operations for Camp Young Judaea in Woodcreek, Texas, in compliance with the *Texas Youth CAMPER Act*, the *Heaven's 27 Camp Safety Act*, and *Texas Health and Safety Code § 141.0091*.

## **Scope**

This plan applies to Camp Young Judaea staff, volunteers, campers, and visitors with emergency response roles and responsibilities during all onsite and offsite activities, including transportation.

## **Emergency Response Framework**

The Emergency Response Framework defined in this plan incorporates the use of the National Incident Management System (NIMS) and the Incident Command System (ICS) principles for incident management and coordination.

Plans, training, and exercises utilize ICS to apply a single chain of command, unity of leadership, and a managed span of control. The Emergency Response Framework establishes cascading response and support teams that may be used during emergencies. Team composition, roles and responsibilities are further outlined below.

When external emergency responders are engaged, the camp's Incident Commander (IC) will integrate into a Unified Command with responding agencies, providing site-specific knowledge and supporting coordinated decision-making under the Incident Command System.

## Response Priorities

Four overarching response priorities are outlined to guide response teams in setting objectives.

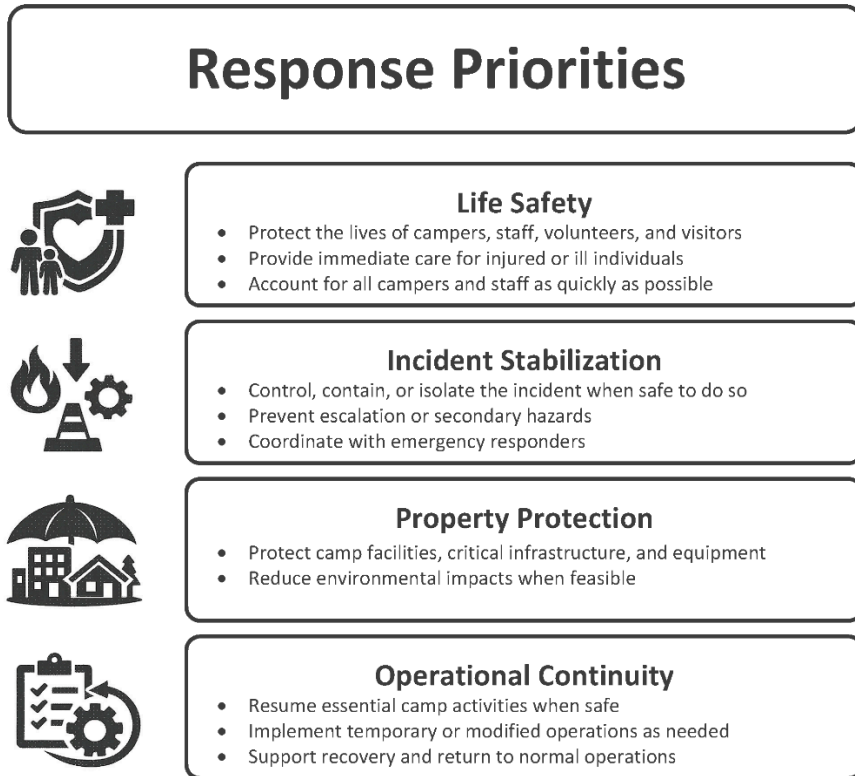


Figure 1: Response Priorities

## Roles and Responsibilities

This section identifies the key emergency response roles and their general responsibilities to support an organized, coordinated, and effective response to emergency events. No two emergencies are the same. While the various steps and suggestions outlined in these procedures represent the camp's guidelines, your own good judgment should be the final authority until you are able to contact assistance. The safety and well-being of the campers and staff ALWAYS comes first. Detailed duties and procedures for each role are provided in the subsection below.

### 1.0 Emergency Response Team (ERT)

Roles and responsibilities of **Primary** positions include:

- **Incident Commander (IC)** is responsible for all aspects of emergency response, including activation of response teams, and is typically assumed by the Executive Director, Operations Director, or Camp Director.

- **Safety Officer** is responsible for collecting personnel accountability reports, verifying full accountability, and reporting to the Incident Commander.
- **Medical Officer** is responsible for providing medical attention to campers and staff and communicating with 9-1-1 for all medical emergencies and medical support requests.

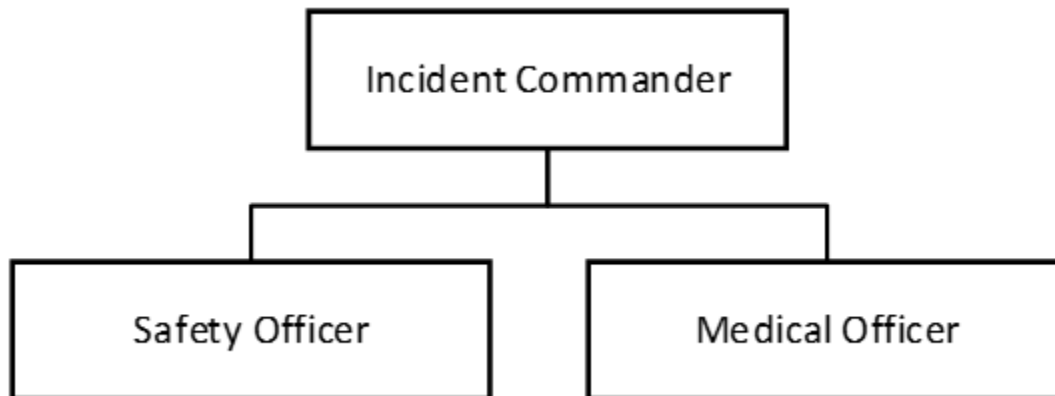
Roles and responsibilities of **Support** positions include:

- **Camp Staff** are responsible for alerting nearby campers and staff to incidents or emergencies that require action.
- **Cabin/Activity Staff** are responsible for leading campers to the designated assembly area, establishing personnel accountability, and reporting accountability to the Safety Officer.

Additional Support

- **Emergency Preparedness Coordinator** is the Executive Director and is responsible for the development, distribution, updating, training, coordination with local emergency management, and activation of this Emergency Action Plan. The EPC may serve in any Primary role of the ERT. The Executive Director can be reached at 713-723-8354 or [info@cyjtxas.org](mailto:info@cyjtxas.org)

## 2.0 Organization Chart (ERT)



## Training & Exercises

The camp will conduct emergency preparedness training and exercises intended to ensure that camp staff, volunteers, and campers understand emergency procedures and are prepared to respond appropriately during an emergency event. Emergency preparedness training is overseen by the Emergency Preparedness Coordinator (EPC) and will be provided to all camp staff and volunteers at least annually and prior to assuming supervisory responsibilities. Staff training will include, at a minimum:

- Review of the camp's Emergency Action Plan (EAP)
- Role-specific duties and responsibilities during an emergency
- Emergency communication procedures
- Evacuation, shelter-in-place, and accountability procedures, and
- Response actions for applicable emergency events

Each staff member and volunteer will receive a copy of the current EAP and will be instructed on the procedures to follow during an emergency. Additional response resources may be provided during training sessions, such as quick reference cards. All required training, orientations, and exercises will be documented with signed completion forms which will be maintained in the office in hardcopy and digital versions. The hardcopy will be kept in a 3-ring binder kept in the office.

### **Camper Safety Orientation**

The camp will conduct a safety orientation within 48 hours after the beginning of each camp session. The safety orientation will be age-appropriate and will include, at a minimum:

- Identification of camp boundaries and potential hazards
- Instructions on expected behavior during an emergency, and
- Guidance on actions campers are to take during an emergency, consistent with the camp's Emergency Action Plan

The camper safety orientation may include walkthroughs, demonstrations, or drills, as appropriate, to familiarize campers with emergency procedures, evacuation routes, and designated assembly areas. Camper participation will be supervised by trained staff and conducted in a manner that minimizes fear or distress. Completion of the safety orientation will be documented in the 3-ring binder kept in the office. The EPC will be responsible for the orientation and further training and drills.

Additional drills or exercises may be conducted as required by DSHS rules or as determined necessary by the camp to address identified risks, hazards, or site-specific conditions.

### **Communication**

This section establishes the communication framework and procedures to be used before, during, and after an emergency event. It defines how information will be shared internally and externally to support timely decision-making, coordinate response actions, and the safety and accountability of campers, staff, and visitors.

## Internal Communication

### Staff

Upon identification of an emergency or potential emergency condition, camp staff will immediately notify the emergency to the Emergency Preparedness Coordinator (EPC) or designee using the fastest available communication method. Reports should include, at a minimum:

- The name of the person reporting the incident
- The location of the incident
- The type of incident, and
- Known or suspected injuries or hazards

Upon receipt of the report, the EPC will assess the situation and activate the appropriate emergency procedures. The Incident Commander, Safety Officer, and Medical Officer (if required) will assume their positions. The EPC will communicate instructions to staff using established primary and backup communication methods (e.g., radios, mobile phones, public address systems, etc.), including role designations, as necessary.

Staff will acknowledge and carry out assigned instructions and will relay updated information according to the response organization (see Roles and Responsibilities above). If normal communication systems are unavailable, staff will implement alternate communication procedures to maintain coordination and accountability.

As required by the *Texas Health and Safety Code § 141.0092*, the camp maintains two broadband internet connections through distinct service providers to ensure continuity of communication during emergencies. Our end-to-end Fiber Network is through Spectrum and our backup satellite broadband is using Starlink.

### Camper

Once emergency procedures are activated, camp staff will promptly communicate clear, calm, and age-appropriate instructions to campers. Staff will:

- Direct campers to follow established emergency actions (e.g., evacuate, shelter in place, remain with assigned groups)
- Use pre-identified signals or verbal commands, as appropriate
- Maintain supervision and accountability of campers at all times.
- Provide reassurance to minimize fear or confusion

Campers will not be responsible for initiating communications during an emergency. All instructions will be delivered by trained staff in accordance with the Emergency Action Plan.

## External Communication

### Emergency Assistance

When emergency assistance is required, the Incident Commander or designee will contact appropriate external response agencies (e.g., 9-1-1, law enforcement, fire services, emergency medical services) without delay. The caller will provide, at a minimum:

- The camp's name and physical address
- The type of emergency and current conditions
- The number of individuals involved or affected
- Known injuries or hazards, and
- Access instructions for responding agencies

The Incident Commander or their designee will coordinate communications with responding agencies upon their arrival and will continue to provide updates as requested.

### Media

If contacted by the media, camp staff and volunteers will refer all inquiries to the designated camp spokesperson, who will coordinate with the Board President prior to making any statements. Only the authorized spokesperson will provide statements or information to the media. This approach is intended to ensure accurate, consistent messaging and to protect the privacy of campers and staff.

#### **What to say if contacted by the media:**

"Thank you for your interest in Camp Young Judaea. I am not authorized to speak on behalf of the camp, but I would be happy to put you in touch with our media representative."

### Family

As soon as it is practicable following an emergency event involving campers, the Incident Commander or designee will initiate notifications to parents or legal guardians. Notifications will:

- Provide accurate information
- Include instructions, if any, for family actions (e.g., pick-up procedures), and

- Be updated as additional information becomes available

Family notifications will be coordinated with emergency responders, when applicable, and will be conducted in a manner that protects privacy and confidentiality.

## **Emergency Communications Equipment and Monitoring**

The camp will maintain and use emergency communications equipment and monitoring procedures to provide timely warnings and instructions during emergencies.

### **Equipment**

At a minimum, the following emergency equipment will be onsite, maintained, and operable:

- Weather-alert radio that provides real-time weather alerts with a professional weather service (e.g., NWS, NOAA, etc.). We have NOAA service through Perry Weather along with a redundancy of NOAA Emergency Weather Alert Radio with a backup battery.
- Emergency warning/PA system that:
  - Primary system is Singlewire that transmits over IP Speakers throughout Camp. Works without internet but requires power.
  - Secondary system is Perry Weather Alerts System – works without internet connectivity and has backup battery and accessible by cellular networks.
  - Additional backup is available via radios, whistles, air horns, runners, and megaphones

### **Storage and Accessibility**

- Communications equipment is stored in designated, known locations accessible to authorized staff. Additional backup equipment is stored in the Incident Command Center.
- Equipment locations are communicated during staff training and orientation.
- Portable equipment may be staged or redistributed based on operational needs.

### **Inventory Maintenance**

- Communications equipment inventories are reviewed each May in preparation for the Summer.
- Quantities and locations are updated as equipment is added, replaced, or removed.
- Inventory records are maintained separately from this Emergency Action Plan.

### **Monitoring**

- The Incident Commander (IC) or designee will continuously monitor NWS for watches and warnings during camp operations (including overnight when campers are present)

- The IC/designee will also monitor Jacobs Well and Cypress Creek flood/river-stage alerts through <https://waterdata.usgs.gov/>

#### **Testing, Documentation, and Certification**

- Required equipment will be tested regularly and prior to each camp session; backup power will be maintained in ready condition
- Tests, issues, and corrective actions will be documented
- The camp certifies that it maintains the above equipment and monitoring procedures in accordance with applicable SB1/HB1 requirements and implementing rules

#### **Conflicts and Deviations**

Conflicts, modifications, or requests to deviate from the guidance provided in this plan will be addressed with the Emergency Preparedness Coordinator (non-emergency situations) and the Incident Commander (emergency situations).

## Plan Distribution & Maintenance

### Distribution

This plan (electronic or printed copy) will be provided to each of the following groups detailed below:

Group	Timeframe	Outcome
Camp Staff	Annually or when substantive changes are made to the plan	Acknowledgement Form Completed
Volunteers	Upon arrival to Camp	Acknowledgement Form Completed
Parents of registered campers (now/future)	Updated version is made available January 15 each year	In Camp Forms for them to review at any time
Texas Department of State Health Services (DSHS)	Submitted by March 31 each year	Acceptance prior to 1 <sup>st</sup> day of camp
Hays County OEM	January 15 each year and after any update or revision. It's emailed and a follow-up phone call to discuss any issues and to confirm receipt	Receipt confirmed via email

### Maintenance

This plan will be reviewed and updated at least annually by the Emergency Preparedness Coordinator and whenever an emergency, drill/exercise, personnel change, operational change, regulatory update, or other significant change occurs that may impact the effectiveness of the plan. Texas Department of State Health Services must be notified of any modifications to the plan.

All Emergency Action Plan reviews and revisions are documented in a separate revision log. A high-level summary of revisions, including the revision date and general description of changes, is reflected in the Amendment Record of this EAP cover page for reference.

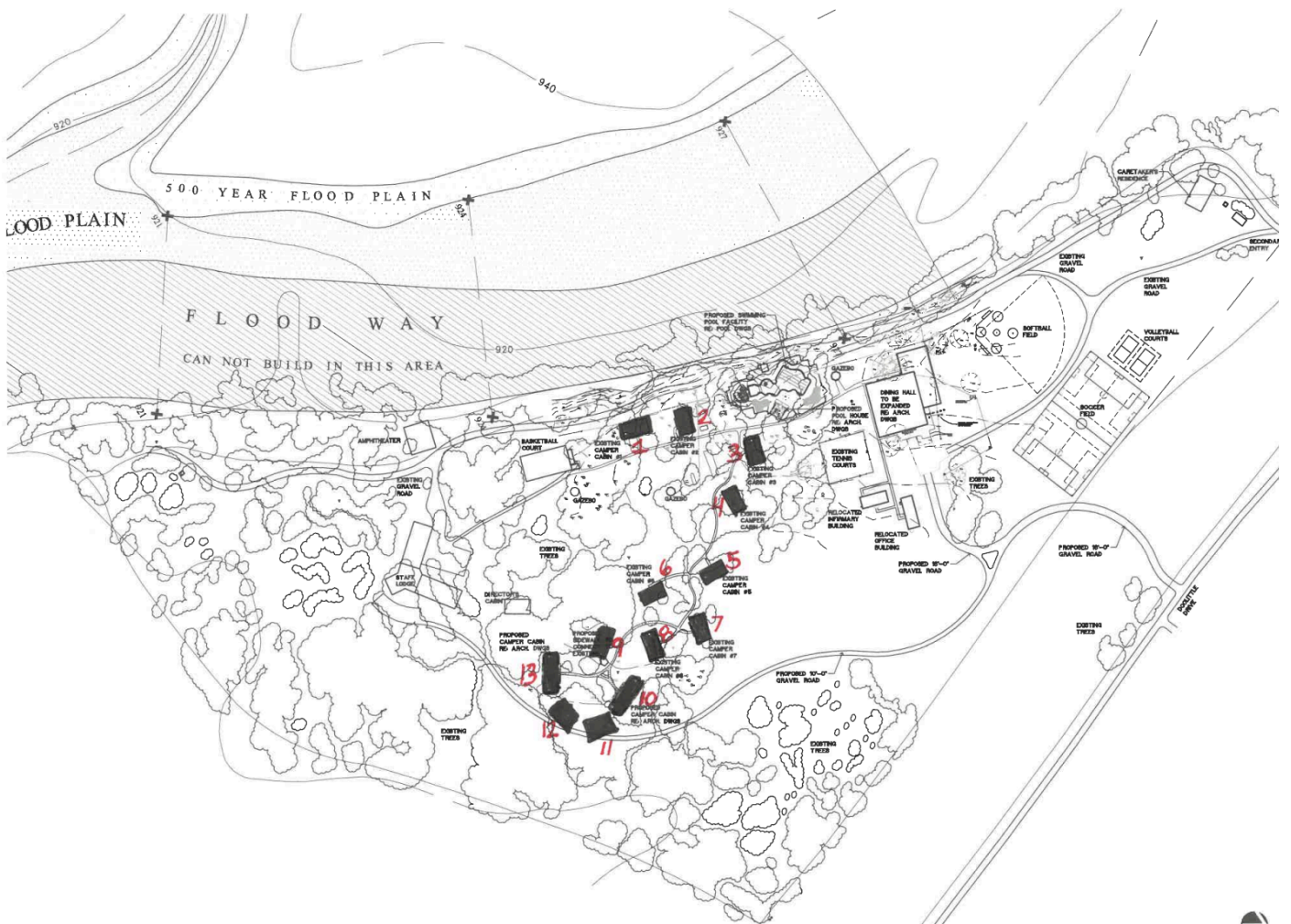
References

Regulatory References

- Heaven’s 27 Camp Safety Act, Texas S.B. No. 1 (2025)
- Youth Camp Alert, Mitigation, Preparedness, and Emergency Response (Youth CAMPER) Act, H.B. No. 1 (2025)
- Texas Health & Safety Code § 141.0091
- Texas Government Code § 418.1015

Map of Camp

- Camp Young Judaea has 250 acres and remote portions of the camp property are in the floodway, 100-year, and 500-year flood plains. No buildings or infrastructure are in these areas. The main Campus is ~25’ up from the flood way.
- As a requirement of Texas Health & Safety Code § 141.0091, a copy of this map with a notification of part of the Camp property is in a floodplain. This will be made available in the camper forms and will be required for the parents to sign off acknowledging receipt of this notice.



## Glossary

### Terms and Definitions

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<b>Accountability (Personnel Accountability)</b>	Confirming and documenting the location/status of all campers, staff, and visitors during/after an incident
<b>Activity Staff</b>	Camp personnel (employees, volunteers, faculty, etc.) assigned to supervise, instruct, or support campers during scheduled activities
<b>All Clear</b>	Formal notification (by the IC/authorities) that the threat has ended and normal operations may resume
<b>Assembly Area</b>	Pre-designated location(s) where groups gather after evacuation for accountability and instructions
<b>Cabin Staff</b>	Camp personnel (employees) assigned to live with or directly supervise campers in cabins or housing areas
<b>Controlled Movement</b>	Directed movement of campers/staff to safer locations while maintaining supervision and accountability (distinct from full lockdown or full evacuation)
<b>Emergency</b>	An event requiring immediate action to protect life, health, or property
<b>Evacuation</b>	Organized relocation from an unsafe area to a designated safe location using planned routes
<b>Lockdown</b>	Protective action involving securing occupants in place, limiting visibility/movement, and restricting access
<b>Medical Emergency</b>	Condition requiring immediate medical assessment and possible EMS activation
<b>Outbreak (Communicable Disease)</b>	Increased cases of illness above expected levels within a group/camp setting
<b>Epidemic</b>	Widespread occurrence of a disease affecting large populations/regions; used as an escalation context for camp operations

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<b>Reunification</b>	Controlled process for releasing campers to authorized parents/guardians following an incident
<b>Shelter-in-Place</b>	Protective action to remain indoors/secured in a designated safe area due to external hazards
<b>Spokesperson (Designated)</b>	The only individual authorized to speak to media/external audiences on behalf of the camp

### Acronyms and Abbreviations

<b>AED</b>	Automated External Defibrillator
<b>DSHS</b>	Texas Department of State Health Services
<b>EAP</b>	Emergency Action Plan
<b>EMS</b>	Emergency Medical Services
<b>EPC</b>	Emergency Preparedness Coordinator
<b>ERT</b>	Emergency Response Team
<b>HB1</b>	House Bill 1 (Texas)
<b>IC</b>	Incident Commander
<b>ICS</b>	Incident Command System
<b>NIMS</b>	National Incident Management System
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>NWS</b>	National Weather Service
<b>PA</b>	Public Address (System)
<b>PPE</b>	Personal Protective Equipment

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<b>SB1</b>	Senate Bill 1 (Texas)
<b>TDEM/EM</b>	Texas Division of Emergency Management
<b>THSC (or HSC)</b>	Texas Health and Safety Code

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# APPENDICES

## APPENDIX A CAMP INFORMATION

### A.1 Camp Information

This Emergency Action Plan (EAP) is specific to and intended for use only at the camp identified in the table below. The procedures, roles, and site-specific information contained in this EAP apply exclusively to that camp's location, operations, staffing, and facilities and are not intended to be used for any other camp or site without formal review and adaptation.

<b>Camp Name</b>	Camp Young Judaea
<b>License Number</b>	105007
<b>Phone</b>	713-723-8354
<b>Address</b>	121 Camp Young Judaea Drive Woodcreek, TX 78676
<b>Driving Directions</b>	Off Ranch Road 12, turn into the City of Woodcreek and take Woodcreek Drive and Turn left on Jack Miller Drive. Jack Miller dead ends into the Camp gate.
<b>Access / Entry Details</b>	Access gate located on Doolittle Drive off Jack Miller Drive. The gate is closed and locked and access is available through a call box.

## APPENDIX B CONTACTS

This section provides a quick-reference list of internal and external emergency contacts to support timely notification, coordination, and response during an emergency. Internal contacts identify designated camp personnel responsible for activating and managing the Emergency Action Plan. External contacts include local emergency response agencies and other critical partners (e.g., law enforcement, fire services, EMS) that may be needed for assistance. This information should be always kept current and readily accessible to staff.

### B.1 Internal Contacts – Emergency Response Team Roster

This appendix identifies camp staff members designated to serve in key Emergency Response Team roles. These assignments establish clear leadership, decision-making authority, and responsibility for coordinating emergency actions under this Emergency Action Plan (EAP). The table below will be maintained as current and updated whenever staffing or role assignments change.

ERT Position	Name	Job Title	Contact Number
Emergency Preparedness Coordinator	Frank Silberlicht	Executive Director	713-723-8354
Incident Commander	Macallan Lindner	Camp Director	713-723-8354
Medical Officer	Lisa Hartman	Head Doctor	Public Copy - Info. Withheld
Safety Officer	Danny Ross	Operations Director	Public Copy - Info. Withheld

### B.2 External Contacts

Agency / Group	Contact	Office	Notes
Hays County Sheriff's Office	Lt. Clint Pulpin	Public Copy - Info. Withheld	Public Copy - Info. Withheld
Wimberley Deputy Pct 3	Don Montague	Public Copy - Info. Withheld	Public Copy - Info. Withheld

Shalom Austin	Andy Doohar	Public Copy - Info. Withheld	Public Copy - Info. Withheld
SCN – Houston	Al Tribble	Public Copy - Info. Withheld	Public Copy - Info. Withheld
Homeland Security	Edwin “Lee” Otten	Public Copy - Info. Withheld	
Hays County OEM	Kristen Jones	Public Copy - Info. Withheld	Public Copy - Info. Withheld
Hays County OEM	Laurie Taylor	Public Copy - Info. Withheld	Public Copy - Info. Withheld
Wimberley Fire Department	Chris Robbins	Public Copy - Info. Withheld	Public Copy - Info. Withheld
Secure Community Network	Jason Dice Regional Director	Public Copy - Info. Withheld	Public Copy - Info. Withheld
CYJ Board President	Mike Fisherman	Public Copy - Info. Withheld	Public Copy - Info. Withheld

### B.3 Security Directors

Name	Phone	Email
Leonid Kalmanovich	Public Copy - Info. Withheld	Public Copy - Info. Withheld
Mikkel Levine	Public Copy - Info. Withheld	Public Copy - Info. Withheld
Boun Sananikone	Public Copy - Info. Withheld	Public Copy - Info. Withheld
Paul Gass	Public Copy - Info. Withheld	Public Copy - Info. Withheld

Chris Brannen	Public Copy - Info. Withheld	Public Copy - Info. Withheld
Brad Sternberg	Public Copy - Info. Withheld	Public Copy - Info. Withheld

## APPENDIX C BUILDING EVACUATION AND ASSEMBLY AREAS

This appendix provides an example of the official site maps and drawings that identify primary and alternate evacuation routes and the designated assembly areas for the camp. These maps specify cabin, program area, and common facility, where campers and staff will evacuate and where they will assemble for accountability and further instructions during an emergency event requiring evacuation.

### C.1 Evacuation Route Maps and Assembly Area Assignments

For each cabin, a map will clearly identify:

- The assigned primary assembly area and alternate assembly area
- The primary evacuation route and alternate route(s) to reach the assembly area, and
- Key reference points (e.g., roads, gates, water features, landmarks) to support rapid orientation and responder access

### C.2 Posted Evacuation Routes in Cabins

In accordance with applicable SB1/HB1 implementing rules, the camp has placed evacuation route map(s) applicable to each cabin posted inside that cabin in a location that is clearly visible to campers and staff (e.g., near the main exit and/or common gathering area). Posted maps will be maintained in legible condition and updated promptly whenever routes, assembly areas, or facility layouts change.

### C.3 Illumination of Evacuation Routes

The camp has established evacuation routes that are adequately illuminated to support safe movement during low-light conditions. Illuminations may include fixed lighting, emergency lighting, and/or other approved lighting methods sufficient to clearly identify exits and travel paths. Lighting systems will be inspected and maintained to ensure readiness, and alternate lighting (e.g., flashlights or portable lighting) will be available for use during power outages.

### C.4 Evacuation Procedures (Use of Routes and Assembly Areas)

When evacuation is directed, staff will:

- Initiate evacuation using pre-designated evacuation routes to the Assembly Area for headcount; if during the night, sweep beds as you evacuate.
- Lead campers along the primary route unless conditions require use of an alternate route
- Maintain supervision and keep groups together
- Conduct headcounts at the designated assembly area and report personnel accountability status to the Safety Officer, and
- Remain at the assembly area until further instructions or an "all clear" is issued

## C.5 Training, Drills, and Updates

Evacuation routes and assembly area assignments will be incorporated into staff training and camper safety orientation/drills. This appendix will be reviewed and updated whenever camp facilities, access points, or program areas change, and at least annually as part of the EAP review process.



## C.6 Off-Site Reunification Site

If an emergency requires full or partial evacuation of camp, a designated off-site reunification location will be used for the controlled release of campers to authorized parents or legal guardians.

- Primary Reunification Site: **Blue Hole Primary School** 15900 Winters Mill Parkway Wimberley, Texas 78676
- Alternate Reunification Site: **Shalom Austin** 7300 Hart Ln, Austin, TX 78731

The Incident Commander will notify parents and guardians of the reunification site via the camp's primary communication method (e.g., CampMinder, phone tree, or email blast). Campers will only be released to individuals listed as authorized on the camper's enrollment record. Staff will verify identity prior to release and document each reunification. No camper will be released to an unauthorized individual under any circumstances.

## APPENDIX D LOST CAMPER/STAFF MEMBER PROCEDURE

There is a difference between absent and missing. Upon determination that a camper or staff member is missing, this procedure will be activated immediately:

- Is unaccounted for during a scheduled headcount or transition
- Fails to return from an activity or scheduled movement within the expected timeframe, and
- More than 10 minutes have passed, and common areas have been checked (no longer an 'absent' camper)

### D.1 Immediate Notification

#### Staff with Assigned Group (Cabin or Activity Staff)

Stay calm so you don't frighten the other campers. Discover (if possible) the state of mind of the camper. Was he/she depressed or angry, threatening to run away? Did she/he fall behind on a hike, or leave to visit a friend in another Aidah? A camper who does not wish to be found will require wider and more careful search.

Upon identifying an absent camper, staff will immediately notify the office and provide, at a minimum:

- Camper name and Aidah (Program)
- Physical description (clothing, distinguishing features)
- Last known location and activity, and
- Time the camper was last seen

Upon notification, the Office will contact the Health Center, Camper Care and the Merakez/et to ensure the camper is not with any of them. The Office will next notify the Camp Director to appoint an Incident Commander and coordinate search of the camper's cabin and bathrooms. If the Camper is not found after checking these areas, the Camp Director or Incident Commander will activate the Emergency Response Team (ERT) and request additional support, as needed.

### D.2 Initial Search

#### Nearby Staff / Assigned Search Team

- Conduct a rapid, safe search of the immediate area where the camper was last seen.
- Maintain constant communications with the Incident Commander (IC)
- Staff shall not separate from assigned groups or search alone unless directed and trained to do so.
- Group leaders do a full roster check of program attendees to ensure no other campers are absent.
- IC uses the "all call" channel to direct all relevant staff to begin the search

- All relevant staff move to walkie channel #1

#### **Cabin / Activity Staff**

- Maintain supervision, safety, and accountability of remaining campers in a secure location
- Conduct a headcount and report status to the IC

### **D.3 Expanded Search**

#### **Incident Commander**

If the camper is not located during the initial search, the IC will:

- Notify the Deputy
- Lock down the gate from entering and exiting vehicles.
- Call an all-camp assembly for a headcount and ensure all search zones have been completed. This will ensure no other campers/staff are missing.
- The search will be redone and expanded
- The Incident Commander will notify the on-duty Deputy via walkie talkie if the camper is not located within 20 minutes from the original missing time, or if environmental, medical, or safety risks are present. If that is not possible, staff will notify the office, which calls 911.
- The on-duty Deputy will alert and coordinate more Law Enforcement, Fire, EMS, and/or as needed. Follow police instructions. Local Emergency Management will be notified and help sought. Additionally, the Family/Guardian notifications begin.

### **D.4 Personnel Accountability**

#### **Incident Commander**

- Ensure search areas are clearly assigned, documented, and tracked to prevent duplication or gaps
- Confirm regular check-ins from all search teams
- Safety Officer
- Verify that all other campers, staff, and visitors are accounted for. Camper and staff accountability is done through an organized head count by bunk to make sure everyone is accounted for. Counselors and or Unit Heads will conduct headcounts (with a roster if needed) every morning, evening, start of every activity, end of every activity, before and after all movement, and will report any missing or additional campers via walkie talkie to the Safety Officer and who will in return notify the Incident Commander

## **D.5 Medical Preparedness**

### **Medical Officer**

- Remain on standby at the health house
- Prepare to assess and treat camper upon recovery, including care for dehydration, hypothermia, injuries, or trauma
- Provide medical support to staff involved in the search, if needed

## **D.6 Parent / Guardian Notification**

### **Incident Commander or designee**

- Notify the parents or legal guardians via a phone call if the camper is not found within 30 minutes
- Provide factual, verified updates as information becomes available

## **D.7 Recovery and Post-Incident Actions**

### **Incident Commander**

Once the camper is located, the IC will:

- Coordinate reunification with the group and ensure medical evaluation, as appropriate
- Notify local authorities and parents/guardians of the resolution
- Conduct staff debrief to review the incident, timeline, and response effectiveness
- Document the incident in accordance with camp and regulatory requirements, and
- Implement corrective actions or updates to procedures, as needed

### **All staff**

- Provide reassurance and emotional support to campers
- Resume normal operations only after authorization from the IC

## APPENDIX E FIRE EMERGENCY PROCEDURE

This procedure will be activated immediately when smoke is detected, a fire is observed, or a fire alarm is activated.

### E.1 Alert and Activate

#### Staff Who Discover the Fire

- Immediately shout "Fire!" to alert nearby staff and campers
- Activate the nearest fire alarm, if available
- Notify the Incident Commander (IC) immediately using radio or phone, providing the location and nature of the fire

### E.2 Evacuate Campers

#### Cabin and Activity Staff

- Immediately evacuate campers using pre-designated evacuation routes to the Assembly Area for headcount; if during the night, sweep beds as you evacuate.
- Instruct campers to:
- Walk quickly and calmly
- Stay together and follow staff directions, and
- Always remain with their assigned group
- Do not stop to retrieve personal belongings
- Close doors behind you if time and conditions permit

*Note: Only buildings or areas affected by the fire alarm or directed by camp leadership or emergency responders should be evacuated. Campers and staff in unaffected buildings should remain in place and continue normal supervision unless otherwise instructed.*

### **E.3 Personnel Accountability**

#### **Cabin and Activity Staff**

- Conduct a headcount at the assembly area
- Campers will line up by bunk and Aidah (Program). One staff member should be in the front of the line. When all members of the bunk are present, including staff (excluding Emergency Response Team Members), everyone should be seated.
- The Incident Commander will verify accountability reports from Cabin and Activity Staff

### **E.4 Emergency Services Notification**

#### **Incident Commander**

- The Incident Commander will notify the on-duty Deputy via walkie talkie to call the fire Department; if that is not possible, staff will notify the office, which calls 911. The Deputy will alert and coordinate Fire, EMS, and/or more law enforcement as needed. Follow police instructions. Local Emergency Management will be notified and help sought.
- Note the following to the Deputy:
  - Exact location of the fire
  - Number of people on site
  - Known injuries or individuals unaccounted for, and
- The Deputy blocks the entrance gate and does not let anyone out or in.
- Assign a staff member to escort emergency vehicles to the camp location
- Coordinate with emergency responders upon arrival

### **E.5 Fire Suppression (Only if Safe)**

#### **Trained Staff Only**

Use a fire extinguisher only if:

- The fire is small and contained
- The staff member has been trained, and
- A clear exit path is available
- No staff or campers shall enter burning structures or take unnecessary risks

## **E.6 Medical Support**

### **Medical Officer**

- Identify any injured campers or staff
- Coordinate treatment according to medical protocols
- Request Emergency Medical Services, as appropriate

## **E.7 Communication**

### **Incident Commander**

- Notify camp professional team promptly
- Maintain communication with camp leadership, Emergency Response Team, and emergency responders
- Determine the need for parent/guardian notification and initiate notifications as soon as practicable, and no later than 2 hours after the incident is stabilized, unless law enforcement or emergency responders direct otherwise. Parents will be notified via email if it's an update on the event and no evacuations. Otherwise, text will be used for more immediacy.

### **All Staff**

- Provide status updates to the IC as conditions change

## APPENDIX F SEVERE INJURY, ILLNESS, ACCIDENT, OR DEATH PROCEDURE

This procedure will be activated immediately when any of the following occurs:

- A camper, staff member, or visitor sustains a severe injury or is suspected of severe injury (e.g., head, neck, back, major bleeding, severe burns, fracture with deformity, loss of consciousness)
- A severe illness is suspected (e.g., difficulty breathing, seizure, severe allergic reaction, heat stroke, chest pain, severe dehydration)
- A serious accident occurs that may threaten life or require Emergency Medical Services (EMS) Transport, or
- A death is suspected or confirmed

### F.1 Scene Safety and Initial Notification

#### First Staff on Scene

- Ensure the scene is safe before approaching (remove bystanders; eliminate hazards, if possible)
- Immediately notify the Incident Commander by radio and provide the following information
  - Location
  - Nature of incident
  - Number of people involved, and
  - Whether EMS is likely needed

#### Cabin / Activity Staff

- Move uninvolved campers away from the scene and maintain calm supervision

### Medical Response and Patient Care

#### Medical Officer

- Respond immediately and assume medical care of the patient
- Perform primary assessment and provide care within scope of training
- Direct staff to retrieve AED/first-aid equipment and assist, as needed
- For life-threatening conditions, initiate appropriate interventions (e.g., CPR/AED, bleeding control, epinephrine per protocol, seizure precautions, cooling/warming measures)

## **F.2 Emergency Medical Services (EMS) Activation**

### **Incident Commander (IC)**

- For any life-threatening conditions, suspected serious injuries, altered mental status, difficulty breathing, seizure, anaphylaxis, severe bleeding, suspected spine injury, or suspected death the Incident Commander or Medical Director will notify the on-duty Deputy via walkie talkie to call EMS; if that is not possible, staff will notify the office, which calls 911. The Deputy will alert and coordinate EMS, Fire, and/or more law enforcement as needed. Follow police instructions. Local Emergency Management will be notified and help sought. The Incident Commander will begin the Parent/Guardian notification process.
- Provide, at a minimum:
  - Camp name and address / exact location
  - Patient age and condition
  - Care being provided
  - Access instructions and best entry point, and
  - Callback number

### **Runner / Access Control Staff (assigned by the IC)**

- Notify front gate security of situation and arriving emergency vehicle/s
- Meet EMS at the front gate and escort responders to the scene

## **F.3 Supervision Continuity and Area Control**

### **Incident Commander**

- Assign staff coverage to maintain required supervision ratios and continuity of operations

### **Cabin / Activity Staff**

- Maintain supervision and personnel accountability of all campers not involved in the incident
- Relocate groups as needed to preserve privacy and reduce stress
- Prevent photography, video recording, and unnecessary gathering

## **F.4 Communication**

### **Incident Commander**

- Notify camp professional team promptly
- Phone parent/guardian of the affected camper as soon as practicable with factual, verified information and instructions (e.g., where to go, pickup/medical facility details if transport occurs)
- A nurse is the first resource to accompany a camper in an ambulance. If the nurse is not available then an appropriate member of the Leadership team will be substituted.

- If death is suspected or confirmed:
  - Do not notify families until coordinated with law enforcement/EMS, as applicable
  - Designate a single spokesperson for all communications

#### **All Staff**

- Refer all media or external inquiries to the designated spokesperson

## **F.5 Reporting and Documentation**

### **Incident Commander**

- Document the incident timeline, staff actions, communications, witnesses, and any operational impacts
- Ensure required reports are completed as per camp policy and applicable regulatory requirements

### **Medical Officer**

- Document patient assessment, care provided, time of key actions, and disposition (returned to activity, sent to clinic, transported by EMS, etc.)

## **F.6 Post-Incident Actions**

### **Incident Commander**

- Conduct a staff debrief to identify lessons learned and corrective actions
- Coordinate additional support services, if needed (crisis support, staffing adjustments, activity changes)

#### **All Staff**

- Monitor campers and staff for emotional distress and refer to leadership or designated support resources

## **F.7 Fatality Plan**

- If there is a fatality or an injury that may result in a fatality, contact the Board President and the on-duty Sheriff's Deputy
- Activate the Fatality Plan found on the Security Drive
- Camp will immediately enter emergency management mode, and the Emergency Management Team will be assembled. This team will also include the senior-most program staff members—the Executive Director, Camp Director, Assistant Camp Director(s), Activities Director, and Education Director—and may also include the Medical Officer/Head Nurse and any Clergy on-site.

- The Camp Director will also convene the Leadership Team to keep them informed and involved in crisis management within the camp.
- A high-ranking staff member will be assigned to be as close to the body as officials allow at all times. *Psychologists report that this can comfort the family until they arrive.* This individual will have a cellphone.
- Campers and staff will be kept away from any accident site or investigation site. So that the official investigation will not be compromised, under no circumstances will anything at this site be touched or moved unless there is an imminent health or safety concern.
- The Program will continue normally as much as possible, but campers and staff who are close to the victim will be allowed to stop participating in the program and will be given support by senior staff, including the Camper Care Director and, if available and appropriate, Clergy who may be on site. Staff routines will be adjusted to make sure that campers who may need extra attention can obtain it easily from someone they are comfortable with at all times. This will be balanced by the need to also meet the needs of staff members, and after the first 24 hours, normal time off should be resumed in most cases.
- The crisis management team will inform campers about what has happened in an age-appropriate manner. If groups are out of camp at the time, the team will consider how and when to inform them. Care will be taken to try to prevent campers and staff from making cell phone calls related to the fatality, whether they are in camp or out of camp.
- An assertive and presentable senior staff member will be assigned to the Camp entrance to direct emergency vehicles and to prevent media from coming onto the grounds. They will be assisted by Camp Security personnel.

### **Communications**

- The crisis management team will inform campers about what has happened in an age-appropriate manner. If groups are out of camp at the time, the team will consider how and when to inform them. Care will be taken to try to prevent campers and staff from making cell phone calls related to the fatality, whether they are in camp or out of camp.
- ALL key staff will be admonished that it is critical that they act confidently and professionally to maintain the confidence of the camp community at a tragic time. Individuals will be identified with primary responsibility for working with the victim's family, running the Camp program, communicating with the families of non-victims, communicating with key contacts below, and communicating with the media.
- ALL telephone calls or discussions related to handling the situation will be documented.

## APPENDIX G AQUATIC EMERGENCY PROCEDURE

This procedure will be activated immediately when any of the following occurs:

- A camper or staff member is observed in distress in a swimming pool or aquatic area
- A lifeguard or staff member observes unusual behavior, panic, submersion, or a person floating face down, or
- An emergency whistle, alarm, or signal is activated during aquatic activities

### G.1 Alert and Initiate Rescue

#### Lifeguard / Trained Aquatic Staff

- In the event of an aquatic emergency, the waterfront staff member with the highest qualification/position shall be in charge until the victim is removed from the water. At that point, the medical staff with the highest level of training will take charge.
- Immediately initiate a rescue in accordance with training and certification
- Enter the water only if trained and equipped with appropriate rescue equipment
- If direct entry is unsafe, deploy rescue aids (e.g., rescue tube, lifebuoy, life jacket, reaching pole, boat)
- Use whistle or verbal commands to alert nearby staff of the emergency

#### Nearby Staff / Cabin or Activity Staff

- Immediately clear all other campers from the water
- Prevent unauthorized entry into the aquatic area
- Assist lifeguards as directed while maintaining personal safety

### G.2 Establish Command and Request Emergency Assistance

#### Incident Commander (IC)

- Immediately assume command of the incident
- Direct staff assignments and ensure scene safety
- The Incident Commander will notify the on-duty Deputy via walkie talkie to call EMS; if that is not possible, staff will notify the office, which calls 911. The Deputy will alert and coordinate EMS, Fire and/or more law enforcement as needed. Follow police instructions. Local Emergency Management will be notified and help sought. The Incident Commander will begin the Parent/Guardian notification process.

Provide:

- Camp name, address, and exact location
- Nature of the aquatic emergency

- Number of individuals involved
- Condition of the victim(s), and
- Access instructions for emergency responders
- Ensure rescue and medical equipment is available

### **G.3 Evacuation and Safety of Others**

#### **Cabin / Activity Staff**

- Escort all non-involved campers to the pre-designated safe area
- Maintain calm, order, and supervision
- Conduct a headcount and report accountability to the Incident Commander (IC)

### **G.4 Medical Support**

#### **Medical Officer**

- Immediately assess the rescued individual(s)
- Initiate CPR or rescue breathing if indicated
- Provide care for additional injuries, including hypothermia, shock, or trauma
- Maintain medical care until Emergency Medical Services arrive

### **G.5 Personnel Accountability**

#### **Safety Officer**

- Verify that all campers, staff, and visitors are accounted for. Camper and staff accountability is done through an organized head count by bunk to make sure everyone is accounted for. Counselors and or Unit Heads will conduct headcounts (with a roster if needed) and will report any missing or additional campers via walkie talkie to the Safety Officer and who will in return notify the Incident Commander
- Report counts to the Incident Commander

### **G.6 Communication**

#### **Incident Commander**

- Maintain continuous radio or phone communications with staff involved in the response
- Provide status updates regarding the victim(s) and overall safety conditions
- Coordinate parent or guardian notifications via email as soon as practicable once the situation is stabilized, and no later than 2 hours after the incident. Phone parent/guardian of the affected camper as soon as practicable with factual, verified information and instructions (e.g., where to go, pickup/medical facility details if transport occurs)

## **G.7 Post-Incident Procedures**

### **Incident Commander**

- Ensure the area is secured and aquatic activities are suspended until cleared
- Document the incident in detail, including timeline, actions taken, and outcomes
- Conduct a staff debrief to evaluate response effectiveness and identify corrective actions
- Coordinate emotional support for campers and staff, as needed

### **All Staff**

- Monitor campers for signs of emotional distress and provide support
- Assist with restoring or securing equipment, signage, and safety barriers

## APPENDIX H EPIDEMIC RESPONSE PROCEDURE

This procedure will be activated when any of the following occur:

- Multiple campers or staff exhibit similar symptoms (e.g., fever, vomiting, diarrhea, rash, cough, sore throat, flu-like symptoms)
- A contagious illness is suspected or confirmed by medical staff or a healthcare provider, or
- Notification is received from a parent, guardian, or public health authority regarding potential exposure before or during camp

### H.1 Identify and Isolate

#### Medical Officer

- Immediately assess symptomatic individual(s)
- Move affected campers or staff to the designated isolation area, separate from the general population
- Use appropriate personal protective equipment (PPE), including gloves and masks, as indicated
- Initiate a symptom monitoring log documenting time of onset, symptoms observed, and severity

#### Camp / Activity Staff

- Escort campers calmly to the medical or isolation area when directed
- Reassure remaining campers and maintain normal supervision
- Discourage speculation, panic, or the spread of rumors

### H.2 Communication

#### Medical Officer

- Notify the Incident Commander of suspected or confirmed communicable illness.
  - Provide details including:
    - Number of affected individuals
    - Symptoms observed, and
    - Approximate onsite times
- Coordinate medical treatment and/or emergency medical services as needed.

#### Incident Commander

- Activate the Communicable Disease Protocol
- Assess whether the illness appears isolated or may represent a broader outbreak

- Arrange communications with parents or guardians
- The Incident Commander will notify the Hays County Health Department and local Emergency Management will be notified and help sought. The Incident Commander will begin the Parent/Guardian notification process.
- 

### **H.3 Contain and Prevent Spread**

#### **Cabin / Activity Staff**

- Separate affected cabins or groups from others as directed
- Reinforce hygiene practices, including frequent handwashing and no sharing of personal items

#### **Support / Maintenance Staff**

- Disinfect cabins, restrooms, dining areas, and activity spaces used by affected individuals
- Increase cleaning and sanitization frequency across the camp as directed

#### **Incident Commander**

- Modify or suspend activities as necessary to reduce contact
- Adjust schedules or groupings to limit cross-group interactions

### **H.4 Personnel Accountability**

#### **Cabin / Activity Staff**

- Verify that all other campers, staff, and visitors are accounted for. Camper and staff accountability is done through an organized head count by bunk to make sure everyone is accounted for. Counselors and or Unit Heads will conduct headcounts (with a roster if needed) every morning, evening, start of every activity, end of every activity, before and after all movement, and will report any missing or additional campers via walkie talkie to the Safety Officer and who will in return notify the Incident Commander
- Identify individuals who may have been exposed and report findings to the Incident Commander

#### **Medical Officer**

- Continue monitoring exposed individuals for symptoms
- Escalate care or isolation measures if symptoms worsen

### **H.5 External Notification and Guidance**

#### **Incident Commander**

- Contact the Medical Officer and, if warranted, the camp's designated Medical Consultant (see Appendix B for contact details)

- Contact state health authorities
- Follow public health guidance regarding testing, quarantine, isolation, dismissal, or closure
- Notify parents or guardians of affected campers with factual information via email and notify the rest of the community about the epidemic
- Provide instructions regarding monitoring, medical evaluation, pickup, or return-to-camp criteria, as applicable

## **H.6 Staffing and Operational Adjustments**

### **Incident Commander**

- Reassign staff as needed if personnel are ill or quarantined
- Ensure staff-to-camper supervision ratios remain compliant
- Prepare contingency plans for reduced group sizes, modified programming, or early dismissal if directed by health authorities

## **H.7 Post-Outbreak Procedures**

### **Incident Commander**

- Document the incident, including timelines, actions taken, and communications
- Conduct a review of the response to identify improvements or required updates to procedures

### **Medical Officer**

- Confirm return-to-camp criteria for affected individuals in accordance with medical and public health guidance

### **All Staff**

- Reinforce illness-prevention practices and hygiene education with campers
- Provide reassurance and support as normal routines resume

## APPENDIX I UNAUTHORIZED OR UNKNOWN PERSON PROCEDURE

This procedure will be activated immediately upon any of the following:

- An unknown or unauthorized individual (intruder) is observed on camp property. All authorized adults on site who are there temporarily will have a blue wristband. A lack of a blue wristband for an unidentified person should be considered a potential threat.
- An individual exhibits suspicious behavior, refuses to identify themselves, or violates established access or check-in procedures
- Threatening behavior, verbal threats, or a suspected or visible weapon is observed, or
- A report is received from a camper, staff member, or visitor regarding a potential security concern

### I.1 Observe, Report, Do Not Confront

#### All Staff

- Do not physically confront the individual unless trained and directed to do so or unless there is no reasonable alternative to protect life
- Immediately report observations to the Incident Commander, including:
  - Location
  - Physical description
  - Behavior observed
- Direction of travel

#### Cabin and Activity Staff

- Discreetly and calmly move campers away from the area of concern
- Maintain accountability of all campers and staff
- Maintain continuous supervision and keep campers calm

### I.2 Activate Emergency Response

#### Staff Observing the Intruder

- Provide real-time updates to the IC using radio or phone

#### Incident Commander (IC)

- Immediately assess the level of threat
- Notify the Sheriff's Deputy without delay if a credible threat exists or a weapon is suspected
- Activate the Security Threat Protocol

### **I.3 Lockdown, Controlled Movement, or Shelter-In-Place**

#### **Incident Commander (IC)**

- Determine and announce the appropriate protective action (lockdown, controlled movement, or shelter-in-place)

#### **Camp / Activity Staff**

- Secure campers in the safest available location by:
- Locking or barricading doors when possible
- Turning off lights
- Moving campers out of sight of doors and windows, and
- Maintaining silence if instructed
- Conduct and maintain headcounts

### **I.4 Personnel Accountability**

#### **Cabin / Activity Staff**

- Verify that all other campers and staff are accounted for. Camper and staff accountability is done through an organized head count by bunk to make sure everyone is accounted for. Counselors and or Unit Heads will conduct headcounts (with a roster if needed) every morning, evening, start of every activity, end of every activity, before and after all movement, and will report any missing or additional campers via walkie talkie to the Safety Officer and who will in return immediately notify the Incident Commander

#### **Incident Commander (IC)**

- Collect and verify accountability reports from all groups
- Immediately identify and address any missing campers or staff
- Communicate discrepancies with responding law enforcement

### **I.5 Communication**

#### **Incident Commander (IC)**

- Restrict radio traffic to emergency use only
- Relay instructions to staff
- Prepare parent or guardian communications

## **I.6 Medical Response**

### **Medical Officer**

- Stand by during the incident
- Provide immediate medical care, if needed, only after the scene is secured
- Coordinate Emergency Medical Services, as needed

## **I.7 Post-Incident Procedures**

### **Incident Commander**

- Issue an "all clear" only after confirmation from responding authorities
- Document the incident in detail and conduct a review of security protocols
- Coordinate reunification or controlled movement procedures if campers were relocated
- Determine the need for early dismissal, activity cancellation, or additional security measures

### **All Staff**

- Provide reassurance and emotional support to campers, as needed
- Resume normal activities, only when authorized

## APPENDIX J TRANSPORTATION EMERGENCY PROCEDURE

This procedure will be activated immediately upon any of the following:

- Vehicle accident (minor or major)
- Mechanical failure or vehicle breakdown
- Medical emergency during transport
- Missing camper during loading/unloading or transit, or
- Severe weather or unsafe road conditions affecting travel

### J.1 Stop and Secure the Scene

#### Driver / Staff in Charge

- Bring the vehicle to a safe stop as soon as conditions allow.
- Turn off the engine, engage hazard lights, and secure the vehicle
- Maintain accountability of all vehicle occupants
- Do not move injured individuals unless there is immediate danger (e.g., fire, traffic, flood)

#### Accompanying Staff (if present)

- Supervise campers inside the vehicle or in a safe location away from traffic, as conditions allow
- Keep campers calm, seated, and under control.

### J.2 Assess Impacts

#### Driver or First Responding Staff

- Conduct an immediate visual assessment of all campers and staff

#### Medical Officer (if present or contacted)

- Provide first aid within scope of training for minor injuries
- Identify serious injuries and advise Emergency Medical Services activation and care priorities

### J.3 Request for Emergency Assistance

#### Driver / Staff in Charge

- Call 9-1-1 immediately if:
  - Injuries have occurred
  - The vehicle cannot be safely moved, or
  - Roadway or environmental conditions are unsafe

- Provide, at a minimum:
  - Exact location (mile marker / cross street / GPS if available)
  - Nature of the incident
  - Number of campers and staff involved, and
  - Known or suspected injuries

#### **Incident Commander**

- If incident occurs on campgrounds:
  - Dispatch additional staff, vehicles, or resources needed
  - Coordinate emergency response services, as needed
- If incident occurs offsite:
  - Maintain communication with driver and/or accompanying staff
  - Provide support, as needed (e.g., transportation vehicle)

### **J.4 Supervise and Protect Campers**

#### **Staff in Charge**

- Keep campers together and under direct supervision at all times
- Move campers to a safer area only when conditions require it and it can be done safely (e.g., away from traffic, severe weather hazards)

### **J.5 Personnel Accountability**

#### **Driver or Staff in Charge**

- The Incident Commander will notify the on-duty Deputy via walkie talkie to call EMS; if that is not possible, staff will notify the office, which calls 911. The Deputy will alert and coordinate EMS, Fire and/or more law enforcement as needed. Follow police instructions. Local Emergency Management will be notified and help sought. The Incident Commander will begin the Parent/Guardian notification process.
- Report any injuries to the Incident Commander

#### **Incident Commander**

- Verify accountability reports
- Address any discrepancies immediately (initiate missing camper actions, if needed)

## **J.6 Communication**

### **Driver / Staff in Charge**

- Maintain ongoing communication with the Incident Commander via phone or radio

### **Incident Commander**

- Notify camp leadership
- Notify parents/guardians as soon as practicable via email, and no later than 2 hours after the incident, if a delay, injury, route change, or change in pickup/drop-off is anticipated. If this is a Camp Bus to Home in real time, send a text to ensure timely information is communicated.
- Provide calm, factual, verified updates only

## **J.7 Transportation Continuity**

### **Incident Commander**

- Arrange a replacement vehicle or alternate transportation, if needed
- Determine whether the trip will continue, return to camp, or be cancelled

### **Staff in Charge**

- Do not resume travel until the vehicle is confirmed safe and authorization has been provided by the Incident Commander

## **J.8 Post-Incident Procedures**

### **Incident Commander**

- Document the incident fully (time, location, driver, passengers, sequence of actions taken)
- Complete required accident reports and insurance documentation
- Review transportation safety procedures and implement corrective actions, as needed

### **All Staff**

- Monitor campers for delayed symptoms (physical or emotional)
- Resume activities only after clearance by camp leadership

## APPENDIX K NATURAL DISASTER EMERGENCY PROCEDURE

This procedure will be activated immediately upon any of the following:

- NWS or local authority alerts/warnings affecting the camp area, including Tornado Watch/Warning, Severe Thunderstorm Warning, Flash Flood Watch/Warning, Flood Warning, or wildfire
- Visible or developing hazardous conditions, including rotating clouds, high winds, tornadoes, heavy rainfall, rapidly rising water, or nearby lightning, or
- Activation of the camp public address (PA) system or notification from camp leadership of severe weather conditions

### K.1 Alert and Notify

#### Incident Commander

- Continuously monitor NWS watches/warnings and other official alerts (including local emergency management and, if applicable, river authority alerts).
- Issue immediate notifications to staff and campers using the PA system, radios, or other established communication methods
- Determine and announce the required protective action based on the trigger: tornado shelter-in-place or flood evacuation to higher ground or an order by local emergency authority authorities.

#### Cabin and Activity Staff

- Immediately notify campers and provide calm, clear instructions
- Begin movement to designated shelter or higher ground locations as directed by the IC

### K.2 Shelter-in-Place or Evacuation

#### Incident Commander

- Confirm all areas are secured and that sheltering/evacuation actions are underway
- Redirect staff and campers to alternate shelter or evacuation locations if conditions change or primary routes become unsafe
- If Off-site is needed, a priority is needed to arrange transportation.

#### Off-Site Evacuation Site

If an emergency requires full or partial evacuation of CYJ, a designated off-site Evacuation location will be used for the controlled release of campers to authorized parents or legal guardians. Use the pre-designated evacuation routes to the Assembly Area for headcount; if during the night, sweep beds as you evacuate. Unit heads will assume responsibility for assisting persons with disabilities

and/or need extra help to evacuate.

- Verify that all campers and staff are accounted for. Camper and staff accountability is done through an organized head count by bunk to make sure everyone is accounted for. Counselors and or Unit Heads will conduct headcounts (with a roster if needed) prior to moving to the Assembly Area and prior to departure from the Assembly area. Report any missing or additional campers via walkie talkie to the Safety Officer and who will in return notify the Incident Commander
- The Incident Commander will take responsibility to designate people to arrange transportation for everyone out of Camp. The first call will be the bus company that Camp has pre-arranged as an emergency provider. Wimberley ISD will also be called along with Dripping Springs ISD to check availability to help if needed.
- The on-duty Deputy will be notified via walkie talkie to call in reinforcements as may be needed. The Deputy will alert and coordinate EMS, Fire and/or more law enforcement as required. Follow police instructions. Hays County Office of Emergency Management will be notified and help sought. Even if no help is requested, the emergency contact at the Hays County Office of Emergency Management will be notified and utilized. The Incident Commander will begin the Parent/Guardian notification process.
- Campers will be dismissed by bunk from the Assembly Area only after carefully ensuring everyone has been accounted for. A staff member will lead each group towards the Tertiary Assembly Area with a counselor in the rear of the line. They will be checked in on the bus with a roster by a staff member. No buses leave until it's safe and have police protection and the Evacuation Site is ready for the Camp.
  - Off-Site Evacuation Site: Blue Hole Primary School 15900 Winters Mill Parkway Wimberley, Texas 78676
  - Alternate Off-Site Evacuation Site: Shalom Austin 7300 Hart Ln, Austin, TX 78731
- The Incident Commander will notify parents and guardians of the reunification site via the camp's primary communication method (e.g., CampMinder, phone tree, or email blast). Campers will only be released to individuals listed as authorized on the camper's enrollment record. Staff will verify identity prior to release and document each reunification. No camper will be released to an unauthorized individual under any circumstances.

#### **Cabin and Activity Staff**

- Lead campers to designated safe locations using pre-assigned routes:

- Tornado (Shelter-in-Place)
- Move campers immediately to interior rooms or hallways on the lowest level, away from windows and exterior doors
- Position campers low and protected (e.g., seated against interior walls), as feasible
- Flood
  - Do not allow camper/staff to leave the main campsite and cross the creek
  - Do not allow campers or staff to enter or cross moving water
- Ensure campers remain together, move calmly, and remain under direct staff supervision at all times

### **Important!**

NWS Flash Flood / Flood Warnings will **NOT** automatically trigger evacuation

NWS Tornado Warnings will automatically trigger shelter-in-place

## **K.3 Personnel Accountability**

### **Incident Commander**

- Verify that all other campers and staff are accounted for. Camper and staff accountability is done through an organized head count by bunk to make sure everyone is accounted for. Counselors and or Unit Heads will conduct headcounts (with a roster if needed) and will report any missing or additional campers via walkie talkie to the Safety Officer and who will in return immediately notify the Incident Commander

### **Cabin and Activity Staff**

- Conduct an immediate headcount upon arrival at shelter or evacuation locations
- Report personnel accountability results to the IC, including any missing or injured individuals

## **K.4 Medical Support**

### **Incident Commander**

- Ensure staff do not take unnecessary risks
- Maintain supervision, order, and adherence to safety procedures

### **Medical Officer**

- Stage in or near shelter/assembly areas with first-aid supplies
- Be prepared to respond to injuries or medical needs during the event (including storm-related trauma, hypothermia, or heat/cold exposure)

## **K.5 Communication**

### **Incident Commander**

- Maintain communication with local emergency management agencies and first responders as conditions warrant
- Issue updated instructions as new information becomes available (e.g., escalation from watch to warning, flood impacts to routes)
- Ensure communication channels remain operational and use backup methods if needed
- Initiate parent/guardian notifications as soon as practicable, and no later than 2 hours after the decision is made, if evacuated, extended sheltering, relocation, or early dismissal is required

## **K.6 Post-Event Procedures**

### **Incident Commander**

- Determine when it is safe to end sheltering or evacuation and issue an "all clear" when appropriate
- Coordinate relocation, cleanup, or suspension of activities as needed
- Provide parents/guardians with status updates and instructions regarding pickup, schedule changes, or continued sheltering

### **Safety Officer**

- Assess facilities and grounds for damage, hazards, or unsafe conditions (downed power lines, debris, weakened trees, flooding impacts, structural issues)

### **Cabin and Activity Staff**

- Reconduct headcounts to ensure full personnel accountability
- Assist campers with reassurance and transition back to normal operations or dismissal procedures

### **Medical Officer**

- Assess and treat any injuries sustained during the event and monitor for delayed symptoms

## APPENDIX L COMMUNICATION

This appendix identifies the communication systems, equipment, redundancy measures, and management practices used by Camp Young Judaea to support effective emergency response operations.

### L.1 Primary Communication Systems

System	Description	Notes
Two-Way Radios	Handheld radios used for onsite staff communications	Primary onsite system
Mobile Phones	Cellular devices used for external and backup communications	Used for on and off-site coordination
Public Address (PA) / Alert System	Main speaker system for camp-wide announcements	Operable without the internet but requires power. Controlled by a primary member of the ERT. Tested and maintained by the Camp Emergency Preparedness Coordinator.

### L.2 Backup and Alternate Communication Methods

Method	Description
Runners	Staff assigned to physically relay messages
Perry Weather Alert System	Weather Alerts automated plus backup camp-wide announcements. Operable with cellular and has a battery backup. Controlled by a primary member of the ERT. Tested and maintained by the Camp Emergency Preparedness Coordinator.
Audible alert devices	Megaphones, Airhorns, and whistles
Individuals with Accessibility Needs	The cabin loudspeakers have flasher alerts. Additionally, any camper with a specific challenge (ex. Hearing), the staff know and will individually make sure they know what to do.

### L.3 Emergency Communications Equipment Inventory

#### L.3.1 Onsite Communications Equipment

Equipment	Quantity	Primary Location	Backup Power
Two-Way Radios	50	With identified individuals	Spare batteries
Radio Charging Stations	52	Individual spaces with radios and 2 multi-charging stations in the front office	None
NOAA/NWS weather alert radio	2	Office/Operations Director House	Battery
Audible alert devices (air horns/Megaphones/whistles)	15	Office	N/A

The Operations Director is responsible for monitoring and maintaining the NOAA/NWS Weather Alert radios. This includes testing, maintaining, and relaying information to appropriate staff and administration.

#### L.3.2 Power and Connectivity Resources

Resource	Description	Notes
Spare radio batteries	Battery backup for radios	Maintained charged
Portable power packs	Support critical devices	As needed
Broadband connection #1	Primary internet service – Fiber Network end-to-end	Spectrum
Broadband connection #2	Redundant internet service – Satellite Broadband	Starlink

The Operations Director is responsible for all communications equipment including internet service. Prior to each Summer, all equipment will be checked to ensure all is in working condition. The internet will be turned off to ensure the backup system works. All emergency scenarios bells and alerts will be tested to ensure working order. Every cabin speaker will be tested to ensure its working. The Operations Director will receive notifications of internet failure and will be responsible for monitoring.

The camp maintains two broadband internet connections through distinct service providers in compliance with Texas Health and Safety Code § 141.0092.