

EMERGENCY ACTION PLAN

This Emergency Action Plan (EAP) is a practical, camp-specific guide that outlines how Camp For All 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.

What is Included in This Plan?

The following standardized structure is used for The Safety Navigator EAP template

- 1.0 Purpose
- 2.0 Scope
- 3.0 Emergency Response Framework
- 4.0 Communication
- 5.0 Conflicts and Deviations
- 6.0 Plan Distribution & Maintenance
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 - Appendix C Building Evacuation and Assembly Areas
 - Appendix D Lost Camper/Staff Member Procedure
 - Appendix E Fire Emergency Procedure
 - Appendix F Severe Injury , Illness, Accident, or Death Procedure
 - Appendix G Aquatic Emergency Procedure
 - Appendix H Epidemic Response Procedure
 - Appendix I Unauthorized or Unknown Person Procedure

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Appendix J Transportation Emergency Procedure

Appendix K Natural Disaster Emergency Procedure

Appendix L Communication

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 judgement and situational needs.

1.0 Purpose

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

2.0 Scope

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

3.0 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.

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3.1 Response Priorities

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

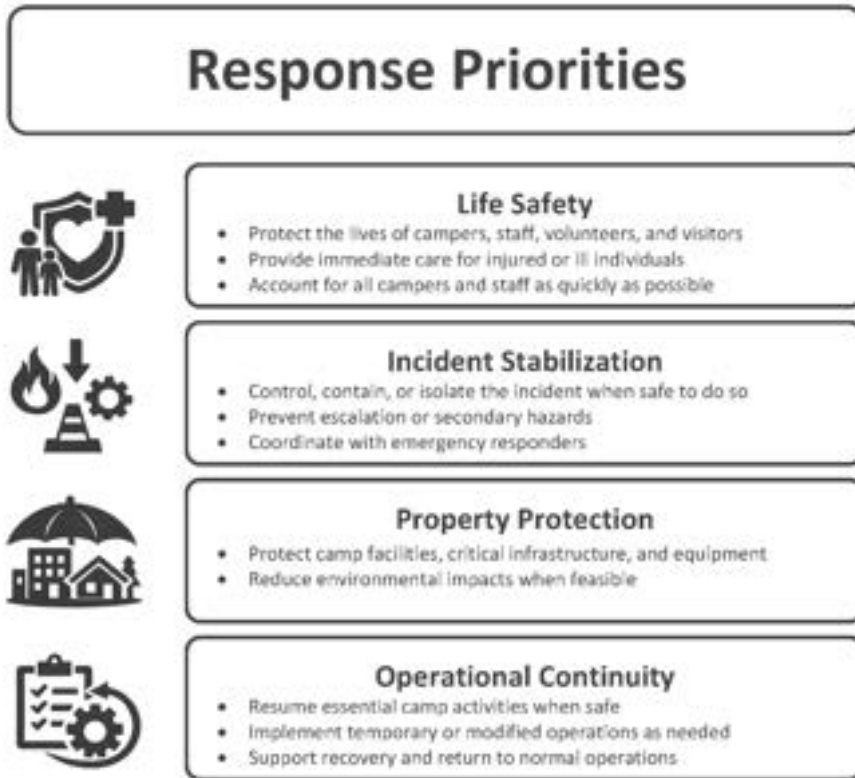


Figure 1: Response Priorities

3.2 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. Detailed duties and procedures for each role are provided in the subsection below.

3.2.1 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 Camp Director.
- **Safety Officer** is responsible for collecting personnel accountability reports, verifying full accountability, and reporting to the Incident Commander.

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- **Partner Director or 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.

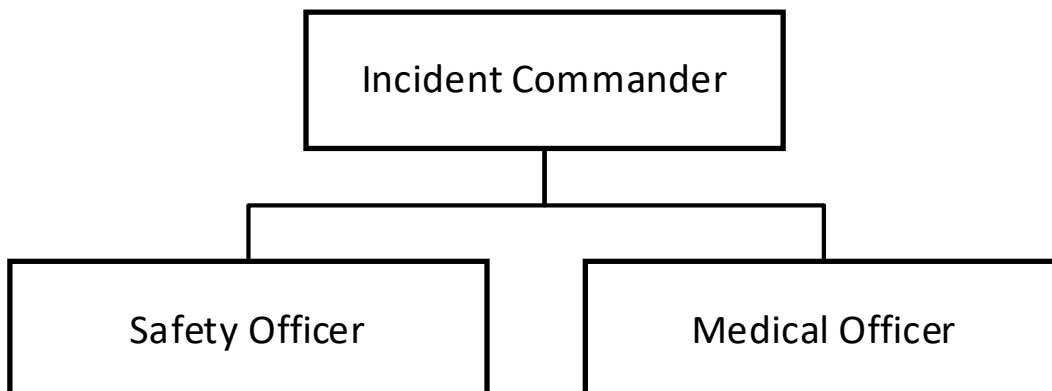
Roles and responsibilities of **Support** positions include:

- **Program Staff** are responsible for alerting nearby campers and Partner staff to incidents or emergencies that require action.
- **Partner 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 designated by the camp and is responsible for the development, distribution, maintenance, testing, and activation of this Emergency Action Plan, and may serve in any Primary role of the ERT.

3.2.2 Organization Chart (ERT)



3.3 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. All required training, orientations, and exercises will be documented and maintained as required by law.

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3.3.1 Training

Emergency preparedness training 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

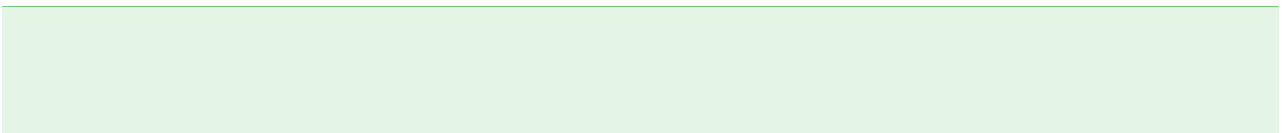
Each staff member and **volunteer** will receive a copy of the current EAP and will be instructed on the procedures to follow during an emergency. Additional response resources may be provided during training sessions, such as quick reference cards. Completion of required training will be documented.

3.3.2 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.



4.0 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.

4.1 Internal Communication

4.1.1 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 section 3.2). 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.

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4.1.2 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, and
- 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.

4.2 External Communication

4.2.1 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.

4.2.2 Media

If contacted by the media, camp staff and volunteers will refer all inquiries to the designated camp spokesperson, President and CEO Pat Sorrells. 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.

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4.2.3 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 verified and factual 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.

4.3 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. More specifics can be found in Section L Communications.

4.3.1 Equipment

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

- Weather-alert radio that
 - Provides real-time weather alerts by a professional weather service (e.g., NWS, NOAA, etc.)
 - Has a backup power source
- Emergency warning/PA system that:
 - Operates without internet connectivity
 - Has a backup system/method (e.g., radios, whistles, air horns, runners, vehicle PA)

4.3.1.1 Storage and Accessibility

Communications equipment is stored in designated, known locations accessible to authorized staff

- Equipment locations are communicated during staff training and orientation
- Portable equipment may be staged or redistributed based on operational needs

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4.3.1.2 Inventory Maintenance

- Communications equipment inventories are reviewed at least annually
- Quantities and locations are updated as equipment is added, replaced, or removed
- Inventory records are maintained separately from this Emergency Action Plan

4.3.2 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 local river authority (or equivalent) flood/river-stage alerts

4.3.3 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

5.0 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).

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6.0 Plan Distribution & Maintenance

6.1 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	Prior to 1 st day of camp	Acknowledgement Form Completed
Parents	Prior to 1 st day of camp	Acknowledgement Form Completed
Texas Department of State Health Services (DSHS)	Submitted by March 31, 2026	Acceptance prior to 1 st day of camp
Local Emergency Planning	Prior to 1 st day of camp	Receipt confirmed

6.2 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.

7.0 References

7.1 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

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8.0 Glossary

Terms and Definitions

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

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Epidemic	Widespread occurrence of a disease affecting large populations/regions; used as an escalation context for camp operations
Reunification	Controlled process for releasing campers to authorized parents/guardians following an incident
Shelter-in-Place	Protective action to remain indoors/secured in a designated safe area due to external hazards
Spokesperson (Designated)	The only individual authorized to speak to media/external audiences on behalf of the camp

Acronyms and Abbreviations

AED	Automated External Defibrillator
DSHS	Texas Department of State Health Services
EAP	Emergency Action Plan
EMS	Emergency Medical Services
EPC	Emergency Preparedness Coordinator
ERT	Emergency Response Team
HB1	House Bill 1 (Texas)
IC	Incident Commander
ICS	Incident Command System
NIMS	National Incident Management System

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NOAA National Oceanic and Atmospheric Administration

NWS National Weather Service

PA Public Address (System)

PPE Personal Protective Equipment

SB1 Senate Bill 1 (Texas)

TDEM/EM Texas Division of Emergency Management / Emergency Management

THSC (or HSC) Texas Health and Safety Code

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.

Camp Name	Camp For All
License Number	239005
Phone	979-803-3410
Address	6301 Rehburg Road, Burton TX, 77835
Driving Directions	
Access / Entry Details	Enter through front gate, park in main parking lot, and check in at the front office

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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 kept current and readily accessible to staff at all times.

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
Incident Commander	Allen McBride	Camp Director	979-803-3410
Medical Officer	Bethany Frazier	Assistant Camp Director	979-803-3413
Safety Officer	Abbey Wright	Program Manager	979-803-3418

B.2 External Contacts

Agency / Group	Location	Office	Alternate Phone
Brenham Police	Brenham	979-337-7337	[(XXX) XXX-XXXX]
County Sheriff	Washington	979-277-6251	[(XXX) XXX-XXXX]
Fire Department	Brenham	979-337-7300	[(XXX) XXX-XXXX]
Hospital	Scott and White	979-836-6173 (hospital)	979-830-2250 (emergency room)

Appendix C Building Evacuation and Assembly Areas

This appendix provides 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 and activity area, the maps in this appendix 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 will ensure that the evacuation route map(s) applicable to each cabin are 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 will ensure that evacuation routes are adequately illuminated to support safe movement during low-light conditions. Lighting system 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 the posted routes for the cabin or area
- 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

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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.



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EVACUATION MAP

DINING HALL

YOU ARE HERE

CABIN 1

In case of evacuation, stay calm, follow the marked route to the Dining Hall, and await instructions from Camp For All staff.

En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.



In case of evacuation, stay calm, follow the marked route to the Dining Hall, and await instructions from Camp For All staff.

CABIN 2

En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.

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EVACUATION MAP



In case of evacuation, stay calm, follow the marked route to the Dining Hall, and await instructions from Camp For All staff.

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CABIN 2

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EVACUATION MAP



In case of evacuation, stay calm, follow the marked route to the Dining Hall, and await instructions from Camp For All staff.

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CABIN 4

CAMP FOR ALL EAP

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EVACUATION MAP



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En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.

CABIN 5

CAMP FOR ALL EAP



The map is titled "CAMP FOR ALL Discover Life" in the top left and "EVACUATION MAP" in the top right. It depicts a campsite with various buildings, trees, and a lake. A red line with an arrow indicates the evacuation route from a "YOU ARE HERE" marker to a "DINING HALL".

In case of evacuation, stay calm, follow the marked route to the Dining Hall, and await instructions from Camp For All staff.

En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.

CABIN 6

CAMP FOR ALL EAP

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EVACUATION MAP



In case of evacuation, stay calm, follow the marked route to the Dining Hall, and await instructions from Camp For All staff.

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CABIN 7

CAMP FOR ALL EAP

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EVACUATION MAP

In case of evacuation, stay calm, follow the marked route to the Dining Hall, and await instructions from Camp For All staff.

En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.

CABIN 8

CAMP FOR ALL EAP

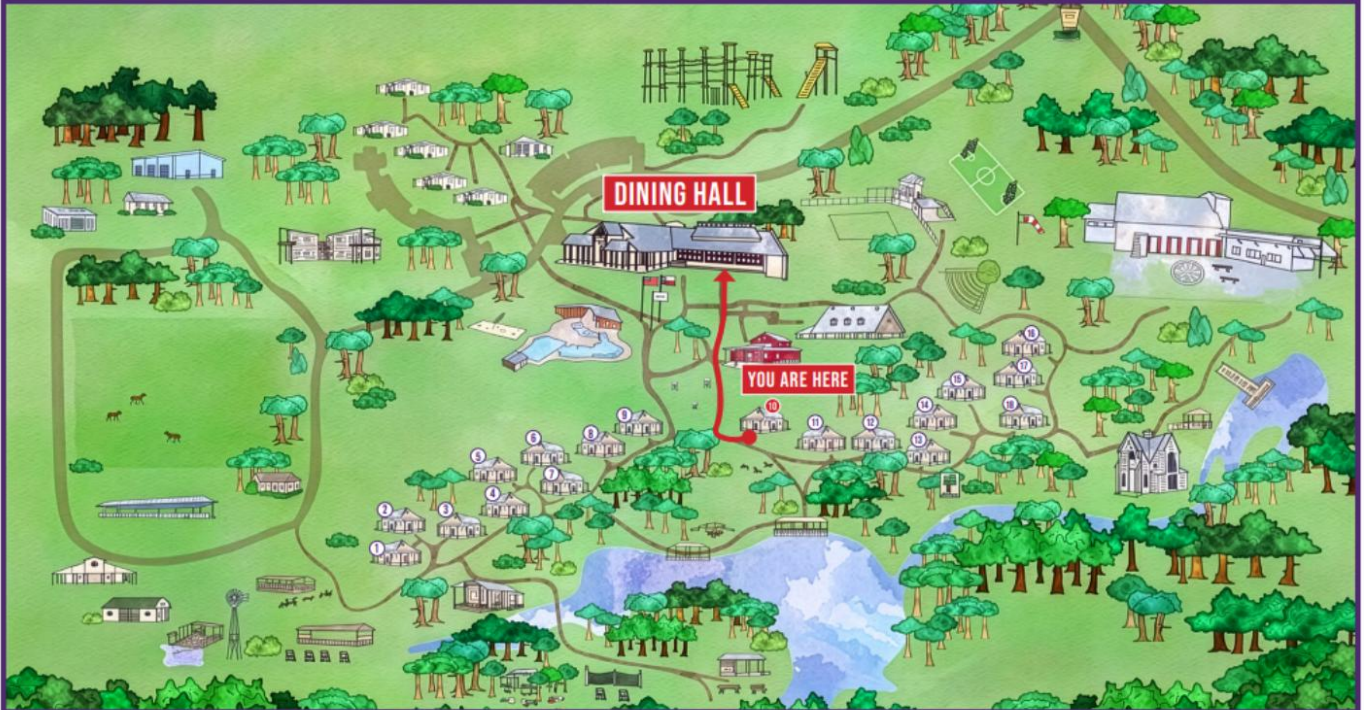
EVACUATION MAP



In case of evacuation, stay calm, follow the marked route to the Dining Hall, and await instructions from Camp For All staff.

En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.

CABIN 9

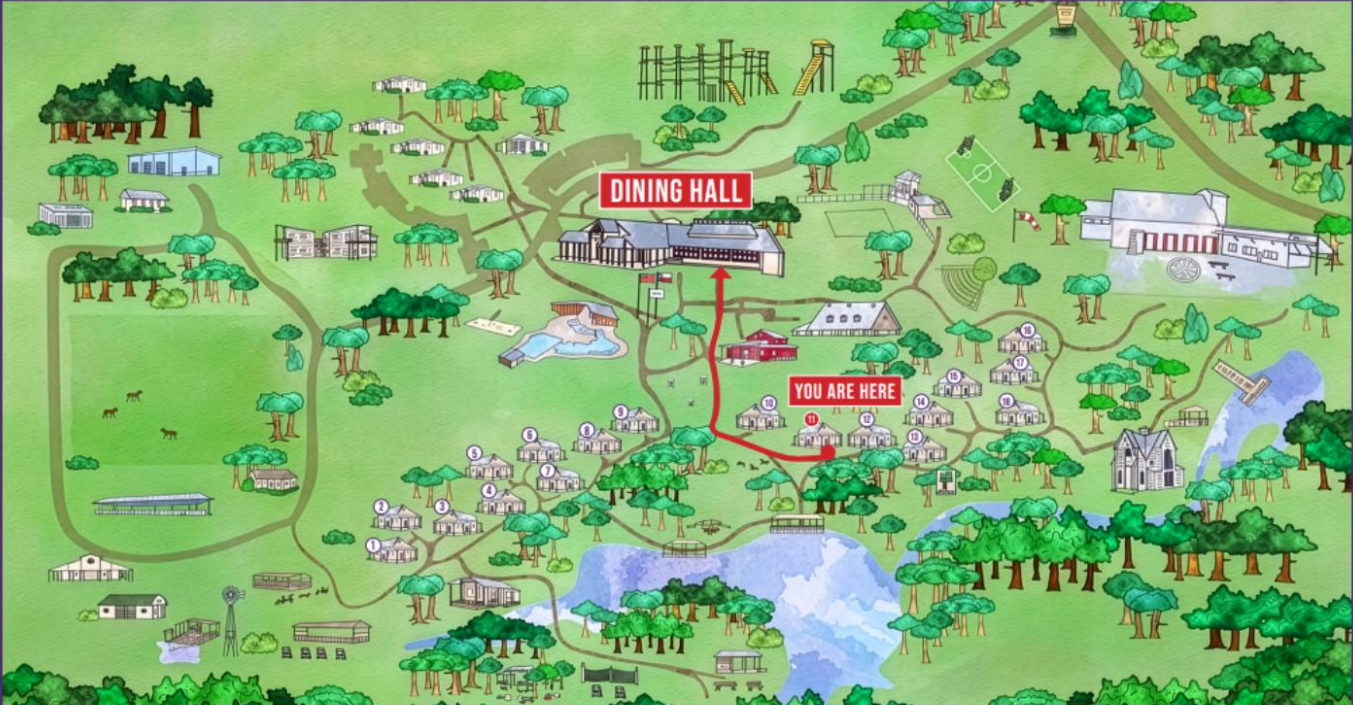


In case of evacuation, stay calm, follow the marked route to the Dining Hall, and await instructions from Camp For All staff.

En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.

CABIN 10

EVACUATION MAP



In case of evacuation, stay calm, follow the marked route to the Dining Hall, and await instructions from Camp For All staff.

En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.

CABIN 11

CAMP FOR ALL EAP

CAMP FOR ALL
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EVACUATION MAP



In case of evacuation, stay calm, follow the marked route to the Dining Hall, and await instructions from Camp For All staff.

En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.

CABIN 12



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EVACUATION MAP



In case of evacuation, stay calm, follow the marked route to the Dining Hall, and await instructions from Camp For All staff.

En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.

CABIN 13

CAMP FOR ALL EAP

CAMP FOR ALL
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EVACUATION MAP



In case of evacuation, stay calm, follow the marked route to the Dining Hall, and await instructions from Camp For All staff.

En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.

CABIN 14



In case of evacuation, stay calm, follow the marked route to the Dining Hall, and await instructions from Camp For All staff.

En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.

CABIN 15

CAMP FOR ALL EAP

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EVACUATION MAP



In case of evacuation, stay calm, follow the marked route to the Dining Hall, and await instructions from Camp For All staff.

En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.

CABIN 16

CAMP FOR ALL EAP

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EVACUATION MAP



In case of evacuation, stay calm, follow the marked route to the Dining Hall, and await instructions from Camp For All staff.

En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.

CABIN 17



The map shows a camp layout with various buildings, trees, and a lake. A red line indicates an evacuation route starting from a 'YOU ARE HERE' marker near Cabin 18 and leading to the Dining Hall. Cabin 18 is located near Cabin 17 and Cabin 19. The Dining Hall is a large building in the center of the camp. The map also shows other buildings like a church, a playground, and a soccer field.

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EVACUATION MAP

DINING HALL

YOU ARE HERE

In case of evacuation, stay calm, follow the marked route to the Dining Hall, and await instructions from Camp For All staff.

En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.

CABIN 18

Appendix D Lost Camper/Staff Member Procedure

This procedure will be activated immediately if a camper or staff member:

- Is unaccounted for during a scheduled headcount or transition
- Is observed wandering alone outside a designated activity area, or
- Fails to return from an activity or scheduled movement within the expected timeframe.

D.1 Immediate Notification

Staff with Assigned Group (Cabin or Activity Staff)

Upon identifying a missing camper, staff will immediately notify the Emergency Preparedness Coordinator (EPC) and provide, at a minimum:

- Person's name and age
- Cabin number
- Physical description (clothing, distinguishing features)
- Last known location and activity, and
- Time the camper was last seen

Upon notification, the EPC 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)
- Partner staff shall not separate from assigned groups or search alone unless directed to do so.

Cabin / Partner Staff

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

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D.3 Expanded Search

Incident Commander

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

- Notify Program Staff to meet on the front office porch along with any extra staff from the Partner group and begin searching using designated search zones identified on the camp map
- Assign search team leaders and establish check-in intervals
- Coordinate all search and response activities
- If the person has not been found in 15 minutes, all campers and staff will be asked to report to the Dining Hall for a head count
- If the person has not been found in 30 minutes, local authorities will be called to assist in the search

Safety Officer

- Maintain clear and continuous communication between the IC, search teams, and camp leadership.
- Track search progress and relay updates as directed.

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
- Immediately report discrepancies to the IC

D.5 Medical Preparedness

Partner Director or Medical Officer

- Remain on standby at the designated base or assembly area
- 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

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D.6 Parent / Guardian Notification

Incident Commander or designee

- Notify parents or legal guardians in accordance with camp policy, particularly if the search extends beyond the initial phase or if local authorities are engaged
- 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

CAMP FOR ALL EAP

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 assigned muster areas
- Instruct campers to:
 - Walk quickly and calmly
 - Stay together and follow staff directions, and
 - Remain with their assigned group at all times
- 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.

CAMP FOR ALL EAP

E.3 Personnel Accountability

Cabin/Partner Staff

- Conduct a headcount at the assembly area using attendance rosters or headcount sheets.
- Immediately report the status of all campers and staff to the Safety Officer as
 - Accounted for
 - Missing, or
 - Injured

Safety Officer

- Verify accountability reports from Partner Staff
- Report consolidated accountability status to the Incident Commander

E.4 Emergency Services Notification

Incident Commander

- Call 9-1-1 without delay and provide, at a minimum:
 - Camp name and physical address
 - Exact location of the fire
 - Number of people on site
 - Known injuries or individuals unaccounted for, and
 - Access instructions for responding agencies
- 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

CAMP FOR ALL EAP

E.6 Medical Support

Partner Director or 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

- Maintain communication with camp leadership, Emergency Response Team, and emergency responders
- Determine the need for parent/guardian notification and initiate notifications in accordance with camp policy.

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 occur:

- 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 or phone and provide the following information
 - Location
 - Nature of incident
 - Number of people involved, and
 - Whether EMS is likely needed

Program Staff

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

Medical Response and Patient Care

Partner Director or 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)

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F.2 Emergency Medical Services (EMS) Activation

Incident Commander (IC)

- Call 9-1-1 immediately for any life-threatening conditions, suspected serious injuries, altered mental status, difficulty breathing, seizure, anaphylaxis, severe bleeding, suspected spine injury, or suspected death
- 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)

- Meet EMS at the designated entry point 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 / Partner 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 leadership promptly
- Notify 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)
- 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

CAMP FOR ALL EAP

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

Partner Director or 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

Appendix G Aquatic Emergency Procedure

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

- 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

- 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
- Call 9-1-1 immediately for life-threatening incidents and provide, at a minimum:
 - 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

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G.3 Evacuation and Safety of Others

Partner Camp / Program 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

Partner Director or 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
- Report accountability 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 once the situation is stabilized and accurate information is available

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

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- 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 prior to or during camp

H.1 Identify and Isolate

Partner Director or Medical Officer

- Immediately assess symptomatic individual(s)
- Move affected campers or staff to the designated isolation area (Health Center), 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

Partner Staff/ Camp For All Staff

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

H.2 Communication

Partner Director or 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

CAMP FOR ALL EAP

H.3 Contain and Prevent Spread

Partner Camp / Program 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

Partner Camp / Program Staff

- Confirm accountability of all campers and staff
- Identify individuals who may have been exposed and report findings to the Incident Commander

Partner Director or 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 local or state health authorities when required or recommended
- Follow public health guidance regarding testing, quarantine, isolation, dismissal, or closure
- Notify parents or guardians of affected campers/staff with factual information
- Provide instructions regarding monitoring, medical evaluation, pickup, or return-to-camp criteria, as applicable

CAMP FOR ALL EAP

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

Partner Director or 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 is observed on camp property
- 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
- Call 9-1-1 without delay if a credible threat exists or a weapon is suspected
- Activate the Security Threat Protocol

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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)

Partner Camp / Program 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

Partner Camp / Program Staff

- Immediately perform and maintain personnel accountability and report findings to 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

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I.6 Medical Response

Partner Director or 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 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, tornados, 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

Partner Camp and Program 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

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

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- Flood (Evacuation to Higher Ground)
 - Move campers from low-lying or flood-prone areas to designated higher ground or identified safe interior areas
- Ensure campers remain together, move calmly, and remain under direct staff supervision at all times

Important!

NWS Flash Flood / Flood Warnings will automatically trigger shelter-in-place

NWS Tornado Warnings will automatically trigger shelter-in-place

K.3 Personnel Accountability

Incident Commander

- Collect and verify headcount reports from all groups
- Immediately address accountability discrepancies and initiate additional actions if anyone is unaccounted for

Partner Camp and Program 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

Partner Director or 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)

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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 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

Safety Officer

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

Partner Staff and Program Staff

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

Partner Director or Medical Officer

- Assess and treat any injuries sustained during the event and monitor for delayed symptoms
- Provide parents/guardians with status updates and instructions regarding pickup, schedule changes, or continued sheltering in coordination with IC

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Appendix L Communication

This appendix identifies the communication systems, equipment, redundancy measures, and management practices used by Camp For All 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 offsite coordination
Public Address (PA) / Alert System	Fixed or portable system for camp-wide announcements	Operable without internet

L.2 Backup and Alternate Communication Methods

Method	Description
Runners	Staff assigned to physically relay messages
Audible alert devices	Whistles, air horns, or similar devices

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L.3 Emergency Communications Equipment Inventory

L.3.1 Onsite Communications Equipment

Equipment	Quantity	Primary Location	Backup Power
Two-Way Radios	10-20	Front Office	Spare batteries
Radio Charging Stations	10	Front Office	Battery
PA system components	20	Health Center	Yes
NOAA/NWS weather alert radio	3	Front Office	Battery

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
Generator	Extended power outages	Fuel maintained
Broadband connection #1	Primary internet service	Starlink
Broadband connection #2	Redundant internet service	ZochNet

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

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