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EMERGENCY ACTION PLAN



ALLASO ★ RANCH



ALLASO RANCH EAP

	Title: Allaso Ranch Emergency Action Plan	
	Issued: 2/27/2026	Revision: 2
	Approval: Kevin Ballard, Camp Director	

Amendment Record			
Date	Revision Number	Initials	Amendment
2/27/26	0	KWB	Original Issue
4/23/26	1	KWB	DSHS Audit Adjustments
5/13/26	2	KWB	DSHS Audit Adjustments

EMERGENCY ACTION PLAN

This Emergency Action Plan (EAP) is designed to comply with applicable Texas Youth Camp regulatory requirements and serves as a practical, camp-specific framework for how Allaso Ranch prepares for, responds to, and recovers from emergencies.

The plan integrates defined roles, responsibilities, procedures, communication protocols, and coordinated response actions for foreseeable incidents, aligned with Texas youth camp standards and recognized industry best practices.

Why it's Important

Emergencies are high-stress, time-critical events. This EAP helps ensure Allaso Ranch responds quickly, consistently, and effectively to protect campers, staff, and visitors and demonstrates strong duty of care and regulatory readiness.

How it Should be Used

This is a living plan. Use it for staff training, drills/tabletop exercises, seasonal onboarding, and continual improvement. Review after drills, incidents, near misses, operational changes, or regulatory updates.

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What is Included in This Plan?

- 1.0 Purpose
- 2.0 Scope
- 3.0 Emergency Response Framework
- 4.0 Communication
- 5.0 Conflicts and Deviations
- 6.0 Plan Distribution & Maintenance
- 7.0 References
- 8.0 Glossary
- 9.0 Appendices
 - Appendix A Camp Information
 - Appendix B Contacts
 - Appendix C Evacuation, Assembly Areas, and Evacuation Coordination Plan
 - Appendix D Lost Camper/Staff Member Procedure
 - Appendix E Fire Emergency Procedure
 - Appendix F Severe Injury, Illness, Accident, or Death Procedure
 - Appendix G Aquatic Emergency Procedure
 - Appendix H Epidemic Response Procedure
 - Appendix I Unauthorized or Unknown Person Procedure
 - Appendix J Transportation Emergency Procedure
 - Appendix K Natural Disaster Emergency Procedure
 - Appendix L Communication
 - Appendix M Family Reunification Procedure

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

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1.0 Purpose

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

2.0 Scope

This plan applies to Allaso Ranch staff, volunteers, campers, and visitors with emergency response roles and responsibilities, including transportation.

3.0 Emergency Response Framework

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

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

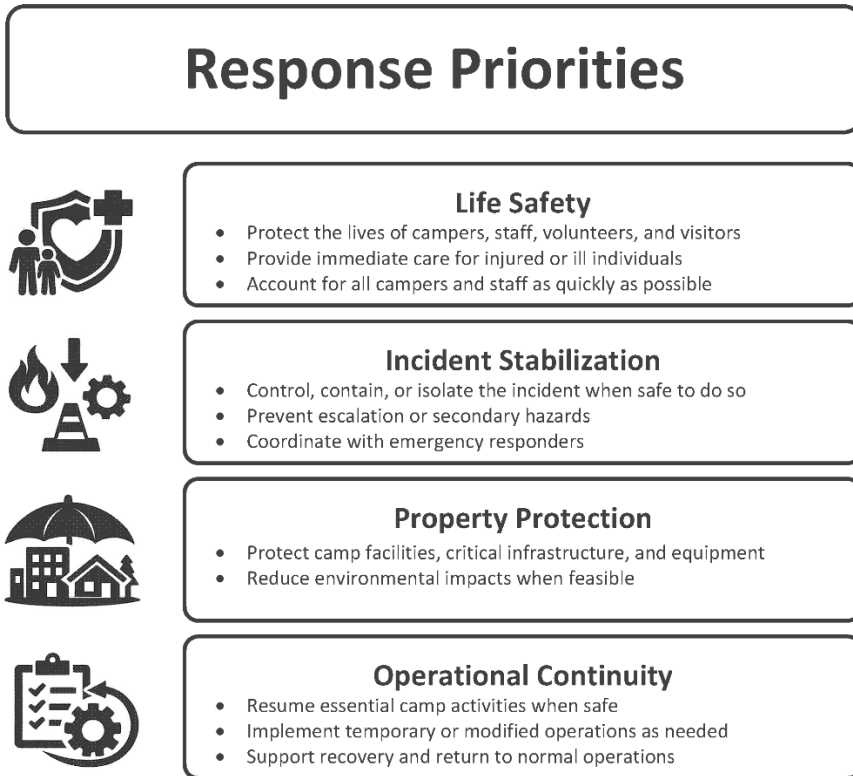
When external emergency responders are engaged, the camp's Incident Commander (IC) will integrate into a Unified Command with responding agencies, providing site-specific knowledge and supporting coordinated decision-making.

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3.1 Response Priorities

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

Figure 1: Response Priorities



3.2 Roles and Responsibilities

This section identifies the key emergency response roles and their general responsibilities to support an organized, coordinated, and effective response to emergency events. Detailed duties and procedures for each role are provided in the subsection below.

All emergency actions will be coordinated through the Incident Commander unless immediate life-saving action is required.

Response actions will be based on available information, resources, and conditions at the time of the incident.

3.2.1 Emergency Response Team (ERT)

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

- **Incident Commander (IC)** is responsible for all aspects of emergency response, including activation of response teams, and is typically assumed by the Camp Director. The Incident Commander will determine protective actions based on the nature of the threat:
 - Evacuate: Fire, gas leak, structural hazard

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- Shelter-in-Place: Severe weather, external hazard
- Lockdown: Active threat or security risk
- **Safety Officer** is responsible for monitoring safety conditions, collecting personnel accountability reports, verifying full accountability, and reporting to the Incident Commander. Coordinates with in-house group leadership during an incident.
- **Medical Officer** is responsible for providing medical attention to campers and staff and communicating with 9-1-1 for all medical emergencies and medical support requests.
- **Public Information Officer** is responsible for managing all external communications, including media and parent messaging.

Support positions include:

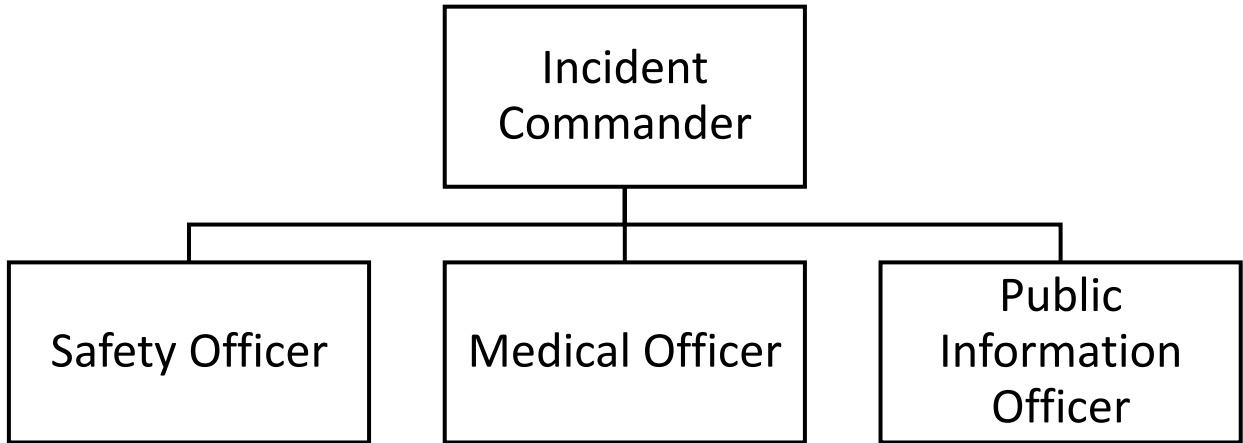
- **Camp Staff** are responsible for alerting nearby campers and staff to incidents or emergencies that require action.
- **Cabin and Activity Staff/Volunteers** are responsible for leading campers to the designated assembly area, establishing personnel accountability, and reporting accountability to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

Additional Support:

- **Operations Lead** [Jake Ysasi] is responsible for directing and coordinating all tactical response actions to implement the Incident Commander's objectives, including site security, medical support, search and accountability operations, and coordination with staff and group leadership.
- **Logistics Lead** [Dennis Worrell] is responsible for acquiring, coordinating, and deploying the resources, services, and infrastructure needed to support incident operations, including transportation, facilities, communications systems, and operational support.
- **Emergency Preparedness Coordinator** [Chris Prater] is designated by the camp and is responsible for:
 - Development and annual review of the EAP
 - Coordination with local emergency management
 - Oversight of training, drills, and documentation
 - Maintaining compliance with Texas regulatory requirements
 - Ensuring plan distribution and acknowledgment tracking

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3.2.2 Organization Chart (ERT)



3.3 Headcount Requirements

Headcounts are conducted continuously by Cabin and Activity Staff/Volunteers to maintain group-level accountability during all activities and transitions.

3.3.1 Routine Headcounts (Group-Level – Not Reported):

- At the start and end of activities
- During routine transitions between locations

These headcounts are not required to be reported unless a discrepancy is identified.

3.3.2 Reportable Headcounts (Required to be Reported and Tracked):

The following headcounts must be reported to the Safety Officer or Incident Commander and are considered official accountability checks:

- Before and after transportation
- At breakfast (daily accountability baseline)
- At lights out (end-of-day accountability baseline)
- During emergency movement (evacuation, shelter-in-place, lockdown, controlled movement)
- At assembly or muster locations
- At any time directed by the Incident Commander or Safety Officer

3.3.3 Accountability Standard

All reportable headcounts must be:

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- Conducted without delay
- Verified using rosters
- Reports will be provided using a consistent format (e.g., “12/12 accounted for, 0 missing”)

3.4 Training & Exercises

The camp will conduct emergency preparedness training and exercises to ensure that staff, volunteers, and campers understand emergency procedures and are prepared to respond appropriately during an emergency.

- Staff and volunteers will receive annual training on the Emergency Action Plan (EAP), including roles, responsibilities, communication protocols, and emergency procedures
- Campers will receive a safety orientation within required timeframes in accordance with Texas youth camp regulations
- The camp will conduct drills and/or exercises, as appropriate, to reinforce emergency procedures and evaluate response readiness

All required training, orientations, and exercises will be documented and maintained in accordance with applicable state requirements.

3.4.1 Staff and Volunteer Training

Emergency preparedness training will be provided to all camp staff and volunteers at least annually and before assuming supervisory responsibilities.

Training Delivery Method

Training will be delivered using a combination of methods to ensure comprehension, consistency, and accessibility. Delivery methods may include:

- In-person training sessions during pre-camp orientation
- Instructor-led group training and scenario-based discussions
- Video-based instruction for standardized procedures
- Supplemental written materials, including the Emergency Action Plan (EAP)
- Practical demonstrations and drills, as applicable

Training methods will be selected based on the content being delivered, the needs of the staff or volunteers, and available resources.

All staff and volunteers will receive training appropriate to their assigned roles and responsibilities.

Training Content

Staff training will include, at a minimum:

- Review of the camp’s Emergency Action Plan (EAP)
- Role-specific duties and responsibilities during an emergency

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- Emergency communication procedures
- Evacuation, shelter-in-place, lockdown, and accountability procedures
- Response actions for applicable emergency events, including but not limited to:
 - Lost camper response and reporting
 - Medical emergency response and notification
 - Flood or environmental hazard response actions
- Lost Camper and Active Threat procedures

Each staff member and volunteer will receive access to the current EAP and instruction on required procedure prior to assuming responsibilities with campers.

Documentation of Training Completion

- Completion of required training will be documented using the following methods:
 - Completion of required training will be documented through training rosters (sign-in sheets) that include participant names, dates, training topics, and facilitator verification.
 - Digital or electronic training records, when applicable
- All training records will:
 - Be maintained by camp administration
 - Be maintained electronically in a secure cloud-based system (e.g., OneDrive or equivalent) and/or in organized physical files maintained in the camp administrative office.
 - Be available for inspection by regulatory authorities
 - Be retained in accordance with applicable state requirements

Emergency Preparedness Coordinator and Incident Commander (IC)

The Emergency Preparedness Coordinator, in coordination with the Incident Commander, is responsible for:

- Ensuring all required training is delivered annually
- Verifying completion of training for all staff and volunteers prior to assignment
- Maintaining accurate and complete training records

3.4.2 Camper Safety Orientation

The camp will conduct a camper safety orientation in accordance with state requirements, typically within 24 hours of the start of each camp session.

Camper safety orientation will be conducted by trained camp staff under the direction of the Incident Commander or designated leadership and will be age-appropriate, including at a minimum:

- Identification of camp boundaries, including areas that are restricted or off-limits to campers

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- Identification of potential hazards (environmental conditions, wildlife, and the requirement to use activity areas only when open and supervised by authorized staff)
- Instructions on expected behavior during emergencies
- Clear guidance on actions campers must take during an emergency, consistent with the camp's Emergency Action Plan (EAP)

The orientation may include walkthroughs, demonstrations, and/or drills, as appropriate, to familiarize campers with:

- Emergency procedures
- Evacuation routes
- Designated assembly (muster) locations

All activities will be conducted under the supervision of trained staff and in a manner designed to inform and prepare campers without causing unnecessary fear or distress.

Completion of the camper safety orientation will be documented by camp group and maintained in camp records.

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

4.0 Communication

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

4.1 Internal Communication

4.1.1 Staff

Upon identification of an emergency or potential emergency condition, camp staff will immediately notify the Incident Commander (IC) or designee using the fastest available communication method (i.e., radio, phone, text, or in person). Reports should include, at a minimum:

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

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Upon receipt of the report, the IC will assess the situation and activate the appropriate emergency procedures. The Incident Commander, Safety Officer, and Medical Officer (if required) will assume their positions.

The Incident Commander will also notify appropriate camp administrative leadership and camp medical staff as soon as practical and remain informed, based on the nature and severity of the incident.

The IC will communicate instructions to staff using established primary and backup communication methods (e.g., radios, mobile phones, public address systems, etc.), including role designations, as necessary.

Staff will acknowledge and carry out assigned instructions and will relay updated information according to the response organization (see section 3.2). If normal communication systems are unavailable, staff will implement alternate communication procedures to maintain coordination and accountability.

As required by the *Texas Health and Safety Code § 141.0092*, the camp maintains two broadband internet connections through distinct service providers to ensure continuity of communication during emergencies.

4.1.2 Camper

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

- Direct campers to follow established emergency actions: Evacuate to Assembly Area (Muster Station), Shelter in Place, Remain with Assigned Groups)
- Use pre-identified verbal commands, as identified in the Glossary of Terms (8.0 Glossary).
- Maintain supervision and accountability of campers at all times, and
- Provide reassurance to minimize fear or confusion

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

4.1.3 Emergency Communication Methods and Audible Signals

The camp utilizes multiple communication systems to ensure timely and effective communication during an emergency.

Primary communication methods include:

- Two-way radios
- Mobile phone
- Public Address (PA) system (operable without reliance on the internet)

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These systems will be used as the primary means of communication to deliver instructions, coordinate response actions, and maintain accountability during an emergency event.

Audible Emergency Signals (Backup Communication):

In the event primary communication systems are unavailable or ineffective, audible signals using megaphones, air horns, or similar devices will be used to communicate emergency actions.

The following standardized signals will be used:

- **Evacuate to Assembly Area (Muster Location):** Three (3) short blasts, repeated
- **Shelter-in-Place:** One (1) long blast, repeated

Upon hearing an audible emergency signal, staff will immediately initiate the corresponding emergency action and provide clear verbal direction to campers to ensure understanding, safety, and accountability.

All staff and campers will be trained on these communication methods and signals during orientation.

The camp's emergency warning system is designed to alert all occupants, including individuals who are deaf or hard of hearing. In addition to audible alerts, staff will provide direct visual and verbal notification, utilize hand signals or physical notification when necessary, and ensure that all individuals receive clear instructions during an emergency.

4.2 External Communication

4.2.1 Emergency Assistance

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

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

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

4.2.2 Media

If contacted by the media, camp staff and volunteers will refer all inquiries to the designated camp spokesperson (Incident Commander or Scott Wilson). Only the authorized spokesperson will provide statements or information to the media. This approach is intended to ensure accurate, consistent messaging and to protect the privacy of campers and staff.

What to say if contacted by the media:

“Thank you for your interest in Allaso Ranch. I am not authorized to speak on behalf of the camp, but I would be happy to put you in touch with our media representative.”

4.2.3 Family

This section establishes the camp’s standard parent/guardian notification procedures and applies to all emergency events, including those outlined in hazard-specific appendices of this plan.

As soon as practicable following an emergency event involving campers, the Incident Commander (IC) or designee will initiate notification to parents or legal guardians.

Notifications will:

- Provide verified and factual information
- Include instructions, if any, for family actions (e.g., pick-up procedures)
- Be updated as additional verified information becomes available

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

Parent/legal guardian notification will occur as follows:

- Immediately for life-threatening incidents or EMS transport
- Within the same day for non-life-threatening incidents
- As soon as practicable, once accurate information is available and the situation is stabilized, for developing or ongoing incidents

The Incident Commander or designee is responsible for ensuring timely, accurate, and appropriate parent/guardian notification.

4.3 Emergency Communications Equipment and Monitoring

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

4.3.1 Equipment

At a minimum, the following emergency equipment will be on-site, maintained, and operable:

- Weather-alert radio that
 - Provides real-time weather alerts by a professional weather service (e.g., NWS, NOAA, etc.)
 - Has a backup power source
- Emergency warning/PA system that:

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- Operates without internet connectivity
- Backup Communication methods utilized: radios, bullhorn, air horns, runners

4.3.1.1 Responsibility for Emergency Warning System

- The Operations Lead is responsible for the inspection, maintenance, and readiness of the camp's emergency warning and communication systems.
- The Incident Commander (IC) is the primary authority responsible for activation and operation of the camp's emergency warning system, including the Public Address (PA) system.
 - If the Incident Commander is unavailable or unable to perform this function, the Safety Officer will assume responsibility for activation and operation of the emergency warning system.
 - If both the Incident Commander and Safety Officer are unavailable, the Operations Lead will serve as the secondary backup operator.
- All designated operators will be trained in the use of the emergency warning system prior to the start of each camp session.

4.3.1.2 Storage and Accessibility

- Communications equipment is stored in designated, known locations accessible to authorized staff (Camp Program Office and Camp Director's Office)
- Equipment locations are communicated during staff training and orientation
- Portable equipment may be staged or redistributed based on operational needs

4.3.1.3 Inventory Maintenance

- Communications equipment inventories are reviewed at least annually by May 1
- Quantities and locations are updated as equipment is added, replaced, or removed
- Inventory records are maintained separately from this Emergency Action Plan

4.3.2 Monitoring

- The Incident Commander (IC) or designee will continuously monitor NWS and additional local emergency notification systems, including county or regional emergency alert systems, as available for watches and warnings during camp operations (including overnight when campers are present)
- The IC/designee will also monitor local river authority (or equivalent) flood/river-stage alerts

Alert Relay and Action:

Upon receipt of any weather watch, warning, or emergency alert, the Incident Commander (IC) or designee will immediately communicate the alert to staff using primary communication methods (radio, phone, or PA system) and will initiate appropriate protective actions (evacuation, shelter-in-place, or lockdown) based on the nature of the threat.

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4.3.3 Testing, Documentation, and Certification

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

4.3.4 Internet Connectivity Monitoring

The Operations Lead (or designated IT personnel) is responsible for monitoring and maintaining both the camp’s primary and secondary internet connections to ensure operational readiness. Any outages, disruptions, or performance issues will be promptly addressed and communicated to the Incident Commander as appropriate.

5.0 Conflicts and Deviations

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

6.0 Plan Distribution & Maintenance

6.1 Distribution

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

Group	Timeframe	Outcome
Camp Staff	Will receive as part of annual pre-camp staff training and prior to assuming responsibilities , or when substantive changes are made to the plan.	Receipt of the Emergency Action Plan will be confirmed through training, distribution, or access to the plan. Documentation of training completion will be maintained.
Volunteers	Will receive as part of pre-camp volunteer training and prior to assuming responsibility for campers or participating in camp operations .	Volunteers will be provided access to the Emergency Action Plan and trained on relevant procedures prior to assuming responsibilities. Documentation of training completion will be maintained.
Parents/Legal Guardians of Registered Campers	At the time of registration or as part of pre-arrival communication prior to the first day of camp.	The Emergency Action Plan will be made available to parents or guardians through registration

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		materials, pre-arrival communication, or other appropriate means.
Texas Department of State Health Services (DSHS)	Submitted by March 30, 2026	Acceptance prior to 1 st day of camp
Wood County Emergency Management	Prior to 1 st day of camp	Receipt confirmed

- Distribution of the Emergency Action Plan may be accomplished through electronic or physical means. While acknowledgement of receipt may be obtained when practical, the camp’s primary method of compliance is ensuring access to the plan and completion of required training for staff and volunteers.
- Allaso Ranch will provide the Emergency Action Plan to local emergency management authorities and will coordinate with them on planning, response, and any significant updates to this plan.

6.2 Maintenance

- This plan will be reviewed and updated at least annually in coordination with the Emergency Preparedness Coordinator and the Incident Commander, and whenever an emergency, drill/exercise, personnel change, operational change, regulatory update, or other significant change occurs that may impact the effectiveness of the plan. Texas Department of State Health Services must be notified of any modifications to the plan.
- The camp will notify and provide updated versions of this Emergency Action Plan to local emergency management authorities (Wood County Emergency Management) following any substantive revision and will coordinate as needed to maintain alignment with local emergency response procedures.
- All Emergency Action Plan reviews and revisions are documented in a separate revision log. A high-level summary of revisions, including the revision date and general description of changes, is reflected in the Amendment Record of this EAP cover page for reference.

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7.0 References

7.1 Regulatory References

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

8.0 Glossary

Terms and Definitions

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

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

Acronyms and Abbreviations

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

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PA	Public Address (System)
PPE	Personal Protective Equipment
SB1	Senate Bill 1 (Texas)
TDEM/EM	Texas Division of Emergency Management / Emergency Management
THSC (or HSC)	Texas Health and Safety Code

APPENDICES

Appendix A Camp Information

A.1 Camp Information

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

Camp Name	ALLASO RANCH
License Number	250104
Phone	(903) 769-7300
Address	2302 Private Road 7850, Hawkins, TX 75765
Driving Directions	DFW Airport → Allaso Ranch (2302 Private Road 7850, Hawkins, TX 75765) <ol style="list-style-type: none">1. Take I-635 East from DFW.2. Go US Hwy 80 East toward Terrell / Mineola.3. Pass through Mineola, then continue about 13 miles.4. Ignore FM 778 (GPS may tell you to turn there).5. Turn left on CR 2869.6. Go about 2-3 miles, then left on 3849 (before the bridge).7. Follow 3849 straight to the Allaso Ranch entrance.
Access / Entry Details	24-Hour Manned Security Entrance (Welcome Center)

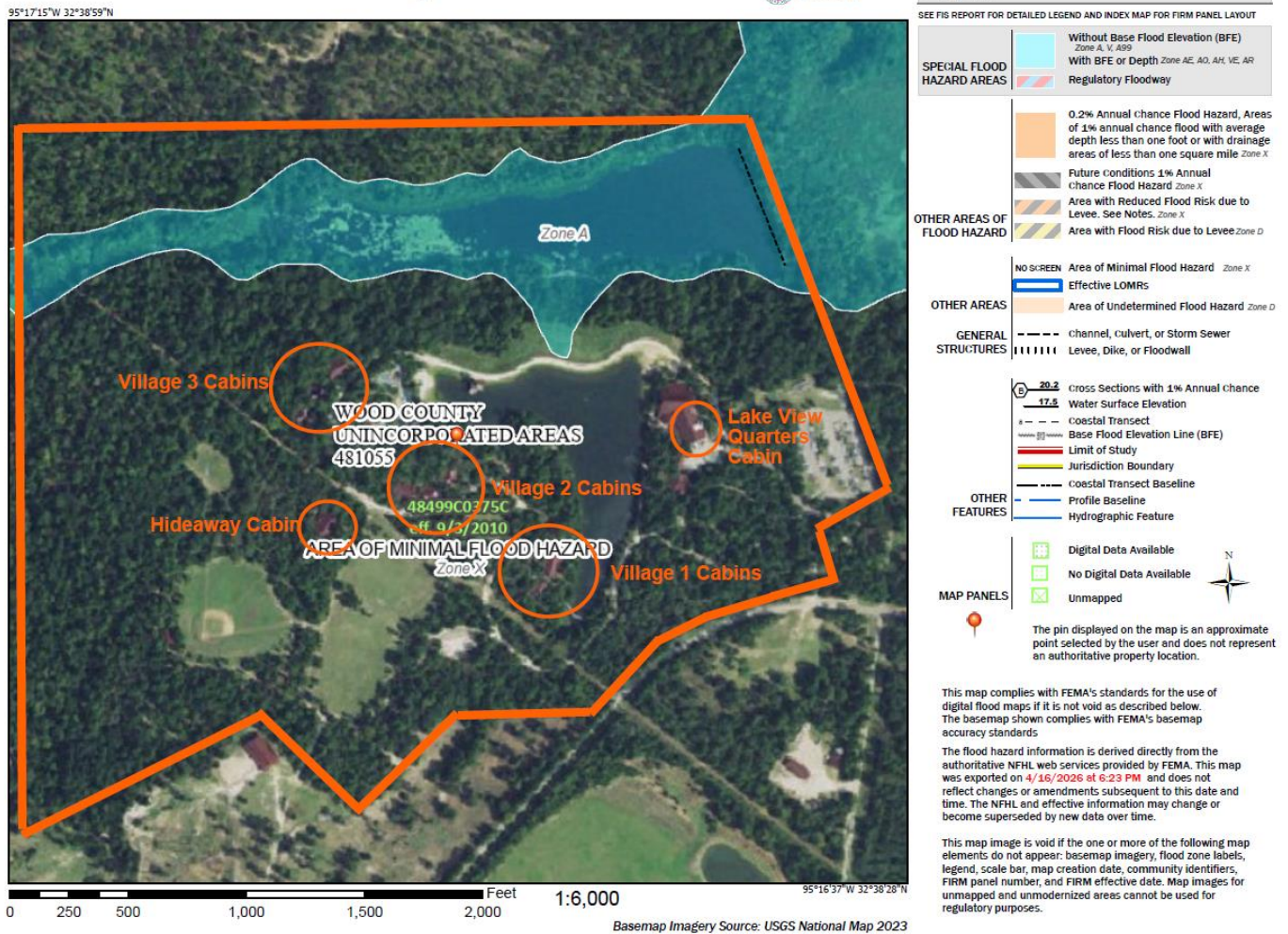
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A.2 Camp Floodplain Location Information

Allaso Ranch certifies that all cabins are located **outside of any designated floodplain**. Supporting documentation and applicable maps are maintained on file.

Please refer to the **FEMA National Flood Hazard Layer (FIRMette)** for Allaso Ranch below:

National Flood Hazard Layer FIRMette



A.3 Floodplain Notification and Parent Acknowledgement

A portion of the Allaso Ranch property, specifically wooded areas and land surrounding the lake on the north side of the property, is located within a designated floodplain. No camp buildings, cabins, primary activity areas, or roadways used for regular camp operations are located within the floodplain.

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A.3.1 Parent/Guardian Notification

The camp will notify all parents or legal guardians of this floodplain condition prior to the start of each camp session. Notification will include:

- Identification of the general location of the floodplain area on camp property
- Clarification that primary camp facilities, cabins, and regularly used program areas are not located within the floodplain
- Description of any potential risks associated with the floodplain area
- Statement that access to flood-prone areas may be restricted during certain conditions

Notification may be provided through:

- Camp registration materials
- Pre-arrival communication (email or digital forms)
- Parent information packets

A.3.2 Parent/Guardian Acknowledgement Requirement

Parents or legal guardians will be required to acknowledge receipt of the floodplain notification prior to the camper's participation in camp.

Acknowledgement may be obtained through:

- Signed paper forms
- Electronic acknowledgement during registration

Camper participation requires completion of this acknowledgement.

A.3.3 Documentation and Recordkeeping

The camp will maintain records of all parent/guardian acknowledgements in accordance with applicable record retention requirements.

Records will:

- Be stored electronically or in physical files
- Be accessible for inspection by regulatory authorities
- Be maintained for the duration required by Texas law

A.3.4 Responsibility

The following roles are responsible for implementation:

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- **Registration Team** → Distribution of notification and collection of acknowledgements
- **Camp Administration** → Oversight and verification of compliance
- **Emergency Preparedness Coordinator** → Annual review to ensure continued regulatory compliance

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Appendix B Contacts

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

B.1 Internal Contacts – Emergency Response Team Roster

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

ERT Position	Name	Job Title	Contact Information
Incident Commander	Kevin Ballard	Camp Director	Radio Channel 2 or (903) 769-7300
Medical Officer	Camp Nurse	Camp Nurse	Radio Channel 3 or (903) 769-7397
Safety Officer	Matthew Gray	Conference Director	Radio Channel 2 or (903) 769-7300
Public Information Officer	Scott Wilson	Public Relations	(972) 471-5700
Emergency Preparedness Coordinator	Chris Prater	Director of Security	(972) 471-5700

B.2 External Contacts

Agency / Group	Location	Office	Alternate Phone
Hawkins Police Department	212 Beulah Street Hawkins, TX 75765	(903) 769-3628	N/A
County Sheriff	Wood County	(903) 763-2201	911

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Hawkins Fire Department	389 Blackburn Street Hawkins, TX 75765	(903) 769-2444	911
County Emergency Management Coordinator – Tully Davidson	Wood County PO Box 938 Quitman, TX 75783	(903) 763-2356	N/A
Tyler Hospitals:			
Trinity Mother Francis Hospital	800 E Dawson Street, Tyler, TX 75701	(903) 593-8441	N/A
UT Health Hospital	1000 S Beckham Street Tyler, TX 75701	(903) 597-0351	N/A

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Appendix C Appendix C – Evacuation, Assembly Areas, and Evacuation Coordination Plan

This appendix provides the official site map and operational procedures for evacuation at Allaso Ranch. It identifies primary and alternate evacuation routes, designated assembly areas, and the coordination processes used to safely relocate campers and staff during an emergency. This appendix also defines evacuation command authority, communication expectations, accountability procedures, and coordination with emergency responders and external transportation resources when required.

C.1 Evacuation Route Maps and Assembly Area Assignments

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

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

C.2 Posted Evacuation Route Maps in Cabins

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

C.3 Emergency Route Lighting

Lighting is provided to ensure evacuation routes and paths of travel to assembly areas are clearly visible and usable under nighttime conditions, in accordance with applicable Texas youth camp safety requirements.

Illumination includes fixed lighting, emergency lighting systems, and other approved lighting methods sufficient to clearly identify:

- Exits
- Evacuation routes
- Paths of travel to designated assembly (muster) locations

Lighting systems will be regularly inspected, tested, and maintained to ensure operational readiness.

In the event of a power outage or lighting system failure, alternate lighting (e.g., LED flashlights and/or lanterns) will be readily available and deployed as needed to support safe evacuation.

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

When evacuation is directed by the Incident Commander, **cabin and activity staff/volunteers will:**

- Immediately initiate evacuation using posted routes for the cabin or area

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- Lead campers along the primary route unless conditions require use of an alternate route
- Maintain supervision, control, and group integrity at all times
- Assist individuals with disabilities or access and functional needs using established support procedures, including:
 - Assignment of specific staff to provide direct physical assistance
 - Use of a buddy system pairing staff with individuals requiring assistance
 - Ensure evacuation routes and assembly areas are accessible
 - Supporting the use of assistive devices during evacuation
 - Providing transportation accommodations for mobility devices and individuals requiring additional assistance
 - Delivering emergency instructions using verbal, visual, and physical communication methods to ensure understanding
- Ensure no camper or staff member leaves their assigned group unless directed
- Conduct headcounts upon arrival at the designated assembly area using rosters
- Report personnel accountability status to the Safety Officer in the required format
- Remain at the assembly area until further instructions or an “all clear” is issued

Evacuation command authority, coordination with emergency responders, transportation planning, and parent/guardian notification procedures are detailed in Section C.6.

C.5 Training, Drills, and Updates

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

- Roles and expectations related to evacuation command, communication, transportation coordination, and parent notification procedures

C.6 Evacuation Command, Coordination, and Notifications

C.6.1 Comprehensive Evacuation Framework

Allaso Ranch maintains a comprehensive evacuation system that includes:

- Evacuation route maps for all cabins and facilities (C.1–C.3)
- Clearly defined staff responsibilities during evacuation (C.4, K.3.2)
- Procedures for assisting individuals with disabilities and access and functional needs (C.4, K.3.2)

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- Established personnel accountability processes at all stages of evacuation, including at assembly locations (C.7)
- Parent/guardian notification procedures, including reunification instructions (C.6.6)
- Coordination with emergency services (9-1-1) and Wood County Emergency Management (C.6.3)
- Transportation coordination and resource escalation procedures when camp resources are insufficient (C.6.5)
- Process for evacuating campgrounds, including movement to on-site assembly areas or full off-site evacuation when required (C.6.4, K.3.4)
- Pre-designated reunification locations and family reunification procedures (Appendix M)

Evacuation procedures may include movement to on-site assembly areas or full off-site evacuation, depending on the nature and severity of the incident.

C.6.2 Evacuation Authority and Activation

The Incident Commander (IC) has full authority to initiate evacuation of any portion or the entirety of the campgrounds when conditions pose an actual or potential threat to the safety of campers, staff, or visitors.

Evacuation may be initiated based on:

- Fire, smoke, or hazardous conditions
- Severe weather or natural disaster threats
- Structural hazards or utility failures
- Direction from emergency responders or local authorities
- Any condition deemed unsafe by the Incident Commander

Upon activation, the IC will:

- Announce evacuation using primary communication systems (radio, phone, PA system)
- Specify evacuation scope (partial or full camp evacuation)
- Direct movement to designated primary or alternate assembly areas or off-site locations, as necessary

C.6.3 Emergency Notification and Coordination with Authorities

Upon initiation of an evacuation requiring external support, the Incident Commander or designee will immediately notify emergency services by calling **9-1-1**.

The following information will be provided:

- Camp name and physical address

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- Nature of the emergency and reason for evacuation
- Number of campers, staff, and visitors on site
- Known hazards or injuries
- Access instructions and staging locations for responders

The Incident Commander will coordinate with:

- Law enforcement
- Fire and EMS personnel
- Wood County Emergency Management

Upon arrival of external responders, the Incident Commander will integrate into a **Unified Command structure** and provide site-specific information to support coordinated decision-making and safe evacuation operations.

C.6.4 Evacuation of Campgrounds

Evacuation of campgrounds will be conducted in a controlled, phased, or full-scale manner based on the nature of the incident.

Evacuation priorities include:

1. Immediate life safety
2. Accountability of all campers and staff
3. Movement to safe locations (on-site or off-site)

Cabin and Activity Staff will:

- Lead campers using designated evacuation routes to the primary assembly area unless otherwise directed by IC.
- Maintain supervision and group integrity
- Assist individuals with disabilities or access and functional needs
- Conduct headcounts at assembly locations
- Report accountability to the Safety Officer
- Await further instructions

No campers or staff will leave assigned groups unless directed by the Incident Commander.

C.6.5 Transportation Coordination and Resource Escalation

If evacuation requires transportation beyond available camp resources, the Incident Commander will coordinate additional transportation through:

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- Local emergency management agencies
- Law enforcement and first responders
- Partner organizations and group leadership
- Contracted or emergency transportation providers

Transportation coordination will include:

- Identification of pickup and staging locations
- Assignment of campers and staff to vehicles
- Maintenance of accountability during loading, transport, and arrival
- Communication of routes and destinations

At all times, accountability must be maintained and verified before, during, and after transport operations.

C.6.6 Parent / Guardian Notification During Evacuation

In the event of an evacuation, the Incident Commander (IC) or Public Information Officer (PIO) will initiate parent/guardian notification as soon as practicable once accurate information is confirmed.

Notifications will include:

- Nature of the incident (as appropriate)
- Status of campers (safe, relocated, or in process of evacuation)
- Reunification instructions and location (if applicable)
- Any required actions for parents/guardians

Parents/guardians will be instructed:

- Not to respond to the camp unless directed
- To follow official communication channels for updates

All communication will be:

- Accurate and verified
- Timely and consistent
- Coordinated with emergency responders when applicable
- Conducted in a manner that protects camper privacy and safety

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C.6.7 Off-Site Evacuation and Reunification Route Maps

Primary Reunification Site – Hawkins Middle/High School

- Allaso Ranch coordinates with Hawkins ISD regarding emergency reunification and temporary shelter support when off-site evacuation is required.

Address: 179 Hawk Drive, Hawkins, TX 75765

Purpose: Primary off-site reunification and emergency shelter location.

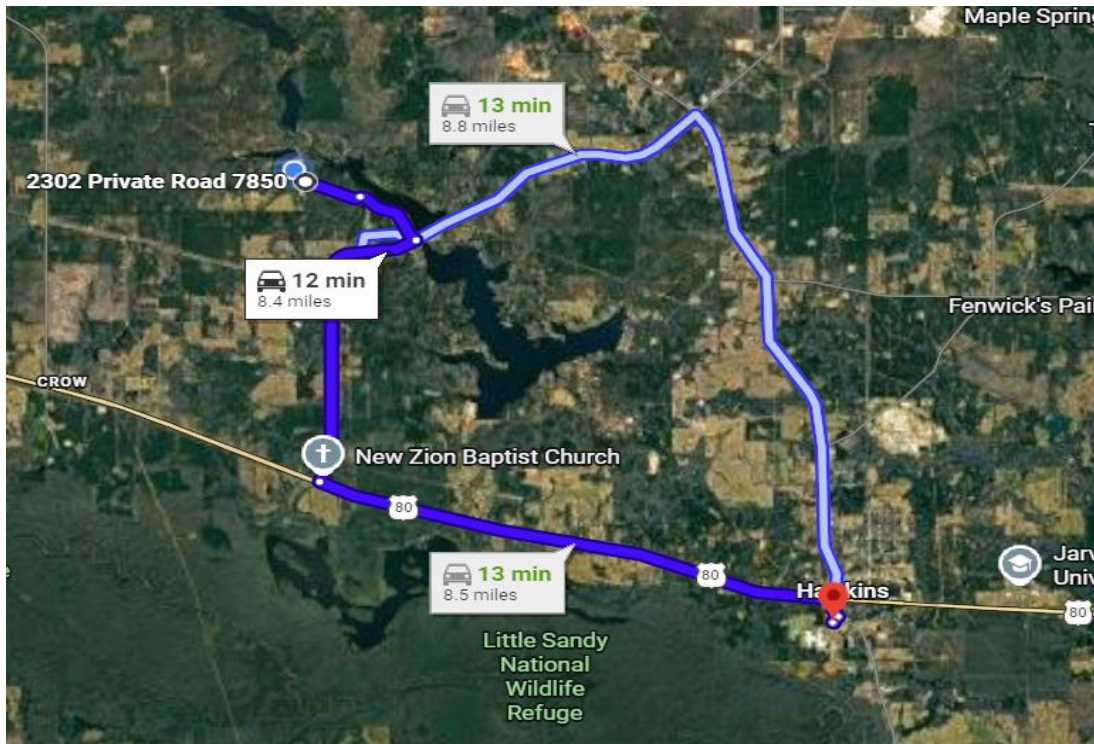
Driving Directions: Allaso Ranch → Hawkins Middle/High School - Hawkins ISD (179 Hawk Drive, Hawkins, TX 75765)

1. **Exit Left** out of Allaso Ranch onto Old Opportunity Blvd/Private Road 7850.
2. Old Opportunity Blvd becomes County Road 3849.
3. **Turn right** onto FM 2869.
4. **Go left** on US Hwy 80 East toward Hawkins and go **4.3 miles**.
5. **Turn right** onto Beulah St and go **0.2 miles**.
6. **Turn right** onto Hawk Dr.

Estimated Drive Time: 12 minutes

Alternate Route: To be determined by IC based on road/weather conditions.

Map:



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Secondary Reunification Site – Lindale High School

Address: 920 E Hubbard St, Lindale, TX 75771

Purpose: Secondary off-site reunification and emergency shelter location.

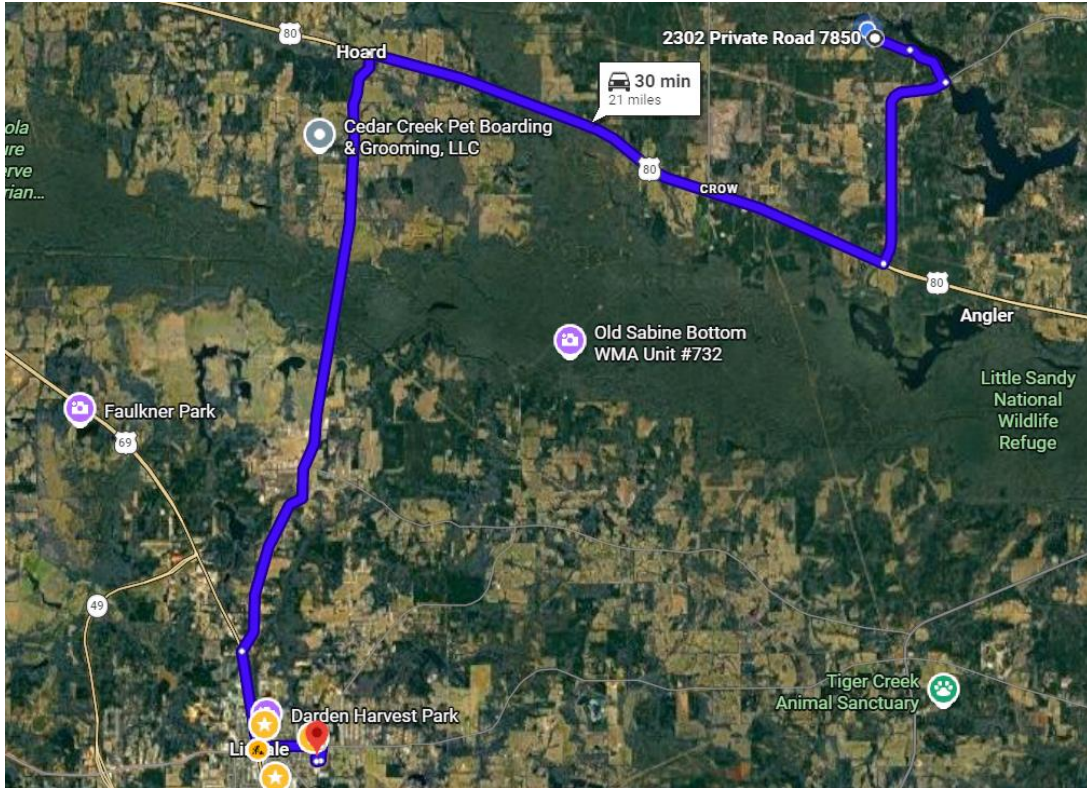
Driving Directions: Allaso Ranch → Lindale High School (920 E Hubbard St, Lindale, TX 75771)

1. Exit Left out of Allaso Ranch onto Old Opportunity Blvd/Private Road 7850.
2. Old Opportunity Blvd becomes County Road 3849.
3. Turn right onto FM 2869.
4. Go right on US Hwy 80 West toward Mineola and go 7.0 miles.
5. Turn left onto FM 1804 and go 7.8 miles.
6. Turn left onto US-69 S
7. Turn left onto W Hubbard ST/FM 16 and go 0.8 miles to 920 E. Hubbard St.
8. Lindale High School is on your right.

Estimated Drive Time: 30 minutes

Alternate Route: To be determined by IC based on road/weather conditions.

Map:



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C.7 Accountability During Evacuation Operations

Personnel accountability is required at all phases of evacuation, including:

- Prior to movement
- Upon arrival at assembly locations
- Before transport
- During transport (if applicable)
- Upon arrival at destination or reunification site

All accountability reports will be:

- Conducted using rosters
- Reported to the Safety Officer
- Verified and consolidated by command staff

Any discrepancies will be immediately reported to the Incident Commander and addressed without delay.

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C.8 Site Map of Primary and Alternate Evacuation Routes and Assembly Areas



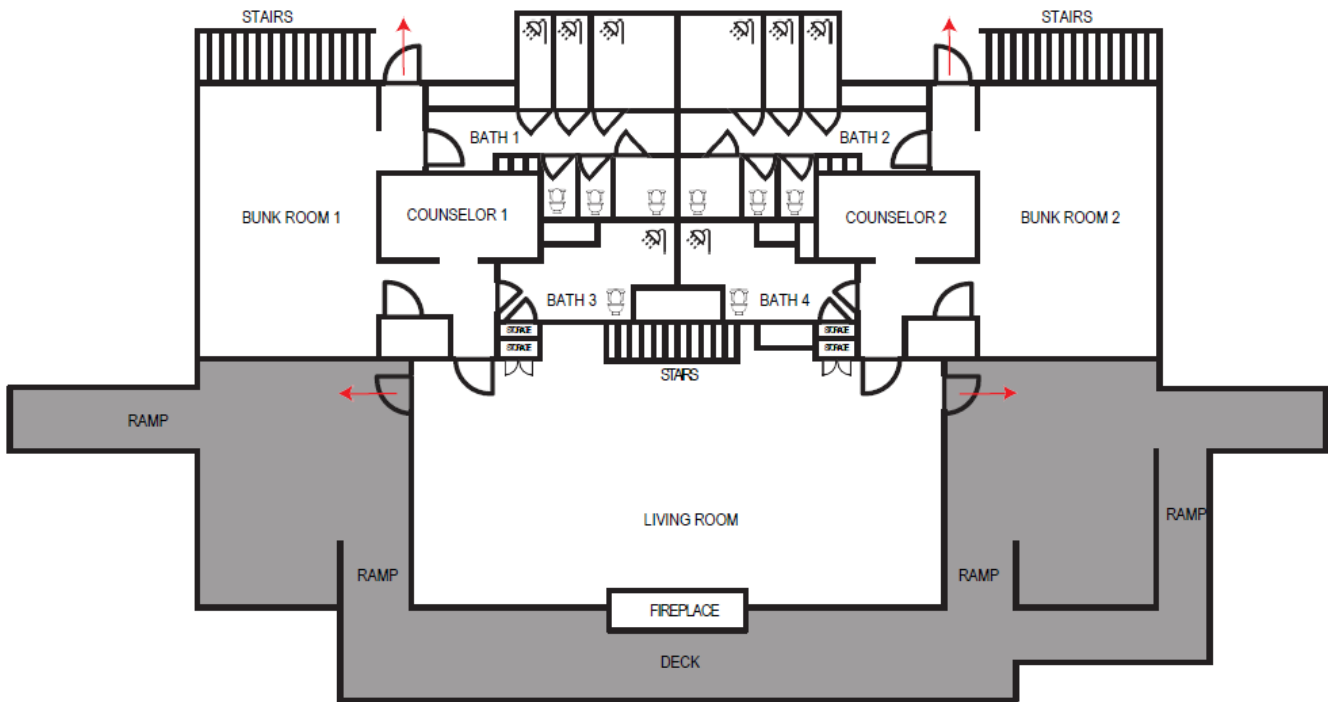
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C.9 Cabin Evacuation Routes Posted in Cabins

Evacuation Plan – Big Sandy and Hideaway (Type A Cabins)

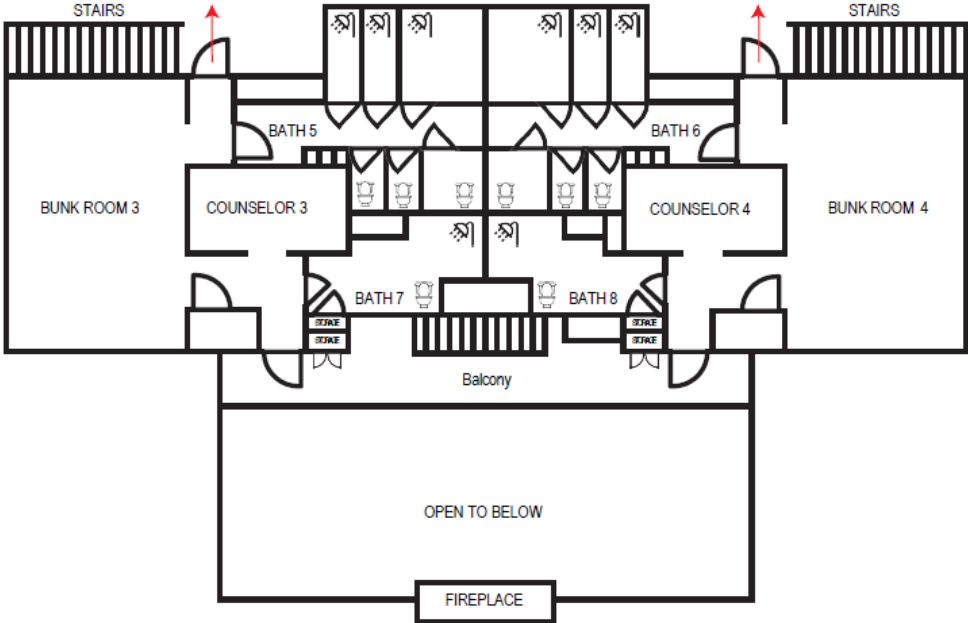
Allaso Ranch
CABIN A (First Floor)

EVACUATION Plan



Allaso Ranch
CABIN A (Second Floor)

EVACUATION Plan

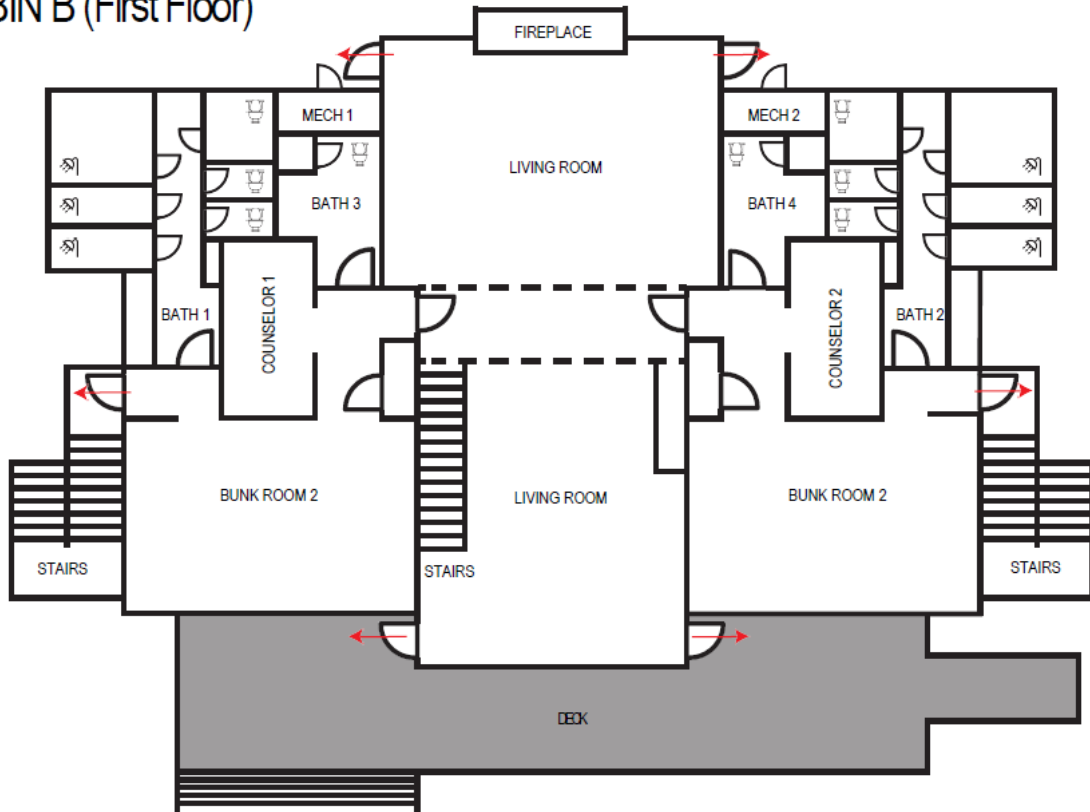


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Evacuation Plan - Hawkins and Grand Saline (Type B Cabins)

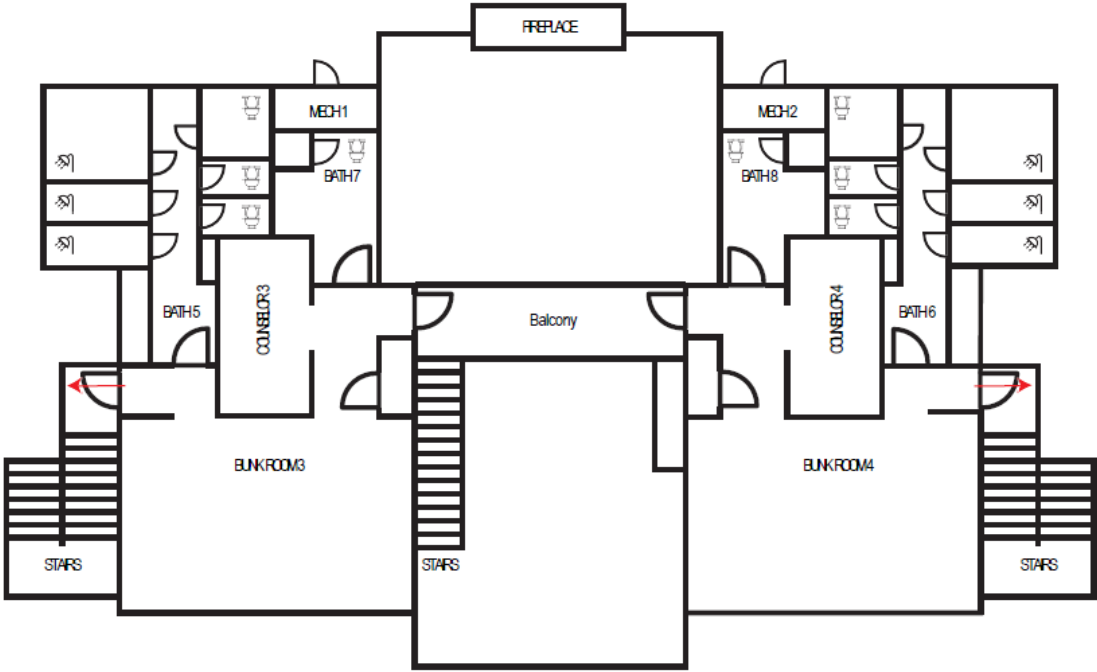
Allaso Ranch
CABIN B (First Floor)

EVACUATION
Plan



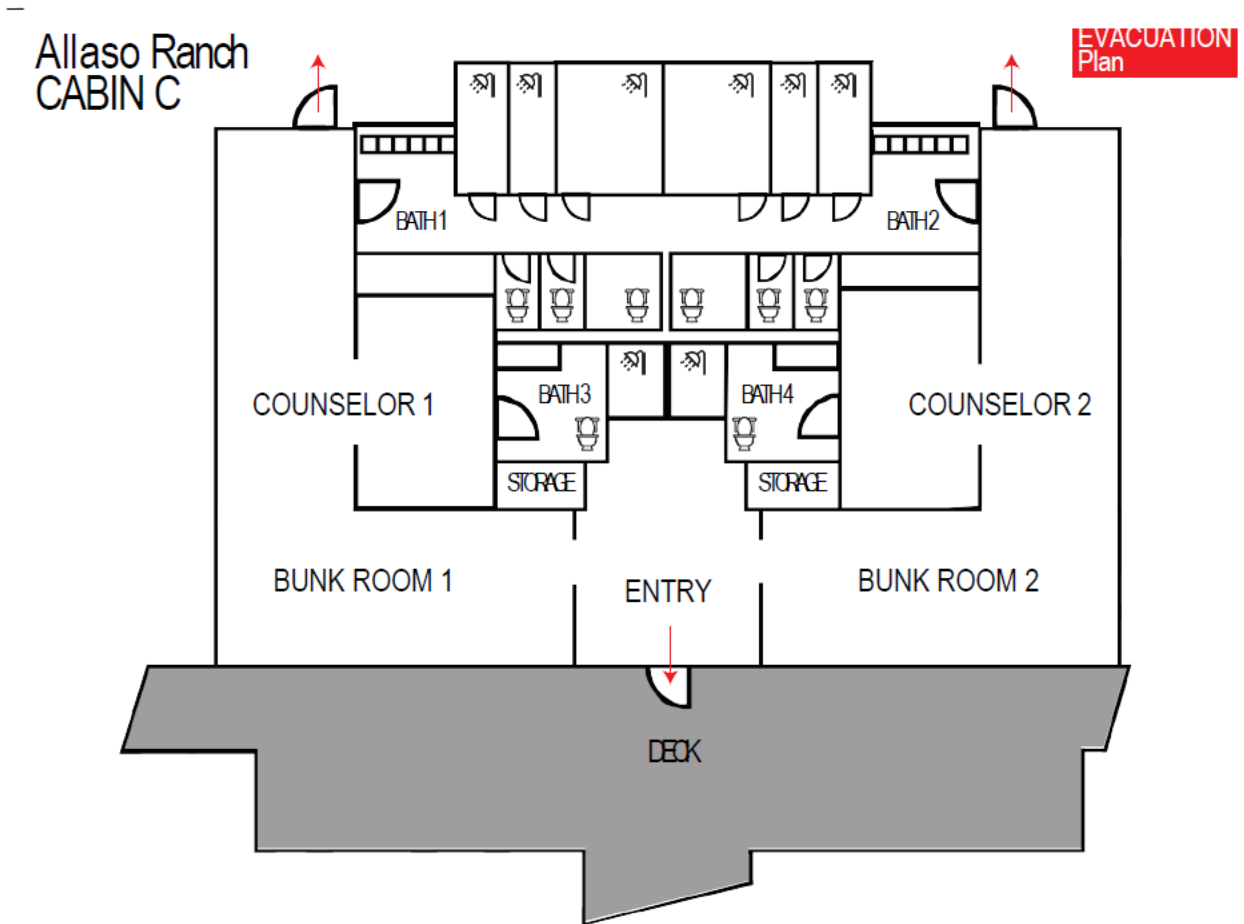
Allaso Ranch
CABIN B (Second Floor)

EVACUATION
Plan



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Evacuation Plan – Quitman, Mineola, Lone Oak, and Red Springs (Type C Cabins)

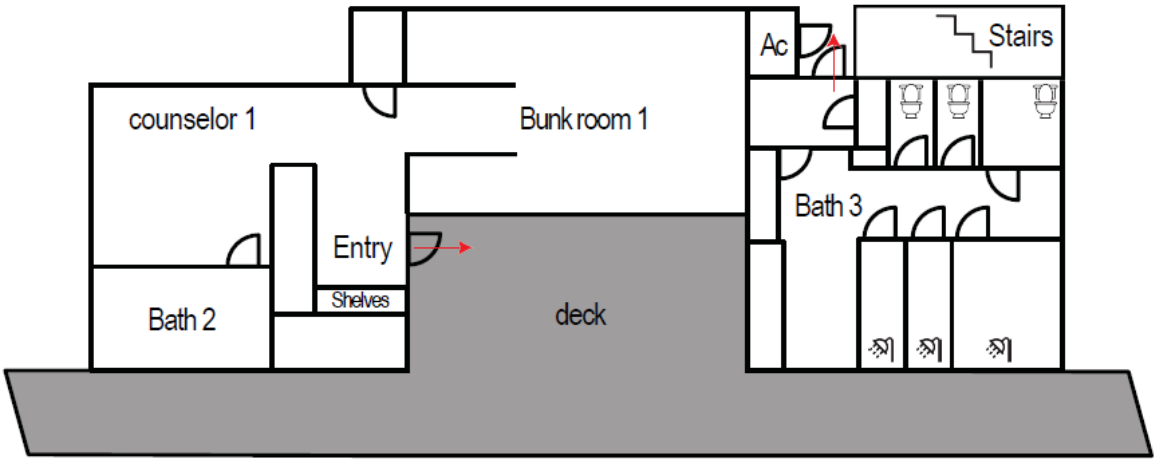


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Evacuation Plan – Canton and Gladewater (Type D Cabins)

Allaso Ranch
CABIN D

EVACUATION
Plan

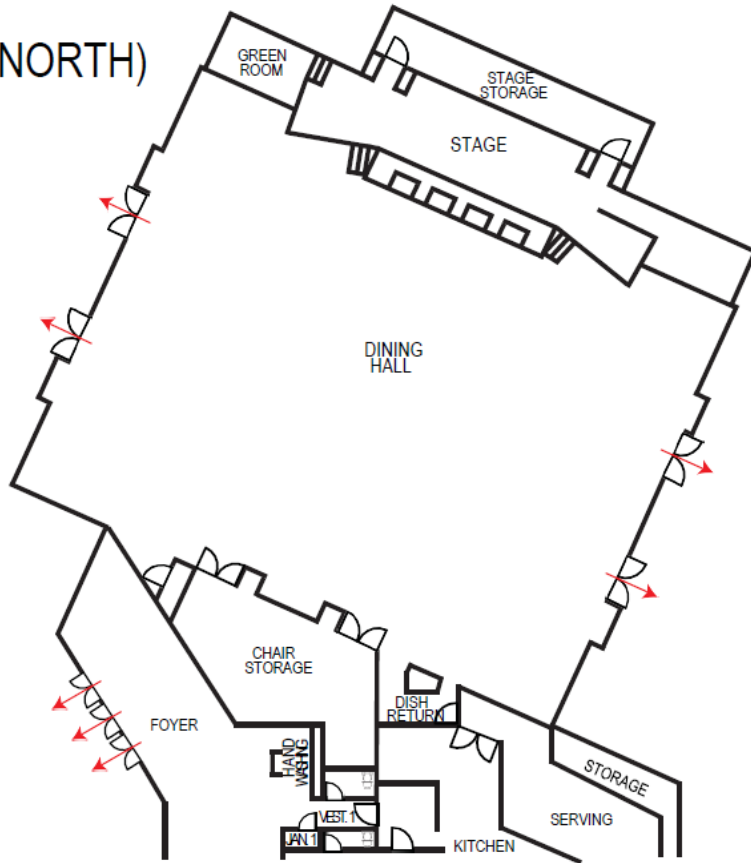


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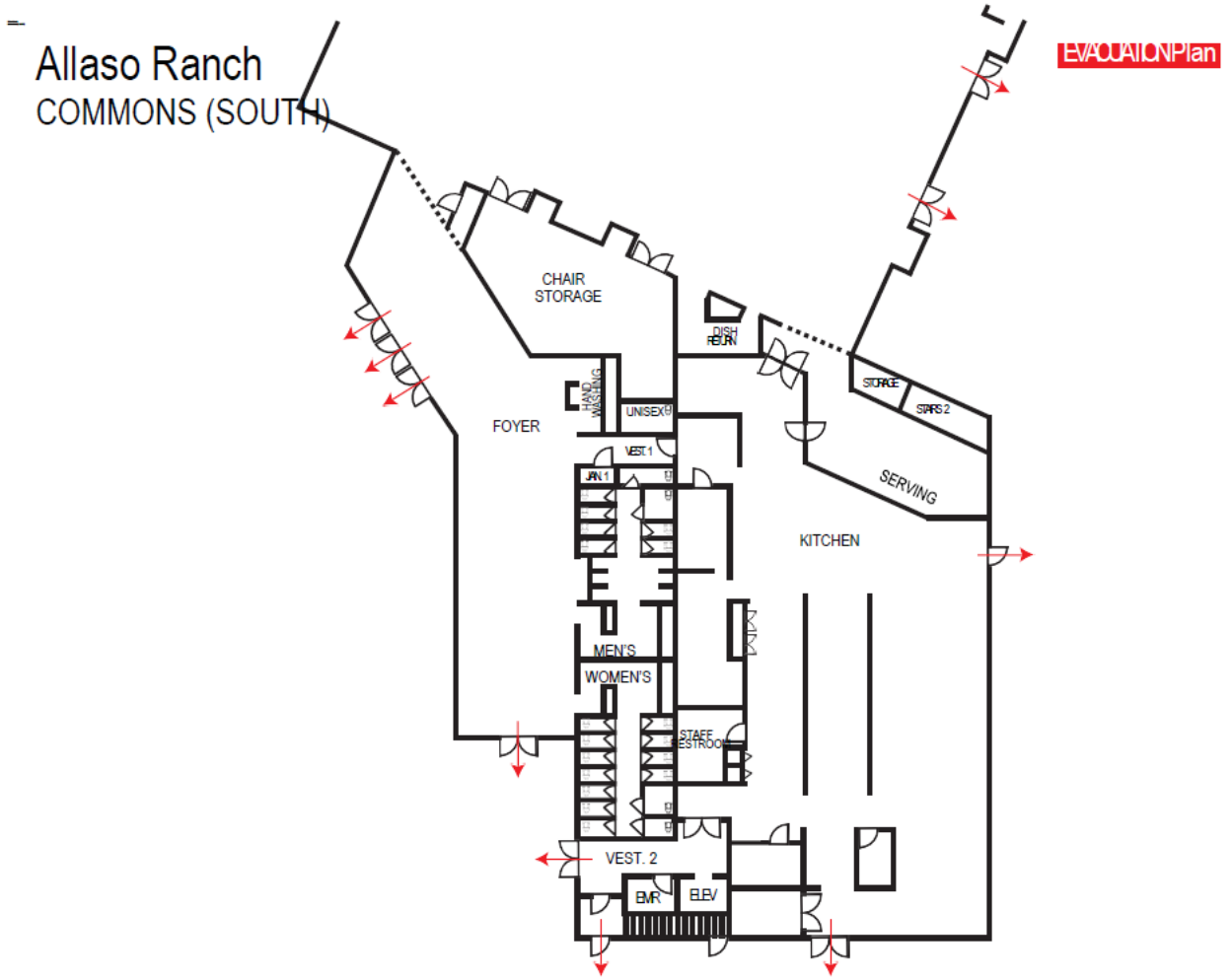
Evacuation Plan - Camp Commons and Lake View Quarters

Allaso Ranch
COMMONS (NORTH)

EVACUATION
Plan

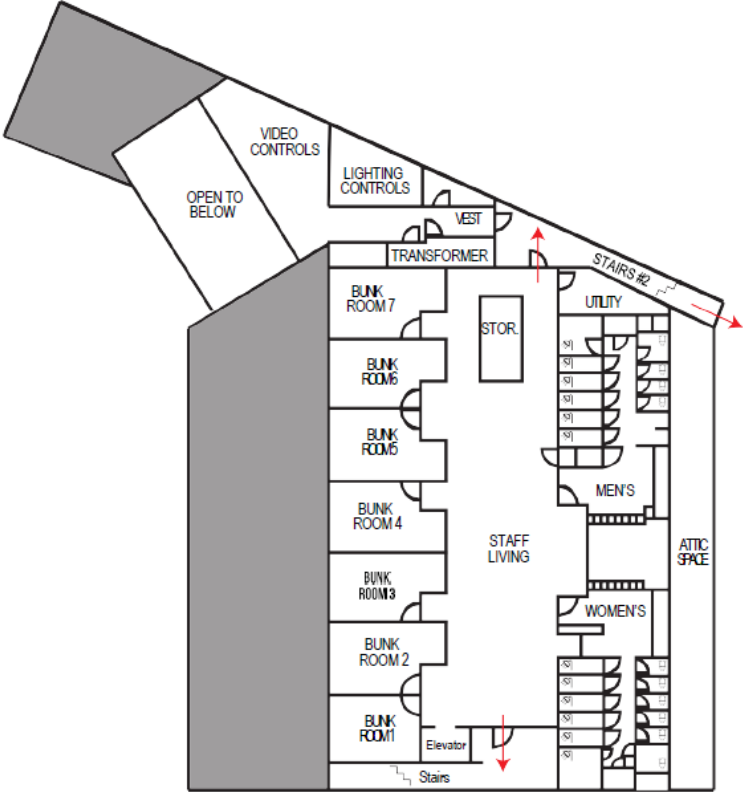


ALLASO RANCH EAP



Allaso Ranch
LAKE VIEW QUARTERS

EVACUATION
Plan



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Appendix D Lost Camper/Staff Member Procedure

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

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

D.1 Immediate Notification

Staff with Assigned Group (Cabin or Activity Staff/Volunteers)

Upon identifying a missing camper, staff/volunteers will immediately notify the Incident Commander (IC) and provide, at a minimum:

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

Upon notification, the IC will activate the Emergency Response Team (ERT) and request additional support, as needed.

D.2 Initial Search

Nearby Staff / Assigned Search Team

- Conduct a rapid, safe search of the immediate area where the camper was last seen
- Maintain constant communications with the Incident Commander (IC)
- Staff shall not separate from assigned groups or search alone unless directed and trained to do so

Cabin / Activity Staff

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

D.2.1 Structured Search Protocol

If the missing camper is not immediately located, the Incident Commander (IC) will initiate a structured search protocol to ensure a systematic, controlled, and efficient search operation.

Incident Commander (IC)

- Establish the Last Seen Point (LSP)
- Confirm and document:
 - Time last seen

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- Activity and location
- Direction of travel (if known)
- Initiate area control measures, including:
 - Direct cabin staff/volunteers to maintain supervision and restrict non-essential movement to preserve search integrity and prevent contamination of the Last Seen Point (LSP)
 - Securing key access points

Search Phases

Search operations will progress in the following phases:

Phase 1 – Rapid Local Search

- Immediate search of the area surrounding the Last Seen Point (LSP)
- Check nearby structures, restrooms, trails, and common gathering areas
- Conducted by nearby staff under IC direction

Phase 2 – Assigned Grid Search

- Camp property divided into designated search zones
- Teams assigned to specific areas to ensure full coverage
- Each area searched methodically to eliminate gaps or duplication

Phase 3 – Expanded Perimeter Search

- Extend search beyond immediate camp areas, including:
 - Trails
 - Perimeter roads
 - Adjacent property boundaries
- Increase staffing and coordination

Phase 4 – Law Enforcement Involvement

- Initiated if:
 - Camper is not located within **approximately 10 minutes**, or sooner, based on risk factors
 - Risk factors are present (age, medical condition, weather, terrain)
- IC will coordinate with law enforcement and transition to Unified Command

Search Team Structure

Incident Commander (IC)

- Assign and track all search areas and teams
- Maintain overall coordination and decision-making

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Search Team Leader (Assigned per Team)

- Lead assigned search team
- Ensure assigned area is fully searched
- Maintain accountability of team members
- Report status updates to the IC at assigned intervals

Search Team Members

- Search assigned areas methodically
- Remain with team at all times
- Report findings immediately

Communication and Control

- All search teams will maintain radio communication with the IC
- Search progress will be tracked and documented to avoid duplication or missed areas
- Teams will report:
 - Area searched
 - Time completed
 - Any findings or concerns

Safety and Accountability During Search

- No staff member will search alone unless specifically directed and trained
- All search teams will maintain personnel accountability at all times
- Cabin/Activity Staff will continue supervision of remaining campers
- Safety Officer will verify:
 - All non-search personnel are accounted for
 - Search team check-ins are maintained

D.3 Expanded Search

Incident Commander

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

- Deploy additional staff to conduct a systematic search using designated search zones identified on the camp map
- Assign search team leaders and establish check-in intervals

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- Notify local emergency services (9-1-1) if the camper is not located within **approximately 10 minutes**, or sooner based on risk factors, or if environmental, medical, or safety risks are present, and
- Coordinate all search and response activities

Safety Officer

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

D.4 Coordination with Local Emergency Management

In addition to notifying emergency services (9-1-1), the Incident Commander or designee will coordinate with Wood County Emergency Management as appropriate to the scope and severity of the incident.

Coordination may include:

- Sharing situational updates
- Requesting additional resources or support
- Aligning response actions with county-level emergency operations
- Supporting unified command, if activated

This coordination will occur when incidents involve:

- Missing persons not located within initial search timeframes
- Law enforcement involvement
- Expanded or off-site search operations
- Situations requiring regional coordination or additional resources

D.5 Personnel Accountability

Incident Commander

- Ensure search areas are clearly assigned, documented, and tracked to prevent duplication or gaps
- Confirm regular check-ins from all search teams

Safety Officer

- Verify that all other campers, staff, and visitors are accounted for
- Immediately report discrepancies to the IC

D.6 Medical Preparedness

Medical Officer

- Remain on standby at the designated base or assembly area
- Prepare to assess and treat the camper upon recovery, including care for dehydration, hypothermia, injuries, or trauma

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- Provide medical support to staff involved in the search, if needed

D.7 Parent / Guardian Notification

Incident Commander or designee

- Notify parents or legal guardians in accordance with camp policy, particularly if the search extends beyond the initial phase or if local authorities are engaged
- Provide factual, verified updates as information becomes available

D.8 Recovery and Post-Incident Actions

Incident Commander

Once the camper is located, the IC will:

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

All staff

- Provide reassurance and emotional support to campers and notify leadership of any concerns requiring additional pastoral care, counseling support, or trauma response.
- Resume normal operations only after authorization from the IC

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Appendix E Fire Emergency Procedure

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

E.1 Alert and Activate

Staff Who Discover the Fire

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

E.2 Evacuate Campers

Cabin and Activity Staff

- Immediately evacuate campers using pre-designated evacuation routes to assigned muster areas
- Instruct campers to:
 - Walk quickly and calmly
 - Stay together and follow staff directions, and
 - Remain with their assigned group at all times
- Do not stop to retrieve personal belongings
- Close doors behind you if time and conditions permit

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

E.3 Personnel Accountability

Cabin and Activity Staff

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

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Safety Officer

- Verify accountability reports from Cabin and Activity Staff
- Report consolidated accountability status to the Incident Commander

E.4 Emergency Services Notification

Incident Commander

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

E.5 Coordination with Local Emergency Management

In addition to notifying emergency services (9-1-1), the Incident Commander or designee will coordinate with Wood County Emergency Management as appropriate to the scope and severity of the incident.

Coordination may include:

- Sharing situational updates
- Requesting additional resources or support
- Aligning response actions with county-level emergency operations
- Supporting unified command, if activated

This coordination will occur when incidents involve:

- Structure fires or hazardous conditions
- Multi-agency response (fire, EMS, law enforcement)
- Evacuation of camp areas
- Extended emergency operations

E.6 Fire Suppression (Only if Safe)

Staff

- Use a fire extinguisher only if:
 - The fire is small and contained
 - The staff member has been trained, and

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- A clear exit path is available
- No staff or campers shall enter burning structures or take unnecessary risks

E.7 Medical Support

Medical Officer

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

E.8 Communication

Incident Commander

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

All Staff

- Provide status updates to the IC as conditions change
- Provide reassurance and emotional support to campers and notify leadership of any concerns requiring additional pastoral care, counseling support, or trauma response.
- Resume normal operations only after authorization from the IC

Appendix F Severe Injury, Illness, Accident, or Death Procedure

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

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

F.1 Scene Safety and Initial Notification

First Staff on Scene

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

Cabin / Activity Staff

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

Medical Response and Patient Care

Medical Officer

- Respond without delay and assume medical care of the patient
- Perform primary assessment and provide medical care within scope of training and certification
- Direct staff to retrieve AED/first-aid equipment and assist, as needed
- For life-threatening conditions, initiate appropriate interventions (e.g., CPR/AED, bleeding control, epinephrine per protocol, seizure precautions, cooling/warming measures)

F.2 Emergency Medical Services (EMS) Activation

Incident Commander (IC)

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

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- Camp name and address: **Allaso Ranch - 2302 Private Road 7850, Hawkins, TX 75765**
- Patient age and condition
- Care being provided
- Access instructions and best entry point, and
- Callback number

Runner / Access Control Staff (assigned by the IC)

- Meet EMS at the designated entry point and escort responders to the scene

F.2.1 Air Medical / Helicopter Landing Zone (LZ)

When air medical transport is required, a helicopter landing zone (LZ) will be established and secured when conditions allow.

Landing Zone Location

- Primary: Designated sports fields (open, flat areas)
- Alternate: Any clear, level area as directed by the Incident Commander or emergency responders

Landing Zone Setup

Operations Lead

- Establish and secure the landing zone
- Ensure area is clear of people, vehicles, debris, and overhead hazards
- Maintain a safe perimeter and restrict access

Lighting (Low-Light Conditions)

Assigned Staff

- Use vehicle headlights or portable lighting to identify the LZ
- Do not shine lights toward the aircraft
- Maintain visibility without creating glare

Safety and Coordination

All Staff

- Keep campers and staff clear of the landing zone
- Secure loose items
- Do not approach aircraft unless directed

Incident Commander (IC)

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- Coordinate with EMS and air medical personnel
- Provide location and access instructions

F.3 Coordination with Local Emergency Management

In addition to notifying emergency services (9-1-1), the Incident Commander or designee will coordinate with Wood County Emergency Management as appropriate to the scope and severity of the incident.

Coordination may include:

- Sharing situational updates
- Requesting additional resources or support
- Aligning response actions with county-level emergency operations
- Supporting unified command, if activated

This coordination will occur when incidents involve:

- Life-threatening injuries or illness
- EMS transport or air medical response
- Multiple patients or mass casualty potential
- Situations requiring additional medical or regional support

F.4 Supervision Continuity and Area Control

Incident Commander

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

Cabin / Activity Staff

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

F.5 Communication

Incident Commander

- Notify camp leadership promptly
- Notify parent/guardian of the affected camper as soon as practicable with factual, verified information and instructions (e.g., where to go, pickup/medical facility details if transport occurs)
- If death is suspected or confirmed:
 - Notify families in coordination with law enforcement/EMS, as applicable
 - Designate a single spokesperson for all communications

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All Staff

- Refer all media or external inquiries to **Scott Wilson**.

F.6 Reporting and Documentation

Incident Commander

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

Medical Officer

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

F.7 Post-Incident Actions

Incident Commander

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

All Staff

- Provide reassurance and emotional support to campers, and notify leadership of any concerns requiring additional pastoral care, counseling support, or trauma response.

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Appendix G Aquatic Emergency Procedure

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

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

G.1 Alert and Initiate Rescue

Lifeguard / Trained Aquatic Staff

- Immediately initiate a rescue in accordance with training and certification
- Enter the water only if trained and equipped with appropriate rescue equipment
- If direct entry is unsafe, deploy rescue aids (e.g., rescue tube, lifebuoy, life jacket, reaching pole, boat)
- Use whistle or verbal commands to alert nearby staff of the emergency

Nearby Staff / Cabin or Activity Staff

- Immediately clear all other campers from the water
- Ensure the Incident Commander (IC) is aware of the aquatic emergency
- Prevent unauthorized entry into the aquatic area
- Assist lifeguards as directed while maintaining personal safety

G.2 Establish Command and Request Emergency Assistance

Incident Commander (IC)

- Assume command of the incident as soon as practical
- Direct staff assignments and ensure scene safety
- Call 9-1-1 immediately for life-threatening incidents and provide, at a minimum:
 - Camp name, address, and exact location
 - Nature of the aquatic emergency
 - Number of individuals involved
 - Condition of the victim(s), and
 - Access instructions for emergency responders
- Ensure rescue and medical equipment is available

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G.3 Coordination with Local Emergency Management

In addition to notifying emergency services (9-1-1), the Incident Commander or designee will coordinate with Wood County Emergency Management as appropriate to the scope and severity of the incident.

Coordination may include:

- Sharing situational updates
- Requesting additional resources or support
- Aligning response actions with county-level emergency operations
- Supporting unified command, if activated

This coordination will occur when incidents involve:

- Water-related rescue or submersion incidents
- Life-threatening emergencies requiring EMS
- Multiple individuals involved
- Situations requiring extended response or investigation

G.4 Evacuation and Safety of Others

Cabin / Activity Staff

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

G.5 Medical Support

Medical Officer

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

G.6 Personnel Accountability

Safety Officer

- Verify that all campers, staff, and visitors are accounted for
- Report accountability to the Incident Commander

G.7 Communication

Incident Commander

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- Maintain continuous radio or phone communications with staff involved in the response
- Provide status updates regarding the victim(s) and overall safety conditions
- Coordinate parent or guardian notifications once the situation is stabilized and accurate information is available

G.8 Post-Incident Procedures

Incident Commander

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

All Staff

- Provide reassurance and emotional support to campers and notify leadership of any concerns requiring additional pastoral care, counseling support, or trauma response.
- Assist with restoring or securing equipment, signage, and safety barriers

Appendix H Epidemic Response Procedure

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

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

H.1 Identify and Isolate

Medical Officer

- Staff responding to potential communicable disease cases will utilize appropriate personal protective equipment (PPE), including gloves, masks, or other required protective measures.
- Without unnecessary delay, assess symptomatic individual(s)
- Move affected campers or staff to the designated isolation area within the medical center, separate from the general population
- Initiate a symptom monitoring log documenting time of onset, symptoms observed, and severity

Camp / Activity Staff

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

H.2 Communication

Medical Officer

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

Incident Commander

- Activate the Communicable Disease Protocol
- Assess whether the illness appears isolated or may represent a broader outbreak
- Arrange communications with parents or guardians

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H.3 Contain and Prevent Spread

Cabin / Activity Staff

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

Support / Maintenance Staff

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

Incident Commander

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

H.4 Personnel Accountability

Cabin / Activity Staff

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

Medical Officer

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

H.5 External Notification and Guidance

Incident Commander

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

H.6 Coordination with Local Emergency Management

In addition to notifying emergency services (9-1-1), the Incident Commander or designee will coordinate with Wood County Emergency Management as appropriate to the scope and severity of the incident.

Coordination may include:

- Reporting suspected outbreaks
- Following public health guidance

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- Implementing isolation or mitigation protocols
- Coordinating communication with families and authorities

This coordination will occur when incidents involve:

- Suspected or confirmed outbreaks
- Direction or reporting requirements from public health authorities
- Widespread illness impacting camp operations
- Situations requiring regional or state-level coordination

H.7 Staffing and Operational Adjustments

Incident Commander

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

H.8 Post-Outbreak Procedures

Incident Commander

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

Medical Officer

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

All Staff

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

Appendix I – Unauthorized or Unknown Person / Active Threat Procedure

This procedure establishes a tiered response system for identifying and managing:

1. Unauthorized individuals requiring redirection
2. Non-compliant individuals requiring law enforcement
3. Active threats requiring immediate protective action

I.0 Identification of Unauthorized or Unknown Individuals

- Are not wearing required camp identification or credentials
- Are not listed on approved guest, staff, or vendor rosters
- Refuse to identify themselves or comply with check-in procedures
- Are present in restricted or camper-only areas without authorization

All Staff Responsibilities

- Maintain awareness of surroundings and access points
- Politely challenge unknown individuals using appropriate discretion:
 - “Hello, may I help you check in with our team?”
- Immediately report any concerns to the Incident Commander (IC)

I.1 Scenario 1 – Unauthorized Individual (Compliant / Low Threat) Indicators

- Individual appears lost, confused, or unaware of procedures
- Complies when approached

Response

- Staff member (preferably leadership) engages calmly and respectfully
- Escort individual to appropriate location (welcome center/exit)
- Verify purpose of visit and assist with proper check-in if appropriate
- Notify IC of interaction and resolution

Safeguarding Actions

- Maintain normal operations
- Ensure campers are supervised but do not escalate concern unnecessarily

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I.2 Scenario 2 – Unauthorized Individual (Non-Compliant / Escalating) Indicators

- Refuses to leave or comply
- Displays agitation, erratic behavior, or verbal aggression
- Attempts to access restricted areas

Response

- Do NOT physically engage or escalate
- Immediately notify IC with:
 - Location
 - Description
 - Behavior
- IC will:
 - Direct staff to maintain distance and monitor
 - **Call 9-1-1** if individual refuses to leave or poses concern
 - Assign staff to discreetly safeguard campers

Safeguarding Actions

- Move campers away from the area
- Increase supervision and accountability
- Limit access to buildings and sensitive areas
- Prepare for possible escalation

I.3 Scenario 3 – Active Threat / Immediate Danger (This section references internal Active Threat Protocol; detailed tactical procedures are maintained separately per state guidance)

Indicators

- Weapon observed or suspected
- Verbal threats of harm
- Active attacker or violent behavior

Response

- Immediately notify IC via emergency communication
- **IC will call 9-1-1 without delay**

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- Initiate **Active Threat Protocol (Run, Hide, Fight)**
- Implement:
 - Lockdown (primary)
 - Evacuation (if safe)
 - Controlled movement as directed

Safeguarding Actions

- Immediate protection of life is priority
- Staff take decisive action to protect campers

I.4 Observe, Report, Do Not Confront (Applies to ALL Scenarios) All Staff

- Do not physically confront unless necessary to protect life
- Immediately report:
 - Location
 - Description
 - Behavior
 - Direction of travel
- Maintain situational awareness

Cabin and Activity Staff

- Calmly and discreetly move campers away from concern areas
- Maintain supervision and accountability

I.5 Activation and Command

Incident Commander (IC)

- Assess threat level (Scenario 1, 2, or 3)
- Initiate appropriate response level
- Assign roles (security, communication, accountability)
- Escalate to law enforcement as required

I.3 Active Threat Protocol (Run, Hide, Fight)

In the event of an active attacker or active shooter, staff will follow these principles in order of priority:

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RUN (Evacuate if Safe)

- Evacuate immediately if a safe escape route is available
- Leave belongings behind
- Keep hands visible when exiting
- Move away from the threat area to a designated safe location
- Do not allow campers or staff to re-enter buildings

HIDE (Shelter / Barricade if Escape is Not Possible)

- Move to the nearest secure room or protected space
- Lock doors immediately
- If locks are not available, barricade doors using heavy furniture or equipment
- Barricade standards include:
 - Block doors with desks, tables, or other heavy objects
 - Secure door handles (tie-down if possible)
 - Wedge door bottoms if applicable
- Turn off lights
- Cover windows and door visibility panels if possible
- Keep campers low, quiet, and out of sight lines
- Silence all phones and electronic devices
- Maintain calm control of campers
- Do not open doors for anyone until law enforcement gives an official “**all clear**”

FIGHT (Last Resort)

- Only if confronted and no other options exist
- Act decisively to stop or incapacitate the attacker
- Use available objects to defend life
- Commit fully to protecting campers and staff

I.4 Lockdown / Controlled Movement

Incident Commander (IC)

- Determine and announce protective action:
 - Lockdown (primary for active threat)

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- Controlled Movement (if safe relocation is needed)

Cabin / Activity Staff

- Execute lockdown procedures immediately:
 - Lock and barricade doors
 - Move campers out of sight
 - Maintain silence and control
- Conduct and maintain continuous headcounts
- Report accountability to the IC when safe to do so

I.5 Personnel Accountability

Cabin / Activity Staff

- Immediately account for all campers and staff
- Maintain accountability throughout the incident
- Report status to the Incident Commander or Safety Officer

Safety Officer / Incident Commander

- Collect and verify accountability reports
- Identify any missing individuals
- Communicate critical information to law enforcement

I.6 Law Enforcement Coordination

Incident Commander (IC)

- Initiates 9-1-1 for:
 - Non-compliant unauthorized individuals
 - Any credible threat
- Provides:
 - Description of individual
 - Behavior and threat level
 - Location and access points
 - Accountability status

Operations Coordinator

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- Assist with perimeter control and site access
- Direct responding units to the correct location
- Prevent unauthorized entry into secured areas

All Staff

- Follow all instructions from law enforcement
- Keep hands visible when in contact with responders
- Do not approach or interfere with law enforcement operations

I.7 Communication

Incident Commander (IC)

- Restrict radio traffic to essential emergency communications only
- Provide clear, concise instructions to staff
- Coordinate internal and external messaging

All Staff

- Do not share unverified information
- Refer all external communication to the Public Information Officer (PIO)
- Maintain calm, clear communication with campers

I.8 Medical Response

Medical Officer

- Stage in a **secure location** until cleared by law enforcement
- Provide medical care only when the scene is safe
- Coordinate EMS response and treatment

I.9 Post-Incident Procedures

Incident Commander (IC)

- Issue an “All Clear” only after confirmation from law enforcement
- Coordinate reunification, relocation, or dismissal procedures
- Document the incident
- Conduct incident review to evaluate response effectiveness and update procedures if needed

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All Staff

- Provide reassurance and emotional support to campers and notify leadership of any concerns requiring additional pastoral care, counseling support, or trauma response.
- Maintain supervision and accountability
- Resume normal operations only when authorized

Appendix J Transportation Emergency Procedure

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

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

J.0 Pre-Trip Safety and Driver Requirements

All camp transportation activities will follow established pre-trip safety checks and driver requirements to reduce risk and ensure safe transport of campers and staff.

J.0.1 Pre-Trip Safety Checks

Driver / Staff in Charge

Prior to departure, the driver or assigned staff member will verify:

- Vehicle condition, including:
 - Tires, lights, mirrors, and general operability
- **Fuel level** sufficient for the planned trip
- Presence of required safety equipment, including:
 - First aid kit
 - Emergency communication device (radio or phone)
- Roster verification:
 - Confirm all campers and staff assigned to the trip are present
 - Ensure headcount matches roster before departure

The vehicle will not depart until all safety checks are complete and verified.

J.0.2 Driver Requirements

All drivers transporting campers must meet the following requirements:

- Be **approved and authorized** by camp leadership
- Possess a valid driver's license appropriate for the vehicle type
- Have received **camp transportation and safety training**, including emergency procedures
- Be physically capable of safely operating the vehicle

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J.0.3 Driver Safety Standards

Drivers will adhere to the following safety practices at all times:

- No mobile phone use while operating the vehicle (hands-free only if absolutely necessary)
- Follow all traffic laws and operate vehicles in a safe and controlled manner
- All passengers will wear seatbelts
- Ensure adequate rest and alertness prior to driving
- Immediately report any concerns related to fatigue, vehicle condition, or safety risks

J.1 Stop and Secure the Scene

Driver / Staff in Charge

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

Accompanying Staff (if present)

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

J.2 Assess Impacts

Driver or First Responding Staff

- Conduct an immediate visual assessment of all campers and staff

Medical Officer (if present or contacted)

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

J.3 Request Emergency Assistance

Driver / Staff in Charge

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

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

Incident Commander

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

J.4 Coordination with Local Emergency Management

In addition to notifying emergency services (9-1-1), the Incident Commander or designee will coordinate with Wood County Emergency Management as appropriate to the scope and severity of the incident.

Coordination may include:

- Sharing situational updates
- Requesting additional resources or support
- Aligning response actions with county-level emergency operations
- Supporting unified command, if activated

This coordination will occur when incidents involve:

- Vehicle accidents or transportation-related emergencies
- Injuries requiring EMS response
- Off-site incidents requiring coordination with local authorities
- Situations requiring additional transportation or logistical support

J.5 Supervise and Protect Campers

Staff in Charge

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

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J.6 Personnel Accountability

Driver or Staff in Charge

- Confirm that all campers are present and accounted for
- Report any injuries to the Incident Commander

Incident Commander

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

J.7 Communication

Driver / Staff in Charge

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

Incident Commander

- Notify camp leadership
- Notify parents/guardians if a delay, injury, route change, or change in pickup/drop-off is anticipated
- Provide calm, factual, verified updates only

J.8 Transportation Continuity

Incident Commander

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

Staff in Charge

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

J.9 Post-Incident Procedures

Incident Commander

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

All Staff

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

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Appendix K Natural Disaster Emergency Procedure

K.1 Activation Triggers (National Weather Service Alerts and Observed Conditions)

This procedure will be activated upon the identification of any of the following conditions:

Official Alerts (Primary Triggers):

The camp will initiate protective actions based on official alerts issued by the National Weather Service (NWS) or local emergency authorities.

- **Tornado Warning** → Immediate Shelter-in-Place procedures
 - Shelter-in-Place Order (Local Emergency Authority) → The camp will immediately initiate shelter-in-place procedures in accordance with this plan upon issuance of a shelter-in-place order by local emergency management, law enforcement, or other authorized government authority.
 - Shelter-in-place procedures include movement to designated indoor safe locations, supervision and accountability of all campers and staff, and continuous coordination with emergency responders as outlined in this Emergency Action Plan.
- **Flash Flood Warning** → The camp will initiate evacuation procedures in accordance with Appendix C (Evacuation, Assembly Areas, and Evacuation Coordination Plan) based on site-specific conditions.
 - While all cabins, primary facilities, and roadways used for camp operations are located outside of the designated floodplain, the Incident Commander will continuously assess conditions, including:
 - Rapidly rising water in low-lying or wooded areas
 - Flooding that may impact internal roads or access points
 - Direction from local emergency management or emergency responders
 - Based on these conditions, protective actions may include:
 - Movement to higher ground or safe on-site locations, or
 - Full off-site evacuation of campers and staff if conditions warrant
- **Severe Weather Warning (as applicable)** → Protective actions as determined by the Incident Commander

Upon issuance of any applicable warning, the **Incident Commander (IC)** will immediately assess conditions, initiate appropriate protective actions (shelter-in-place, evacuation, or controlled movement), and communicate instructions to staff and campers.

Observed or Developing Hazardous Conditions (Secondary Triggers)

Protective actions may also be initiated based on real-time environmental observations, including but not limited to:

- Rotating clouds or visible funnel formation
- High winds or rapidly deteriorating weather conditions

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- Heavy rainfall or rapidly rising water
- Frequent or nearby lightning
- Smoke, fire, or other environmental threats

Internal Notification Triggers

Activation of this procedure may also occur upon:

- Activation of the camp Public Address (PA) system
- Direction or notification from the Incident Commander or camp leadership

The Incident Commander will coordinate all response actions and ensure timely communication of instructions using established communication systems.

All evacuation actions initiated under National Weather Service warnings will include notification to 9-1-1 and coordination with local emergency management as outlined in Appendix C.6

K.2 Alert and Notify

Incident Commander

- Continuously monitor NWS watches/warnings and other official alerts (including local emergency management)
- Issue immediate notifications to staff and campers using the PA system, radios, or other established communication methods
- Determine and announce the required protective action based on the trigger: tornado shelter-in-place or wildfire evacuation to a safe area away from fire

Cabin and Activity Staff

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

K.3 Shelter-in-Place or Evacuation

K.3.1 Protective Action Decision

The National Weather Service alerts, on-site observations, and direction from local emergency authorities will inform protective actions. The Incident Commander (IC) will determine whether to Shelter-in-Place, Evacuate to a Safer On-Site Location, or initiate an Off-Site Evacuation based on real-time conditions.

K.3.2 Roles and Responsibilities

Incident Commander

- Determine and communicate protective actions (shelter in place or off-site evacuation)

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- Ensure all areas are accounted for, and actions are implemented
- Redirect staff and campers if conditions change or routes become unsafe
- Coordinate with emergency responders and local authorities

Cabin and Activity Staff / Volunteers

- Lead campers using pre-assigned routes to designated locations
- Maintain continuous supervision and group control
- Assist individuals with disabilities or access and functional needs, including:
 - Providing physical assistance as needed
 - Ensuring access to appropriate evacuation routes and shelter areas
 - Supporting the use of assistive devices during movement
 - Communicating instructions using accessible methods (verbal, visual, or physical cues)
 - Coordinating transportation needs for individuals requiring additional assistance
- Keep campers calm, together, and responsive to instructions

K.3.3 Shelter-in-Place Locations

Designated shelter-in-place locations include cabins, lodges, restrooms, and other structurally appropriate buildings based on the hazard.

- Severe weather: Interior rooms, restrooms, or hallways on the lowest level, away from windows and exterior doors
- Lightning: Fully enclosed buildings (cabins, lodges, dining or activity spaces)
- Other hazards: The safest available interior space as directed by the Incident Commander

K.3.4 Off-Site Evacuation Procedures

When off-site evacuation is required due to natural disaster conditions, the Incident Commander (IC) will initiate coordinated evacuation operations in alignment with Appendix C.

Primary and alternate evacuation routes and designated reunification **locations** are detailed in **Appendix C.6.7 Off-Site Evacuation and Reunification Route Maps**.

This process includes:

- Notification of 9-1-1 and Wood County Emergency Management
- Activation of designated off-site evacuation or reunification locations (Appendix M)
- Establishment of transportation staging and loading areas

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- Assignment of campers and staff to vehicles
- Continuous personnel accountability during all phases of movement and transport
- Coordination with receiving locations and responding agencies
- Parent/guardian notification, including reunification instructions

All off-site evacuations will be conducted under Incident Command and in coordination with responding authorities.

K.3.5 Accountability Procedures

Upon movement to any shelter or evacuation location:

- Cabin and activity staff immediately conduct a headcount using assigned rosters
- Accountability status is reported to the Incident Commander or Safety Officer
- Any missing or extra individuals are reported immediately

During the incident:

- Continuous supervision and accountability are maintained at all times
- Periodic headcounts are conducted as directed or when conditions change

During evacuation movement:

- Groups remain together under direct staff supervision
- Accountability is maintained before departure, during movement, and upon arrival

K.3.6 Hazard-Specific Procedures

• **Lightning (Shelter-in-Place)**

- Move all campers and staff indoors immediately
- Suspend all outdoor activities

• **Tornado (Shelter-in-Place)**

- Move campers to interior rooms, restrooms, or hallways on the lowest level
- Keep occupants away from windows and exterior doors
- Position campers low and protected against interior walls

• **Flood / Flash Flood Response (Shelter-in-Place or Evacuation)**

Note: Camp buildings and primary roadways are not located within a designated flood zone; however, localized flooding remains a potential risk.

- **Protective Action Determination (by IC):**

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1. **Shelter-in-Place (Primary):** When buildings are the safest option
 - Keep campers and staff inside designated buildings
 - Maintain accountability and supervision
 - Monitor conditions and await further instruction
2. **Evacuate:** If conditions warrant relocation
 - Move groups to primary assembly area
 - Maintain accountability throughout movement
 - Do not allow anyone to enter or cross moving water under any circumstances
 - Follow all directions from the Incident Commander and emergency personnel

If conditions require off-site evacuation, the Incident Commander will implement evacuation procedures in accordance with **Appendix C.6.7 Off-Site Evacuation and Reunification Route Maps**.

Important!

National Weather Service Flash Flood or Flood Warnings will immediately trigger closure of access to low-lying areas, including trails around Lake Weisenbaker.

Wildfire (Evacuation to Assembly Area / Muster Station)

- Move campers away from fire and smoke toward designated safe areas
- Do not allow return to cabins for personal belongings
- Maintain calm, controlled movement with continuous supervision

K.3.7 Off-Site Evacuation Coordination

If on-site sheltering or relocation is not sufficient, the Incident Commander will initiate a full or partial off-site evacuation.

Off-site evacuation procedures include:

- Coordination with 9-1-1 and Wood County Emergency Management
- Activation of pre-designated off-site evacuation and reunification locations
- Coordination of transportation resources (camp-owned or external)
- Assignment of campers and staff to vehicles with maintained accountability
- Communication of evacuation status and instructions to parents/guardians

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All off-site evacuations will be conducted under the direction of the Incident Commander in coordination with responding agencies.

K.4 Personnel Accountability

Incident Commander

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

Cabin and Activity Staff

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

K.5 Medical Support

Incident Commander

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

Medical Officer

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

K.6 Communication

Incident Commander

- Maintain communication with local emergency management agencies and first responders as conditions warrant
- Issue updated instructions as new information becomes available (e.g., escalation from watch to warning; flood impacts to routes)
- Ensure communication channels remain operational and use backup methods if needed
- Initiate parent/guardian notifications if evacuation, extended sheltering, relocation, or early dismissal is required

K.7 Post-Event Procedures

Incident Commander

- Determine when it is safe to end sheltering or evacuation and issue an “all clear” when appropriate

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- Coordinate relocation, cleanup, or suspension of activities as needed
- Provide parents/guardians with status updates and instructions regarding pickup, schedule changes, or continued sheltering

Safety Officer

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

Cabin and Activity Staff/Volunteers

- Reconduct headcounts to ensure full personnel accountability
- Assist campers with reassurance and transition back to normal operations or dismissal procedures
- Provide reassurance and emotional support to campers and notify leadership of any concerns requiring additional pastoral care, counseling support, or trauma response.

Medical Officer

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

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Appendix L Communication

This appendix identifies the communication systems, equipment, redundancy measures, and management practices used by **Allaso Ranch** to support effective emergency response operations.

L.1 Primary Communication Systems

System	Description	Notes
Two-Way Radios	Handheld radios used for onsite staff communications	Primary onsite system
Mobile Phones	Cellular devices used for external and backup communications	Used for off-site coordination
Public Address (PA) / Alert System	Fixed or portable system for camp-wide announcements	Operable without internet

L.2 Backup and Alternate Communication Methods

Method	Description
Runners	Staff assigned to physically relay messages
Megaphones	Handheld
Audible alert devices	Air Horns

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L.3 Emergency Communications Equipment Inventory

L.3.1 Onsite Communications Equipment

Equipment	Quantity	Primary Location	Backup Power
Two-Way Radios	6	Camp Director's Office	Spare batteries
Radio Charging Stations	2	Camp Offices	Battery Backup/Generator
PA system components	1	Camp Director's Office/Communication Equipment Closet in Camp Offices	No
NOAA/NWS weather alert radio	2	Camp Director's Office	Battery
Audible alert devices (megaphone/air horn)	2 megaphones/2 air horns	Camp Director's Office	Spare batteries

L.3.2 Power and Connectivity Resources

Resource	Description	Notes
Spare radio batteries	Battery backup for radios	Maintained charged
Portable power packs	Support critical devices	As needed
Generator	Extended power outages	Fuel maintained
Broadband connection #1	Primary internet service	Spectrum Fiber Internet (end-to-end fiber optic connection from service provider to camp facilities)
Broadband connection #2	Redundant internet service	Point Broadband

Allaso Ranch maintains two broadband connections through separate providers, with the primary service meeting end-to-end fiber optic requirements in accordance with Texas Health and Safety Code §141.0092.

Appendix M – Family Reunification Procedure

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

- An incident requires early dismissal, evacuation, or relocation of campers
- A situation impacts normal pickup procedures or camp operations
- Direction is given by the Incident Commander (IC) to initiate reunification
- Law enforcement or emergency responders recommend or require controlled release of campers

M.1 Pre-Designated Reunification Locations

Primary Location:

Hawkins Middle/High School - 179 Hawk Drive, Hawkins, Texas 75765

Secondary Location:

Lindale High School - 920 East Hubbard, Lindale, Texas 75771

- These locations have been pre-identified to support rapid reunification following an evacuation.
- In the event of a widespread or regional emergency, reunification locations may be adjusted based on availability or direction from emergency responders and/or local emergency management.
- All changes will be communicated to parents/guardians through official camp communication channels.

M.2 Activation and Initial Actions

Incident Commander (IC)

- Determine the need for controlled reunification
- Confirm reunification location. If pre-designated locations are not available, work with emergency responders and/or county emergency management to identify an alternate reunification site that meets all the following requirements:
 - Be safe, secure, and away from the incident area
 - Space for approximately 500 people with restroom facilities
 - Allow for controlled access and traffic flow
 - Provide adequate space for:
 - Camper staging
 - Parent/guardian check-in
 - Identification and verification
 - Controlled release
- Activate reunification operations and assign roles, including:

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- Reunification Coordinator (if assigned)
- Security and traffic control support
- Transportation coordination (if relocation required)
- Initiate parent/guardian notification process

M.3 Parent / Guardian Notification Process

Incident Commander or Public Information Officer (PIO)

- Notify parents/guardians as soon as practicable with verified and factual information
- Communication will include:
 - Nature of the situation (as appropriate)
 - Reunification location and instructions
 - Required identification for pickup
 - Instructions to not come to camp until directed, if applicable
- Provide ongoing updates as information becomes available

Communication Methods May Include:

- Phone calls
- Text alerts
- Email communication
- Group messaging platforms

M.4 Reunification Site Setup and Control

Security Coordinator / Assigned Staff

- Establish controlled entry and exit points
- Manage traffic flow and parking
- Prevent unauthorized access to the reunification area
- Maintain separation between:
 - Camper holding areas
 - Parent/guardian check-in areas
 - Media or unauthorized individuals

Logistics / Operations Support

- Set up designated areas for:
- Check-in and verification

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- Camper staging by group/cabin
- Release processing
- Ensure communication systems are operational

M.5 Approved Pickup and ID Verification

Check-In Staff / Assigned Personnel

- Verify that each individual requesting pickup is an **authorized parent or guardian**
- Require and confirm **valid government-issued photo identification**
- Cross-reference identification with:
 - Camp registration records
 - Authorized pickup lists

If an individual is NOT authorized:

- Do not release the camper
- Refer the situation to the Incident Commander or designee

M.6 Release Documentation

Assigned Staff / Reunification Team

- Document each camper release, including:
 - Camper name
 - Time of release
 - Name of authorized individual
 - Verification of ID
 - Staff member completing release
- Maintain documentation as part of the official incident record

M.7 Camper Accountability and Release

Cabin / Activity Staff

- Maintain continuous supervision and accountability of assigned campers
- Organize campers by cabin or group for orderly release
- Release campers only when authorized and directed

Safety Officer / IC

- Maintain overall accountability tracking until all campers are released or reassigned
- Immediately address any discrepancies

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M.8 Transportation Coordination (if required)

Logistics Coordinator

- Coordinate movement of campers if:
 - Reunification site is off-site
 - Relocation is required
- Ensure accountability during all transport operations
- Communicate routes, staging, and arrival times

Evacuation Transportation Contingency

If evacuation of the camp requires transportation beyond available camp resources, the Incident Commander will coordinate with local emergency management, in-house group leadership, partner organizations, and transportation providers to secure additional vehicles and ensure the safe evacuation of all campers and staff

M.9 Law Enforcement Coordination

Incident Commander (IC)

- Coordinate reunification operations with law enforcement and emergency responders, as applicable
- Follow any direction related to:
 - Scene control
 - Release timing
 - Investigation requirements

Operations Coordinator

- Support law enforcement with site access and perimeter control

M.10 Communication

Incident Commander / PIO

- Provide clear, consistent updates to staff and families
- Ensure all messaging is:
 - Accurate
 - Timely
 - Confidential

All Staff

- Refer all external inquiries to the **Public Information Officer (PIO)**
- Do not release unverified information

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M.11 Post-Reunification Procedures

Incident Commander (IC)

- Confirm all campers have been:
 - Released to authorized individuals, or
 - Accounted for and reassigned appropriately
- Document the reunification process and any issues encountered
- Conduct a **post-incident review (After Action Review)**

All Staff

- Provide support to campers and families as needed
- Resume normal operations only when authorized