

Lake Lavon Camp & Conference Center

Advancing a Biblical Worldview since 1951



Emergency Action Plan

8050 County Road 735
Princeton, Texas 75407

972-736-2273

214-764-2766

**Lake Lavon Camp & Conference Center
Emergency Action Plan**

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**Lake Lavon Camp & Conference Center
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1.0 Camp Information

1.1 Camp Profile

Camp Name	Lake Lavon Baptist Encampment
License Number	043001
Office Phone	(972) 736 - 2273
24/7 Staff Response	(214) 764-2766
Address	8050 County Road 735 Princeton, Texas 75407
Access / Entry Details	Security Code Required for entry (contact office)

1.2 EAP Availability and Complaint Reporting

- The Lake Lavon Camp Emergency Action Plan is available for review and to download on our website www.lakelavoncamp.com/eap/
- The link is provided to all registered & prospective campers & parents.
- Camp registration forms require an acknowledgement of receipt of the plan.
- A separate link is provided for filing Texas Department of State Health Services complaints regarding youth camp non-compliance.

<https://www.dshs.texas.gov/youth-camp-program/complaint-process-youth-camp-program>

1.3 Floodplain Status

- No portion of Lake Lavon Camp property is located within a FEMA-designated floodplain.
- Support maps are provided in the appendix

1.4 External Agency Copy of Plan

- A copy of this plan is provided to Collin County Emergency Management.
- Notifications of updates & revisions provided upon execution of changes.
- Collin County Emergency Management contact: (972)548-4383

2.0 Purpose, Scope, and Emergency Response Framework

2.1 Purpose

This policy guides emergency procedures at Lake Lavon Camp & Conference Center in the event of a crisis. It defines actions to be taken by camp staff internally and establishes how the camp communicates externally with parents, emergency responders, area officials and the media.

2.2 Scope

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

2.3 Emergency Response Framework

- The plan incorporates the National Incident Management System (NIMS).
- The Incident Command System (ICS) provides management and coordination principles.
- Training and exercises apply a single chain of command, unity of leadership, and a managed span of control.
- When external emergency responders are engaged, the camp Incident Commander integrates into Unified Command with responding agencies.
- Camp uses the Standard Response Protocol



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Response Priorities



Life Safety

- Protect the lives of campers, staff, volunteers, and visitors
- Provide immediate care for injured or ill individuals
- Account for all campers and staff as quickly as possible



Incident Stabilization

- Control, contain, or isolate the incident when safe to do so
- Prevent escalation or secondary hazards
- Coordinate with emergency responders



Property Protection

- Protect camp facilities, critical infrastructure, and equipment
- Reduce environmental impacts when feasible



Operational Continuity

- Resume essential camp activities when safe
- Implement temporary or modified operations as needed
- Support recovery and return to normal operations

3.0 Roles, Responsibilities, and Chain of Command

3.1 Emergency Preparedness Coordinator (EPC)

Gary Sirkel Executive Director (469-964-4874) will manage the Emergency Action Plan for Lake Lavon Baptist Encampment & is responsible for all aspects of emergency response. The EPC will maintain all training records regarding this plan. The EPC will schedule routine tests of the organization's emergency notification system with the appropriate authorities. The Operations Director will act as the EPC if the Executive Director is unavailable. The EPC will serve as the *Incident Commander*.

3.2 Emergency Plan Managers (EPM)

The Emergency Plan Coordinators are responsible for implementing procedures in this plan in their designated areas in an emergency. Each manager will back-up the other managers and will coordinate days off to ensure 24/7 coverage of responsibilities.

- Roger Underwood - Facilities Director 903-421-8371 (Safety Officer & Emergency Communications)
- Keath Lattery - Operations Director 903-636-3191 (Medical Coordinator, Fire Safety & Evacuations/Accountability)
- Geoff Sirkel - Summer Discipleship/Rec Director 214-973-6327 (Staff coordination, Aquatics director & Technical coordinator)

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

Camp Summer Staff are responsible for assisting campers and group leaders as assigned by Incident Command.

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Emergency Action Plan (EAP) Responsibility Chart

This chart defines leadership roles and responsibilities for emergency preparedness, response, communication, and training in compliance with Texas Youth Camp standards.

Role	Name	Primary Position	Primary EAP Responsibility
EPC	Gary Sirkel	Executive Director	Overall authority, plan oversight, external coordination and Incident Command
EPM	Roger Underwood	Facilities Director	Emergency communications and infrastructure, Safety Officer
EPM	Keath Lattery	Operations Director	Fire safety, evacuation, and accountability
EPM	Geoff Sirkel	Recreation / Aquatics / Summer Discipleship Director	Staff coordination, Aquatics and technical systems
Support	Lefa Herrera	Assistant Facilities Director	Spanish translation and support operations - assist any special needs campers DAFN
Support	Emily Sirkel	Business Operations / Administration	Parent communication support and Spanish translation backup - assist any special needs campers DAFN

3.3 Disability and Language Assistance

- Support staff assist individuals who have disabilities during evacuation and emergency movement.
- Spanish-language support is specifically assigned to Lefa Herrera and Emily Sirkel.
- SRP with hand signals provides visual communication.



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3.4 Responsibility Matrix by Function

3.4.1 Evacuations (Building & Camp-Wide)

Responsibility	Lead	Support
Activate evacuation procedures, communications with emergency responders and agencies	Gary Sirkel	All EPMs
Coordinate evacuation routes & site readiness	Keath Lattery	Roger Underwood
Accountability (headcounts, tracking)	Keath Lattery	Geoff Sirkel
Transportation & logistics to reunification site	Roger Underwood	Geoff Sirkel
Staff direction & camper supervision coordination	Geoff Sirkel	All Group Leaders
DAFN support & Communication to parents/guardians	Emily Sirkel	Gary Sirkel
Spanish translation support	Lefa Herrera	Emily Sirkel

3.4.2 Natural Disasters (Severe Weather, Environmental Hazards)

Responsibility	Lead	Support
Monitor weather (NOAA, alerts)	Roger Underwood	Geoff Sirkel
Decision to shelter-in-place or evacuate	Gary Sirkel	EPM Team
Shelter area coordination	Keath Lattery	Geoff Sirkel
Staff instruction & camper safety	Geoff Sirkel	Group Leaders
Medical readiness	HSO-Medical Team	Keath Lattery
Communication updates	Roger Underwood	Emily Sirkel

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Spanish translation

Lefa Herrera

Emily Sirkel

3.4.3 Emergency Training & Drills

Responsibility	Lead	Support
Develop training schedule	Gary Sirkel	All EPMs
Conduct evacuation drills	Keath Lattery	Geoff Sirkel
Fire safety training	Keath Lattery	Roger Underwood
Communication systems training (radios, alerts)	Roger Underwood	Geoff Sirkel
Staff supervision & response training	Geoff Sirkel	All EPMs
Documentation & compliance records	Emily Sirkel	Gary Sirkel
Spanish-language & DAFN training support	Lefa Herrera	Emily Sirkel

3.4.4 Emergency Communication

Responsibility	Lead	Support
Activate emergency alert system	Gary Sirkel	Roger Underwood
Maintain communication systems (radios, internet, alert system)	Roger Underwood	Geoff Sirkel
Staff communication coordination	Geoff Sirkel	Group Leaders
External communication (parents, churches)	Gary Sirkel	Emily Sirkel
SMS messaging management	Geoff Sirkel	Emily Sirkel
Coordination with emergency services (Fire, Police, ARES)	Gary Sirkel	Roger Underwood
Spanish-language communication & DAFN individuals	Lefa Herrera	Emily Sirkel

3.5 Chain of Command

1. **Gary Sirkel (EPC)** – Overall command and decision-making, Incident Command
 2. **Emergency Plan Managers (EPMs)** – Functional leadership by area
 3. **Group Leaders / Staff** – Execution and supervision
 4. **Support Staff** – Communication and operational support
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3.6 Key Principles

- **Clear leadership roles** prevent confusion during emergencies
- **Redundancy in responsibilities** ensures continuity if a leader is unavailable
- **Accountability is centralized but executed at all levels**
- **Communication flows both downward (instructions) and upward (status reports)**

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4.0 Plan Distribution & Training Schedule

4.1 Distribution Schedule

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 2/18/26	Acceptance prior to 1 st day of camp
Local Emergency Planning	Submitted 3/19/26	Receipt confirmed 3/19/26

* (records will be kept on file in Executive Directors office)

4.2 Review and Update Cycle

- This plan is reviewed and updated at least annually by the EPC
- Updates also occur after emergencies, drills or exercises, personnel changes, operational changes, regulatory updates, or other significant changes affecting plan effectiveness.
- The Texas Department of State Health Services is notified of plan modifications.

4.3 Digital Posting

- Digital EAP posted on <https://lakelavoncamp.com/eap/>

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4.4 Training Schedule

- **Full Time Staff & Volunteers** -
 - Complete overview of EAP - 4/8/26
 - Emergency Communications - 4/21/26
 - Fire Safety/Evacuation Procedures - 4/21/26
 - Medical/Aquatic emergencies - 5/5/26
 - Security - 5/19/26
- **Summer Staff & Volunteers** - May 18, 2026
- **Individual Camp Leaders & Volunteers** - Video on demand training with documented completion minimum of one week prior to attendance. Training completion will be documented digitally & stored at the camp office.
- **Camper Safety Orientation** - The first day of each camp. Camper orientation video will be shown to the entire camp & will include the *camp boundaries/hazards, behavioral expectations during emergencies*. The emergency plan managers (lead - staff coordinator will ensure the video is complete, updated as required and age appropriate).

4.5 Training Documentation & Records

- Staff & volunteers will sign-in to each training session attended with date/time/session name recorded.
- The Executive director will maintain training logs.
- Training records will be kept on file in the Executive Director's office for three years.

5.0 Emergency Communication System

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5.1 Overview and Key Contacts

Lake Lavon Camp maintains a **multi-layered, redundant emergency communication system** designed to ensure continuous communication capability during emergencies, including loss of power, internet, or cellular service. The system integrates independent technologies to support rapid notification, coordination, and external communication in alignment with Texas Youth Camp safety expectations.

Camp Office	972-736-2273
24-7 Staff Response	214-764-2766
Fire / Ambulance	911
Collin County Sheriff Dispatch	972-547-5350
Hospital	Medical City McKinney — 972-547-8000
Poison Control	1-800-222-1222
Local Physician	Dr. Daniel Rizzo — 972-542-9134

5.2 Redundant Internet Infrastructure

To maintain connectivity during outages, the camp utilizes **dual, independent internet service providers**:

- **AT&T Fiber Optic Connection**
 - Primary high-speed internet service
 - Supports daily operations, communications, and monitoring systems
- **Starlink Broadband (Satellite Internet)**
 - Secondary, fully independent backup connection
 - Provides continuity in the event of terrestrial infrastructure failure

This redundancy ensures that critical systems, including messaging and coordination tools, remain operational during emergencies. Systems are monitored by the camp technology coordinator. Back-up generators are on stand-by in case of power outages.

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5.3 Camp-Wide Emergency Alert System

- A **dedicated emergency alert system** is deployed across the entire camp.*

**AtlasIED system certified with UL listings and complies with the requirements as defined by NFPA 72 and the European fire and life safety agencies for the EN 54-16 standard. Broadcasting a siren of 120 decibels from 3 elevated locations covering 38 acres.*

- Capabilities include:
 - Immediate mass notification of all staff and campers
 - Delivery of evacuation, shelter-in-place, and incident instructions
- **Key Features:**
 - Operates **independently of internet connectivity**
 - Equipped with **Uninterruptible Power Supply (UPS) backup**
 - Remains functional during power outages and network disruptions

This system serves as the **primary method of emergency notification** & is maintained by the technology coordinator along with the emergency communications coordinator.

5.4 SMS Communication System

- A **camp-wide SMS/text messaging system** is used for:
 - Staff & group leader alerts and updates
 - Parent/guardian communication (as needed)
 - Assistance for hearing impaired individuals.
- Functions across available cellular networks and can be supported via redundant internet when needed.
- Provides an additional layer of communication if other systems are degraded.

5.5 Two-Way Radio Communications

- Staff are equipped with **two-way radios operating on dedicated FCC-licensed channels.**
- Radios provide:
 - Immediate, real-time communication across all camp areas
 - Independence from cellular and internet infrastructure
- Used for:
 - Camp Administration & Medical Services staff will maintain a dedicated channel
 - Incident coordination
 - Staff accountability
 - Operational control during emergencies

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5.6 Emergency Phones

- **Dedicated emergency phones** are installed at pool & swimplake.
- Provide:
 - Direct access to emergency services
 - Reliable communication in high-risk activity areas
- Serve as a fixed, location-based backup communication method.

5.7 Standard Response Protocol



- All camp leaders, staff, volunteers will use SRP system and signals for emergency communications
- Group Leaders and campers will receive training to familiarize themselves with the hand signals as well as the standard language used for SRP
- Posters will be in every building

5.8 NOAA Weather Alert Radios

- **NOAA weather alert radios** are deployed in:
 - Staff homes
 - Camp offices
 - Camp vehicles
 - *connected to EPC & EPM's two way radios
- These radios provide:
 - Continuous monitoring of National Weather Service broadcasts
 - Automatic alerts for severe weather warnings (e.g., tornadoes, severe thunderstorms)
- Operate independently of internet and cellular networks
- Serve as a **critical early warning system**, especially during overnight hours or rapidly developing weather events
- The EPC & EPM's will monitor continuously & activate the emergency alert system when required.
- When activated - EPC & EPM's will communicate and coordinate with camp staff via two-way radio system.

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5.9 Amateur Radio (HAM) Capability

- The camp maintains a **licensed HAM radio operator** on staff.
- Connected to **ARES (Amateur Radio Emergency Service)**, enabling:
 - Communication with local and regional emergency networks
 - Coordination during large-scale or regional disasters when conventional systems fail
- Provides a **last-resort, highly resilient communication channel**.

5.10 System Redundancy Summary

Lake Lavon Camp’s communication system is designed with **layered redundancy**:

System	Independent of Internet	Independent of Power	Primary Purpose
Emergency Alert System	Yes	Yes (UPS)	Primary mass notification
Two-Way Radios	Yes	Yes (battery)	Staff coordination
HAM Radio / ARES	Yes	Yes (battery)	External emergency communication
NOAA Weather Radios	Yes	Yes (battery)	Early severe weather alerts
Emergency Phones	Yes	Yes (battery)	Fixed emergency access
SMS System	No	No	Secondary communication
Starlink Backup	N/A	Power dependent - Back-up generator	Internet redundancy

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5.11 Operational Philosophy

The system is designed so that:

No single point of failure disrupts communication capability

At least **one method of communication remains available at all times**

Staff can **receive instructions, coordinate response, and maintain accountability** under all conditions

5.12 Emergency Communication Tree

5.12.1 Purpose

This communication tree ensures **rapid, structured dissemination of information** during emergencies, maintaining accountability, coordination, and timely notification of all stakeholders.

All alerts are initiated through the **camp emergency alert system**, with redundancy through two-way radios on desiccated frequency, SMS, and other communication tools.

5.12.2 Communication Structure Overview

Incident Command (Top Level)



Camp Administration



Medical Services Team & Operations Leads



Group Leaders



Camp Staff / Counselors



Campers

- Parallel External Communication:
 - Parents/Guardians
 - Churches / Partner Organizations
 - Emergency Management Officials

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5.12.3 Internal Communication Flow



Step 1: Incident Command / Camp Director (EPC)

- Receives initial alert (NOAA radio, staff report, emergency alert system, etc.)
- Activates emergency response
- Issues directive via:
 - Emergency alert system (primary)
 - Radios (secondary)
 - SMS system (tertiary alert)

Step 2: Camp Administration (EPM's)

(Includes Program Director, Operations, Safety Officer/Medical Team)

Responsibilities:

- Confirm and relay instructions
- Coordinate logistics (evacuation, shelter, transportation)
- Communicate with:
 - Medical Services Team
 - Group Leaders
 - External stakeholders

Step 3: Medical Services Team

- Prepare for:
 - Triage and treatment
 - Medication management during evacuation
- Communicate status to Camp Administration
- Deploy to:
 - Muster zones
 - Shelter areas

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- Reunification site (if activated)

Step 4: Group Leaders

- Receive instructions via alert system and SMS
- Relay clear instructions to assigned staff
- Ensure:
 - Headcounts
 - Camper accountability
 - Movement to muster/shelter locations

Step 5: Camp Staff / Counselors

- Directly supervise groups
- Execute instructions:
 - Evacuation
 - Shelter-in-place
- Maintain:
 - Group integrity
 - Continuous headcounts
- Report status to Group Leaders

Step 6: Campers

- Follow leaders instructions immediately
- Stay with assigned group at all times

5.12.4 External Communication Flow

Parents / Guardians

- Notified via:
 - Phone
 - SMS communication system
 - Camp-approved messaging platforms
- Information provided:
 - Nature of incident
 - Status of campers
 - Reunification instructions (if applicable)

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Churches / Partner Organizations

- Notified by Camp Administration
- Provided with:
 - Situation updates
 - Program impacts
 - Communication guidance for their members

Area Emergency Management Officials

(Includes Fire, Police, Emergency Management, ARES)

- Contacted by Camp Director or designee
- Communication methods:
 - Phone / radio / HAM (ARES network)
- Coordination includes:
 - Incident response support
 - Evacuation assistance
 - Public safety directives

5.12.5 Redundancy in Communication

At each level, communication may occur through:

- **Emergency Alert System (primary)**
- **Two-way radios (immediate backup)**
- **SMS messaging (secondary external communication)**
- **NOAA weather radios (early warning trigger)**
- **HAM radio / ARES (regional emergency coordination)**

5.12.6 Accountability & Feedback Loop

- Each level must **report status upward**:
 - Headcounts
 - Injuries
 - Missing individuals
- Information flows back to **Incident Command** for decision-making and further direction.

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5.12.7 Key Principles

- **Speed:** Immediate notification via alert system
- **Clarity:** Simple, direct instructions at every level
- **Redundancy:** Multiple communication methods available
- **Accountability:** Continuous headcounts and reporting
- **Control:** Centralized decision-making with distributed execution

[6.0 Evacuation, Emergency Transportation & Reunification](#)

6.1 Purpose

- Safe evacuation of buildings
- Full camp evacuation to an off-site reunification location
- Shelter-in-place response for hazards where evacuation is not immediately appropriate.
- Emergency communication via the camp's emergency alert system,

6.2 Emergency Notification

- All emergencies are communicated through the **camp emergency alert system**.
- Alerts will include:
 - Nature of emergency
 - Required action (evacuate, shelter-in-place, etc.)
 - Specific instructions and updates
- Staff must **immediately acknowledge and act** upon alerts.
- EPC or designee will contact and coordinate with local emergency departments and Collin County Emergency Management officials
- EPM - Operations Director will coordinate with HSO and administration staff to implement the parent notification protocol.

6.3 Evacuation Routes Maps & Assembly Area Assignments

For each cabin and activity area, the maps in the appendix clearly identify:

- The assigned primary assembly area and alternate assembly area
- The primary evacuation route and alternate route(s) to reach the assembly area, and
- Key reference points (e.g., roads, gates, water features, landmarks) to support rapid orientation and responder access
- Maps are posted in each building in a location that is clearly visible. (Maps in appendix)

6.4 Illumination of Evacuation Routes

- Evacuation routes are illuminated to support safe movement during low-light conditions.
- Lighting includes fixed lighting, solar powered w/ battery back-up and emergency lighting.
- Alternate lighting such as flashlights, lanterns, and portable light towers are available for power outages.

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6.5 Staff Responsibilities

- Group Leaders - maintain **direct supervision** of assigned campers at all times.
- Group Leaders, Office Administrator and HSO carry **current rosters and emergency contact information**.
- EPM - Operations Director will ensure **accountability (headcounts)** during and after movement.
- Designated Support Staff will assist campers with special needs to the evacuation site.
- EPM - Operations Director will report status to EPC - Executive Director or Incident Command.
- EPC or designee will initiate the parent / Guardian notification protocol. (Section 10)
- EPM - Facilities Director will monitor communication systems.

6.6 Building Evacuation Procedures

6.6.1 When to Evacuate

- Fire or smoke
- Gas leak
- Structural hazard
- Directed by emergency alert system

6.6.2 Evacuation Steps

1. **Alert & Act**
 - Follow instructions from the emergency alert system.
 - Staff direct calm and orderly evacuation.
2. **Exit the Building**
 - Use **posted evacuation maps** in each building.
 - Follow **designated routes** (*paths are illuminated*).
3. **Move to Muster Zones**
 - Group Leaders- Proceed to the assigned **designated muster zone**. (paths are illuminated), Maintain group integrity.
4. **Accountability**
 - Conduct **immediate headcount** using roster.
 - Report missing or extra individuals immediately to camp administration.
5. **Await Instructions**
 - Remain at muster zone until further direction is given.

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6.7 Camp-Wide Evacuation Procedures

When to Evacuate Camp

- Severe weather damage
- Wildfire or environmental hazard
- Security threat
- Utility failure requiring closure
- Directed by emergency alert system or authorities

6.7.2 Reunification Site

Mayfield Elementary School

5970 Waterway Dr.

Princeton, Texas 75407 *map in appendix & posted in every building on camp

6.7.3 Camp-Wide Evacuation Steps

1. **Notification**
 - Emergency alert system will initiate evacuation.
 - Executive Director will activate emergency evacuation plan.
 - Operations Director will coordinate evacuation with group leaders
 - Assigned summer staff will direct traffic
2. **Preparation**
 - Staff gather:
 - Camper rosters
 - Emergency contact information, Medications and essential supplies
3. **Movement**
 - Conduct a head-count before departing camp
 - Transport campers via designated camp vehicles or approved transportation.
 - Operations Director will coordinate evacuation with group leaders
 - HSO & Support Staff will identify & locate guests with disabilities/special needs to assist and move to reunification site
 - Assigned summer staff will direct traffic
 - Maintain supervision ratios per Texas Youth Camp standards.
4. **Arrival at Reunification Site**
 - Staff reassemble groups in assigned areas.
 - Conduct **headcount and accountability check.**
5. **Parent/Guardian Reunification**
 - Follow controlled release procedures:
 - Verify identity of parent/guardian
 - Document release of each camper
6. **Communication**
 - Initiate Parent / Guardian notification protocol
 - Updates provided via emergency alert system and camp leadership.

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6.8 Shelter-in-Place Procedures

6.8.1 When to Shelter in Place

- Severe weather (tornado, lightning)
- Hazardous material release
- External threat or law enforcement directive

6.8.2 Shelter-in-Place Steps

1. **Notification**
 - Emergency alert system will provide instructions.
2. **Move to Safe Location**
 - Group Leaders will move campers in-doors to nearest designated location
 - If group is in cabin - remain there, move to interior
 - If group is outside, immediately proceed to nearest shelter* *routes are illuminated*
 - Use designated shelter areas **map in appendix & posted in all buildings:*
 - Interior rooms
 - Lowest level available
 - Away from windows and doors
3. **Secure Area**
 - Close and lock doors if applicable
 - Turn off lights (for security situations)
 - Block windows if necessary
4. **Accountability**
 - Conduct headcount (group leaders - report to camp staff)
 - Maintain supervision (group leaders)
5. **Remain in Place**
 - Stay until **official “all clear”** is given via emergency alert system

6.9 Special Considerations

- Campers with disabilities, access and functional needs (DAFN) will have assigned staff assistance by the EPC or designee.
 - Support staff assigned to assist will maintain a roster of individuals and their group leaders
 - Support staff will communicate directly with group leaders of any DAFN individuals to ensure they have appropriate transportation and services.
- Medications must accompany campers during evacuation. (HSO & assistants)
- Weather-appropriate precautions should be taken when time allows.

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6.10 Training & Drills

- Staff will receive **annual training** on all emergency procedures.
- Camps will conduct:
 - Fire/evacuation drills
 - Severe weather/shelter drills
- Drills will include **accountability checks and response evaluation.**

6.11 Coordination with Authorities

- Camp leadership (EPC) will coordinate with:
 - Local fire department
 - Law enforcement
 - Emergency management agencies

6.12. Documentation & Compliance

- Written records of:
 - Training
 - Drills
 - Incident reports

**records maintained in camp administration offices.*

6.13 Transportation Support for Camp-Wide Evacuation

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

- Activate the emergency alert system
- Announce mandatory evacuation and open all gates
- Operations Director will assign a staff member to each cabin to coordinate with group leaders and 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 will contact Princeton ISD for support.*

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

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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 *Route maps are posted in each building.

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 *Family/Guardian notification system.*

6.14 Transportation Emergency Procedure

This procedure applies to vehicle accidents, mechanical failures, medical emergencies
Emergencies during transport, missing campers during loading or transit, and severe weather or unsafe road conditions that affect travel.

6.14.1 Immediate Actions

- Bring the vehicle to a safe stop, shut off the engine if appropriate, activate hazard lights, and secure the vehicle.
- Do not move injured individuals unless immediate danger exists.
- Supervise campers in the vehicle or a safe location away from traffic.
- Assess all campers and staff visually and begin first aid within training scope.

6.14.2 Emergency Assistance and Accountability

- Driver will call 911 immediately if injuries occurred, the vehicle cannot be moved safely, or road conditions are unsafe.
- Provide location, nature of incident, number of campers/staff, and known or suspected injuries.
- Keep campers together and under direct supervision.
- Confirm all campers are accounted for and report injuries to Incident Command.

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6.14.3 Communication and Continuity

- Maintain ongoing communication with the Incident Commander by phone or radio.
- Camp leadership notifies parents or guardians when delay, injury, route change, or pickup/drop-off change is anticipated. *Follow Parent / Guardian notification protocol (section 10)
- Incident Command arranges replacement transportation when needed and decides whether the trip continues, returns, or is cancelled.

6.14.4 Post-Incident Procedures

- Incident Command will contact Collin County Emergency Management if necessary
- Document time, location, driver, passengers, and actions taken.
- Complete accident and insurance reports.
- Review transportation safety procedures and implement corrective actions.
- Monitor campers for delayed physical or emotional symptoms before resuming activities.

7.0 Fire Emergencies

7.1 STRUCTURE FIRE RESPONSE

7.1 Structure Fire Response

7.1.1 Purpose

To ensure rapid, coordinated, and compliant response to any structure fire while prioritizing life safety, accountability, coordination with emergency services, and regulatory compliance.

7.1.2 Authority and Compliance

- Texas DFPS / HHSC minimum standards related to emergency preparedness and evacuation.
- Texas Department of State Health Services youth camp requirements.
- NFPA 101 Life Safety Code.
- NIMS / ICS principles, including Unified Command with the fire department.

7.1.3 Incident Command Structure

- Initial command remains with the camp EPC / Camp Director or designee until fire department arrival.
- Camp roles include Operations Section, Accountability Officer, and Safety Officer as assigned.
- Upon fire department arrival, command transfers to the Fire Department Incident Commander and the camp EPC becomes Liaison Officer.

7.1.4 Response Procedure

- Any staff member discovering a fire activates the nearest fire alarm, calls 911, provides site and hazard details, and initiates evacuation.
- Staff direct campers along pre-planned routes, carry attendance information when accessible, and close doors behind them without locking.
- Immediate accountability is conducted at assembly areas. Missing, accounted-for, and injured persons are reported to the Accountability Officer.
- No one re-enters a building to search for missing persons.
- Fire suppression by staff is limited to small incipient-stage fires, trained staff, and situations where a safe exit is maintained.

7.1.5 Arrival of the Fire Department

- Provide fire location and status, accountability report, missing persons and last known locations, and known hazards such as propane tanks or electrical hazards.

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- Maintain internal coordination while operating under Unified Command.

7.1.6 Medical Response

- Provide first aid as needed and request EMS via 911 if not already dispatched.
- Track all injuries, including name, nature of injury, and treatment provided.

7.1.7 Communication

- Internal communication uses radios or runners and clear plain language.
- Only authorized personnel communicate externally with parents, media, and regulators.

7.1.8 Shelter and Continuity

- If buildings are unusable, relocate to pre-designated safe shelter locations.
- Maintain supervision ratios and provide hydration, shade, and care.

7.1.9 Documentation

- Complete incident reports, timeline of events, injury reports, and preserve fire department report references.
- Notify licensing authorities and insurance providers as required.

7.1.10 Training and Drills

- Conduct fire drills regularly.
- Train staff annually on evacuation routes, fire extinguisher use, and ICS roles.
- Maintain drill and training records.

7.1.11 Pre-Incident Planning

- Maintain posted evacuation maps and clearly marked exits.
- Inspect fire extinguishers regularly.
- Share site plans and hazard locations with the local fire department.

7.1.12 Safety Principles

- Life safety takes priority over property protection.
- No re-entry into burning structures.
- Maintain supervision and ratios at all times.
- Follow the ICS chain of command.

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7.1.13 Post-Incident Actions

- Conduct a debrief or hotwash.
- Provide emotional support resources to campers and staff.
- Review, update, and document lessons learned.

7.2 WILDFIRE RESPONSE

7.2.1 PURPOSE

To provide a coordinated, compliant response to **wildfire or rapidly spreading vegetation fire**, ensuring:

- Early detection and rapid evacuation or sheltering
- Protection of campers, staff, and visitors
- Clear coordination with emergency services
- Accountability and supervision compliance

7.2.2. AUTHORITY & COMPLIANCE

This procedure aligns with:

- Texas DSHS Youth Camp Safety Requirements
 - Emergency preparedness and evacuation planning
- DFPS Minimum Standards (if applicable)
 - Supervision, accountability, and emergency response
- NIMS / ICS
 - Scalable command structure
 - Unified command with fire agencies
- Texas A&M Forest Service guidance
 - Wildfire evacuation zones, defensible space concepts

7.2.3 INCIDENT COMMAND SYSTEM (ICS)

Initial Command (Camp-Controlled Phase)

- Incident Commander (IC): Camp Director or designee
- Operations Section Chief: Program / Area Director
- Planning / Intelligence: Admin/logistics (fire tracking, weather)
- Accountability Officer: Designated admin staff
- Safety Officer: Senior staff member

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Upon Fire Agency Arrival

- Transfer command to **Fire Department**
- Camp IC becomes **Liaison Officer**
- Support unified command

7.2.4. WILDFIRE THREAT LEVELS

Level	Condition	Typical Action
Level 1	Awareness — distant fire or elevated risk	Increase monitoring and prepare for possible evacuation
Level 2	Alert — fire approaching area	Begin staged evacuation readiness and pre-position transportation
Level 3	Immediate threat	Full evacuation or shelter-in-place only if evacuation is unsafe

7.2.5. RESPONSE PROCEDURES

FIRE DETECTION / NOTIFICATION

Any staff discovering wildfire threat:

1. Notify leadership immediately via radio
2. Call 911
 - Provide:
 - Camp name and address
 - Fire location and direction of spread
 - Wind conditions (if known)
 - Number of campers/staff
3. Activate camp-wide alert system

7.2.6 INITIAL IC ACTIONS

- Establish **Incident Command Post (ICP)**
- Determine:

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- Fire location and direction
- Wind speed/direction
- Time available before impact
- Decide:
 - ✓ Evacuation
 - ⚠ Partial evacuation
 - 🏠 Shelter-in-place (last resort)
- EVACUATION PROCEDURE (PRIMARY STRATEGY)

7.2.7 Evacuation Decision Factors

- Fire proximity and speed, Road accessibility, Smoke conditions
- Guidance from fire authorities

7.2.8 Evacuation Priorities

1. Youngest campers
2. Sleeping / remote units
3. Individuals with medical needs
4. Remaining population

7.2.9 Staff Responsibilities

- Lead campers via pre-designated evacuation routes *(maps posted in cabins - see sect 17 appendix)
- Bring:
 - Rosters
 - Emergency contact info
 - Medications (if accessible)
- Maintain:
 - Supervision ratios
 - Calm and controlled movement

7.2.10 Transportation (reference sect 6.7 for camp-wide evacuation process)




- Use camp vehicles / buses
- Assign:
 - Drivers
 - Vehicle accountability leaders
- Identify:
 - Primary evacuation site
 - Secondary backup location

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7.2.11 ACCOUNTABILITY (CRITICAL)

At evacuation site or assembly area:

- Conduct **immediate roll call**
- Report to Accountability Officer:
 -  Accounted for
 -  Missing (last known location)
 -  Injured

Maintain continuous tracking during movement

7.2.12 SHELTER-IN-PLACE (LAST RESORT)

Used ONLY if evacuation is unsafe (e.g., fire blocking exits)

Shelter Location Criteria

- Large, cleared area (minimal vegetation)
- Near water source if possible
- Inside hardened structure (if safer than outdoors)

Shelter Actions

- Move all individuals to designated safety zone
- Close windows/doors (if indoors)
- Shut off HVAC if drawing smoke
- Keep groups together for accountability

7.2.13 FIRE SUPPRESSION (LIMITED)

Staff may:

- Remove nearby combustibles (if safe)
- Use hoses/extinguishers ONLY for small spot fires

DO NOT attempt to fight advancing wildfire

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7.2.14 SAFETY OFFICER RESPONSIBILITIES

- Monitor:
 - Smoke inhalation risks
 - Heat exposure
 - Changing fire behavior
- Stop unsafe actions immediately

7.2.15 ARRIVAL OF FIRE AGENCIES

Provide:

- Fire location and behavior
- Camp map and structures
- Accountability status
- Missing persons info
- Hazard locations (propane, fuel, etc.)

Transition to:

- Unified Command
- Camp IC becomes Liaison

7.2.16 MEDICAL RESPONSE

- Treat:
 - Smoke inhalation
 - Burns
 - Heat exhaustion
- Request EMS via 911
- Track all injuries (required for reporting)

7.3 COMMUNICATION

Internal

- Radios (plain language, ICS terminology)
- Maintain chain of command

External

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- Only authorized spokesperson communicates with:
 - Parents
 - Media
 - Regulators
-

7.4 CONTINUITY OF CARE (REGULATORY REQUIREMENT)

At evacuation site:

- Maintain supervision ratios
- Provide:
 - Water
 - Shade / shelter
 - Emotional support

7.5 DOCUMENTATION & REPORTING

Complete:

- Incident report
- Evacuation timeline
- Injury/medical logs

Notify:

- Licensing authority (DSHS / DFPS if applicable)
- Parents/guardians
- Insurance provider

7.6 PRE-INCIDENT PREPAREDNESS

7.6.1 Required Planning

- Evacuation routes (primary & secondary)
- Off-site relocation agreements (Princeton ISD)
- Transportation plans (Princeton ISD)

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7.6.2 Risk Reduction (Texas Wildfire Guidance)

- Maintain **defensible space** around structures
- Clear brush and dead vegetation
- Store fuels safely

7.7 Coordination

- Share site map with:
 - Local fire department

7.8 TRAINING & DRILLS

- Conduct wildfire / evacuation drills regularly
- Train staff on:
 - ICS roles
 - Evacuation routes
 - Wildfire behavior basics
- Document all training (required for compliance)

7.8.1. SAFETY PRINCIPLES (NON-NEGOTIABLE)

- Life safety is priority
- Early evacuation is preferred over delayed decisions
- Maintain accountability at all times
- Follow ICS chain of command
- Do NOT attempt to fight wildfire beyond incipient stage

7.9 POST-INCIDENT ACTIONS

- Conduct debrief (“hotwash”)
- Provide mental health support
- Update emergency plans
- Document lessons learned

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Emergency - 911

Collin County Sheriff's dispatch - (972) 547-5350

Collin County Emergency Management - (972) 424-1460

8.0 ADVERSE WEATHER EMERGENCY

8.1 PURPOSE

To ensure the safety of campers, staff, and visitors during adverse weather events through:

- Early detection and warning
- Structured response actions
- Accountability and supervision
- Regulatory compliance

8.2 SCOPE

This plan applies to:

- Thunderstorms / Lightning
- Tornadoes
- Flash flooding
- High winds
- Extreme heat
- Winter weather (rare but possible)

8.3 AUTHORITY & COMPLIANCE

This plan meets requirements for:

- **Texas Youth Camp Code (DSHS)**
 - Written emergency procedures
 - Staff training and drills
- **DFPS Minimum Standards**
 - Supervision, accountability, emergency preparedness
- **NIMS / ICS**
 - Clear chain of command
 - Standard communication structure

8.4 INCIDENT COMMAND SYSTEM (ICS)

Camp-Level Command

- **Incident Commander (IC): Camp Director (EPC) or designee**
- **Operations Section:** Program/Unit Leaders (EPM's)
- **Planning:** EPC & EPM's (weather monitoring, alerts)
- **Safety Officer:** Senior staff
- **Accountability Officer:** Assigned admin

8.5 WEATHER MONITORING & ALERTING

Monitoring Responsibility

- EPC will be the primary monitor and the EPM's will be back-ups
- NOAA Radio system will be monitored 24/7

Tools

- NOAA Weather Radio
- Weather apps with alerts
- Local emergency notifications
- Two-Way Radio system

Alert Levels

Level	Condition	Action
Level 1: Watch	Conditions favorable	Increase monitoring
Level 2: Warning	Hazard imminent	Prepare / move to shelter
Level 3: Impact	Hazard occurring	Execute protective actions

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8.6 GENERAL RESPONSE PROCEDURES

Upon Weather Alert:

1. IC (EPC) evaluates threat
2. Activate appropriate response (by hazard type)
3. Notify staff, Group Leaders & Campers via:
 - Radio
 - Alarm / signal system
 - SMS system
4. Initiate movement to shelter or safe areas
5. Begin accountability tracking

8.7 HAZARD-SPECIFIC PROCEDURES

8.7.1 THUNDERSTORMS & LIGHTNING

Trigger:

- Lightning within **10 miles** or thunder heard

Actions:

- Immediately suspend outdoor activities
- Move all individuals to:
 - Substantial buildings (preferred)
 - Fully enclosed vehicles (if necessary)

Avoid:

- Open fields, Water (pools, lakes), Metal structures

Resume Activities:

- After **30 minutes** since last thunder

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8.7.2. TORNADO / SEVERE WIND

Trigger:

- Tornado warning or observed funnel cloud

Shelter Locations:

- Interior rooms
- Lowest floor
- Away from windows

Actions:

- Move quickly and calmly to shelter
 - Use protective posture:
 - Kneel
 - Cover head/neck
-

8.7.3. FLASH FLOODING

Trigger:

- Heavy rainfall / flood warning

Actions:

- Move to **higher ground immediately**
- Avoid:
 - Creeks
 - Low-water crossings
 - Drainage areas

Rule:

“Turn Around, Don’t Drown”

8.7.4 HIGH WINDS

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Actions:

- Secure loose outdoor equipment
 - Move campers indoors
 - Avoid wooded areas (falling limbs)
-

8.7.5 EXTREME HEAT

Preventative Measures:




- Hydration schedule
- Activity modification
- Shade access

Heat Emergency Response:

- Move to cool area
- Hydrate
- Monitor for:
 - Heat exhaustion
 - Heat stroke (medical emergency)

8.8 ACCOUNTABILITY (MANDATORY)

At shelter locations:

- Conduct **immediate roll call**
- Report to Accountability Officer:
 -  Present
 -  Missing (last known location)
 -  Injured

Maintain supervision ratios at all times

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8.9 SHELTER MANAGEMENT

- Keep groups together
- Maintain calm environment
- Provide:
 - Water
 - First aid (if needed)
- Do not release individuals until:
 - IC gives “All Clear”

8.10 COMMUNICATION

Internal

- Radios using plain language (ICS compliant)
- Follow chain of command

External

- Only designated staff communicate with:
 - Parents
 - Media
 - Regulators

8.11 MEDICAL RESPONSE

- Provide first aid as needed
- Call **911** for serious conditions
- Track all injuries

8.12 DOCUMENTATION & REPORTING

Required documentation:

- Incident report
- Timeline of events
- Injury reports

Notify (as required):

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- Licensing authority (DSHS / DFPS)
- Parents/guardians
- Insurance carrier

8.13 TRAINING & DRILLS

- Conduct regular drills for:
 - Tornado sheltering
 - Lightning response
 - Flood evacuation
- Train staff on:
 - Weather recognition
 - Shelter locations
 - ICS roles
- Maintain training records (required)

8.14 PRE-INCIDENT PREPAREDNESS

- Identify and label:
 - Shelter locations
 - Evacuation routes
- Maintain:
 - Weather monitoring systems
 - Emergency supplies
- Post emergency procedures in all buildings

8.15 SAFETY PRINCIPLES

- Act early—do not delay protective actions
- Maintain accountability at all times
- Follow ICS chain of command
- Prioritize life safety over program continuation

8.16 POST-INCIDENT ACTIONS

- Conduct debrief (“hotwash”)
- Provide emotional support if needed
- Review and update procedures
- Document lessons learned

9.0 HEALTH RELATED ACTION PLAN

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

9.1 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.

9.2 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

9.3 Suspected Epidemic Response Plan

9.3.1 Purpose

To provide a structured response for identifying, isolating, reporting, and managing **suspected outbreaks or epidemics** while ensuring:

- Camper and staff safety
- Compliance with Texas reporting laws
- Timely communication with public health authorities

9.3.2 Definition of Suspected Epidemic

A suspected epidemic/outbreak is defined as:

- **2 or more individuals** with similar symptoms within a short time period
OR
- Any **unusual, severe, or rapidly spreading illness**, including:
 - Fever + rash
 - Vomiting/diarrhea clusters
 - Respiratory illness clusters
 - Unknown or unexplained illness
 - Any **reportable disease under Texas law**

9.3.3 Immediate Response Actions (First 0–2 Hours)

Identify & Isolate

- Separate symptomatic individuals immediately
- Move to **designated isolation area**
- Maintain **adult supervision at all times**

Activate Medical Lead

- Notify:
 - Health Supervisor (RN/EMT/qualified staff)
 - Camp Director
- Begin medical assessment

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Implement Infection Control Measures

- Limit movement of exposed individuals
- Suspend affected activity groups if needed

9.3.4 Personal Protective Equipment (PPE) Protocol

Required PPE for Staff Interacting with Symptomatic Individuals

Based on CDC + public health guidance:

Minimum PPE:

- Disposable gloves
- Surgical mask (or higher-level mask if available)
- Eye protection (goggles/face shield if splash risk)

Enhanced PPE (for vomiting/diarrhea or high-risk illness):

- Gloves
- Mask
- Eye protection
- Disposable gown

PPE Procedures

Donning (Putting On)

1. Hand hygiene
2. Gown (if used)
3. Mask
4. Eye protection
5. Gloves

Doffing (Removing)

1. Gloves
2. Gown
3. Hand hygiene
4. Eye protection
5. Mask
6. Hand hygiene again

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Disposal

- Dispose of PPE in **designated biohazard or sealed trash bags**
- Wash hands immediately after removal

9.3.5 Infection Control Measures

Isolation Protocol

- Sick campers housed separately from healthy population
 - Health Center will serve as initial isolation area
 - Camp Director will establish an isolation cabin if required
- Dedicated restroom
- Staff assigned exclusively if outbreak grows

Sanitation

- Disinfect high-touch surfaces every 2–4 hours:
 - Doorknobs
 - Bathrooms
 - Dining areas
- Use EPA-approved disinfectants

Food Safety

- Suspend self-serve food
- Enforce strict hand hygiene before meals
- **D. Monitor Symptoms**

9.3.6 Medical Evaluation & Escalation

Track:

- Fever
- Respiratory distress
- Dehydration
- Severity progression

Escalate if:

- Multiple cases increase rapidly
- Severe symptoms present
- Unknown illness

→ Consider: -Physician consultation -Urgent care / hospital referral

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9.3.7 Reporting Requirements (Texas DSHS Compliance)

Texas law requires reporting of certain diseases and outbreaks.

*<https://www.dshs.texas.gov/notifiable-conditions>

Notify Local Health Authority (LHA)

Contact:

- Collin County Health Care Services (Epidemiology 24/7 reporting line) - (972) 547-5350
- Collin County Emergency Management - (972) 548-4383

When to Report

- Suspected outbreak (cluster of illness)
- Any **reportable condition** (per Texas Notifiable Conditions List)*
- <https://www.dshs.texas.gov/notifiable-conditions>

Timeline

- **Immediately or within 24 hours** depending on disease severity

Information to Provide

- Camp name and location
- Number of cases
- Symptoms observed
- Onset dates
- Actions taken
- Exposure details

9.3.8 Coordination with Emergency Management

If outbreak escalates:

Notify Local Emergency Management

- County Emergency Management Office (972) 548-4383
- Coordinate if:
 - Large outbreak
 - Resource needs (medical support, transport)
 - Potential camp closure

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Follow Incident Command Structure (ICS)

- Camp Director = Incident Lead
- Health Supervisor = Medical Lead
- Communications Lead = Operations Director

9.3.9 Parent / Guardian Communication

Individual Notifications

- Notify parents of symptomatic campers **immediately***
- **Follow notification protocol (section 10)**

Group Notification (if outbreak suspected)

- Send communication to all families including:
 - Nature of illness (general, non-identifying)
 - Symptoms to monitor
 - Actions taken by camp
 - Whether pickup is required

9.3.10 Staff Communication

- Daily briefings during outbreak
- Clear instructions:
 - PPE use
 - Hygiene protocols
 - Reporting symptoms immediately

9.3.11 Containment Decisions

Modify Operations

- Cohorting groups
- Canceling large gatherings

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Camp Closure (if necessary)

Decision made in consultation with:

- Local Health Authority
- Camp leadership

9.3.12 Documentation

Maintain outbreak log including:

- Names and symptoms (confidential)
- Timeline of illness
- Actions taken
- Communications sent
- Reporting details

9.3.13 Recovery & Return to Normal Operations

- Clearance from health authority if required
- Deep cleaning of facilities
- Review of response effectiveness

9.3.14 Training Requirements

- Annual staff training on:
 - PPE use
 - Infection control
 - Reporting procedures
- Conduct outbreak simulation drills

9.4 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.

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9.5 Death of Individual

- Notify the Executive Director as soon as possible. He or his designee will obtain the Emergency Action Plan and serve as Emergency Preparedness Coordinator.
- Immediately thereafter, the Emergency Preparedness Coordinator will notify local law and medical authorities.
- Remove all individuals from the area except the group leader and anyone he/she determines needs to stay.
- 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.
- Wait for law enforcement and emergency responders and be ready with any information or assistance they require.
- With the Group Leader, contact the Church Pastor or sponsoring organization officials.
- Assist the Group Leader, Pastor or Official with sending someone to personally visit the parents or family members. DO NOT phone people with death notices.
- If an accident, complete an accident report for your files and those of local authorities.
- Follow-up visits, letters and phone calls to the parents are needed during the next several weeks.
- Any interaction with the media should be handled by the Executive Director. Refer to the Media Response Action Plan.

9.6 Ambulance Procedure:

- If an ambulance is needed at Lake Lavon, 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**

- 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.

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- Facilities Staff will ensure roadways are clear & unobstructed.
- Wait for law enforcement and emergency responders and be ready with any information or assistance they require.
- Call the Executive Director and inform him of the details of the situation.

10.0 Parent / Guardian Notification Plan

10.1 Purpose

To ensure **timely, accurate, and documented communication** with parents/guardians in the event of any camper medical incident or emergency event necessitating notification , in compliance with Texas youth camp regulations requiring:

- Emergency preparedness planning
- Communication systems with parents
- Notification procedures during emergencies

10.2 Scope

Applies to:

- All campers (minors under 18)
- All staff responsible for health care, supervision, or emergency response
- All medical events occurring on or off camp property

10.3 Definitions of Medical Events

Minor Medical Event

- First aid only (scrapes, minor headaches, bug bites)
- No off-site care required

Moderate Medical Event

- Requires evaluation by nurse/medical staff
- May include:
 - Fever
 - Vomiting
 - Minor injury needing monitoring

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- Medication administration outside routine

Serious / Emergency Medical Event

- Requires urgent or emergency care:
 - EMS activation / 911
 - Hospital transport
 - Head injury, allergic reaction, breathing issues, severe illness
 - Any condition deemed serious by medical staff

10.4 Notification Requirements

Minor Events

- Document in health log
- Parent notification:
 - At end of day OR via routine communication system

Moderate Events

- Notify parent/guardian **within 4 hours**
- Method: phone call preferred; text/email as backup
- Provide:
 - Symptoms/injury
 - Treatment provided
 - Monitoring plan

Serious / Emergency Events

- **Immediate notification (ASAP, within 30–60 minutes)**
- Phone call REQUIRED (no voicemail-only compliance)
- If unreachable:
 - Call all emergency contacts
 - Continue attempts every 15 minutes until contact made
- Provide:
 - Nature of emergency
 - Actions taken (EMS, hospital, etc.)
 - Camper condition
 - Location (hospital/clinic)
 - Next steps

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10.5 Communication Methods

- Primary: Phone call
- Secondary:
 - SMS/text alert system
 - Email
- Backup:
 - Camp emergency notification system (if widespread event)

10.6 Required Parent Information (Pre-Camp)

Collected and verified at check-in:

- Primary guardian phone numbers (minimum 2)
- Emergency contacts (minimum 2 additional)
- Medical consent authorization
- Insurance information
- Physician contact (optional but recommended)

10.7 Staff Responsibilities

Camp Director

- Ensure plan is implemented
- Serve as escalation contact

Health Supervisor (RN/EMT/Qualified Staff)

- Assess medical event
- Determine notification level
- Communicate with family for moderate/serious events

Church Leader / Counselor

- Report incident immediately
- Assist with documentation and supervision

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10.8 Documentation Requirements

For ALL medical events:

- Camper name, date, time
- Description of incident
- Assessment and treatment
- Time and method of parent notification
- Name of staff making notification
- Outcome / follow-up

10.9 Special Situations

Hospital Transport

- Church Leader accompanies camper (if parent not present)*

Designated camp vehicle with emergency medical bag

- Provide hospital with:
 - Medical form
 - Consent for treatment

Communicable Illness

- Notify parent immediately
- Follow public health guidance

Mental Health Concerns

- Notify parent promptly
- Follow camp mental health protocol

Natural Disaster / Camp Evacuation / Security emergency

- Initiate parent/guardian notification system
- Provide description of incident/situation
- Provide directions to reunification site if necessary

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10.10 Failure to Reach Parent

If no contact is made:

1. Call all listed contacts
2. Send text + email
3. Continue attempts every 15–30 minutes
4. Document all attempts
5. For emergencies: proceed with care under medical consent

10.11 Confidentiality (HIPAA-Informed Best Practice)

- Share information only with authorized guardians
- Protect camper privacy in group communications

10.12 Training & Review

- Staff trained during orientation
- Annual review of notification procedures
- Drills include communication scenarios

10.13 Parent Communication Transparency

- Provide families with:
 - Emergency communication policy
 - Contact expectations
 - Camp emergency procedures

11.0 Aquatic Emergencies

11.1 General Aquatic Emergency Standards

Aquatic Emergency procedures 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 have the following certifications: American Red Cross Lifeguard Training First Aid CPR for the Professional Rescuer & AED Blood Borne Pathogen Training.

Aquatics Director or Assistant will contact & coordinate with emergency services as required

Local Authority contacts:

Emergency - 9-1-1

Collin County Sheriff - Water Rescue/Dive Team - Sgt, Wittenberg (972) 547-5218
Executive Director will notify Parent/Guardian according to notification system (pg34)

11.2 Situational Emergency Response

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.

11.2.1 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.

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- 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

11.2.2 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.

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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

11.3 WATER RESCUE EMERGENCY RESPONSE PROCEDURE

11.3.1 Purpose and Scope

To establish a **clear, rapid, and coordinated response** to any water emergency (distressed swimmer, active drowning, passive victim), ensuring:

- Immediate rescue
- Proper medical care
- Compliance with Texas youth camp safety regulations

Applies to:

- Pools, lakes, waterfronts, and all swim areas
- Lifeguards, waterfront staff, and supervising counselors

Definition of Water Emergency

Includes:

- Active drowning (struggling, vertical, unable to move)
- Passive drowning (unresponsive, submerged/floating)
- Distressed swimmer (fatigue, panic, unable to continue safely)

11.3.2 Prevention Standards (Required)

- Certified lifeguards on duty
- Active surveillance (10:20 scanning standard)
- Buddy system with regular buddy checks
- Clearly defined swim zones and rules
- Accurate swimmer counts

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11.3.3 Emergency Action Plan (EAP) Activation

 **ACTIVATE IMMEDIATELY IF:**

- Swimmer shows distress
- Submersion occurs or suspected
- Lifeguard loses visual contact
- Any unsafe water condition develops

11.3.4 Immediate Response (0–1 Minute)

Signal Emergency

- **1 long whistle blast**
- Announce: **“GUARD ON DUTY – CLEAR THE WATER”**

Clear the Water

- All swimmers exit immediately
- Counselors gather and supervise campers
- Conduct quick headcount

Assign Roles

Primary Lifeguard

- Performs rescue

Secondary Lifeguard

- Assists, maintains surveillance
- Brings rescue equipment

Designated Staff

- Call **911**
- Notify Camp Director / Health Supervisor

11.3.5 Rescue Procedures

Determine Type of Victim

Distressed Swimmer

- Use **reach or throw rescue first**
- Provide flotation support

Active Drowning Victim

- Enter water with **rescue tube**
- Perform front rescue
- Keep distance until control established

Passive/Submerged Victim

- Surface dive
- Perform submerged victim rescue
- Bring to surface immediately

Rescue Priorities

1. Ensure rescuer safety
2. Maintain victim airway
3. Remove from water quickly

Extrication (1–3 Minutes)

- Move victim to shallow water or deck
- Use:
 - Backboard (if spinal injury suspected)
 - Assisted lift (if no spinal concern)

11.3.6 Medical Assessment & Care

Initial Assessment

- Check responsiveness
- Check breathing and pulse (≤10 seconds)

Provide Care

If NOT breathing:

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- Begin **CPR immediately (30:2)**
- Use **AED as soon as available**

If breathing but unconscious:

- Place in recovery position
- Monitor airway

If breathing with distress:

- Keep airway open
- Provide oxygen if available and trained

Continue Care

- Until EMS arrives
- Do not interrupt unnecessarily

11.3.7 Emergency Activation

Call 911 (IMMEDIATE)

Provide:

- Camp name and location
- Type of emergency (“water rescue/drowning”)
- Victim condition

Notify Leadership

- Camp Director
- Health Supervisor

11.3.8 Scene & Crowd Management

- Keep non-essential persons away
- Assign staff to supervise campers
- Maintain calm, controlled environment
- Suspend all water activities

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11.3.9 Parent / Guardian Notification

- Conducted by Camp Director or designee*
 - Follow notification protocol
- Immediate notification for serious incidents
- Share verified facts only

11.3.10 Documentation (Required)

Record:

- Time and location
- Type of incident
- Rescue performed
- Care provided
- Staff involved
- EMS response

11.3.11 Reporting Requirements

- Report serious injury or fatality to:
 - **Texas DSHS Youth Camp Program**
- Coordinate with local authorities if required

11.3.12 Post-Incident Procedures

Debrief

- Within 24 hours
- Evaluate response effectiveness

Equipment Check

- Inspect and restock:
 - AED
 - First aid kit
 - Rescue gear

Staff Support

- Provide emotional support resources

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11.4 Training Requirements

- Lifeguards must be:
 - **American Red Cross Lifeguard certified**
 - CPR/AED certified
- Staff must:
 - Know EAP roles
 - Participate in regular drills



CRITICAL PRIORITIES

- **Recognize distress early**
- **Act immediately — seconds matter**
- Always protect airway first
- Use safest rescue method possible
- Call 911 without delay
- Maintain accountability of all swimmers

11.5 Missing Swimmer Emergency Response Protocol

11.5.1 Purpose

To provide a **rapid, coordinated response** to a missing swimmer in order to:

- Prevent drowning
- Ensure immediate rescue
- Activate emergency services when needed
- Maintain compliance with Texas youth camp safety regulations

11.5.2 Definition: Missing Swimmer

A **missing swimmer** is:

- Any camper/staff **unaccounted for during or after water activity**
- A swimmer who **fails to surface within 30 seconds in distress area**
- Any report of a person **submerged or last seen underwater**

11.5.3 Prevention (Required Standard Practice)

- Active lifeguard surveillance (10:20 scanning standard)
- Buddy system with **frequent buddy checks (every 10 minutes)**
- Designated swim areas with clear boundaries
- Accurate attendance counts before, during, after swim

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11.5.4 Emergency Action Plan (EAP Activation)

TRIGGER

Immediately activate EAP if:

- Swimmer is missing/unaccounted
- Submersion is suspected
- Lifeguard loses visual contact in assigned zone

11.5.6 Immediate Response (0–1 Minute)

Signal Emergency

- **1 long whistle blast**
- Announce: **“MISSING SWIMMER – CLEAR THE WATER”**

Clear the Water

- All swimmers exit immediately
- Counselors account for campers at designated area

Assign Roles

Lifeguard 1 (Primary Rescuer)

- Last point seen → initiate **surface dive & underwater search**

Lifeguard 2

- Assist search pattern
- Maintain surveillance

Lifeguard 3 / Staff

- Call **911 immediately**
- Notify Camp Director

Counselors

- Conduct headcount using roster
- Keep campers calm and supervised

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11.5.7 Water Search Procedures (1–3 Minutes)

Last Seen Point (LSP)

- Identify exact last known location
- Mark visually (landmark or staff pointer)

Search Pattern

Follow Red Cross protocol:

- **Primary: Bottom search at LSP**
- If not found:
 - Expand to **circular or grid search**
 - Multiple guards sweep area systematically

Equipment Use

- Rescue tubes
- Masks/goggles
- Reach/throw equipment as needed

11.5.8 Victim Located

Immediate Rescue

- Bring victim to surface
- Support airway
- Move to extraction point

Extrication

- Remove from water using:
 - Backboard (if trained and suspected injury)
 - Assisted lift if no spinal concern

11.5.9 Medical Response (Immediately Upon Removal)

Assess

- Check responsiveness
- Check breathing and pulse

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Provide Care (Red Cross Standards)

If NOT breathing:

- Begin **CPR immediately**
- Use **AED as soon as available**

If breathing:

- Place in recovery position
- Administer oxygen if available and trained

Continue Care

- Until EMS arrives
- Do not stop unless relieved or unsafe

11.5.10 Emergency Services & Notification

11.5.11 Call 911 (REQUIRED)

Provide:

- Camp name and exact location
- Nature of emergency (possible drowning)
- Victim status

Notify:

- Camp Director
- Health Supervisor

11.5.12 Parent/Guardian Notification

- Initiated by Camp Director ASAP
- Provide verified, factual information only

11.5.13 Crowd & Scene Control

- Remove non-essential personnel
- Keep campers away from scene
- Assign staff to supervise groups

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11.5.14 Documentation (Required)

Complete incident report including:

- Timeline of events
- Last seen location
- Actions taken
- Staff involved
- Victim condition

11.5.15 Post-Incident Procedures

Debrief

- Conduct staff debrief within 24 hours
- Review response effectiveness

Reporting

- Report to Texas DSHS if required (serious injury/death)

Support

- Provide emotional support for campers/staff

Training Requirements

- All lifeguards:
 - Certified in **American Red Cross Lifeguarding**
 - CPR/AED certified
- Staff:
 - Trained in EAP roles
 - Participate in **missing swimmer drills regularly**



CRITICAL REMINDERS

- **Time is critical — act immediately**
- Always search **last seen point first**
- Never delay 911 activation
- Maintain **continuous supervision of all campers**

11.6 DROWNING EMERGENCY RESPONSE PROCEDURE

11.6.1 Purpose

To ensure **immediate, coordinated, and effective response** to a drowning or near-drowning incident, minimizing injury or death while meeting Texas regulatory requirements for:

- Emergency preparedness
- Supervision
- Medical response and reporting

11.6.2 Definition

A drowning emergency includes:

- Active drowning (struggling at surface)
- Passive drowning (unresponsive, floating/submerged)
- Submersion injury (rescued but respiratory distress present)

11.6.3 Prevention Standards (Required Practice)

- Certified lifeguards on duty
- Active surveillance (10:20 scanning standard)
- Buddy system with frequent checks
- Clearly defined swim zones and rules

11.6.4 Emergency Action Plan (EAP) Activation



ACTIVATE IMMEDIATELY IF:

- Swimmer in distress
- Submersion observed or suspected
- Unresponsive person in water

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11.6.5 Immediate Response (0–1 Minute)

Signal Emergency

- **1 long whistle blast**
- **Announce: “GUARD ON DUTY – CLEAR THE WATER”**

Enter Water (Primary Lifeguard)

Use appropriate Red Cross rescue:

- **Active victim:**
 - Approach with rescue tube
 - Perform front rescue
- **Passive/submerged victim:**
 - Surface dive
 - Submerged victim rescue

Secondary Guard Actions

- Clear water immediately
- Activate **EAP roles**
- Bring emergency equipment:
 - AED
 - First aid kit
 - Backboard

Extrication (1–3 Minutes)

- Support airway at all times
- Move victim to edge or shallow water
- Remove using:
 - Backboard (if spinal injury suspected)
 - Two-person lift (if no spinal concern)

11.6.6 Medical Assessment & Care

Initial Assessment

- Check responsiveness
- Check breathing and pulse (≤10 seconds)

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11.6.7 Provide Care (Red Cross Protocols)

If NOT breathing:

- Begin **CPR immediately**
- 30 compressions : 2 breaths
- Attach and use **AED ASAP**

If breathing but unconscious:

- Place in **recovery position**
- Monitor airway continuously

If breathing with distress:

- Keep airway open
- Administer oxygen (if available and trained)
- Monitor closely

Continue Care

- Until EMS arrives
- Do not stop unless:
 - Victim revives
 - Rescuer unable to continue
 - Scene becomes unsafe

11.6.8 Emergency Activation

Call 911 (IMMEDIATE)

Provide:

- Camp name and exact location
- Nature of emergency (“drowning / water rescue”)
- Victim condition

Notify Leadership

- Camp Director
- Health Supervisor

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11.6.9 Scene Management

- Clear all non-essential personnel
- Assign staff to supervise campers
- Maintain calm, controlled environment

11.6.10 Parent / Guardian Notification

- Conducted by Camp Director or designee
- **Immediate notification required***
 - Follow notification protocol
- Provide:
 - Verified facts only
 - Location of care (EMS/hospital)
 - Current status

11.6.11 Documentation (Required)

Complete incident report including:

- Timeline of incident
- Rescue actions taken
- Care provided
- Staff involved
- Witness statements
- EMS involvement

11.6.12 Reporting Requirements (Texas)

Report to appropriate authorities if applicable:

- Serious injury or death → notify **Texas DSHS Youth Camp Program**
- Follow local health authority guidance if medical complications arise

11.6.13 Post-Incident Procedures

Debrief

- Conduct within 24 hours
- Review response effectiveness

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11.6.14 Staff Support

- Provide emotional support resources

11.6.15 Equipment Check

- Restock and inspect all rescue/medical gear

11.6.16 Training Requirements

- Lifeguards must be:
 - **American Red Cross Lifeguard certified**
 - CPR/AED certified
- Staff must:
 - Know EAP roles
 - Participate in regular drills (required best practice)



CRITICAL PRIORITIES

- **Speed = survival**
- Always protect airway first
- Start CPR immediately if not breathing
- Use AED as soon as available
- Never delay calling 911

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11.7 CAPSIZED WATERCRAFT EMERGENCY RESPONSE PROCEDURE

11.7.1 Purpose

To ensure **rapid rescue, accountability, and medical care** for campers and staff involved in a capsized watercraft incident, while maintaining compliance with Texas youth camp safety and supervision requirements.

11.7.2 Definition

A capsized watercraft incident includes:

- Canoe, kayak, paddleboard, or small craft overturning
- Occupants thrown into the water
- Any situation where occupants lose control of the vessel

11.7.3 Prevention Standards (Required Practice)

- All participants wear **U.S. Coast Guard-approved life jackets (PFDs)** at all times
- Qualified supervision (lifeguard or trained boating staff) present
- Weather and water conditions assessed before activity
- Safety briefing provided (rescues, staying with boat, signals)

11.7.4 Emergency Action Plan (EAP) Activation



ACTIVATE IMMEDIATELY IF:

- Watercraft capsizes
- Participant is in distress
- Swimmer separated from boat or unable to self-rescue

11.7.5 Immediate Response (0–1 Minute)

Signal Emergency

- 1 long whistle blast or designated signal
- Announce: **“CAPSIZE – ALL STAFF RESPOND”**

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Maintain Visual Contact

- Identify all persons in water
- Establish **last known positions**

Direct Initial Instructions (if conscious)

Shout clear commands:

- “STAY WITH THE BOAT”
- “KEEP YOUR LIFE JACKET ON”
- “FLOAT ON YOUR BACK”

11.7.6 Rescue Operations (1–5 Minutes)

Prioritize Life Safety

Rescue order:

1. **Distressed or panicked individuals**
2. Weak swimmers
3. Remaining participants

Rescue Methods (Reach–Throw–Go Hierarchy)

1. Reach

- Paddle, pole, or rescue device from stable platform

2. Throw

- Throw rope, buoy, or flotation device

3. Go (Last Resort / Trained Staff Only)

- Enter water with rescue tube or PFD
- Use defensive swimming approach

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Boat-Based Rescue (if available)

- Use rescue craft to approach from **downwind/downcurrent**
- Cut engine when close to victims
- Assist individuals onboard safely

Accountability (CRITICAL)

- Conduct **immediate headcount**
- Confirm all participants accounted for
- If ANYONE missing → initiate **Missing Swimmer Protocol immediately**

11.7.7 Re-Righting / Recovery of Watercraft

- Only after all individuals are safe
- Staff may:
 - Stabilize boat
 - Assist re-entry (if appropriate and safe)
- If unsafe → tow craft to shore

11.7.8 Medical Assessment

Check All Participants for:

- Breathing difficulty
- Hypothermia
- Injuries (impact, entrapment)
- Signs of shock

Provide Care

- Wet but stable → dry, warm, monitor
- Injured → first aid and escalate
- Not breathing → **CPR + AED immediately**

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11.7.9 Emergency Activation

CALL 911 IMMEDIATELY IF:

- Any victim unconscious
- Breathing problems
- Suspected drowning
- Serious injury
- Missing person

Provide:

- Camp location
- Nature of emergency (“capsized watercraft”)
- Number of victims

11.7.10 Scene Management

- Remove participants from water when possible
- Keep group together and supervised
- Clear area of unnecessary personnel
- Suspend water activity

11.7.11. Parent / Guardian Notification

- Conducted by Camp Director
- Immediate notification if:
 - Injury
 - EMS involvement
- Provide factual, confirmed information only

11.7.12 Documentation (Required)

Record:

- Time and location of incident
- Weather/water conditions
- Number of participants involved
- Actions taken
- Injuries and care provided
- Staff involved

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11.7.13 Reporting Requirements (Texas)

- Report serious injuries or fatalities to:
 - **Texas DSHS Youth Camp Program**
- Coordinate with:
 - Local emergency management (if large incident)

11.7.14 Post-Incident Procedures

Debrief

- Conduct within 24 hours
- Review:
 - Supervision adequacy
 - Equipment use
 - Response timing

Equipment Check

- Inspect boats, PFDs, rescue gear

Environmental Review

- Reassess conditions (wind, currents, hazards)

11.7.15 Training Requirements

- Staff trained in:
 - Water rescue principles
 - Boating safety
 - Emergency communication
- Regular drills:
 - Capsize scenarios
 - Group accountability
 - Rescue coordination

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CRITICAL PRIORITIES

- **Account for EVERY participant immediately**
- Keep victims with flotation (PFDs/boats)
- Use safest rescue method first (Reach–Throw–Go)
- Activate EMS early if needed
- Never allow untrained staff to attempt risky rescues

11.8 SWIM AREA 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.

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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.

11.8.1 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.

12.0 SUSPECTED CHILD ABUSE

12.1 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.

12.2 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.

12.3 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.

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12.4 SUSPECTED CHILD ABUSE

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

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13.0 Lost Camper

13.1 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.

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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)

14.0 Unknown / Unidentified Individual on premises

14.1 Policies and procedures

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.
- Entrance / Exit Gates to remain closed during all camp sessions

14.2 Actions

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.
Approach them with another staff member present.
- Immediately separate campers from the area, have group leaders take charge of the campers and move them away.
- Inquire - ask why they are on camp property.
- Confirm - confirm authorization with the front office.
- If the person is unauthorized, politely explain that this is private property and they must exit immediately. Verify 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.

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- 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.

15.0 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.

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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)

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- 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

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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

16.0 Verification, Communication, and Media Response

16.1 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 coordinator will work with emergency plan managers to locate missing campers.
- Camp Staff without emergency responsibilities will assemble in the dining hall & emergency plan managers will verify their presence.

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16.2 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.”
 - 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

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16.2.1 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

Appendix



Standard Response Protocol

Hold - stay in your present location, keep group together, continue activities

Secure - Move indoors, account for your group, secure the room/building

Lock Down - “Locks, Lights. Out of sight” to secure individual spaces, keep occupants out of sight and quiet.

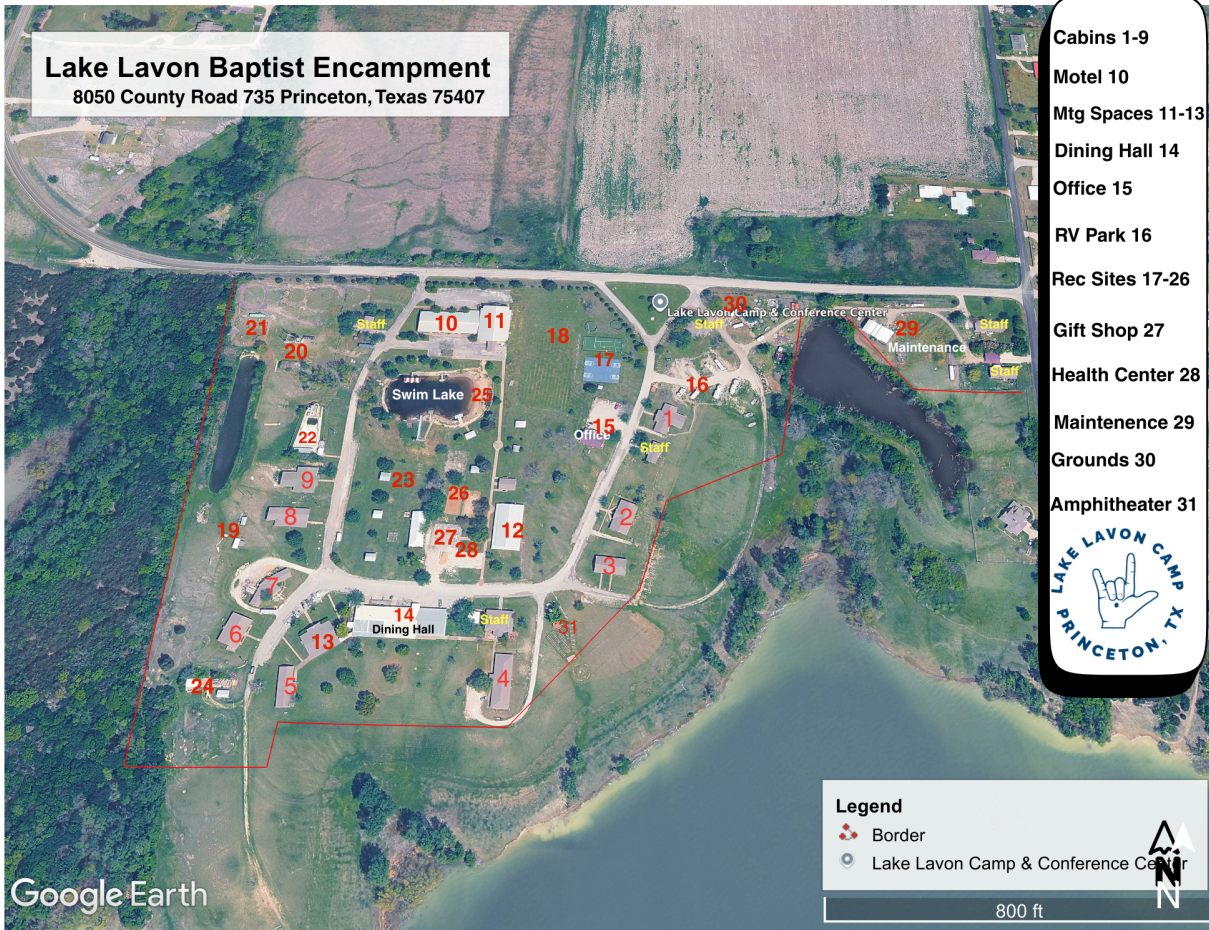
Evacuate - Used to move people to a designated location

Shelter - Move group to nearest appropriate shelter for protection

- Provides standard language and hand-signals to communicate appropriate steps for everyone’s safety.

Lake Lavon Camp & Conference Center Emergency Action Plan

Camp Map



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Emergency Action Plan

MUSTER STATIONS



GROUP A
MUSTER POINT:
Basketball Courts

GROUP B
MUSTER POINT:
Flag Pole

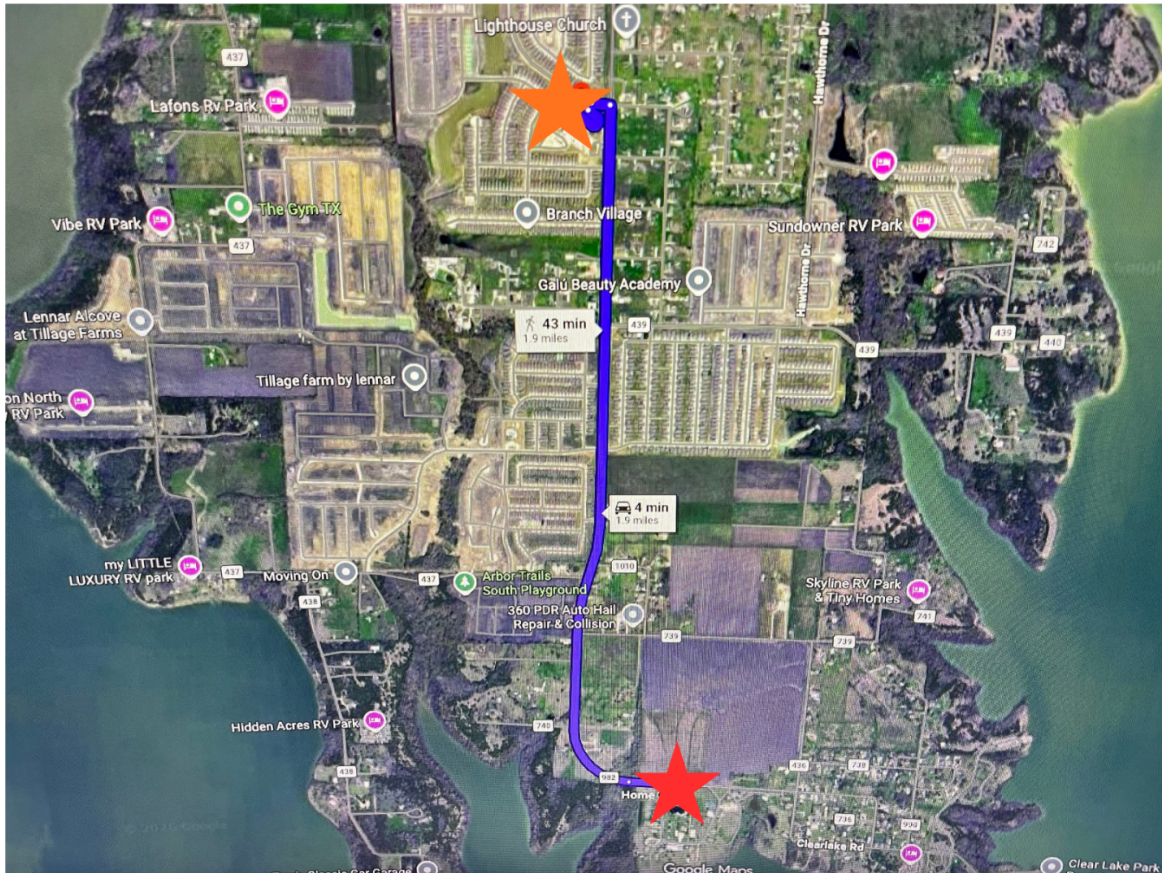
GROUP C
MUSTER POINT:
Amphitheater

GROUP D
MUSTER POINT:
Health Center
Parking Lot

**All Routes Are illuminated*


Lake Lavon Camp & Conference Center Emergency Action Plan

Evacuation Route to Reunification site

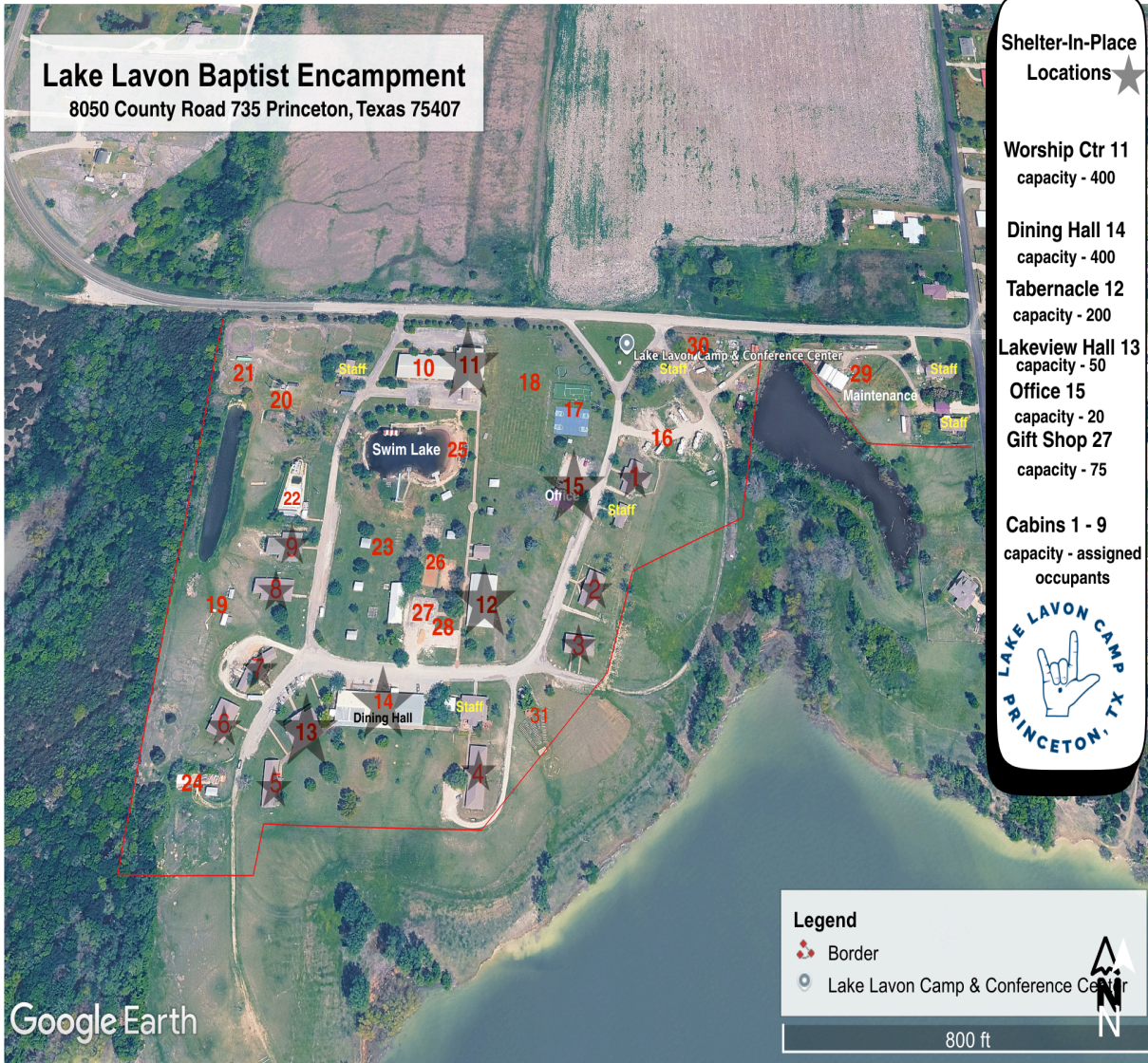


Directions - Turn left out of camp onto CR735 (the road curves North & becomes FM982), proceed North on FM982, The school is approximately 1.6 miles and is on the left side of the road.

 Lake Lavon Camp

 Mayfield Elementary School

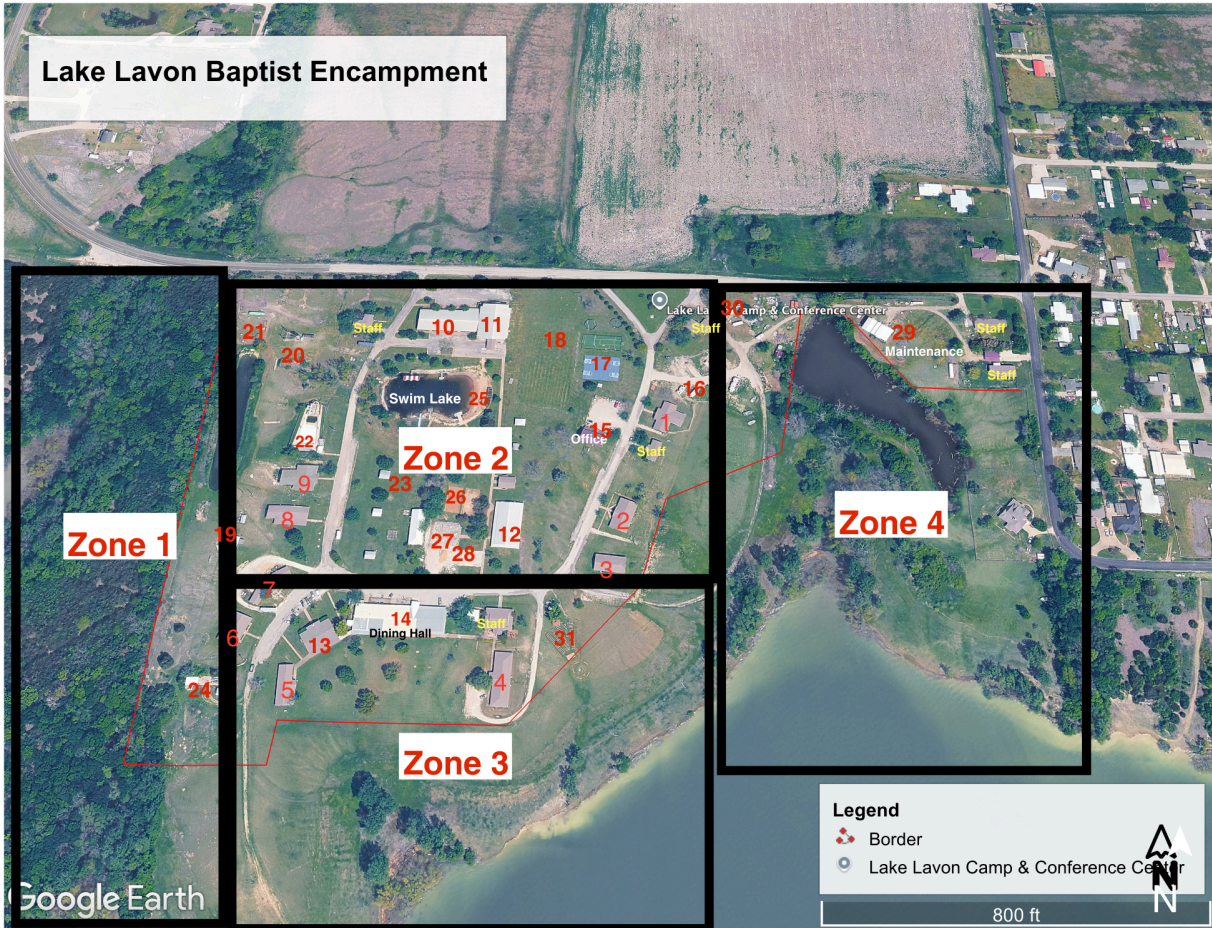
Shelter - in - Place



****All Routes Are illuminated***

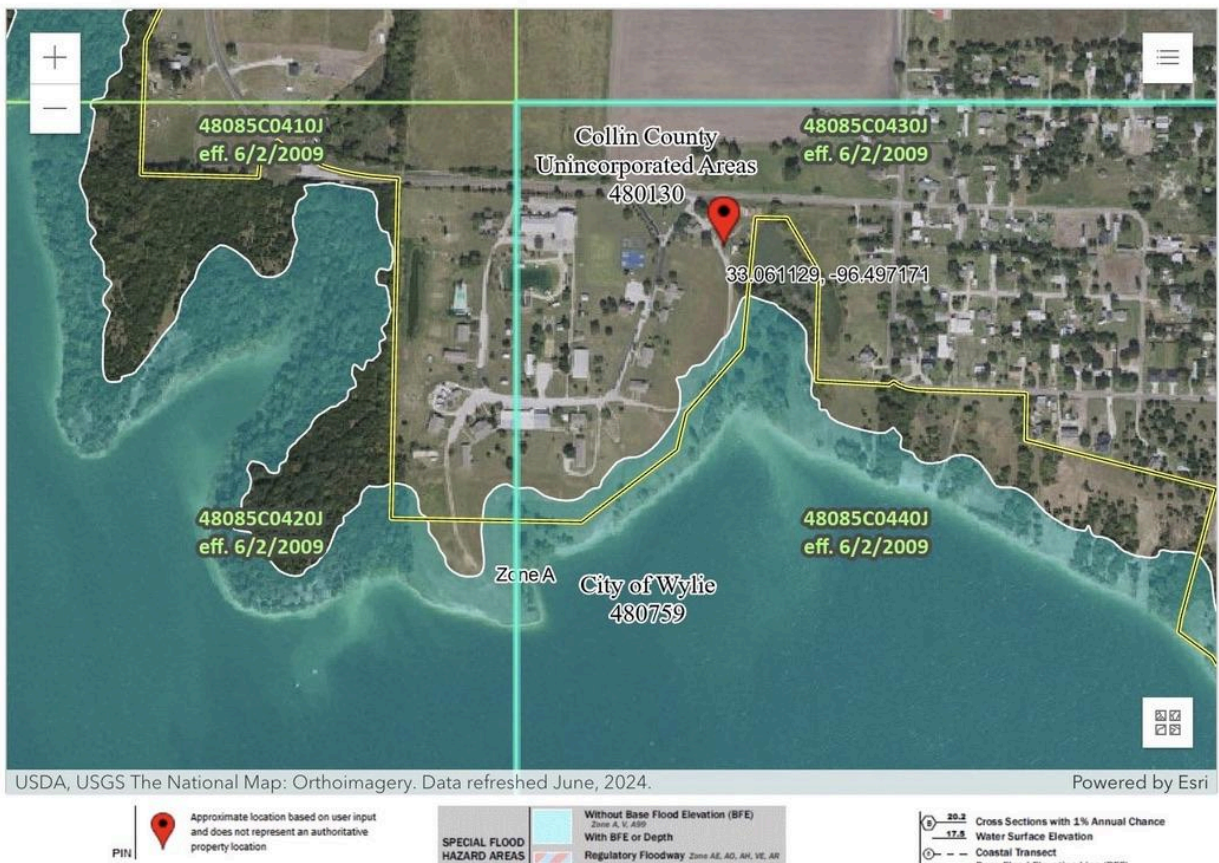
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Search Zones



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FEMA FLOOD PLAIN - LAKE LAVON CAMP



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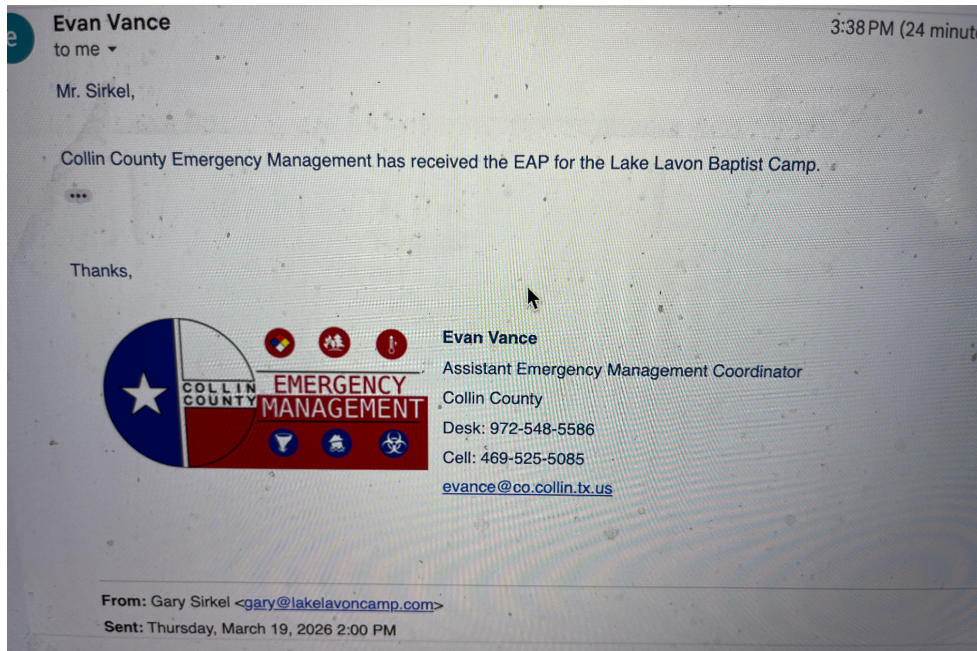
***Lake Lavon is located in Collin County Texas and is controlled**



and monitored by the Army Corps of Engineers

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EAP on file with Collin County Emergency Management