

Lake Lavon Camp & Conference Center

Advancing a Biblical Worldview since 1951



Emergency Action Plans

8050 County Road 735
Princeton, Texas 75407

972-736-2273

214-764-2766

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Emergency Response Policy

This policy was designed to guide the emergency procedures that should take place at Lake Lavon Camp & Conference Center in the event of a crisis. Included in the plan are guidelines for actions to be taken internally by the camp staff as well as communicating externally with outsiders such as the media.

General Procedures in the Event of a Crisis

1. Notify Executive Director. Executive Director should go to the scene.
2. In any situation, if the Executive Director is not present, the Operations Director will be his designee. The Executive Director or his designee will be the Emergency Preparedness Coordinator and will assign all further action and communication procedures.
 - a. i. The Emergency Preparedness Coordinator will bring the situation under control, if possible. Always protect people first and property second.
 - b. ii. Gather as much preliminary information as possible, who, what, where, when, why, how, and what's next.
 - c. iii. With this information, determine if the crisis requires an emergency response from the staff.
3. Utilize the Emergency Broadcast system and Text-based Alert System as necessary
4. Administer first aid.
5. Station staff at the gate and have them secure the entrance and control those entering and exiting the facility.
6. Clear uninvolved people from the scene and return them to their cabins or other places of safety.
7. Gather all facts and determine exactly what took place.
8. Work with the Executive Director and group leader to notify parents.
9. Any interaction with the media should be handled by the Executive Director. Refer to the Media Response Action Plan.

Emergency Contact Information

Camp Office: 972-736-2273

24-7 Staff Response: 214-764-2766

Fire: 911

Collin County Sheriff Dispatch: 972-547-5350

Hospital: 972-547-8000 Medical City McKinney

Poison Control: 1-800-222-1222

Ambulance: 911

Local Physician: Dr. Daniel Rizzo 972-542-9134

Emergency Plan Manager

Gary Sirkel Executive Director (469-964-4874) will manage the Emergency Action Plan for Lake Lavon Baptist Encampment. The Emergency Plan Manager will also maintain all training records regarding this plan. The Plan Manager is responsible for scheduling the routine tests of the organization's emergency notification system with the appropriate authorities.

Emergency Plan Coordinators

The Emergency Plan Coordinators are responsible for implementing procedures in this plan in their designated areas in an emergency. (NOTE: Coordinators may also be given the responsibility of accounting for staff & guests after an evacuation.)

Roger Underwood - Facilities Director 903-421-8371

Keath Lattery - Operations Director 903-636-3191

Geoff Sirkel - Summer Discipleship/Rec Director 214-973-6327

The following people will be responsible for assisting staff, campers & visitors who have disabilities or who do not speak English during evacuation:

Lefa Herrera - Assistant Facilities Director 469-926-6579

Emily Sirkel - Business Operations Mgr 903-505-3718

Plan Implementation & Training Schedule

- This plan will take effect on January 1, 2026.
- The plan will be reviewed and updated annually.

Staff Training schedule -

- Full Time Staff & Volunteers - January 8, 2026
- Summer Staff & Volunteers - May 18, 2026
- Individual Camp Leaders & Volunteers - Video on demand training with documented completion minimum of one week prior to attendance.
- Campers - The first day of each camp.

Training Records

- Training Records will be kept on file in the Executive Directors office
- Documents will be retained for 3 years

FIRE (BUILDING) EMERGENCY ACTION PLAN

1. When a fire is suspected, evacuate the building and surrounding area immediately. Have everyone assemble at the (flagpole) center of camp or the Dining Hall in adverse weather conditions.
2. Call 911; Inform them there is a fire of a structure at Lake Lavon Camp located at “8050 County Road 735”
3. Activate Camp Alert System check nearby cabins/rooms and see that they are evacuated, if necessary. Once outside, the group leader will take a roll call to ensure all group members are present.
4. Notify Executive Director as soon as possible. He or his designee will obtain the Emergency Action Plan and serve as Emergency Preparedness Coordinator.
5. Assemble a team consisting of full-time staff to be available for assisting the injured and providing support to emergency responders.
6. In the case of a building collapse, clear uninjured from the scene if it is safe to move them without further injury.
8. Once a complete evacuation has taken place and all guests are accounted for:
 - a. Gather all facts regarding injuries, status and current conditions. Make sure guests and staff are all accounted for.
 - b. In case of injuries notify trained Riverbend staff and/or emergency personnel as soon as possible.
 - c. Assemble fire suppression team if fire department has not arrived.
 - i. Turn off gas supply to building
 - ii. Turn off power to the building
 - iii. Establish perimeter of no less than 50 yards around building
 - iv. If safe, staff may enter the building to utilize fire suppression (fire extinguishers located in meeting rooms)
 - v. Bring fire hoses, nozzles and wrenches to scene and attach to nearest fire hydrant.
 - vi. Once fire personnel arrive on scene, they will take control/command of the fire. Assist in removing Riverbend equipment as requested.
 - viii. If safe, send one staff member with a radio to the gate to man the gate and give directions to emergency responders. They should also limit access to the

facility to emergency responders. Send another staff member to the office to monitor phones.

9. Work with Emergency Preparedness Coordinator and group leader to notify parents / family of guests.

10. Any interaction with the media should be handled by the Executive Director. Refer to the Media Response Action Plan.

FIRE (WILDFIRE) EVACUATION ACTION PLAN:

1. The Lake Lavon Camp staff will monitor adverse conditions and apprise group leaders of developments.
2. The Executive Director or his designee will serve as Emergency Preparedness Coordinator.
3. Utilize the Emergency Broadcast system and Text-based Alert System as necessary
4. If the camp is in the path of a wildfire and is no longer safe to occupy, Lake Lavon Camp staff will organize the evacuation of the property.
5. Lake Lavon Staff will work with local Emergency Authorities & initiate the camp evacuation plan.
6. Lake Lavon Camp will provide a statement to be sent to parents and church leaders.
7. Lake Lavon Camp Staff will work with Emergency Authorities to determine how facilities / equipment and other resources may be utilized and preserved.
8. The camp will not be reoccupied until local Emergency Authorities have determined it is safe.

Transportation for Emergencies

In in the event that camp-wide evacuation order has been issued;
Camp management will;

- Activate the emergency alert system
- Announce mandatory evacuation
- Open all gates
- Assign a staff member to each cabin to verify everyone is accounted for and has exited
- Place personnel at each intersection to direct traffic
- Groups without appropriate transportation will be provided emergency transportation via buses provided by local agencies to the designated reunification site. (Princeton ISD)

The Executive Director and a designee will ensure the camp is completely evacuated prior to evacuating themselves.

Reunification Site

If the camp has to be evacuated, the campers, leaders, staff & volunteers will proceed to:

Mayfield Elementary
5970 Waterway Dr.
Princeton, Texas 75407

Directions - Turn left out of camp onto CR735 (the road curves North & becomes FM982), proceed North on FM982, The school is approximately 1.6 miles and is on the left side of the road.

Once at the reunification site, Camp personnel will verify everyone is present and working with group leaders activate the parent/church notification system.

Follow the communication - media response policies.

Adverse Weather Response

The Lake Lavon Emergency Response Team are each equipped with portable radios & Weather alert radios in their homes that are connected to NOAA - Weather Alert System. They are monitored 24/7.

Flood

If a flood warning is activated, the emergency alert system will be activated. Follow the instructions to either evacuate or shelter in place.

Tornado / Sever Weather

1. Shelter in place alert will be sounded.
2. Everyone will proceed to the nearest shelter.
 - a. Account for your entire group.
 - b. Emergency coordinators will message group leaders to account for everyone.
 - c. Position everyone in the center-most portion of the building with as few windows as possible.
 - d. Stay in place until the all clear is announced by camp emergency coordinators.

Camp emergency coordinators will continuously monitor NOAA weather alerts &/or communicate with responders/Army Corps of Engineer personnel in case of wildfire.

The notification protocol will be initiated.

HEALTH RELATED ACTION PLAN

When an injury or illness is reported determine what response is needed by Lake Lavon staff by the following:

1. If an illness is reported:

- a. With the help of the Group Leader and any qualified health personnel (Camp Health Officer), determine the severity of the illness.
- b. If it is severe enough to warrant a visit to the emergency room, the Group Leader will arrange transport and give directions to the local ER. If an ambulance is needed, refer to the ambulance procedure below.
- c. If the individual is a minor, advise the Group Leader to contact their Parent or Guardian.
- d. If the illness is not severe enough to warrant a visit to the emergency room, work with the Group Leader to determine if the individual should be isolated or leave camp. If it is believed to be an infectious illness, please assist the Group Leader in arranging for the individual to go home. Suggest they follow up with their local physician.

2. If an injury is reported:

- a. With the help of the Group Leader and any qualified health personnel, determine the severity of the injury.
- b. If qualified, render first aid as appropriate for the injury. In case of snake bite, make sure the victim is safe, kept calm and still. Keep the location of the bite lower than the heart. Look around to make sure there are no other snakes. Try to find the snake to determine what kind it is to report to health officials. If safely possible, take a photo of the snake.
- c. If the injury is severe enough to warrant a visit to the emergency room, assist the Group Leader in either calling 911 or arranging transport and give directions to the local ER. If an ambulance is needed refer to the ambulance procedure below.
- d. If the injury is not severe enough to warrant a visit to the emergency room, work with the Group Leader to determine what the next step should be. Lake Lavon can either secure a doctor's appointment with a local doctor, or the individual could return home to visit his/her own doctor.
- e. If the individual is a minor, advise the Group Leader to contact their Parent or Guardian.
- f. Have the Group Leader fill out an Accident/illness Report form for our records.
- g. If the injury requires a visit to the emergency room or any other severe accident, notify the Executive Director as soon as possible.

HEALTH RELATED ACTION PLAN

3. Epidemic on camp

- a. Notify the Executive Director immediately.
- b. With the help of the Group Leader and any qualified health personnel, isolate all sick campers to specific building(s).
- c. Contact parents of campers involved.
- d. Contact local medical authorities for assistance
- e. Any interaction with the media should be handled by the Executive Director. Refer to the Media Response Action Plan.

4. Body Fluid Spills:

- a. Block off area to prevent contact.
- b. Gloves should be worn at all times when taking care of body fluid spills.
- c. Use Body Spills powder to neutralize odor and to dry fluids into powder.
- d. Sweep up and dispose of it. Sanitize area with cleaning agent.
- e. Wash and sanitize all items used to clean the area (brooms, dustpans, etc)
- f. Wash hands, as well as any other body part that may have touched body fluid, thoroughly with soap and water.

5. Death of Individual

- a. Notify the Executive Director as soon as possible. He or his designee will obtain the Emergency Action Plan and serve as Emergency Preparedness Coordinator.
- b. Immediately thereafter, the Emergency Preparedness Coordinator will notify local law and medical authorities.
- c. Remove all individuals from the area except the group leader and anyone he/she determines needs to stay.
- d. Send one staff member with a radio to the gate to man the gate and give directions to emergency responders. They should also limit access to the facility to emergency responders and make a log of anyone coming in or out of the facility. Send another staff member to the office to monitor phones.
- e. Wait for law enforcement and emergency responders and be ready with any information or assistance they require.
- f. With the Group Leader, contact the Church Pastor or sponsoring organization officials.
- g. Assist the Group Leader, Pastor or Official with sending someone to personally visit the parents or family members. DO NOT phone these people with death notice.
- h. If an accident, complete an accident report for your files and those of local authorities.

i. Follow-up visits, letters and phone calls to the parents are needed during the next several weeks.

HEALTH RELATED ACTION PLAN

j. Any interaction with the media should be handled by the Executive Director. Refer to the Media Response Action Plan.

6. Ambulance Procedure:

a. If an ambulance is needed at Lake Lavon, please call 911. Lake Lavon staff may also be contacted to call 911. Be prepared to give the dispatcher all the information they need to prepare the responders.

Location:

**Lake Lavon Camp
8050 County Road 735
Princeton, Texas 75407**

b. Send one staff member with a radio to the gate to man the gate and give directions to emergency responders. They should also limit access to the facility to emergency responders. Send another staff member to the office to monitor phones.

c. Facilities Staff will ensure roadways are clear & unobstructed.

d. Wait for law enforcement and emergency responders and be ready with any information or assistance they require.

e. Call the Executive Director and inform him of the details of the situation.

SUSPECTED CHILD ABUSE ACTION PLAN

A. FOR ABUSE SUSPECTED AT LAKE LAVON CAMP

1. If child abuse is suspected, the Executive Director and the Group Leader/Church Leader of the persons involved **MUST** be informed at once. The Executive Director or his/her designee will activate the Emergency Response Plan and serve as Emergency Preparedness Coordinator.

2. To the extent possible, the name of the child and the nature of their accusation shall be kept confidential.

3. The child should be removed from ALL contact with the accused.

4. If a person, including any member of camp staff, an adult leader or group leader has cause to believe that a minor has been or may have been abused or neglected at a youth camp, then that person shall immediately contact proper authorities, see list page 6.

5. The Group Leader will contact the parents to inform them of the situation.

B. FOR ABUSE SUSPECTED BEFORE COMING TO LAKE LAVON CAMP

If a child is determined to be an abused child, either by observation or through confiding in a sponsor, staff member or other leader that he/she has been abused, the following steps should be taken:

1. The sponsor or leader should counsel the child according to the guidelines set forth in "Helping a Victim of Child Abuse" (letter C. below).

2. The sponsor or leader should inform **ONLY** the LLC Executive Director, Group Leader and the child's church leader of the situation.

3. The LLC Executive Director, Group Leader/Church Leader will then follow legal procedures for informing the proper authorities, i.e. the Texas Health and Human Services and/or the local authorities. The person who suspects or was told by the victim that abuse occurred needs to be one who completes the report.

C. **HELPING A VICTIM OF CHILD ABUSE** After it has been disclosed that a child has been abused, certain steps should be taken to help the child.

1. Listen — don't panic or overreact. Give the child permission to talk about the abuse to you. Listen carefully to everything the child says and note his/her behavior.

SUSPECTED CHILD ABUSE ACTION PLAN

Don't fill in words for them. Don't ask leading questions. Have another adult present when you talk to the child.

2. Believe — Never criticize the child or claim that the child has misunderstood what happened. Support the child for disclosing. It is not your responsibility to determine whether the allegation is true. Children seldom lie about abuse.

3. Protect — Take the child to a private place with either the LLC Executive Director, Group Leader, Camp Health Officer, or the child's church leader. Discuss the situation only with these individuals. Try to avoid repeated interviews about the incident. Never promise that everything will be okay. You can promise that you will do what you can.

4. Affirm — Children who have been victimized may feel sad, angry, fearful, anxious, and depressed. Accept and understand the child's feelings. Avoid telling the child how he or she "should feel." Rather, emphasize that the child is not to blame for what happened. Praise him/her for courage and honesty and promise that you will get help.

5. Refer — DO NOT attempt to handle the problem alone. This is important for the wellbeing of the child as well as for your own protection. As a childcare custodian, you are mandated by law to report child abuse.

Reporting Alleged Abuse, Neglect or Exploitation at Texas Youth Camps (From DSHS Website) If a person, including any member of camp staff, an adult leader or group leader has cause to believe that a minor has been or may have been abused or neglected at a youth camp, then that person shall immediately make a report to one of the following agencies:

- any local or state law enforcement agency
- the Department of Family and Protective Services Abuse Hotline, which may be contacted at (800) 252-5400 or through the secure web site

<http://www.txabusehotline.org/>

- Department of State Health Services' Youth Camp Program by phone at (512) 834-6788 or submitting the Reporting Abuse and Neglect Form, by fax at (512) 206-3792 or email at PHSCPS@dshs.texas.gov
- Notification Requirement for Summer Camps A person making a report, to local law enforcement or the Department of Family and Protective Services, of alleged abuse or neglect at a youth camp, must also notify the Department of State Health Services' Youth Camp Program by phone at (512) 834-6788, by fax at (512) 206-3792, or by email at PHSCPS@dshs.texas.gov

Aquatic Emergencies

Aquatic Emergencies for ANY body of water campers may utilize at Lake Lavon Camp (Pool, Lake, Pond). All rescue procedures are based on American Red Cross standards for lifeguard training. Guards perform the appropriate rescue depending on the type of emergency. Lifeguards are stationed on duty any time there are aquatic activities. All Lake Lavon Lifeguards are required to have the following certifications: American Red Cross Lifeguard Training First Aid CPR for the Professional Rescuer & AED Blood Borne Pathogen Training.

SITUATIONAL EMERGENCY RESPONSE The two emergency response sequences that follow are to be activated by the lifeguard staff in the event of an aquatic emergency. Lifeguard staff members are the primary rescuers in an aquatic emergency but may utilize and direct other departmental staff to assist in the response sequence. These emergency response sequences outline the appropriate steps to take for all general aquatic emergencies. The specific steps taken by staff responding to an aquatic emergency may vary according to the facility and staff members present.

Non-Life Threatening Emergency

1. Rescue guard identifies victim.
2. Rescue guard assesses situation and determines:
 - a. what action needs to be taken
 - b. if emergency should be signaled (EAP activation)
 - c. if pool needs to be cleared
 - d. if EMS should be contactedIn the case of a minor non-life threatening emergency, the rescue guard may determine that EAP need not be activated, and EMS not contacted. In such cases, lifeguard staff follows necessary steps to ensure the safety of both the victim and other guests present.
3. Rescue guard gives appropriate signal: In the case of a minor non-life threatening emergency, the whistle signal varies
 - a. signal backup coverage with two whistles (i.e. If rescue guard needs to leave the chair to assist a swimmer, signal with two whistles)
 - b. signal emergency with three loud, long whistles.
4. Rescue guard alerts second guard to clear pool if necessary.
 - a. If second guard is not present, rescue guard alerts another present staff member.
 - b. If other staff member is not present, rescue guard alerts a guest. In instances where EAP is not activated nor EMS contacted, portions of the pool may still need to be cleared if access to the victim is hindered or a hazard exists. (i.e. tired swimmer assists in a crowded pool, broken diving apparatus, etc)
5. Second guard (staff/guest) clears and monitors pool if necessary.
6. Rescue guard provides necessary care to the victim.
7. Rescue guard monitors victim until victim has recovered and escorts them to their immediate destination.

8. Rescue guard completes accident report and files it with Aquatic Administration.

In the case of a major non-life threatening aquatic emergency, EMS will be activated and the response sequence for life threatening aquatic emergencies (on the next page) will be implemented. NON-LIFE THREATENING EMERGENCIES MAY BECOME LIFE THREATENING WITHOUT APPROPRIATE ATTENTION AND CARE

Life Threatening Emergency

1. Rescue guard identifies victim.
2. Rescue guard signals emergency with three loud, long whistles.
3. Rescue guard alerts second guard to clear pool and activate EMS.
 - a. If second guard is not present, rescue guard alerts another present staff member.
 - b. If other staff member is not present, rescue guard alerts a guest.
4. Rescue guard approaches, contacts, assists and assesses victim.
5. Second guard (staff/guest) clears pool.
 - a. The victim must be approached, contacted, and assisted, AND the pool must be cleared in the appropriate manner given the type of accident.
 - b. Especially when a spinal injury is suspected, all water movement should be limited.
6. Rescue guard relates victim's status and needs to second guard (staff/guest).
7. Second guard (staff/guest) activates EMS.
 - a. Using telephone, radio, or other communicative means present at pool site, second guard (staff/guest) initiates EMS contact.
 - b. If sufficient means are not present, second guard (staff/guest) designates a third party and relays to them the information necessary to make the call. Second guard (staff/guest) directs the third party to return after making the call to verify contact has been made.
8. Rescue guard provides necessary and appropriate care for the victim.
9. Second guard (staff/guest) notifies LLCC staff to meet EMS personnel at facility entrance and direct them to site of accident.
10. Second guard (staff/guest) provides additional care if required and monitors pool area.
11. If possible, lifeguard staff alerts Aquatics Administration immediately of life threatening emergency.
12. Lifeguard staff continues to monitor and sustain the victim until EMS arrives.
13. Rescue guard provides all pertinent information to EMS.
14. Rescue guard completes and obtains the required signatures on accident report and files it with Aquatics Administration after shift.
15. Lifeguard staff reassures all third parties and witnesses.
16. When appropriate, lifeguard staff members present resume positions and normal operations. DURING A LIFE THREATENING EMERGENCY, CARE FOR THE VICTIM SUPERSEDES ALL OTHER JOB RESPONSIBILITIES

AQUATIC FACILITY EVACUATION

1. Rescue guard identifies or is alerted to danger requiring evacuation.
 2. Rescue guard assesses situation:
 - a. determines danger location/source
 - b. identifies proper evacuation route.
 3. Rescue guard alerts other lifeguard staff of need to evacuate facility.
 4. Rescue guard signals emergency with three loud, long whistles.
 5. Rescue guard alerts second guard to clear pool and activate EAP if not already activated.
 - a. If second guard is not present, rescue guard alerts another present staff member.
 - b. If other staff is not present, rescue guard alerts a guest.
 6. Lifeguard staff clears pool. Rescue guard announces to guests the need to evacuate, and the route of evacuation.
 7. Second guard (staff/guest) activates EAP if not already activated, and contacts EMS, UCPD, etc.
 - a. Use telephone, radio, or other means are present at site, second guard (other staff/guest) initiates EMS contact.
 - b. If sufficient means are not present, second guard (other staff/guest) designates a third party and relays to them the information necessary to make the call. Second guard (other staff/guest) directs third party to return after making the call to verify contact has been made.
 8. Lifeguard staff assumes appropriate positions to direct evacuation.
 9. Lifeguard staff direct guests along evacuation route to appropriate assembly area.
 10. Lifeguard staff provides additional care or warnings to any remaining guests.
 11. Rescue guard performs a brief survey of pool site to verify evacuation before proceeding to assembly area.
 12. Lifeguard staff alerts Aquatic Assistant of facility evacuation.
 13. Lifeguard staff monitors pool guests at assembly area and provides additional care to any victims if required.
 14. Lifeguard staff provides all pertinent information to EMS.
 15. Lifeguard staff reassures all third parties and witnesses.
 16. When appropriate, lifeguard staff assists in relocation or reentry of guests.
- FACILITY REENTRY OCCURS ONLY WHEN DEEMED SAFE BY EMS PERSONNEL
--SITUATION SPECIFIC EMERGENCY RESPONSE PROCEDURES.

ELECTRICAL STORMS: LIFE THREATENING AQUATIC EMERGENCY

Electrical storms can present a real danger at aquatic facilities. Lightning is conducted through water sources including wet patches of ground. Lifeguard staff must immediately clear the pool and surrounding area at first sign of an electrical storm. The

American Red Cross guidelines for pool clearance during storms are incorporated into the following procedure.

Pool/Lake/Pond Clearance During Electrical Storm

1. Rescue guard is alerted to electrical storm by LLCC management that is monitoring conditions with NOAA compliant equipment.
2. Rescue guard alerts other guards present of need to evacuate pool area.
3. Rescue guard signals emergency with three loud, long whistles.
4. The following announcement will be made via campwide alert system: "MAY I HAVE YOUR ATTENTION. PLEASE CLEAR THE WATER IMMEDIATELY. THERE IS AN ELECTRICAL STORM IN PROGRESS. FOR YOUR SAFETY WE MUST EVACUATE ALL WATER AREAS. DO NOT REMAIN ON THE DECK. STATE LAW REQUIRES YOUR COOPERATION. FAILURE TO EVACUATE MAY RESULT IN PERSONAL INJURY."
5. Lifeguard staff clears water and surrounding area.
 - a. make subsequent poolside announcements
 - b. direct guest to appropriate assembly area
 - c. prompt individuals if necessary
 - d. continue to monitor pool area and guests
6. Lifeguard staff informs facility supervisor and/or Aquatics Administration of evacuation.
7. Lifeguard staff keeps pool and surrounding area clear for twenty minutes after the last sign of the storm.
8. Lifeguard staff permits guests back into the pool after twenty minutes of clear weather

Lost Camper

Missing Person Procedure

Upon determination that a camper is missing:

1. Determine when and where the camper was last seen. Stay calm so you don't frighten the other campers.
2. Discover (if possible) the state of mind of the camper. Were they depressed or angry, threatening to run away? A camper who does not wish to be found will require a wider and more careful search.
3. Do a search of the immediate area with available staff. (The camper may have wandered to the edge of the activity.) Ask nearby campers and staff if they have seen or know where the camper is. Before leaving the rest of the group to find a camper, see that they are supervised by another staff member.
4. Check any known accomplices. (Friends in other groups, the camp office, etc.)
5. LLCC Mgmt will assign department heads and staff to following areas:
 - Lifeguards to check pool storage room area, and restrooms. Zone 2
 - Support staff to check mtg spaces & restrooms Zone 3
 - Designated Rec staff will search adjacent wooded areas. Zone 1 & LakeFront Zone 3
 - Maintenance staff will search East - Zone 4
 - Assistant Rec Director drive along main roads surrounding camp.
 - All assigned summer staff to thoroughly check facilities and property by muster zone designations, leave NOTHING unchecked
 - All staff report to Recreation Director.
 - Recreation Director stays in central location communicating by radio.
 1. Contact the camp executive director or other administrative personnel about the situation. Include the name of the missing camper, when and where last seen, description of child: hair, eyes, weight, height, and, as close as possible, clothing. The camp director will organize an extended search. If the camper is not found in 20 minutes, the camper will be presumed lost. The camp director will institute a public search that will include contacting the police/sheriff's department, camp office, and camper's parents.
 2. Do not ignore the remaining campers. Be calm and positive. Acknowledge their fears and move on to some activity.
 3. When found, camper should be returned to the Main Office. UNLESS INJURED - follow medical protocol according to severity of injury.
6. The situation and outcome shall be documented in writing. (Incident Report)

If problem is due to social/emotional concerns:

- Executive Director and group counselor will discuss events leading up to runaway.
- These items will be discussed with the camper.
- At the discretion of the Executive Director the camper will be returned to the group or sent home.
- Corrective measures are to be outlined with the camper and the counselor by the Executive Director.
- Follow-up with the parent/guardians will take place concerning the nature of the situation, the action taken and recommendations. This follow-up shall be documented in writing.(Incident Report)

Unknown / Unidentified Individual on premises

All persons must be clearly identified and authorized to be on camp property.

- Campers, Leaders & Staff will be issued identification
- Authorized vehicles will have hanger tags to place on rearview mirrors
- All visitors are required to check-in at the main office to receive proper identification.

Upon suspicion or recognition of any unauthorized/unidentified persons or vehicles, LLCC staff should be notified immediately.

- Authorized staff will - Immediately and calmly approach the unknown person.
- Inquire - ask why they are on camp property.
- Confirm - confirm through the front office if they are authorized to be on the property.
- If the person is unauthorized, politely explain that this is private property and they must exit immediately. Ensure they leave the property.
- If they are argumentative or refuse to leave the property, immediately alert senior staff. Ensure all campers are clear of the area.
- Sr. staff will contact Law Enforcement
- Secure the camp, monitor all exits & entrances. Check surveillance cameras & provide as much information to authorities as possible.
- Document the incident

ACTIVE SHOOTER ACTION PLAN

This plan is from the Department of Homeland Security website.

Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit • If you are inside, stay there and secure the door • If you are outside, get into a building and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- CALL 911 WHEN IT IS SAFE TO DO SO!

When training staff, volunteers and campers, the following should be practiced:

- Evacuate (Run) – move away from the shooter or sounds of gunfire
- Hide out (Hide) – Find a place to hide like a building that can be locked or other location
- Take Action (Act) – As a last resort, try to incapacitate the shooter.

1. Contact the Executive Director and he or his designee will activate the Emergency Action Plan and serve as Emergency Preparedness Coordinator.

2. Call 911. Inform them an individual has come onto camp and is an active shooter. Emergency Preparedness Coordinator will order a lockdown of the camp, this involves:

- a. All guests go into cabin/lodge and lock/block all exterior doors.
- b. Front gate will be manned and no individual allowed in or out unless the active shooter decides to exit, in which case get a description of the vehicle as well as the license plate number.
- c. If safe, do not lose sight of the individual.

d. Utilize the Emergency Broadcast system and Text-based Alert System as necessary

3. Emergency Preparedness Coordinator will appoint staff to fill the following roles:

a. Guest Group Liaison – will serve as the intermediary between the Emergency Preparedness Coordinator and the guest groups.

b. Sheriff Department Liaison – will contact the sheriff's department and will stay in contact with them until incident is resolved or given other instructions by Sheriff's department. See 5 b below

c. Front Gate Attendant – If safe to do so, they will go to the gate and give directions to emergency responders. Advise them to not let anyone else in or out without approval from the Emergency Preparedness Coordinator. If gate house is unsafe, they can take a vehicle to CR 411. If it is not safe to leave campus, communicate to emergency responders via 911. They should pull from the gate house the Emergency Plan Book that contains maps and floor plans for all the facilities and be ready to share this with the first responders. See 5 b below

d. Outside Communication Liaison – will field calls from outside callers and monitor radio for further instructions.

e. Facility Security Team – will ensure all facilities are locked down and assist the Emergency Preparedness Coordinator. If action against shooter is necessary, Emergency Preparedness Coordinator will make that decision and will coordinate action. See 5b

4. If a full-time staff member is with other staff/guest, his/her priority will be to keep those individuals safe. Once that is achieved, he/she should report to the Emergency Preparedness Coordinator (via phone, radio, or in person) as to the count and status of those with him/her.

5. How to respond when Law Enforcement Arrives:

a. Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)

- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment

- Officers may be armed with rifles, shotguns, handguns

- Officers may use pepper spray or tear gas to control the situation

- Officers may shout commands, and may push individuals to the ground for their safety

b. How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions

- Put down any items in your hands (i.e., bags, jackets)

- Immediately raise hands and spread fingers

- Keep hands visible at all times

- Avoid making quick movements toward officers such as holding on to them for safety

- Avoid pointing, screaming and/or yelling

- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

c. Information to provide to law enforcement or 911 operator:

- Location of the active shooter • Number of shooters(if more than one) • Physical description of shooter(s)

- Number and type of weapons held by the shooter(s)

- Number of potential victims at the location

d. The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured

persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

6. After incident is resolved by Law Enforcement:

a. Assemble team consisting of full-time staff to be available to assist the injured and support emergency responders.

b. Communicate to guests and staff to rally in the dining hall for head count and further information

c. Identify injured individuals and work with guest leaders to make appropriate contact with parents/emergency contacts.

d. For all other individuals work with group leader to contact parents/emergency contacts to ensure them of their camper's safety.

e. Executive Director should:

i. Contact Lake Lavon Camp's board chairman (make sure he/she doesn't issue an independent statement)

ii. Contact the camp Attorney

iii. Contact the camp Insurance Agent

iv. Prepare a statement for the media based on input from above individuals

f. The Media Response Action plan should be instituted for all calls and inquiries from the media.

g. Keep facility on lockdown and prevent individuals from entering without approval from Emergency Preparedness Coordinator until further notice

Staff Procedures for Verifying Campers

- Camp office personnel will maintain rosters grouped by dorm/cabin & church.
- Upon the activation of the EAP that requires any evacuation or assembling to muster zones, the office personnel will provide the corresponding rosters to the appropriate muster zone coordinators.
- Muster zone coordinators will work with group leaders to verify everyone is accounted for and report to the emergency plan manager.
- If anyone is unaccounted for, the emergency plan manager will coordinate with emergency plan coordinators to locate missing campers.
- Camp Staff without emergency responsibilities will assemble in the dining hall & emergency plan coordinators will verify their presence.

MEDIA RESPONSE ACTION PLAN

1. If an incident occurs that may require interaction with the media the Executive Director will activate the Emergency Action Plan and will serve as the only contact with the media. All other staff will refer all interviews and reporters to him or her using the following statement: *“Thank you for contacting Lake Lavon Camp. All questions regarding the recent incident should be directed to the Executive Director. I will be happy to let you leave a message on his voicemail or take your name and number for him to return your call.”*
2. The Executive Director may institute a “closed campus” status and only allow authorized individuals to enter the camp.
3. While being interviewed the Executive Director will:

- Only give the details that are known (i.e. time, place, location of accident, and numbers of victim(s)- and names as long as you have been cleared to release the names by the police and/or next of kin.
- Tell what the victims were doing when the accident/incident occurred (i.e. driving to a particular location, swimming, etc.)
- DO NOT try to assess why the accident happened and how it could have been prevented.
- DO NOT assign blame.
- If asked questions in a live interview, never make “off-the-record” comments and never answer a question with “no comment.” If you won’t comment on the situation, you can be sure someone else will. If you don’t know the answer to a particular question, say “You don’t know and that you will find out the answer and get back to the reporter.”
- Here are more appropriate responses when we don’t have or are not at liberty to give certain information.
 - o *“We’ve just learned about the situation and are trying to get more complete information now.”*
 - o *“All our efforts are directed at bringing the situation under control, so I’m not going to speculate on the cause of the incident.”*
 - o *“I’m not the authority on the subject. Let me have _____ call you right back.”*
 - o *“We’re preparing a statement on that now. Can I email it to you in about two hours?”*
- Keep a log of media calls and return calls as promptly as possible. This can help you keep track of issues being raised by reporters and give you a record of which media showed the most interest.
- DO NOT answer questions involving money estimates of damage or insurance coverage

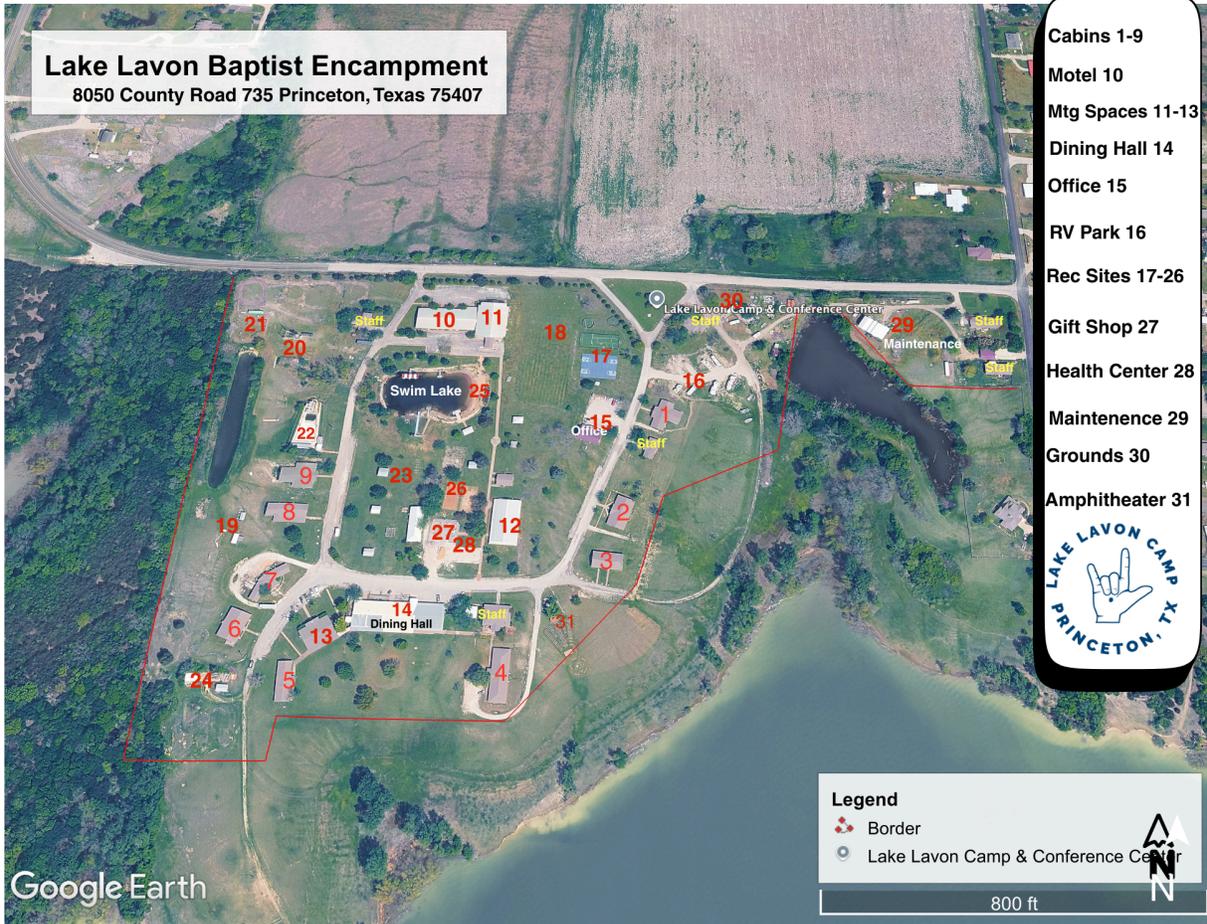
MEDIA RESPONSE ACTION PLAN

- Prepare a written press statement about your camp with generic information that reporters can use as background. Insurance and/or attorneys may have Public Relations personnel to assist with this.
- If the media contact you before you have had a chance to assess the situation and decide on a response, let them know when you expect to have more information, and honor your own deadline.
- Work quickly to dispel rumors in the media.

4. Be sure to notify the following people ASAP:

- Lake Lavon Camp's board chairman (make sure he/she doesn't issue an independent statement)
- Lake Lavon Camp's's Attorney
- Lake Lavon Camp's Insurance Agent

Lake Lavon Baptist Encampment
8050 County Road 735 Princeton, Texas 75407



- Cabins 1-9
- Motel 10
- Mtg Spaces 11-13
- Dining Hall 14
- Office 15
- RV Park 16
- Rec Sites 17-26
- Gift Shop 27
- Health Center 28
- Maintenance 29
- Grounds 30
- Amphitheater 31



Legend

-  Border
-  Lake Lavon Camp & Conference Center



800 ft

Google Earth

MUSTER STATIONS



GROUP A
 KAUFMAN
 HUNT
 WMU
**MUSTER POINT:
 WORSHIP CENTER**

GROUP B
 TRINITY
 RED RIVER
**MUSTER POINT:
 LAKEVIEW HALL**

GROUP C
 COLLIN
 VAN ZANDT
**MUSTER POINT:
 DINING HALL**

GROUP D
 FAITH
 FANNIN
**MUSTER POINT:
 TABERNACLE**

Search Zones

