

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
- 7.0 References
- 8.0 Glossary
- 9.0 Appendices
 - Appendix A Camp Information
 - Appendix B Contacts
 - 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
 - Appendix J Transportation Emergency Procedure

CAMP FOR ALL EAP

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.

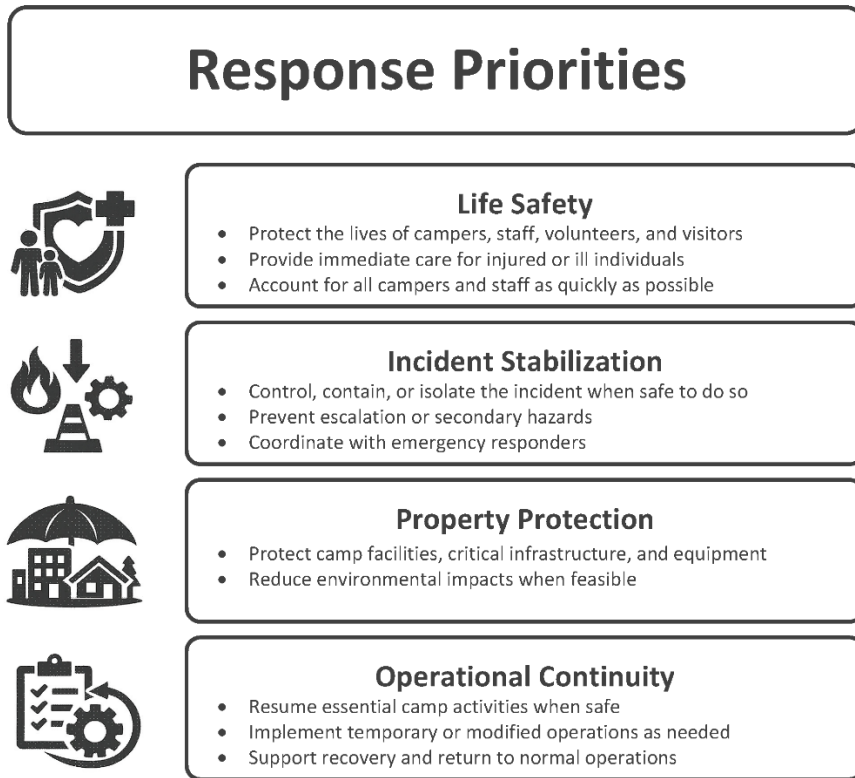


Figure 1: Response Priorities

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.

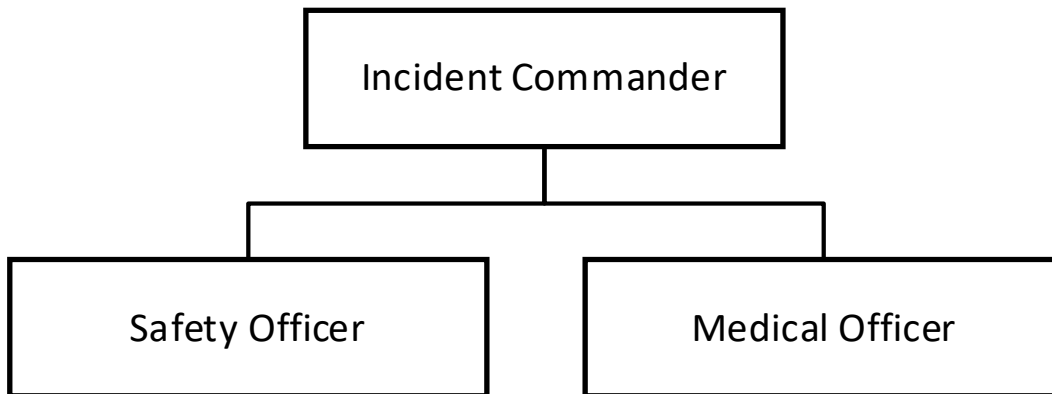
Roles and responsibilities of **Support** positions include:

- **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 Emergency Preparedness Coordinator (EPC) (or designee) is responsible for conducting the Camper Safety Orientation within the first 48 hours of every camp session. The EPC is also responsible for reviewing and updating the orientation content at least annually, and more often if needed, to ensure training remains current and developmentally appropriate for the campers receiving the training (age, reading level, and comprehension level). Training will include:

- 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

Training Responsibility: The Emergency Preparedness Coordinator (EPC) (or designee) is responsible for planning and delivering annual emergency preparedness training and ensuring volunteers receive required training prior to assuming supervisory responsibilities.

Documentation of Completion: Upon completion of required training, participants will sign or otherwise acknowledge completion. Training records will be maintained in a secure format (digital and/or hard copy) and retained for the required period.

Training Records – The camp maintains records of staff and volunteer emergency preparedness training completion. Records include the training date, training topics, attendee names, and acknowledgment of completion. The Emergency Preparedness Coordinator (EPC) (or designee) is responsible for tracking training completion and maintaining training records in accordance with applicable requirements.

4.0 Communication

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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

During an emergency, staff will notify camp administration and camp medical services staff using the fastest available method. Primary notification will be by handheld radio using the designated emergency channel. If radio communications are unavailable or ineffective, staff will use mobile phone call/text and/or a runner to the Front Office and/or Health Center to ensure camp administration and medical staff receive the alert and any essential details (location, type of emergency, injuries, and immediate needs).

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.

4.1.2 Camper

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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 using one or more of the following methods, based on conditions: direct phone call(s), text message, group messaging, email, and/or other established parent/guardian communication groups by the camp.

Parents/guardians will be notified under the following circumstances, as applicable:

- A camper is missing/unaccounted for beyond established time thresholds
- A camper sustains a significant injury/illness or requires EMS evaluation/transport
- The camp is sheltering-in-place for an extended period, relocating campers, evacuating offsite, or dismissing early
- A communicable disease outbreak results in isolation/quarantine actions or early dismissal
- Any incident that changes normal operations, pickup procedures, or camper status

Notification timeliness and updates:

- Initial notification will occur as soon as practicable once immediate life safety actions are underway and verified information is available.
- If the situation is ongoing, the camp will provide updates at least every 30 minutes (or more frequently if significant new, confirmed information becomes available).
- Notifications will provide verified, factual information; clear instructions for family actions (if any); and reunification/pickup instructions when applicable.

Family notifications will be coordinated with emergency responders when applicable and will protect camper 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

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- 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

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 will 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.

When this Emergency Action Plan is updated or revised, the Emergency Preparedness Coordinator (EPC) will provide the updated plan (or a summary of substantive changes, as appropriate) to local emergency management office and will document the date and method of transmittal.

CAMP FOR ALL EAP

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
Epidemic	Widespread occurrence of a disease affecting large populations/regions; used as an escalation context for camp operations

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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
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service

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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
Emergency Preparedness Coordinator	Allen McBride	Camp Director	979-803-3410
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 (Dining Hall)
- The primary evacuation route and alternate route(s) to reach the assembly area, and
- Secondary must zone:

Camp For All maintains multiple pre-designated muster (assembly) zones to ensure staff and campers can assemble at a safe location even if the primary muster zone is impacted or inaccessible. Muster zones are used for evacuation, accountability, and further instructions from the Incident Commander (IC) or Safety Officer.

- **Primary muster zone (Dining Hall):** The normally assigned assembly location for a cabin/program area, as shown on the evacuation/assembly maps in this appendix.
- **Secondary muster zone (offsite reunification location):** Camp For All does **not** identify a single fixed offsite reunification or secondary muster location in advance for all emergencies. Because the nature, location, and size of a hazard may vary, the offsite reunification location will be determined at the time of the incident by the **Washington County Sheriff's Department, emergency management, and/or unified command** based on current conditions, road access, and safe distance from the hazard area. Once identified, the location will be communicated to camp leadership and parents/guardians through the camp's established emergency communication methods.
- **Selection criteria (IC/Safety Officer):** During an emergency, the IC or Safety Officer may direct use of the secondary muster zone based on the hazard (e.g., fire location, lightning, fallen trees, blocked paths).

C.2 Posted Evacuation Routes in Cabins

In accordance with applicable SB1/HB1 implementing rules, Camp For All ensures 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

Camp For All ensures that evacuation routes are adequately illuminated at night to support safe movement. 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.

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

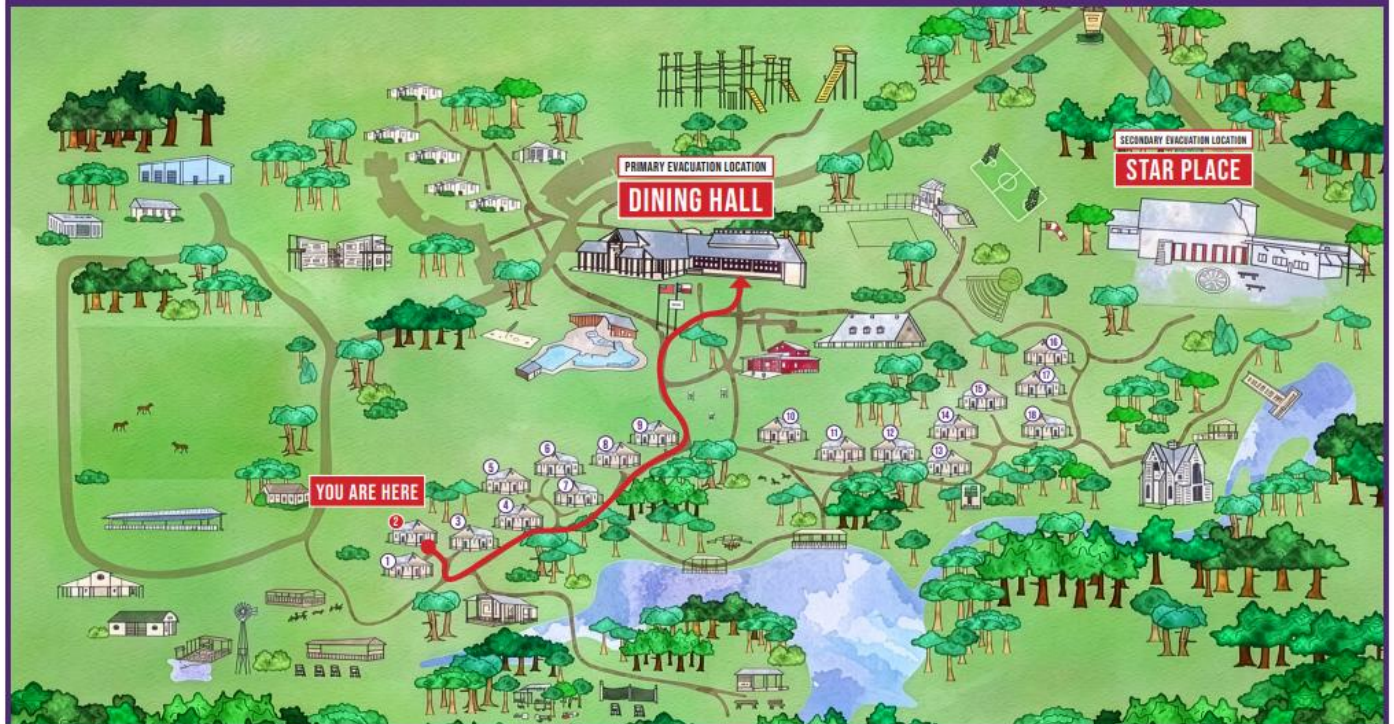
When evacuation is directed, staff will:

- 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

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.

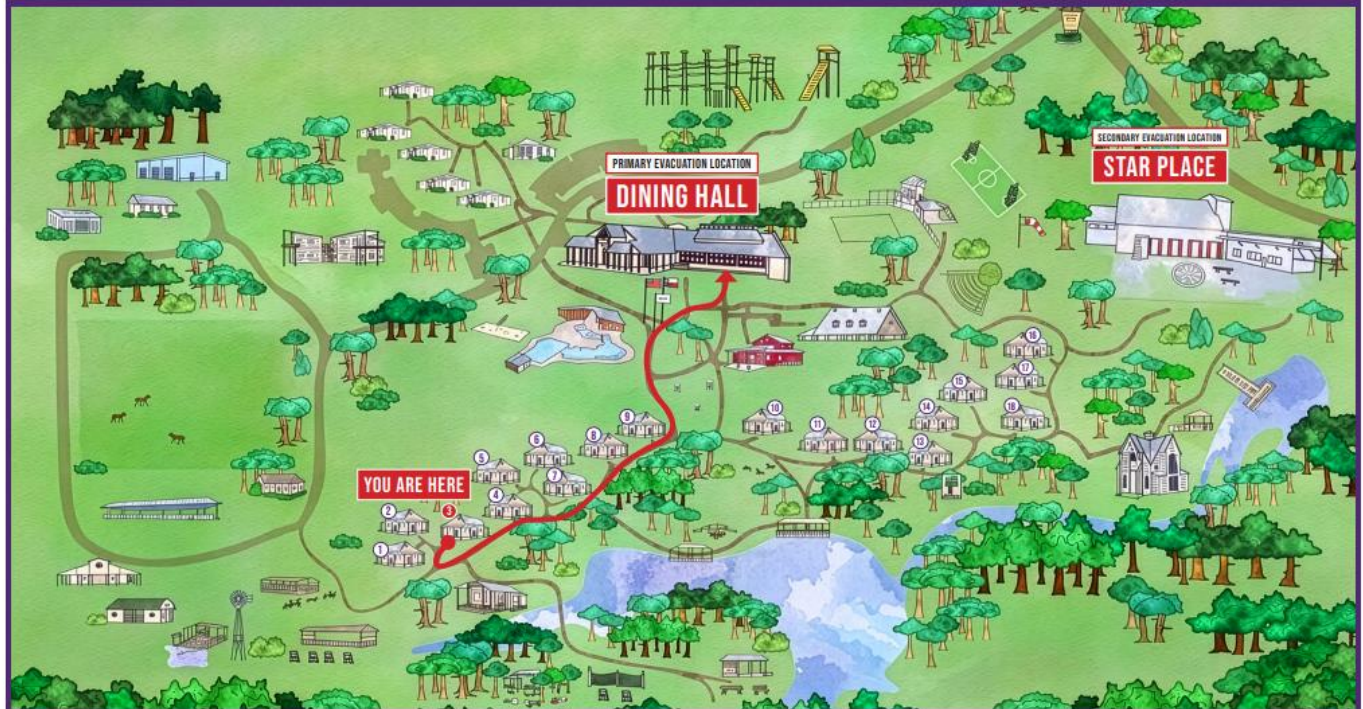




In case of evacuation, stay calm, follow the marked route to the Dining Hall, and await instructions from Camp For All staff.

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.



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

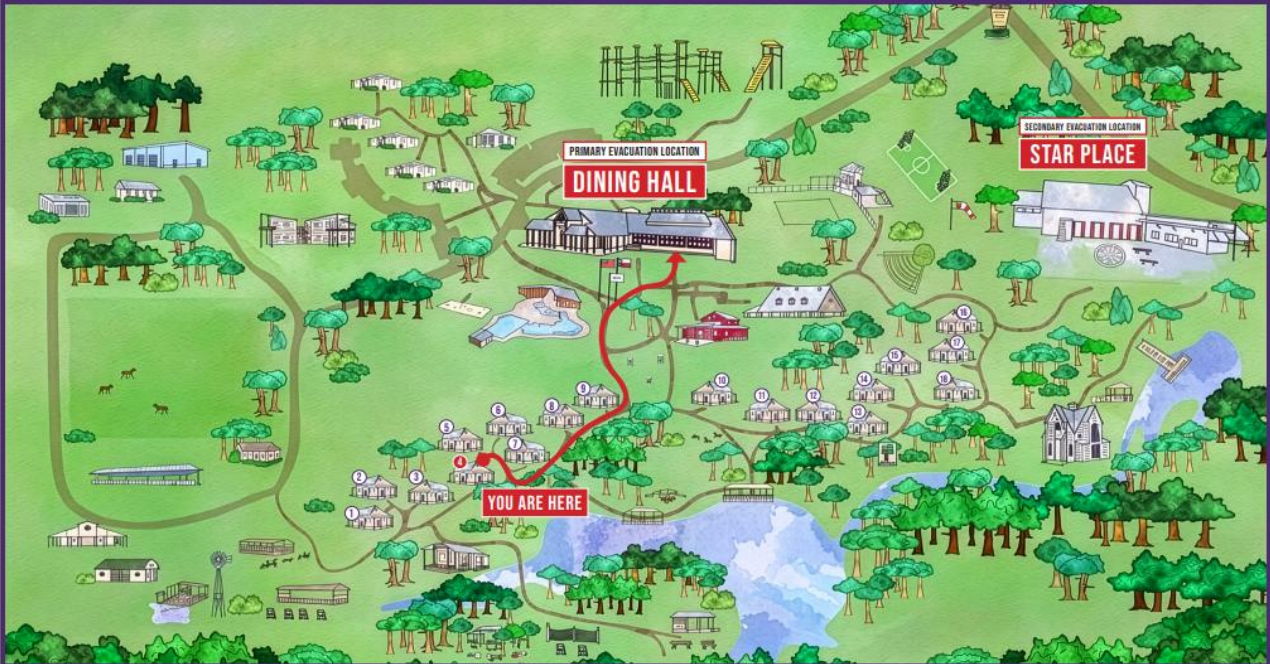
En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.

CABIN 3

CAMP FOR ALL EAP

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DISCOVER LIFE

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



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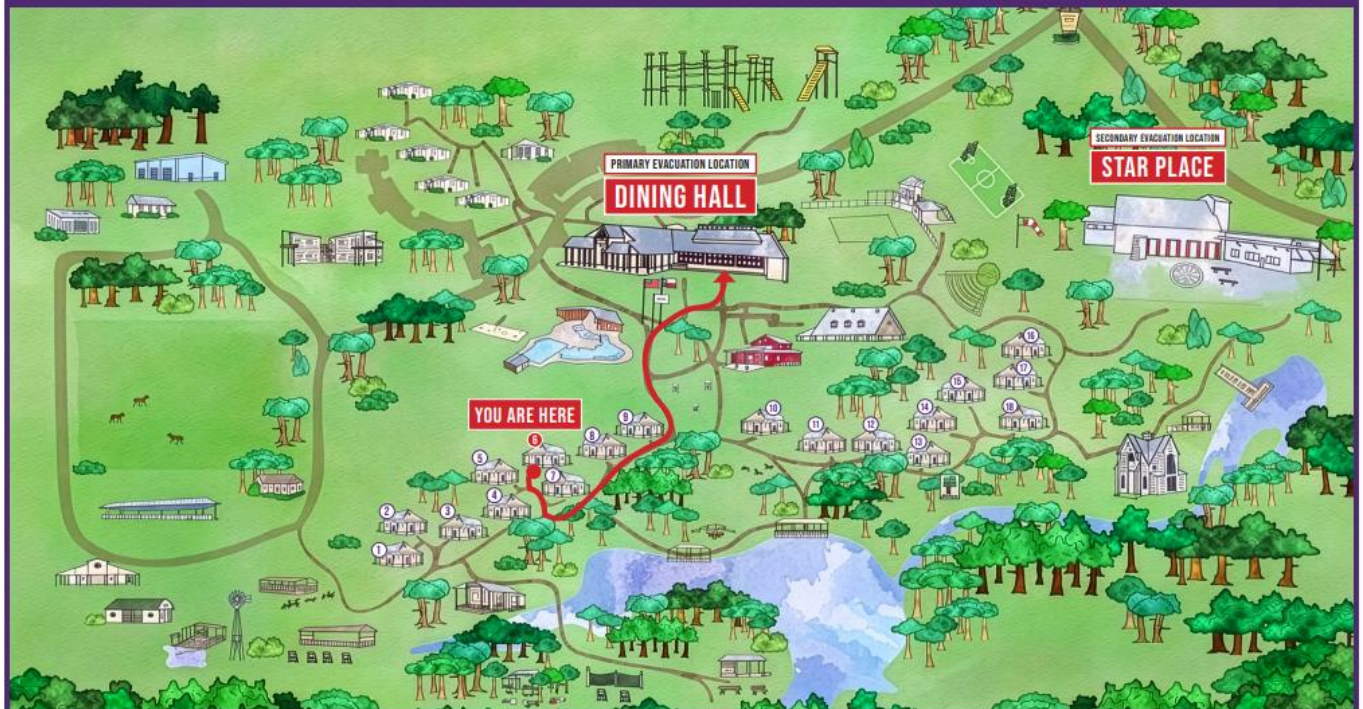
CABIN 5

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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.

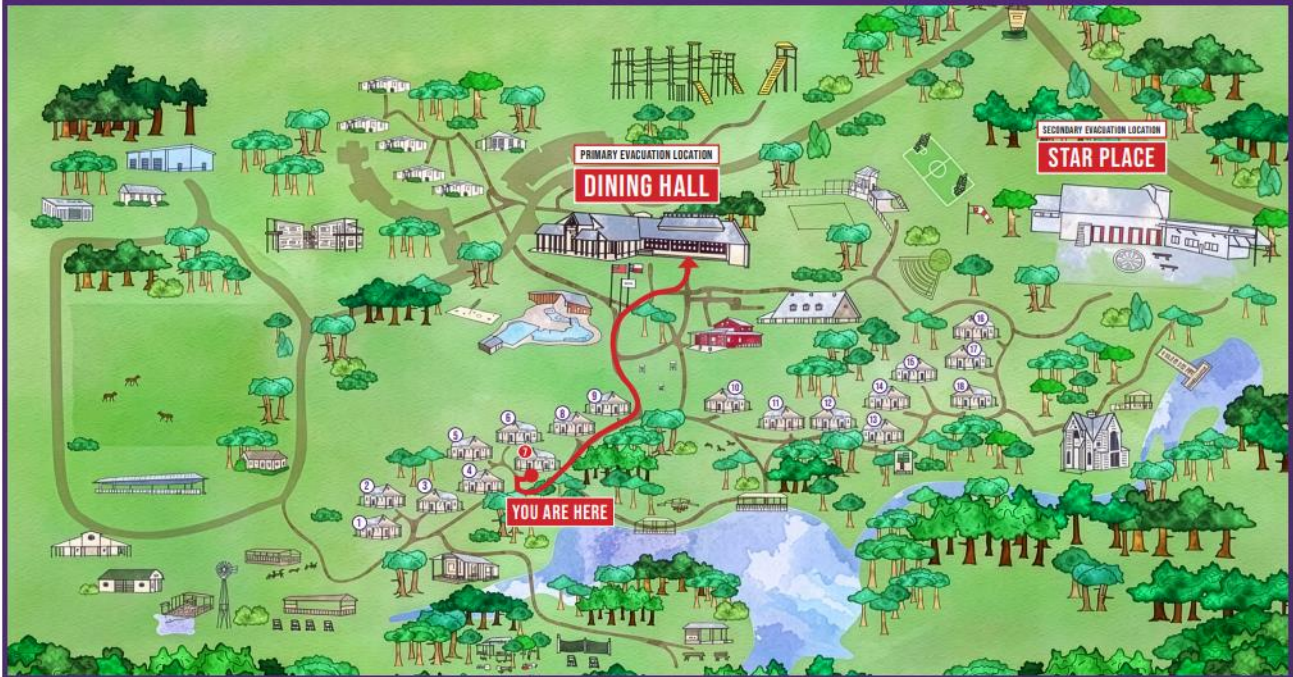
En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.

CABIN 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.

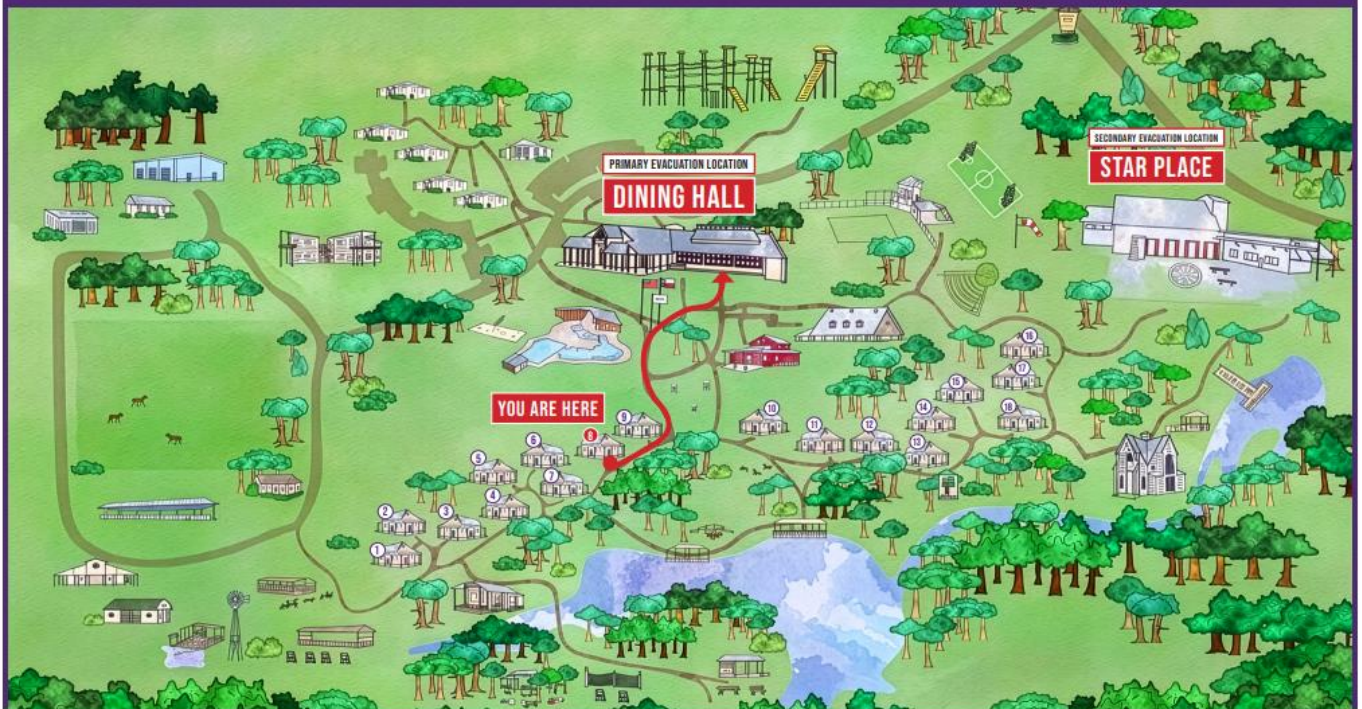
CABIN 7

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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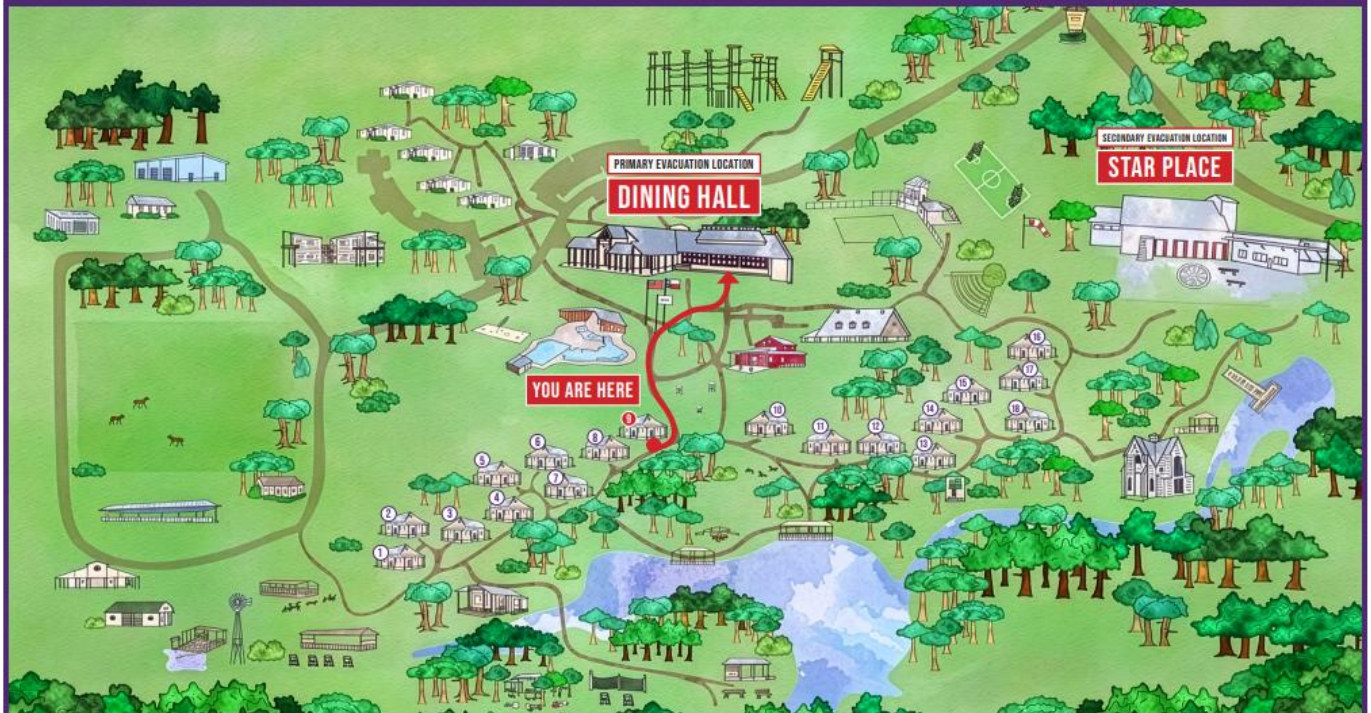
EVACUATION MAP



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

CABIN 8

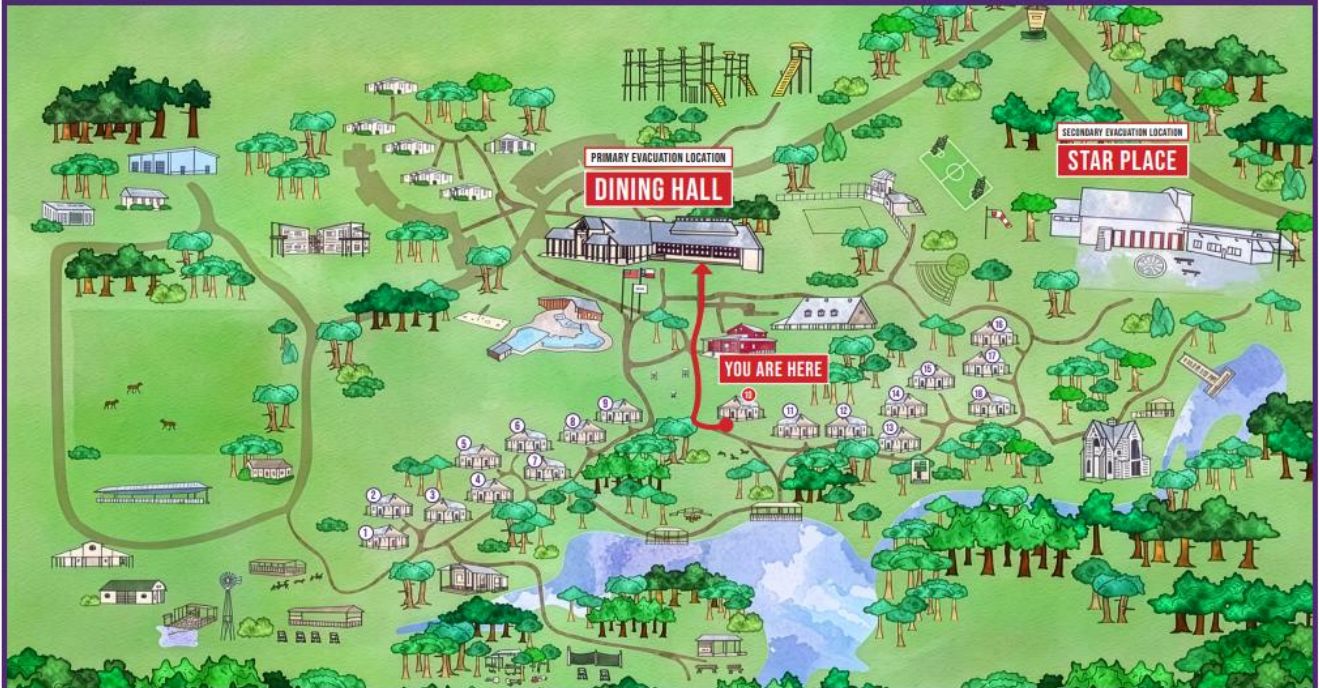
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CABIN 9

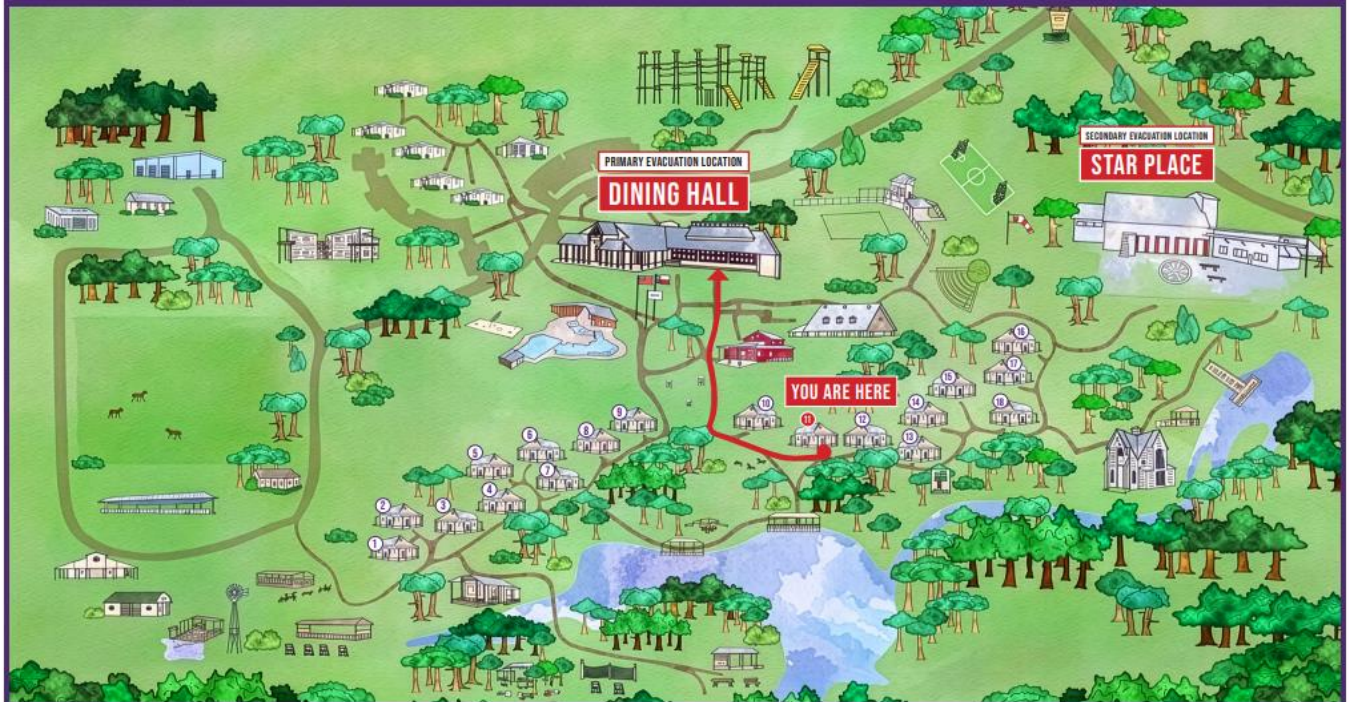
En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.



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

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



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

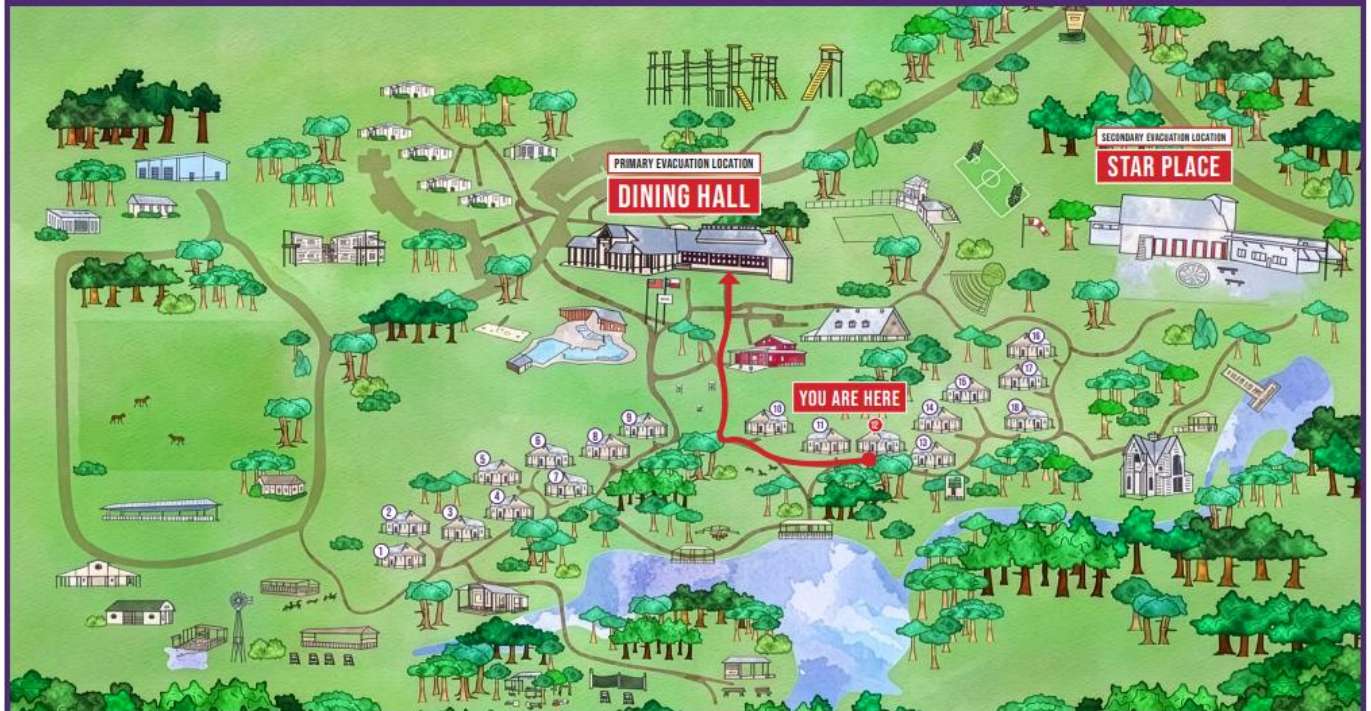
CABIN 11

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.

CABIN 12

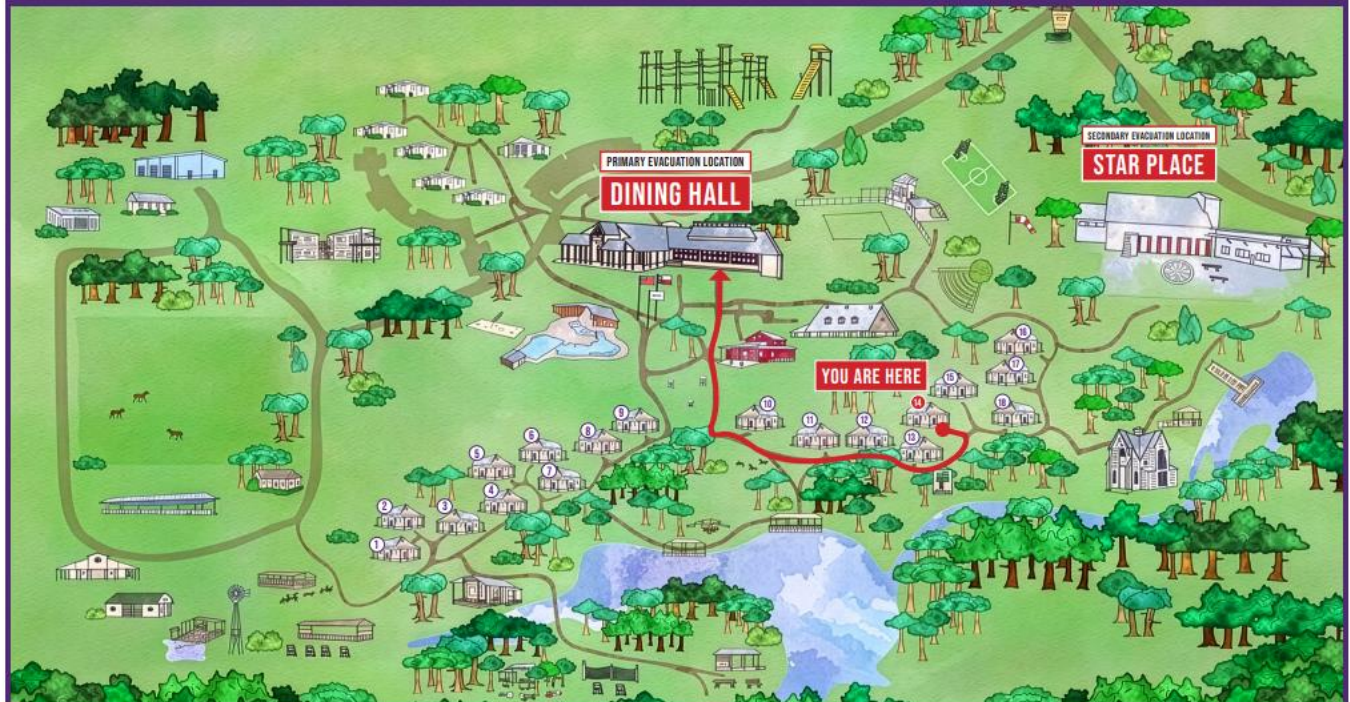
En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.



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

CABIN 13

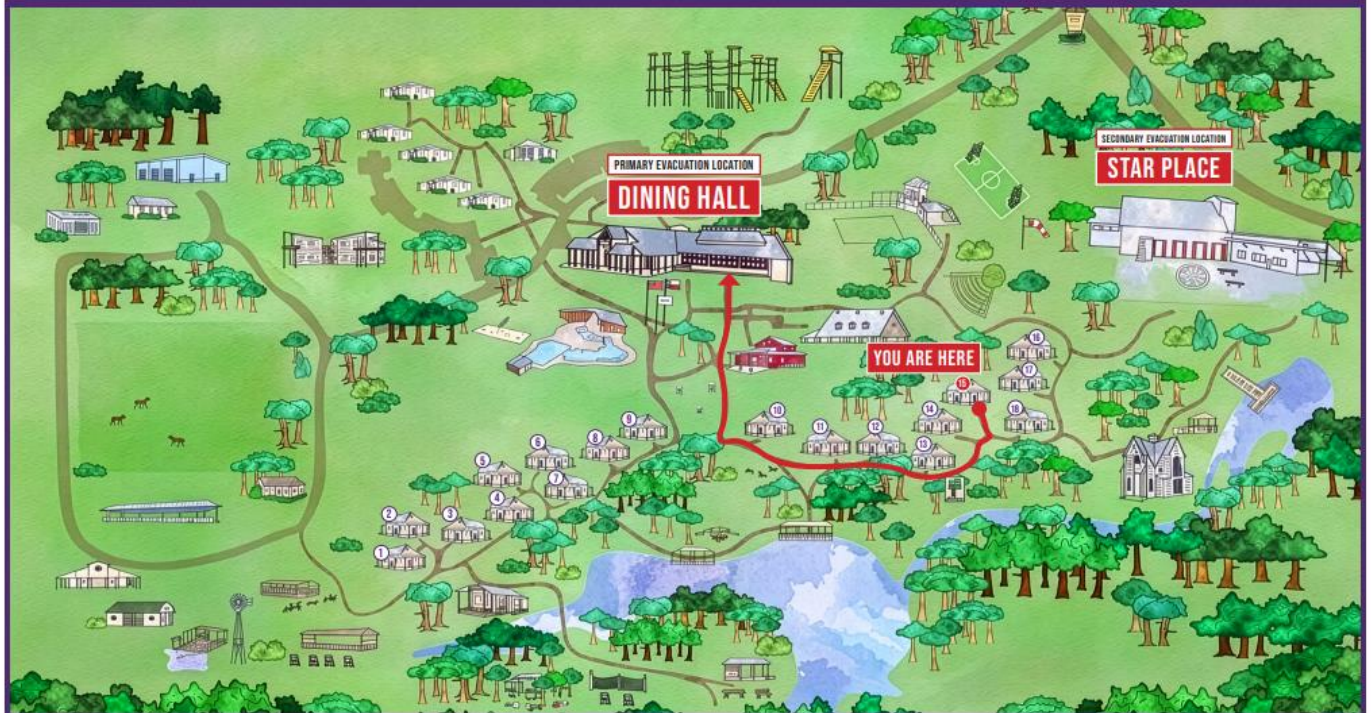
En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.



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

CABIN 14

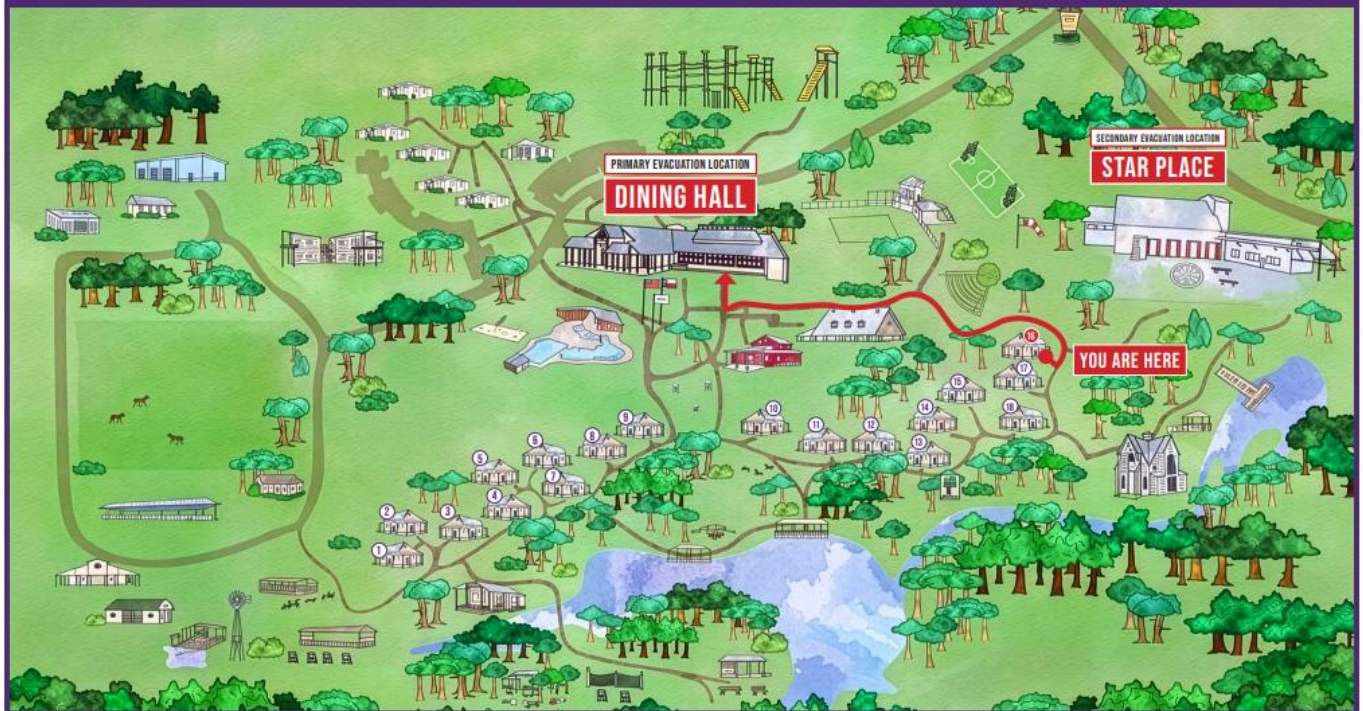
En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.



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

CABIN 15

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.

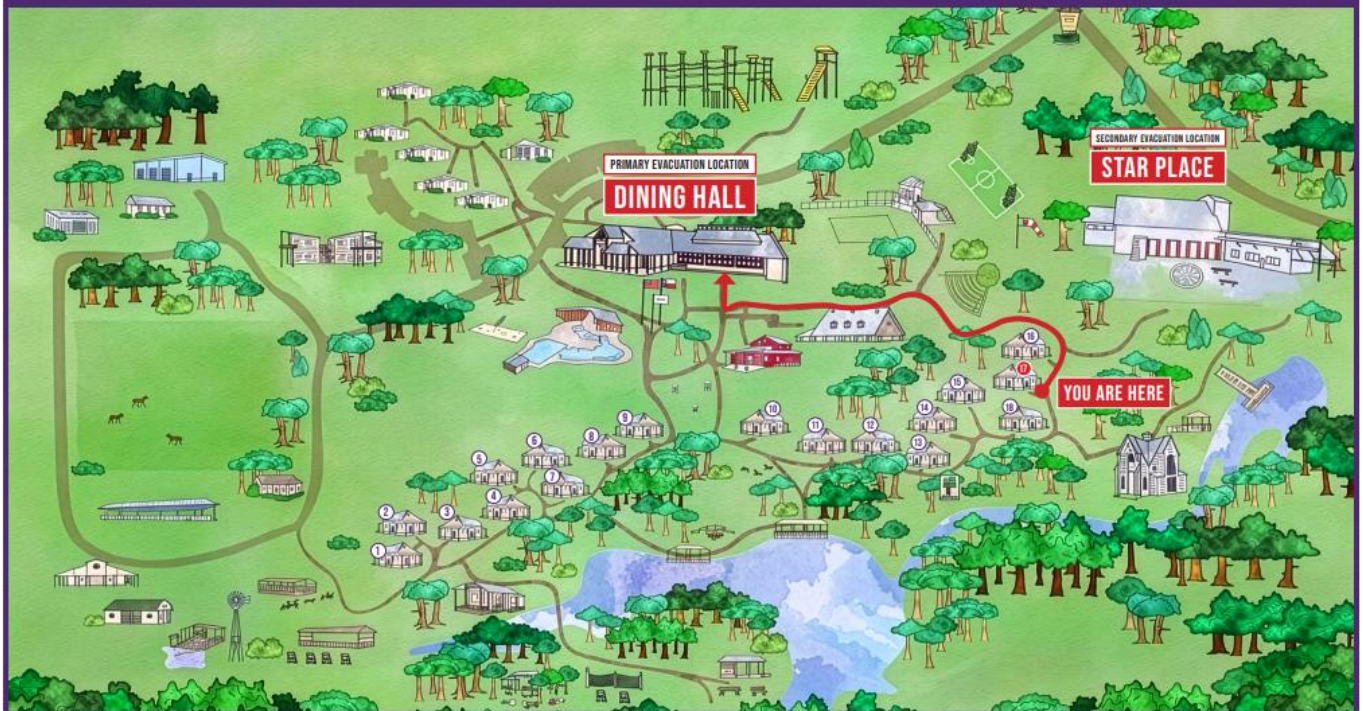
En caso de evacuación, mantenga la calma, siga la ruta marcada hacia el Comedor y espere instrucciones del personal de Camp For All.

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.

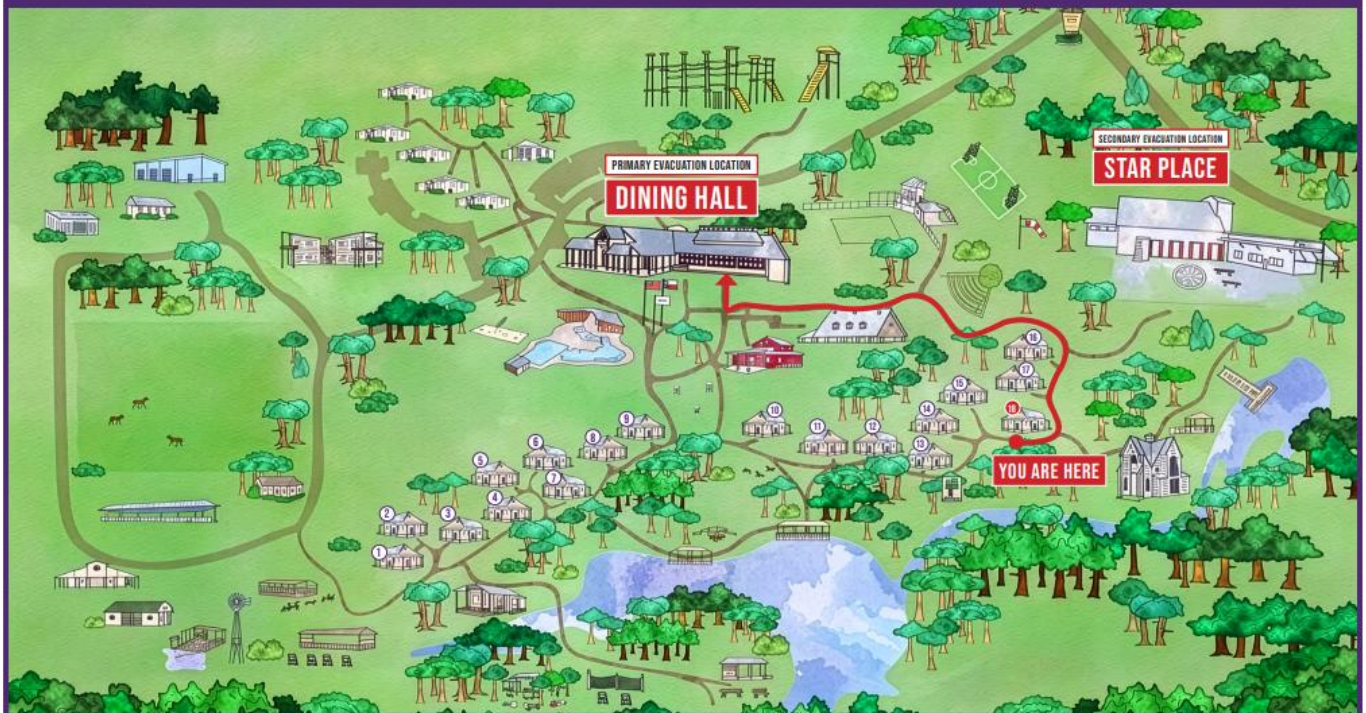
CABIN 17

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.

CABIN 18

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

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

CAMP FOR ALL EAP

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, the Incident Commander will coordinate as follows:
- **Call 9-1-1 (law enforcement response) without delay** and provide: camp name and address, camper/staff last known location, time last seen, description, clothing, medical needs, and any known risk factors
- **Notify the County Emergency Management Office by direct phone** as soon as practicable after 9-1-1 is contacted, and share the same incident details plus the camp's on-scene point of contact and communications plan
- **Maintain communications through the incident** using handheld radios for internal coordination and mobile phones for external coordination, and provide updates to responding agencies as requested.

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

CAMP FOR ALL EAP

- 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

CAMP FOR ALL EAP

D.6 Parent / Guardian Notification

Incident Commander or designee

- Will notify the parent/guardian/emergency contact using direct phone call(s) and/or emergency messaging systems as follows:
- If the camper is **not found within 20 minutes**, the IC/designee will **phone the parent/guardian/emergency contact** to advise that a search is underway and provide verified, factual information.
- If the situation continues beyond the initial notification, the IC/designee will provide **updates at least every 30 minutes** (or more frequently if significant new information is confirmed). Updates may be delivered by phone call, text message, and/or group messaging mechanisms used by the camp.
- If **9-1-1 or local emergency management** is engaged, the parent/guardian will be informed that external resources have been contacted.
- Upon resolution, the IC/designee will notify the parent/guardian of the outcome and any medical evaluation, reunification steps, or pickup instructions.

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
- After 9-1-1 is contacted the Incident Commander (IC) or designee will notify the County Emergency Management Office by direct phone when the fire results in any of the following: evacuation beyond the immediate building area, threat to multiple structures, wildfire risk, significant smoke exposure risk, or anticipated resource needs. The IC will maintain communications with emergency management and first responders throughout the event via mobile phone and/or other available means.

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.

If campers are impacted by a fire event (evacuation, smoke exposure concern, injury, relocation, or early dismissal), the Incident Commander (IC) or designee will notify parents/guardians as soon as practicable once immediate life safety actions are underway. Notification may be made by direct phone call, text message, email, and/or the camp's established group messaging or camp messaging system, depending on the circumstances. The camp will provide verified, factual information and follow-up updates at least every 30 minutes until the situation stabilizes, including reunification/pickup instructions when applicable.

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)

CAMP FOR ALL EAP

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
- When an incident results in significant operational impact (e.g., multiple patients, expected media interest, need for resources, or disruption to camp operations), the Incident Commander (IC) or designee will notify the County Emergency Management Office by direct phone after contacting 9-1-1 and will maintain communications as needed.

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 the camper's parent/guardian as soon as practicable after the situation is stabilized and accurate information is confirmed. Notification may be made by direct phone call, text message, email, and/or the camp's established group messaging or camp messaging system. The notification will include the nature of the emergency, care being provided, whether EMS was activated, and where the camper is located (onsite

CAMP FOR ALL EAP

clinic/Health Center or transported facility). If the situation remains active, updates will be provided at least every 30 minutes or as significant new information becomes available.

- 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

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
- Notify the County Emergency Management Office by direct phone after contacting 9-1-1 and will maintain communications as needed.

CAMP FOR ALL EAP

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
- Notify the parent/guardian as soon as practicable after rescue actions and immediate medical stabilization begin. Notification may be made by direct phone call, text message, email, and/or the camp's established

CAMP FOR ALL EAP

group messaging or camp messaging system, and verified, factual updates will be provided at least every 30 minutes until the situation stabilizes, including reunification, pickup, or transport details as applicable.

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 prior to or during camp
- If an epidemic/outbreak results in significant operational disruption (e.g., large-scale isolation needs, potential closure/early dismissal, or resource needs), the Incident Commander (IC) or designee will notify the County Emergency Management Office by direct phone and maintain communications as needed.

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

CAMP FOR ALL EAP

- Assess whether the illness appears isolated or may represent a broader outbreak
- Notify parents/guardians as soon as practicable with verified, factual information and clear instructions. Notification may be made by direct phone call, text message, email, and/or the camp's established group messaging or camp messaging system. If the situation is evolving, updates will be provided at least every 30 minutes (or at another interval directed by the IC based on operational conditions), including any pickup, monitoring, or return-to-camp criteria.

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

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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

CAMP FOR ALL EAP

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 J 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

Upon issuance of a **Flash Flood Warning** by the National Weather Service that impacts the camp area, the Incident Commander (IC) will immediately evaluate the need to evacuate the campground to an offsite location. If evacuation is directed, the IC will coordinate with local authorities (including 9-1-1 when necessary) and the County Emergency Management Office by direct phone, and will initiate offsite evacuation using the established route maps and transportation procedures.

J.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

J.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:

CAMP FOR ALL EAP

- 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 (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

Upon issuance of a **Flash Flood Warning** by the National Weather Service that impacts the camp area, the Incident Commander (IC) will immediately evaluate the need to evacuate the campground to an offsite location. If evacuation is directed, the IC will coordinate with local authorities (including 9-1-1 when necessary) and the County Emergency Management Office by direct phone, and will initiate offsite evacuation using the established route maps and transportation procedures. **For more information on evacuation procedures see Appendix L: Evacuation Plan**

J.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

J.4 Medical Support

Incident Commander

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

CAMP FOR ALL EAP

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)

J.5 Communication

Incident Commander

When conditions warrant emergency assistance (e.g., flood waters rising, evacuation routes compromised, injuries, trapped individuals, or immediate threats), the Incident Commander (IC) or designee will:

- Call 9-1-1 to request emergency assistance and provide incident details, location, number of people onsite, hazards, and safest access route
- Notify the County Emergency Management Office by direct phone as soon as practicable after contacting 9-1-1 (or sooner if directed) and maintain communications throughout the incident using mobile phone and other available means.
- Continue internal coordination using handheld radios and the PA/alert system, utilizing backup methods as needed.
- If the camp activates extended sheltering, relocation, evacuation to higher ground, early dismissal, or any protective action affecting campers, the Incident Commander (IC) or designee will notify parents/guardians as soon as practicable once immediate safety actions are underway. Notification may be made by direct phone call, text message, email, and/or the camp's established group messaging or camp messaging system. Updates will be provided at least every 30 minutes until the situation stabilizes, including reunification/pickup instructions when applicable.

J.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

CAMP FOR ALL EAP

- 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

Appendix K Transportation Emergency Plan

This procedure applies when transportation support is required due to an emergency (e.g., offsite evacuation, or relocation to a reunification site).

- Camp For All does **not** routinely transport campers or staff as part of normal camp operations.
- If an offsite evacuation or relocation is required, the Incident Commander (IC) will coordinate transportation with local authorities (including **9-1-1** as needed) and the **County Emergency Management Office**, and may use contracted transportation providers as directed/approved by authorities.
- Transportation methods, routes, and destinations will be based on hazard conditions, road accessibility, and guidance from responding agencies.
- Staff will maintain supervision and conduct headcounts during staging, loading, transit, and upon arrival at the destination/reunification site.
- Transportation planning will account for campers and staff with disabilities and others with access and functional needs (e.g., mobility devices, medical equipment, communication needs), and the IC will request appropriate accessible transportation resources when needed.

K.1 Staff Responsibilities During Evacuation Transportation

Incident Commander

- Determines the need for offsite evacuation/relocation and requests transportation resources through responding agencies and/or the County Emergency Management Office.
- Designates staging/loading areas and assigns staff to loading control, accountability, and communications.

Safety Officer

- Manages accountability reports (before loading, after loading, and upon arrival) and reports consolidated status to the IC

Partner Director/Medical Officer

- Identifies medical needs that affect transportation (medications, equipment, monitoring) and coordinates with the IC regarding transport priorities.

Cabin / Partner Staff / Program Staff

- Maintain supervision, keep groups together, conduct headcounts, and assist with orderly loading/unloading.

K.2 Parent / Guardian Notification and Reunification

If transportation is required to relocate campers offsite, the Incident Commander (IC) or designee will notify parents/guardians as soon as practicable once immediate life safety actions are underway and verified information

CAMP FOR ALL EAP

is available. Notification may be made by direct phone call, text message, email, and/or the camp's established group messaging or camp messaging system. Notifications will include the reason for relocation, destination/reunification instructions (as applicable), and how future updates will be provided. If the situation is ongoing, updates will be provided at least every 30 minutes or as significant new information becomes available.

Appendix L Evacuation Plan

A full offsite evacuation is conducted when remaining on camp property is unsafe or is expected to become unsafe (e.g., flash flood warning affecting access routes, wildfire, extended power outage combined with heat risk, structural damage, or direction from authorities). The evacuation plan supports movement off camp property, accountability, transportation coordination, and reunification. The specific offsite reunification location will be determined at the time of the incident by the Washington County Sheriff's Department, emergency management, and/or unified command based on hazard conditions, road access, and safe distance from the affected area.

The need to evacuate the campsite will be determined by the County Sheriff's Department. They will notify all occupants in the danger areas of the need to evacuate. Each year the Camp will notify the Rocky Creek Volunteer Fire Department, Burton Volunteer Fire Department, Washington County EMS, and the Washington County Sheriff Department in writing of the anticipated schedule of use for the facility. Included in this annual notification will be the name(s) and contact telephone number for the facility in the case of evacuation.

L.1 Decision and Activation

The need to evacuate the campsite will be determined by the County Sheriff's Department. They will notify all occupants in the danger areas of the need to evacuate. The safe offsite reunification location will not be predetermined for every event; instead, it will be selected during the incident by the Washington County Sheriff's Department, emergency management, and/or unified command based on the type of hazard, hazard perimeter, road access, and safe distance from the hazardous area. Each year the Camp will notify the Rocky Creek Volunteer Fire Department, Burton Volunteer Fire Department, Washington County EMS, and the Washington County Sheriff Department in writing of the anticipated schedule of use for the facility. Included in this annual notification will be the name(s) and contact telephone number for the facility in the case of evacuation.

L.2 Staff Responsibilities During Offsite Evacuation

- **IC:** Directs evacuation, coordinates with authorities, determines destination(s), and oversees reunification.
- **Safety Officer:** Accountability, tracking, and reporting status to IC.
- **Medical Officer:** Medical triage and support during movement and at destination.
- **Cabin/Program Staff:** Maintain supervision, conduct headcounts, manage controlled movement to vehicles/loading areas.

L.2 Assisting Persons with Disabilities and Other Functional Needs

Partner Director and Medical Officer will identify campers/staff needing assistance and assign trained personnel to support mobility devices, communication needs, medication/medical equipment, and accessible transport arrangements.

CAMP FOR ALL EAP

L.3 Coordination for Transportation

If camp transportation resources are unavailable or insufficient, the IC (or designee) will request transportation support through local emergency management and/or responding agencies.

L.4 Notification of Authorities (9-1-1 and Emergency Management)

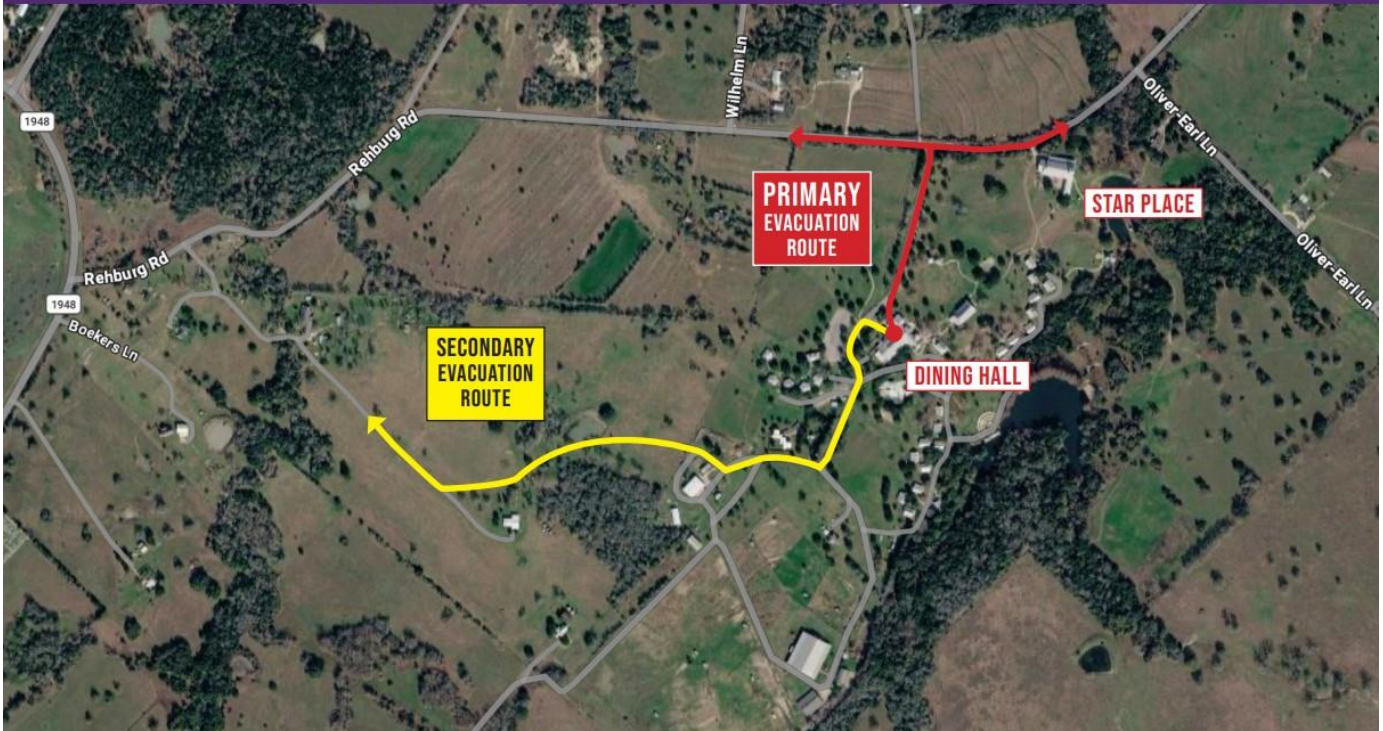
When evacuation is underway or needed, the IC will coordinate with 9-1-1/responders as applicable and notify the County Emergency Management Office by direct phone for situational awareness and support.

L.5 Family/Guardian Notification and Reunification

The IC or designee will notify parents/guardians as soon as practicable once evacuation begins. Notification may be made by direct phone call, text message, email, and/or the camp's established group messaging or camp messaging system. The camp will provide updates at least every 30 minutes until reunification is complete. Because the offsite reunification location is determined during the incident by the Washington County Sheriff's Department, emergency management, and/or unified command, the specific reunification site and instructions will be provided to parents/guardians as soon as that location is established. Reunification will occur through controlled release to authorized parents/guardians with identity verification per camp procedures.

H. Evacuation Route Maps

Evacuation maps identify routes for movement off camp property and the camp's primary exit and access routes. Camp For All does not identify a single fixed offsite reunification or secondary muster location in advance for all emergencies. Because the nature, location, and size of a hazard may vary, the offsite reunification location will be determined at the time of the incident by the Washington County Sheriff's Department, emergency management, and/or unified command based on current conditions, road access, and safe distance from the hazard area. Once the reunification location is established, the Incident Commander (IC) or designee will notify parents/guardians by direct phone call, text message, email, and/or the camp's established messaging system and provide reunification instructions.



This map shows primary and secondary evacuation routes from Camp. In the event of an emergency that requires an evacuation, please follow staff guidance on the route to take and help others who may need assistance.

MAY 2026

Este mapa muestra las rutas de evacuación principales y secundarias desde el campamento. En caso de una emergencia que requiera una evacuación, por favor siga las indicaciones del personal sobre la ruta a seguir y ayude a otras personas que puedan necesitar asistencia.

Appendix M Communication

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

M.1 Primary Communication Systems

System	Description	Notes
Two-Way Radios	Handheld radios used for onsite staff communications	Primary onsite system. On backup power utilizing diesel generator.
Mobile Phones	Cellular devices used for external and backup communications	Used for offsite coordination
Public Address (PA) / Alert System	Fixed system for camp-wide announcements	Operable without internet. On backup power utilizing diesel generator.

Camp For All maintains a working emergency warning/alerting capability to notify all occupants of an emergency. Alerts are issued using a public address (PA) / alert system connect to back up diesel generator, and reinforced with backup methods (two-way radios, runners, and audible alert devices). Runners are used as a backup method and are specifically utilized to help ensure that individuals who are deaf or hard of hearing receive emergency instructions through in-person notification.

The PA / alert system is operable without reliance on internet service. If internet connectivity is unavailable, alerts will still be delivered through the PA / alert system and/or backup alerting methods as directed by the Incident Commander.

Responsible Staff (Maintenance and Operation)

- **System Maintenance Lead:** Johnny Martin / Facilities Director
- **System Maintenance Backup:** Nathan Kalkhake / Facilities Manager

The responsible staff will ensure the system is functional prior to camp sessions and that backup alerting methods are available if the primary system is unavailable.

CAMP FOR ALL EAP

M.2 Backup and Alternate Communication Methods

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

M.3 Emergency Communications Equipment Inventory

M.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

The NOAA/NWS weather alert radio(s) are maintained in operable condition and set to receive real-time alerts. At a minimum, the responsible staff will:

- Test the radio(s) prior to each camp session and at regular intervals during camp operations
- Ensure the radio(s) have functioning backup power (battery) and that replacement batteries are available
- Confirm alert settings and volume are adequate to notify staff in the monitored location
- Document any issues and corrective actions, and promptly repair or replace equipment if needed

Responsible Staff:

- **Weather Radio Maintenance Lead:** Johnny Martin / Facilities Director
- **Weather Radio Maintenance Backup:** Nathan Kalkhake / Facilities Manager

Maintenance status and any issues will be relayed to camp administration and the Incident Commander (IC) as appropriate.

CAMP FOR ALL EAP

M.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

Monitoring Lead: Johnny Martin / Facilities Director

Monitoring Backup: Nathan Kalkhake / Facilities Manager

The monitoring lead/back-up will periodically verify connectivity status and report outages or service degradation to camp administration and the Incident Commander (IC) when relevant to emergency communications readiness.