



# **HIGH PLAINS RETREAT CENTER**

## **Emergency Action Plan Handbook**

High Plains Retreat Center (HPRC) is committed to the safety and well-being of its staff and guests. This plan exists in order to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the camp. Our goals in responding to an emergency situation include:

- The safety of all staff and guests.
- The physical and emotional well-being of staff and guests.
- The timely stabilization of an emergency situation.
- The protection of HPRC facilities, property, and the belongings of staff and guests.

This plan applies to all employees of HPRC and any person occupying the physical premises of HPRC. The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined.

This plan will be available on site in each building with maps/visuals posted. Parents of campers will be shared a link to a digital version of this plan during registration or upon request for prospective campers. All staff and adult volunteers will receive a digital copy and training on site or via video link.

*DSHS Approval: 5/15/26*

## **EMERGENCY CONTACT INFORMATION**

Camp Office: 806 499-3429

Staff: Torie Groomer, Executive Director – 806 681-2117 cell

Travis Gravley, Assistant Director – 806 282-8299 cell

Emergency: 911

Office of Emergency Management for Amarillo Area: 806-378-3004

Canyon Police Dept: 806 655-5005

Randall County Sheriff: 806 468-5800

Poison Control: 1-800-222-1222

Local On-Call Physician: Dr. Alan Keister (806) 355-9741

## **CAMP EMERGENCY PREPAREDNESS COORDINATOR (EPC)**

***Torie Groomer, Executive Director***

OR ***Travis Gravley, Assistant Director*** (in absence of Executive Director)

In any situation, if the Executive Director is not present, the Assistant Director will be the designee and will operate all alert systems as needed.

The Executive Director or designee will be the Emergency Preparedness Coordinator and will assign all action and communication in procedures.

Duties:

- responsible for alerting all campers and camp occupants of an emergency
- responsible for initiating public address system for camp wide emergency notifications & maintaining public address system with regular checks/tests
- monitor safety alerts issued:
  - by the National Weather Service
  - local AMA alerts issued by OEM In Amarillo Area
  - maintain an operable radio capable of providing real-time weather alerts issued by the National Weather Service (NWS) that has back up battery power
- implement the emergency evacuation plan on issuance by the National Weather Service of a flash flood or flood warning for an area of the campground, tornado warning, or other weather emergencies for area of the campground
- Relationship established and copy of an emergency evacuation plan on file with:  
Office of Emergency Management (OEM) for Amarillo Area  
806-378-3004

Max Dunlap

OEM - Director

Jaric Hubner

OEM - Deputy Director

- Contact will be made in the event of emergency
- Responsible for communication with:
  - local emergency management services
  - camp administrative and medical services staff
  - the parents or legal guardians of each camper
- HPRC affirms notification and communication with local emergency management when this emergency plan is updated and/or revised

## **PLAN IMPLEMENTATION & TRAINING SCHEDULE**

- Year Round Full & Part Time Staff - April 1, 2026 (log kept)
- Seasonal Part Time & Summer Staff - May 26, 2026 Training Dates (log kept)
- Individual Camp Leaders & Volunteers - Video on demand training with documented completion minimum of one week prior to attendance or in person during the first 24 hours of camp session.
- Campers - The first day of each camp (via video or in person)
- Parent Notification - Emergency Plan provided to the parent or legal guardian of a camper in online registration. As well as a signed acknowledgement of the notification stating parts of camp are in the floodplain.



## **PLAN IMPLEMENTATION & SAFETY TRAINING**

### **1. CAMPER SAFETY TRAINING**

- All campers receive mandatory safety orientation on the first day of each session before activities begin.
- Training is conducted by camp staff and/or group leaders under direction of the Emergency Preparedness Coordinator (EPC).
- Training Includes:
  - Camp Rules
  - Camp Boundaries & Hazards
  - Behavior Expectations in Emergencies
  - Emergency Procedures (Evacuation, Shelter-in-Place, Severe Weather, Lost Camper)
  - Instruction is age-appropriate and includes clear explanation and demonstration as needed.

### **2. STAFF TRAINING (ANNUAL REQUIREMENT)**

- All camp staff and key volunteers receive annual emergency procedures training prior to the camp season.
- Training includes:
  - Emergency Action Plans (EAPs)
  - Evacuation, shelter, and accountability procedures
  - Use of emergency equipment (as applicable)
  - Assisting campers with disabilities
- Training is conducted by the Emergency Preparedness Coordinator (EPC) and/or designated senior camp staff.

### **3. TRAINING RESPONSIBILITY**

- Emergency Preparedness Coordinator (EPC):
  - Oversees all staff and camper safety training
  - Ensures training content is current and compliant
- Designated Camp Leadership (Directors/Senior Staff):
  - Assist in delivering staff training sessions
  - Reinforce training throughout the camp season

### **4. TRAINING RECORDS (REQUIRED)**

- The camp maintains records of all staff and volunteer training, including:
  - Names of participants
  - Date of training
  - Type of training completed
  - Training records are maintained and tracked by the Emergency Preparedness Coordinator (EPC) or designated administrative staff.
  - Records are:
    - Stored in camp files (digital and/or physical)
    - Updated annually and as new staff are trained
    - Available for review during inspections

### **5. ONGOING REINFORCEMENT**

- Staff review emergency procedures regularly and prior to higher-risk activities.
- Camper safety expectations are reinforced throughout each session.

## **COMMUNICATIONS REDUNDANCY & RELIABILITY**

Primary System: Public Address (PA) system and Cell Phones.

PA System reaches all campers within our boundaries.

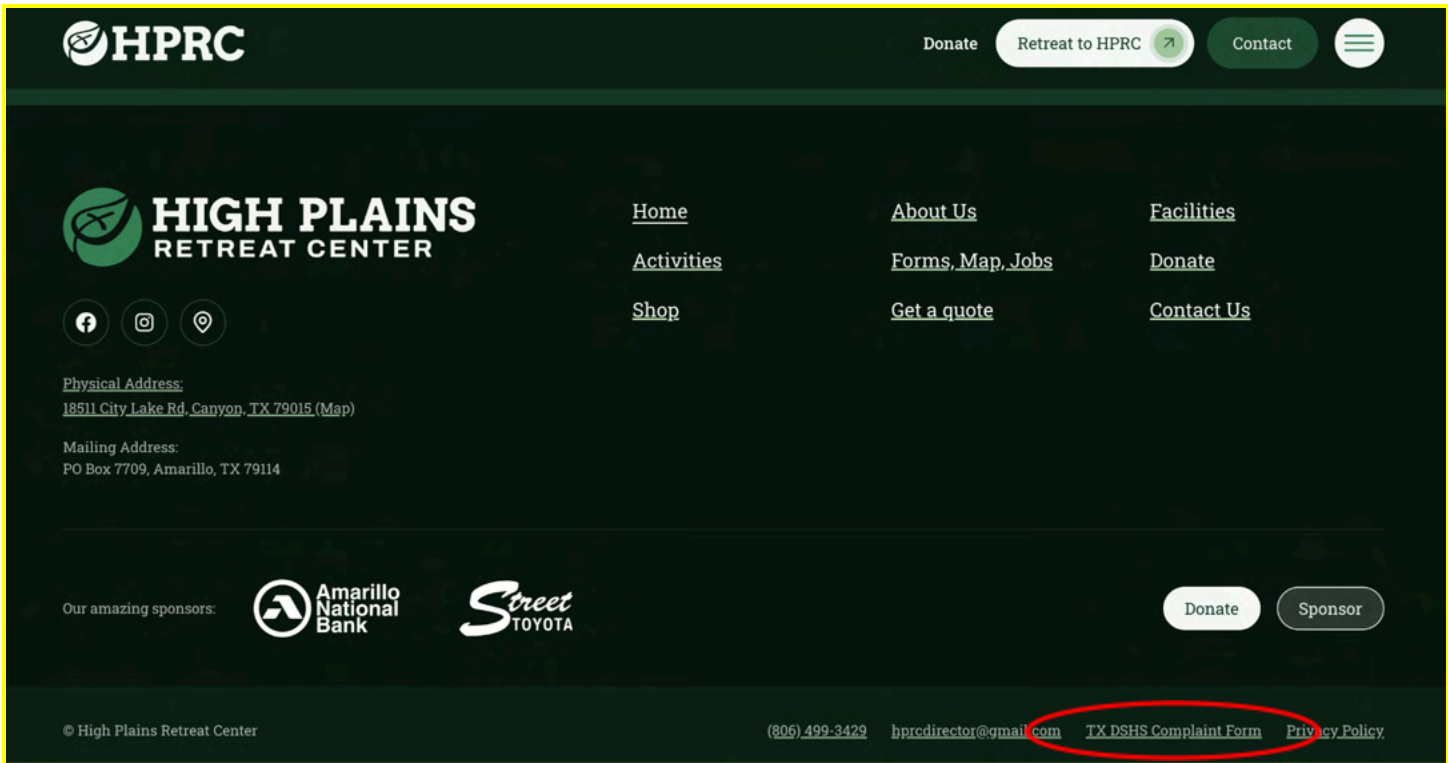
Redundancy: HPRC maintains a fiber-optic internet service provided by Mid-Plains Communications as well as a redundant internet connection through Starlink. The executive director monitors these services.

Off-Grid Capability: Emergency notification systems are configured to operate independently of local internet through dedicated radio frequencies (two-way radios) and PA hardware.



**HPRC’s website includes the link to the DSHS complaint website.**

TX DSHS Complaint Form link to can be found by the legal page link in the footer on each screen of our website:



**FLOODPLAIN NOTICE**

Portions of the camp property used for daytime activities are located within a designated floodplain. Floodplain map is located in the Appendix.

No sleeping cabins are located within the floodplain.

One cabin, Deer Lodge, has a front porch area bordering the floodplain boundary; however, the sleeping structure itself is not located within the floodplain. As a precautionary measure, Deer Lodge is equipped with one emergency roof-access/egress ladder.

Deer Lodge is the only cabin equipped with an emergency ladder. No other cabins or sleeping structures are located in or bordering the floodplain and therefore do not require emergency ladders.

Parents/guardians are required to acknowledge receipt of this Floodplain Notice during registration.



## **REQUIREMENTS**

\*As a rental facility with staffed activities, during summer camps there will be HPRC staff members on site AND a designated group leader from each church/group as well as counselors from each attending church to maintain proper supervision and proper camper to adult ratios.

\*\*Each church/guest group is responsible to bring their own designated Camp Health Officer to stay on site and provide for all medical/nursing needs for the duration of the rental. HPRC shall have on file the designated qualified individual present at camp for each session to serve as the Camp Health Officer in accordance with 25 TAC §265.15. This is a session-by-session designated CHOs provided by guest groups. This is a person designated to provide a safe environment for campers and staff through organized medical oversight, keep health records, must be trained in emergency response. All designated Health Officers must provide a copy of their current Texas Professional License (RN, LVN, or MD) or a valid Texas Temporary Nursing Permit if licensed in another state.

\*\*\*To communicate with each other at HPRC staff, group leaders, counselors will use two-way radios, Cell Phones and Public Address System. Staff members shall ensure the Executive Director and Assistant Director are notified of the event and circumstances.

## CORE EMERGENCY ACTION PLAN (EAP)

This is the base plan all emergency protocols follow. Apply these steps as appropriate to the situation.

### 1. NOTIFY & ASSESS

- Notify the Emergency Preparedness Coordinator (EPC) immediately.
- EPC assesses the situation and responds to the scene if needed.
- Protect people first, property second.

### 2. GATHER CRITICAL INFORMATION

- Collect as much detail as possible:
  - Who is involved, What happened, Where it occurred, When it happened, How it happened, Current risks / what may happen next

*Determine:*

- Is this an emergency?
- What action is required?
- Does 911 need to be called?

### 3. ACTIVATE EMERGENCY SERVICES (IF NEEDED)

- Call 911 immediately for injuries, threats to life/safety, fire, or when in doubt.
- When dialing 911, state clearly:

*Hello, my name is example: Jane Doe*

*I'm located at example: High Plains Retreat Center*

*The address is example: 18511 City Lake Rd Canyon TX 79015*

*Describe Incident (Spinal injury, Heart attack, severe laceration)*

*We are administering (Type of Care... first aid, CPR, AED)*

- Do not hang up until instructed.

### 4. INITIATE CARE & SAFETY MEASURES

- Administer first aid as trained.
- Remove people from danger if necessary.
- Follow the specific emergency protocol for that incident.

### 5. COMMUNICATE WITH STAFF

- EPC determines if radio or Public Address notification is needed.
- Staff Radio Daily Communication– Channel 1
- Public Address Emergency Communication– Channel 16 (if required)
- Provide clear, calm instructions.

### 6. PREPARE FOR EMERGENCY RESPONDERS

- Assign staff to man the gate and direct EMS to the scene.
- Keep access roads clear.
- Have a staff member ready to guide responders.

### 7. SUPPORT GUESTS & MAINTAIN CONTROL

- Staff assist and supervise guests at all times.
- Keep groups calm and together.
- Prevent interference with emergency operations.

### 8. ACCOUNTABILITY

- Account for all guests and staff on property.
- Report missing persons immediately.
- Continue monitoring conditions and follow additional EAPs as needed.

### 9. ONCE THE SITUATION IS STABLE

- Confirm all persons are accounted for.
- Gather verified facts:
  - Injuries
  - Actions taken
  - Current conditions
- EPC works with group leaders to notify parents/family if required. Depending on the scenario, individual text or calls may be sent or camp messaging system for mass texts may be used.

### 10. ALL CLEAR

- Normal operations resume only after:
  - Situation is safely resolved.



- Critical systems are checked.
- Leadership issues an "All Clear."

#### CORE PRINCIPLES FOR EVERY INCIDENT

- ✓ Life safety is always the priority.
- ✓ Communicate clearly and through the chain of command.
- ✓ Do not freelance—follow assigned roles.
- ✓ Document and verify information.
- ✓ Every specific emergency plan builds off this structure.

## **ACTIONS**

### **ACCOUNTING FOR CAMPERS**

To be used during any Emergency Action Plan (EAP) activation

#### **1. GROUP ORGANIZATION**

- Each group shall pre-establish:
  - One Whole Group Leader, and
  - Small Group Leaders based on required camper-to-counselor ratios for overnight and daytime activities.
  - Each Small Group Leader is responsible for a designated group of campers during emergencies.

#### **2. SMALL GROUP ROLL CALL**

- Each Small Group Leader immediately gathers their assigned campers.
- Conduct verbal roll call using the group roster to ensure all members are present.
- Keep campers together in the assigned safe location.

#### **3. REPORTING CHAIN**

- Small Group Leaders report accountability status to the Whole Group Leader:
  - "All present," OR
  - Name(s) of missing/injured camper(s) and last known location if known.
- The Whole Group Leader compiles all Small Group reports and reports overall group status to the Emergency Preparedness Coordinator (EPC).

#### **4. VERIFY WITH SECOND COUNT**

- Perform a second headcount to confirm accuracy.
- Use buddy system if assigned to quickly cross-check accountability.

#### **5. IDENTIFY AFFECTED CAMPERS**

- For any camper involved in the incident, document:
  - Name and cabin/group
  - Nature of involvement (injured, exposed, witnessed, relocated)
  - Current condition and location
  - Care being provided (if applicable)

#### **6. MAINTAIN GROUP CONTROL**

- Do not release campers to anyone unless directed by EPC.
- Keep campers supervised, calm, and accounted for at all times.
- Limit movement to prevent confusion or double-counting.

#### **7. UPDATE AS CONDITIONS CHANGE**

- Recount anytime the group moves locations.
- Immediately report any status changes through the reporting chain:
  - Small Group Leader → Whole Group Leader → EPC

#### **8. FINAL CONFIRMATION**

- EPC collects reports from all Whole Group Leaders to ensure 100% accountability of all campers and staff before concluding the emergency phase.

REMEMBER: Small Group → Whole Group → EPC

Gather → Roll Call → Report → Recount → Stay Together

## **SHELTERING IN PLACE**

### **1. ALERT**

- Emergency alert system will announce: "SHELTER-IN-PLACE."
- Used for tornado, severe thunderstorm, or other situations where remaining indoors is safest.

### **2. STOP ACTIVITIES**

- Immediately cease all programs and operations.
- Staff take charge of campers and prepare to move quickly and calmly.

### **3. MOVE TO DESIGNATED SIP LOCATION**

- Lead campers and all individuals under your care to the assigned Shelter-In-Place (SIP) location.
- Use nearest safe route.
- Remain calm, quiet, and orderly.

### **4. ACCOUNTABILITY**

- Take immediate roll call using group roster.
- Report any unaccounted persons to camp staff/EPC immediately.

### **5. SECURE THE AREA**

- Close and secure doors if safe to do so.
- Keep all individuals away from doors, windows, and exterior walls.
- Do NOT block emergency exits.

### **6. MAINTAIN SUPERVISION**

- Keep groups together, seated, and calm.
- Limit movement and maintain supervision at all times.
- Await further instructions from camp leadership.

### **7. EMERGENCY RESPONSE COORDINATION (REQUIRED)**

- If conditions escalate or emergency services are involved, responding agencies (EMS, fire, law enforcement) assume incident command upon arrival.
- EPC provides:
  - Shelter locations and camper accountability
  - Site maps and status updates
  - Any relevant incident information
- If necessary, responding agencies may coordinate with local or county emergency management through established incident command systems.
- Camp staff follow the direction of responding authorities only.

### **8. FAMILY / GUARDIAN NOTIFICATION**

- EPC coordinates parent/guardian notification once:
  - Camper accountability is confirmed, and
  - Immediate threat has stabilized
  - Communication includes only verified information:
  - Nature of emergency
  - Camper safety status
  - Instructions or next steps
- All external communication is controlled through EPC or designee.

### **9. REMAIN UNTIL ALL-CLEAR**

- Remain in SIP location until:
- An official "ALL-CLEAR" is given by camp leadership, or
- Emergency services confirm it is safe to resume normal operations
- Do not leave shelter unless directed.

**REMEMBER:** Stop immediately • Go to shelter • Take roll • Stay inside • Maintain calm supervision • Responders take command • Notify families after stabilization

## **EVACUATION EMERGENCY ACTION PLAN (GENERAL + DISASTER EVACUATION)**

*Used when evacuation is directed by the Emergency Management Director/Coordinator, Emergency Preparedness Coordinator (EPC), or emergency officials due to fire, flash flood, flood warning, severe weather, wildfire, hurricane, hazardous conditions, National Weather Service (NWS) alerts, or other disasters.*

### **1. ANNOUNCE & ACT**

- Emergency alert will announce: "EVACUATION."
- EPC or authorized staff initiates evacuation immediately.
- Remain calm. Walk—do not run.
- Stop all activities and prepare to move.

### **2. EXIT BUILDINGS / AREA**

- All campers, leaders, staff, and volunteers exit using the nearest safe emergency exit.
- Follow posted Emergency Evacuation Escape Route Plans (Appendix A).
- Assist anyone needing help.
- Do not use elevators or unsafe routes.

### **3. CLEAR THE AREA**

- Do NOT delay to gather belongings.
- Close doors as you leave if safe to do so.
- Notify staff/EPC if anyone is believed to still be inside.

### **4. MOVE TO MUSTER / EVACUATION ZONE**

- Proceed immediately to assigned Evacuation/Muster Zone based on location.
- Muster Zones are posted in each building and identified on evacuation maps.
- Keep groups together at all times.
- Do not leave your assigned group.

### **5. ACCOUNTABILITY**

- Group Leaders conduct immediate roll call.
- Report status to EPC:
- All present OR missing/injured persons and last known location
- EPC maintains master accountability for all persons on property.

### **6. EMERGENCY RESPONSE & COORDINATION (REQUIRED)**

- Responding agencies (fire, EMS, law enforcement) assume incident command upon arrival.
- EPC provides:
- Camper and staff counts
- Maps and evacuation routes
- Incident details and status updates
- If needed, agencies may coordinate with local or county emergency management for expanded support.
- Camp staff follow direction of emergency authorities only.
- Remain at Muster Zone until directed by:
  - Fire department
  - Law enforcement
  - Emergency management
- Do NOT re-enter buildings or relocate unless instructed.

### **7. TRANSPORTATION COORDINATION (IF REQUIRED)**

- If off-site evacuation is necessary, EPC determines transportation needs and evacuation destination.
- Camp-owned vehicles will be used first when safe and available.
- If additional transportation is required, EPC requests assistance through:
  - 911 dispatch
  - Local emergency management
  - Emergency response agencies
- Campers requiring:
  - Medical assistance
  - Mobility assistance

- Additional supervision
- will be prioritized first during loading and transport.

8. PREPARE FOR OFF-SITE EVACUATION

- Group Leaders gather:
- Group roster
- Emergency contact information
- Medications if safely accessible
- Campers remain with assigned groups at all times.
- Staff assign campers to vehicles and conduct headcounts before departure.

9. OFF-SITE EVACUATION PROCEDURE

- Groups are transported in an orderly manner to the designated reunification/evacuation site.
- A staff member or Group Leader accompanies each camper group during transport.
- Headcounts are conducted:
  - Before departure
  - Upon arrival
  - Anytime groups are relocated
- EPC maintains overall accountability for all campers, staff, and volunteers throughout evacuation operations.

10. REUNIFICATION SITE (IF OFF-SITE EVACUATION OCCURS)

- If full evacuation is required, campers, staff, and volunteers will relocate to:

REUNIFICATION LOCATION:

Living Water Christian Fellowship  
 10100 U.S. 60 Hwy, Canyon, TX 79015

Directions:

HPRC to Living Water

Drive from City Lake Rd and US-60 E to Canyon, 7 min (6.9 mi)

Turn left out of gate for 2.5 mi on City Lake Rd

Turn left onto FM1062, 1.8 mi

Turn left onto US-60 E, 2.6 mi

Turn left toward W U.S. 60/U.S. 60 Frontage Rd, 148 ft

Turn right onto W U.S. 60/U.S. 60 Frontage Rd, 427 ft

Turn left, Destination will be on the left:

Living Water Christian Fellowship

10100 U.S. 60 Hwy, Canyon, TX 79015



At reunification:

- Campers remain supervised until officially released.
- Parents/guardians will receive notification and pickup instructions through the camp emergency communication system.
- Campers will only be released to authorized individuals listed on emergency contact forms.
- Government-issued photo ID is required for camper release.
- All camper releases will be documented by camp staff.

REMEMBER: Stay calm • Use nearest exit • Go to Muster Zone • Take roll • Follow instructions • Responders take command • Wait for official all-clear or relocation order

#### IMPORTANT NOTES

Evacuation routes are posted in each building and available in Appendix A.

Routes are illuminated for night evacuation.

Muster Zones are pre-designated and must be used unless otherwise directed.

## **ASSISTED EVACUATION PLAN – INDIVIDUALS UNABLE TO USE LADDER**

### **1. IDENTIFICATION OF PRIORITY INDIVIDUALS**

- At check-in and group assignment, Group Leaders identify campers, staff, or visitors who may not safely use ladder due to:
- Age or size limitations
- Physical disability or mobility restriction
- Injury or medical condition
- These individuals are noted on the group roster as "Assisted Evacuation Required."
- Each group must assign a designated One-on-One Assistant (Buddy/Helper) responsible for that individual during emergencies.

### **2. ASSISTED EVACUATION RESPONSIBILITIES**

During any floodplain, flash flood, or adverse weather evacuation:

- The assigned One-on-One Helper immediately moves with the individual at all times.
- The helper is responsible for:
- Staying within arm's reach during movement
- Providing physical assistance during walking or stair movement
- Ensuring calm, controlled movement to evacuation route
- Additional staff may be assigned by the Emergency Preparedness Coordinator (EPC) if assistance requires more than one person.

### **3. LADDER USE PROCEDURE (WHEN REQUIRED)**

If ladder evacuation is the safest available option:

- Trained staff position at both:
- Top of ladder (assisting descent entry)
- Bottom of ladder (assisting exit and stabilization)
- Individuals are assisted one at a time only.
- Staff ensure:
- Ladder is fully secured before use
- Three-point contact is maintained when possible
- No one descends without direct staff control
- The One-on-One Helper remains with the individual throughout the process.

### **4. ALTERNATE EVACUATION OPTIONS (IF LADDER USE IS NOT SAFE)**

- If an individual cannot safely use a ladder even with assistance:
- Staff will immediately move the individual to a pre-identified higher-ground evacuation route that does not require ladder use, when available.
- If movement is limited or unsafe:
- Staff will conduct assisted carry evacuation only when safe to do so and without risk to staff or camper
- Priority is to move the individual to the nearest protected, higher elevation safe zone on property
- If conditions exceed safe staff capability:
  - EPC will request assistance from 911 emergency responders
  - Responders will provide technical rescue or evacuation support

### **5. ACCOUNTABILITY & COMMUNICATION**

- Group Leader maintains accountability of all assisted individuals at all times.
- EPC is immediately notified if:
- Assistance is delayed
- Ladder use is not possible
- External rescue may be required
- Assisted individuals are never separated from their assigned helper unless directed by EPC or emergency responders.

### **6. EMERGENCY RESPONSE COORDINATION**

- If external assistance is required:
  - 911 is contacted immediately
  - Local fire/EMS assume rescue coordination upon arrival
  - Emergency management may be engaged if the incident escalates regionally

- Camp staff transition control to responding authorities while maintaining supervision and accountability.

#### 7. TRAINING REQUIREMENT STATEMENT

- All staff assigned to cabins, groups, or evacuation leadership roles are trained in:
- Safe ladder assistance procedures
- Assisted evacuation techniques for individuals with mobility limitations
- Maintaining supervision and accountability during emergency movement
- Training is reviewed prior to each camp season and documented by camp leadership.

## **FLASH FLOOD WARNING EVACUATION PLAN**

*Activated when: Flash Flood Warning is issued by the National Weather Service*

*Rapid rising water is observed on or near property*

*Directed by Emergency Preparedness Coordinator (EPC) or emergency officials*

### **1. ALERT & INITIATE EVACUATION**

- EPC announces: "FLASH FLOOD EVACUATION ACTIVATED."
- All staff immediately cease activities and prepare for evacuation.
- Staff gather campers and prepare for controlled movement to evacuation areas.

### **2. EVACUATE CAMP PROPERTY**

- Move all campers, staff, and visitors to designated high-ground evacuation areas on camp property.
- Use assigned staff-led groups.
- Take attendance before movement when safe, and again upon arrival.
- Do NOT delay evacuation to collect belongings.

### **3. NOTIFY AUTHORITIES (REQUIRED)**

- EPC or designee immediately calls 911 if life safety is threatened or evacuation is underway.
- Provide:
  - Camp name and address
  - Nature of flooding/flash flood conditions
  - Number of campers/staff on site
- EPC also notifies appropriate local or county emergency management offices through established emergency communication channels.
- Responding agencies assume coordination and incident command upon arrival.

### **4. EMERGENCY TRANSPORTATION COORDINATION (IF NEEDED)**

- If camp transportation resources are unavailable or insufficient:
  - EPC will request emergency transportation support through:
    - 911 dispatch (EMS/fire coordination channels), and/or
    - Local emergency management authorities
- Camp staff will:
  - Identify safest pickup/evacuation access points
  - Coordinate loading areas under direction of emergency responders
  - Prioritize evacuation of campers with mobility or medical needs
- All transportation decisions are made in coordination with responding authorities.

### **5. ACCOUNTABILITY & CAMP CONTROL**

- Group leaders conduct immediate roll call before and after evacuation movement.
- EPC maintains master roster of all campers, staff, and visitors.
- Any missing persons are immediately reported to responding authorities.

### **6. EMERGENCY RESPONSE COORDINATION**

- EMS, fire, and law enforcement assume incident command upon arrival.
- EPC provides:
  - Evacuation status and camper counts
  - Maps and facility layout
  - Medical and special needs information
- If needed, emergency management will coordinate regional support resources under incident command structure.
- Camp staff operate only under direction of responding agencies.

### **7. FAMILY / GUARDIAN NOTIFICATION**

- EPC coordinates parent/guardian notification once:
- Camper accountability is confirmed, and
- Immediate life safety actions are underway or stabilized
- Communication includes only verified information:
  - Nature of event
  - Evacuation status
  - Pickup instructions if applicable

### **8. REUNIFICATION PLAN**



- All camper releases will follow strict reunification procedures:
  - Camp personnel will utilize the official camper emergency contact roster
  - Campers will ONLY be released to individuals who:
  - Appear on the authorized pickup list, AND
  - Present a valid government-issued photo ID
- Staff will verify:
  - Camper identity
  - Authorized guardian identity
  - Pickup authorization status
- Reunification Site Procedures:
  - A designated reunification area will be established by EPC.
  - Campers will remain supervised until officially released.
  - All releases will be logged including:
    - Name of camper
    - Name of guardian
    - Time of release
    - ID verification confirmation

#### 9. RETURN / ALL CLEAR

- Camp operations will not resume until:
  - Flood risk has passed, and
  - Emergency officials give clearance for safe return
- Re-entry to camp property will occur only under EPC and/or emergency authority direction.

REMEMBER: Act immediately • Evacuate to high ground • Call 911 • Coordinate with emergency management • Maintain accountability • Use verified reunification procedures • Follow responder authority

## **FAMILY / GUARDIAN NOTIFICATION & COMMUNICATION PROCEDURE**

### **1. NOTIFICATION SYSTEM**

- HPRC utilizes an online registration system that collects and maintains up-to-date emergency contact information for all campers, including primary and secondary phone numbers.
- In the event of an emergency, HPRC uses a mass text and phone notification system to communicate with parents/guardians.

### **2. WHEN PARENTS/GUARDIANS WILL BE NOTIFIED**

- Parents/guardians will be notified when any of the following occur:
- Injury, illness, or accident requiring medical attention beyond basic first aid
- Activation of any camp emergency action plan (EAP) involving evacuation, lockdown, or sheltering
- Missing camper or security-related incident
- Any situation where a camper's health, safety, or supervision is significantly affected
- Any incident where emergency responders (911 services) are activated for a camper

### **3. TIMING OF NOTIFICATIONS**

- Initial notification will be sent as soon as the situation is confirmed and immediate life-safety actions are underway or stabilized.
- Updates will be provided:
- As new verified information becomes available, and
- At a minimum of every 30–60 minutes during ongoing emergencies, or as conditions change
- Communication frequency may be adjusted based on direction from emergency responders or to ensure accuracy of information.

### **4. METHOD OF NOTIFICATION**

- Primary method: Mass text alert system
- Secondary methods when needed:
- Phone calls by EPC or designated staff
- Direct communication for critical or individualized situations
- All messaging is coordinated through the Emergency Preparedness Coordinator (EPC) or designee to ensure consistent and accurate information.

### **5. COORDINATION WITH EMERGENCY RESPONSE**

- During active emergencies, EPC coordinates communication with:
- Camp leadership and group leaders
- Emergency responders (fire, EMS, law enforcement)
- If responders assume incident command, parent communication may be adjusted or delayed based on public safety considerations and official guidance.

### **6. REUNIFICATION COMMUNICATION (WHEN APPLICABLE)**

- If evacuation or reunification is required:
- Parents/guardians will receive instructions for approved pickup location and procedures
- Campers will only be released following identity verification and roster confirmation
- Updates will continue until all campers are safely reunited

### **CORE STANDARD**

All emergency communication is timely, accurate, and coordinated through EPC using the camp's mass notification system to ensure consistent updates to families throughout any incident.

## **POTENTIAL EMERGENCIES**

### **ADVERSE WEATHER EMERGENCY ACTION PLAN**

Activated when:

- Weather Watch/Warning is issued
- Thunder is heard or lightning is observed
- Severe weather conditions are identified by Emergency Preparedness Coordinator (EPC)

#### **1. MONITOR & ALERT**

- EPC announces: "WEATHER PROTOCOL ACTIVATED."
- Staff begin continuous weather monitoring and prepare for immediate action.

#### **2. STOP OUTDOOR ACTIVITIES**

- Immediately stop all outdoor activities, including:
- Pool operations (clear water immediately)
- Fields, games, and recreation areas
- Staff gather campers and move indoors quickly and calmly.

#### **3. MOVE INDOORS**

- Bring all groups to the nearest safe building.
- Take attendance and maintain group supervision at all times.
- Keep campers away from windows and large open spaces.
- Remain indoors unless directed otherwise.

#### **4. SEVERE WEATHER RESPONSE (TORNADO / LIGHTNING / HAIL / HIGH WIND / HEAT)**

- Move campers to designated interior rooms (lowest interior areas when available).
- Keep campers away from glass and exterior walls.
- In tornado conditions:
- Have campers sit/kneel facing interior walls with heads down.
- Use mattresses or available padding for protection.
- If ample time permits and conditions allow:
- Staff may relocate groups to the designated tornado shelter in the Conference Center under EPC direction only.
- Do NOT move during active dangerous conditions unless directed by EPC.

#### **5. FLOOD / FLASH FLOOD CONDITIONS**

- Campers will remain in cabins due to facility elevation and terrain.
- All cabins are above the floodplain except:
  - Deer Lodge front porch area (equipped with rear egress ladder system)
- In rising water conditions:
  - Move to higher designated evacuation areas on camp property.
- If required or directed by authorities:
  - Full evacuation will be implemented immediately.
  - Follow all instructions from emergency officials.

#### **6. ACCOUNTABILITY**

- Take immediate headcount once sheltered.
- Report status and any missing persons to EPC.
- Maintain supervision and keep groups together.
- Remain in shelter until "ALL CLEAR" is given.

#### **7. EMERGENCY RESPONSE COORDINATION (REQUIRED)**

- If emergency services are involved, responding agencies (EMS, fire, law enforcement) assume incident command upon arrival.
- EPC provides:
  - Camper accountability and shelter locations
  - Weather impact and site status
  - Maps and facility access information
- If needed, responding agencies may coordinate with local or county emergency management through established incident command systems.
- Camp staff operate only under direction of emergency authorities.

#### **8. FAMILY / GUARDIAN NOTIFICATION**



- EPC coordinates parent/guardian notification once:
  - Camper accountability is confirmed, and
  - Immediate threat has stabilized
- Communication includes only verified information:
  - Type of weather event
  - Camper safety status
  - Instructions or next steps
- All external communication is controlled through EPC or designee.

9. REMAIN IN SHELTER UNTIL ALL-CLEAR

- Do not leave shelter until:
- EPC issues an "ALL CLEAR," or
- Emergency responders confirm it is safe to resume normal activity

REMEMBER: Stop outdoor activity • Move indoors immediately • Use interior rooms • Protect heads in tornado conditions • Account for all campers • Responders take command • Notify families after stabilization

Headcount procedure: Headcounts will be completed using camper rosters by assigned group leaders and confirmed by the EPC/Camp Director/lead staff at designated checkpoints.

Emergency Management notification: The EPC/Camp Director will contact the Local Office of Emergency Management (OEM) immediately upon confirmation of a reportable emergency or evacuation decision.

Parent/guardian notification: Parents/guardians will be notified by the EPC/Camp Director depending on urgency and system availability via phone call or text message first, followed by email and/or the camp text messaging system.

## **FIRE ON CAMP PREMISES (BUILDING) – EMERGENCY ACTION PLAN**

### **1. EVACUATE IMMEDIATELY**

- Announce “FIRE – EVACUATE.”
- Lead campers out using the nearest safe exit and posted evacuation routes (Appendix A).
- Do NOT stop for belongings or investigate the fire.
- Close doors as you leave if safe to do so.
- Walk — do not run.

### **2. NOTIFY**

- First available adult in a safe location calls 911 and the Emergency Preparedness Coordinator (EPC).
- Provide:
  - Camp name and address: 18511 City Lake Rd, Canyon, TX
  - Building/location of fire
  - Fire details and any known injuries
  - EPC activates the Emergency Action Plan and begins coordination.

### **3. MOVE TO MUSTER ZONE / ASSEMBLY AREA**

- Proceed to the designated outdoor Muster Zone (posted on evacuation maps).
- Keep groups together and calm.
- Bring roster if available.
- No one leaves the Muster Zone unless directed by EPC or emergency responders.

### **4. ACCOUNT FOR EVERYONE**

- Take headcount immediately upon arrival at Muster Zone.
- Report missing or injured persons to EPC and responding fire personnel.
- No one re-enters the building for any reason.

### **5. SUPPORT EMERGENCY RESPONSE & COORDINATION**

- Assigned staff:
- Gate – direct fire/EMS, maintain clear access, control traffic
- Coordinator – meet responders, provide maps, rosters, and incident details
- Upon arrival, fire, EMS, and law enforcement assume incident command authority.
- If needed, responding agencies may involve local or county emergency management, and camp staff will coordinate through the Incident Command System (ICS) only.

### **6. FAMILY / GUARDIAN NOTIFICATION**

- Once campers are accounted for and the situation is stabilized, EPC or designee will notify parents/guardians.
- Communication will include only confirmed information regarding:
  - Incident status
  - Camper safety/accountability
  - Next steps or instructions
- All external communication is controlled through EPC or designee.

### **7. FIRE SUPPRESSION (ONLY IF SAFE)**

- Trained staff may use fire extinguisher only on small, contained fires.
- If there is any doubt, evacuate immediately.
- Once fire personnel arrive, they assume full control of suppression and scene command.

**REMEMBER:** Evacuate immediately • Use posted routes • Go to Muster Zones • Call 911 • Responders take command • Account for everyone • Notify families after stabilization

Headcount procedure: Headcounts will be completed using camper rosters by assigned group leaders and confirmed by the EPC/Camp Director/lead staff at designated checkpoints.

Emergency Management notification: The EPC/Camp Director will contact the Local Office of Emergency Management (OEM) immediately upon confirmation of a reportable emergency or evacuation decision.

Parent/guardian notification: Parents/guardians will be notified by the EPC/Camp Director depending on urgency and system availability via phone call or text message first, followed by email and/or the camp text messaging system.



## **WILDFIRE/SMOKE THREAT EAP**

### **1. MONITOR & ALERT**

- At notice of nearby wildfire or heavy smoke, Coordinator announces:
- "Wildfire Protocol Activated."
- Monitor official alerts and conditions continuously.

### **2. PREPARE TO MOVE**

- Stop outdoor activities.
- Gather campers, take attendance, and keep groups together.
- Be ready for rapid relocation or evacuation.

### **3. PROTECT FROM SMOKE**

- Move everyone indoors if smoke is present.
- Close windows and doors.
- Limit physical activity.
- Use masks if directed and available.

### **4. IF EVACUATION IS ORDERED**

- Follow designated evacuation routes.
- Staff lead groups to vehicles/assembly point quickly and calmly.
- Bring rosters, emergency contacts, medications, and essentials only.
- Take headcount before departure and upon arrival at safe location.

### **5. IF SHELTERING IN PLACE**

- Keep all persons inside safest building.
- Continue attendance checks and limit movement.
- Prepare for possible evacuation if conditions change.

### **6. SUPPORT EMERGENCY RESPONSE**

- Assigned staff:
  - Gate – coordinate access and direct emergency personnel.
  - Coordinator – maintain communication and receive instructions.

### **7. ACCOUNTABILITY**

- Maintain updated headcounts at all times.
- Report status changes immediately.

**REMEMBER:** Stay alert • Get indoors if smoky • Be ready to evacuate • Keep groups together • Follow official direction.

Headcount procedure: Headcounts will be completed using camper rosters by assigned group leaders and confirmed by the EPC/Camp Director/lead staff at designated checkpoints.

Emergency Management notification: The EPC/Camp Director will contact the Local Office of Emergency Management (OEM) immediately upon confirmation of a reportable emergency or evacuation decision.

Parent/guardian notification: Parents/guardians will be notified by the EPC/Camp Director depending on urgency and system availability via phone call or text message first, followed by email and/or the camp text messaging system.

## **LOST CAMPER EAP**

### **1. REPORT**

- Notify Emergency Preparedness Coordinator (EPC) at once.
- Provide: name, group, last seen location/time, description.

### **2. ALERT & ACCOUNT**

- EPC activates Lost Camper Protocol.
- All staff stop activities, take headcount, and report status immediately.

### **3. SECURE CAMP**

- Staff assigned to:
- Gate – control access, direct responders, log entry/exit
- Office – monitor phones and radios
- No one leaves property unless directed by EPC or emergency responders

### **4. SEARCH (ASSIGNED ZONES ONLY – NO FREELANCING)**

- Teams search 6 assigned zones (map attached)
- Report findings to EPC every 10 minutes
- Maintain supervision of campers at all times

### **5. IF NOT FOUND QUICKLY (~15 MINUTES)**

- EPC contacts 9-1-1 to request response from law enforcement, fire, and/or EMS as appropriate
- EPC gathers:
- Last-contact witnesses
- Camper file (photo, medical, contacts)
- Responding agencies assume incident command upon arrival

### **6. EMERGENCY MANAGEMENT COORDINATION**

- If incident escalates or requires broader coordination, responding agencies may involve local or county emergency management
- Camp staff coordinate only through incident command structure
- All external communication is routed through EPC or designee

### **7. COMMUNICATION**

- Group Leader contacts parent/guardian as directed by EPC
- Provide only confirmed information
- Follow all instructions from emergency responders once on scene

**REMEMBER:** Act fast • Stay in assigned zones • Maintain supervision • Follow command chain • Responders lead once on scene.

Headcount procedure: Headcounts will be completed using camper rosters by assigned group leaders and confirmed by the EPC/Camp Director/lead staff at designated checkpoints.

Emergency Management notification: The EPC/Camp Director will contact the Local Office of Emergency Management (OEM) immediately upon confirmation of a reportable emergency or evacuation decision.

Parent/guardian notification: Parents/guardians will be notified by the EPC/Camp Director depending on urgency and system availability via phone call or text message first, followed by email and/or the camp text messaging system.

## **SEVERE INJURY / ILLNESS / SERIOUS INCIDENT / DEATH EAP**

(Injury, illness, accident, or death involving campers, visitors, staff, or volunteers)

### **1. IDENTIFY & REPORT**

- For minor needs, refer guests to group medical personnel or group leader when appropriate.
- For any serious injury, illness, accident, or death, immediately notify the Emergency Preparedness Coordinator (EPC).
- EPC activates the Emergency Action Plan (EAP).

### **2. PROVIDE IMMEDIATE CARE**

- Administer first aid or CPR as trained.
- Use AED if needed:
- Located at Pool Snack Shack and Conference Center
- Only trained staff or qualified individuals may operate
- Ensure AED is reinspected and resupplied after use

### **3. CALL 911 (IF REQUIRED)**

- Provide clear information:
- Name and role
- Exact location of incident
- Nature of injury/illness/death
- Care being provided (first aid, CPR, AED)
- Remain on the line until instructed to disconnect.

### **4. SECURE THE SCENE**

- Keep area clear of unnecessary personnel.
- Protect privacy and dignity of affected individuals.
- Maintain supervision of all other campers and staff.

### **5. ACCOUNTABILITY**

- Group Leaders conduct immediate roll call.
- Report to EPC:
  - All present OR missing/injured individuals and last known location

### **6. SUPPORT EMERGENCY RESPONSE & COORDINATION (REQUIRED)**

- EPC assigns staff to meet EMS, fire, or law enforcement upon arrival.
- Provide:
  - Incident details and timeline
  - Access points and site location
  - Medical information if available
- Responding agencies assume incident command authority upon arrival.
- If the situation requires expanded coordination, responding agencies may involve local or county emergency management.
- Camp staff will coordinate only through the Incident Command System (ICS) under direction of responding authorities.

### **7. COMMUNICATION**

- EPC coordinates all parent/guardian notification.
- Communication is limited to confirmed facts only.
- Maintain calm environment for all campers, staff, and volunteers.

### **8. AFTER ACTION**

- Document:
  - Incident details and timeline
  - Care provided
  - Actions taken and outcomes
  - EPC will Notify DSHS within 24 hours any time there is a death at camp.
- Conduct staff debrief and provide support as needed.

**REMEMBER:** Protect life first • Call 911 when needed • Provide care only if trained • Secure the scene • Account for everyone • Responders take command • Coordinate through EPC only

**Headcount procedure:** Headcounts will be completed using camper rosters by assigned group leaders and confirmed by the EPC/Camp Director/lead staff at designated checkpoints.



Emergency Management notification: The EPC/Camp Director will contact the Local Office of Emergency Management (OEM) immediately upon confirmation of a reportable emergency or evacuation decision.

Parent/guardian notification: Parents/guardians will be notified by the EPC/Camp Director depending on urgency and system availability via phone call or text message first, followed by email and/or the camp text messaging system.

## **AQUATIC EMERGENCY EAP**

*HPRC has only a swimming pool on site. There are no other bodies of water.*

### **1. ACTIVATE EMERGENCY SIGNAL**

- Lifeguard identifies any aquatic emergency (distress, drowning, missing swimmer, injury, or rescue need).
- Lifeguard immediately initiates rescue and gives one long whistle blast.
- Clear the pool immediately.

### **2. CLEAR WATER & NOTIFY**

- All swimmers exit the pool at once.
- Staff move campers away from pool area and maintain control and calm.
- Staff immediately notify the Emergency Preparedness Coordinator (EPC).
- Do not allow re-entry or crowding.

### **3. INITIATE LIFESAVING CARE**

- Lifeguards perform rescue and begin appropriate first aid, CPR, and/or AED use as needed.
- Assigned staff retrieve and stage emergency equipment:
- AED (Pool Snack Shack / Conference Center)
- First aid kit
- Rescue equipment (backboard, etc.)
- Only trained personnel may provide care.

### **4. CALL 911 (REQUIRED)**

- Designated staff immediately calls 911.
- Provide:
  - "Aquatic emergency at camp pool"
  - Nature of incident (drowning, missing swimmer, injury, etc.)
  - Condition of victim(s)
  - Exact location and best entry point
- Remain on the line until instructed to disconnect.

### **5. STAFF RESPONSIBILITIES & SCENE CONTROL**

- Lifeguards continue care until EMS arrives.
- Assigned staff:
  - Gate – direct EMS, keep access clear
  - Runner – escort EMS to pool area
  - Support staff – maintain camper supervision and crowd control
  - Keep all campers calm, accounted for, and supervised.

### **6. SUPPORT EMERGENCY RESPONSE & COORDINATION (REQUIRED)**

- Upon arrival, EMS, fire, or law enforcement assume incident command authority.
- EPC provides:
  - Incident details and timeline
  - Victim status and care provided
  - Site access and layout
  - If expanded coordination is required, responding agencies may involve local or county emergency management.
  - Camp staff coordinate only through the Incident Command System (ICS).

### **7. FAMILY / GUARDIAN NOTIFICATION**

- EPC coordinates notification of parents/guardians once:
  - The situation is stabilized, and
  - Camper accountability is confirmed
  - Communication includes only confirmed facts:
    - Nature of incident
    - Status of camper(s)
    - Next steps or instructions
  - All external communication is controlled by EPC or designee.

### **8. TRANSFER OF CARE**

- EMS assumes care upon arrival.



- Lifeguards and staff provide full incident information.
- AED and medical equipment are checked, documented, and reset after use.

REMEMBER: Guard leads rescue • Clear the pool immediately • Call 911 • Maintain supervision • Responders take command • Coordinate through EPC • Notify families after stabilization

Headcount procedure: Headcounts will be completed using camper rosters by assigned group leaders and confirmed by the EPC/Camp Director/lead staff at designated checkpoints.

Emergency Management notification: The EPC/Camp Director will contact the Local Office of Emergency Management (OEM) immediately upon confirmation of a reportable emergency or evacuation decision.

Parent/guardian notification: Parents/guardians will be notified by the EPC/Camp Director depending on urgency and system availability via phone call or text message first, followed by email and/or the camp text messaging system.

## **EPIDEMIC EAP**

### **1. IDENTIFY & ISOLATE**

- Any camper, staff, or volunteer showing symptoms (fever, vomiting, rash, severe cough, contagious illness symptoms, etc.) is immediately separated from the group.
- Move individual to designated health/isolation area under adult supervision.
- Limit contact to essential staff only.

### **2. NOTIFY**

- Notify Camp Health Officer and Emergency Preparedness Coordinator (EPC) immediately. Camp Health Officer takes lead on all medical care and necessary medically confidential reporting, EPC will assist where appropriate.
- Begin symptom log including:
  - Name and group
  - Symptoms observed
  - Time identified
  - Location of exposure if known

### **3. PROVIDE CARE**

- Follow established first aid and health protocols.
- Use appropriate PPE (gloves, masks when necessary).
- Maintain infection control procedures and limit exposure.

### **4. CONTROL EXPOSURE**

- Increase handwashing and sanitation across camp.
- Disinfect high-touch surfaces (cabins, bathrooms, dining areas, equipment).
- Suspend shared items and close-contact activities if advised.
- Cohort groups to limit cross-contact if spread is suspected or confirmed.

### **5. REPORTING TO HEALTH AUTHORITIES (REQUIRED)**

- Camp Health Officer will evaluate and report suspected or confirmed communicable diseases as required by Texas law to:
  - Texas Department of State Health Services (DSHS) within 24 hours
  - Local public health authority (as applicable)
  - Reporting will be made in accordance with applicable communicable disease reporting requirements and timelines.
- Maintain documentation of all reported cases and communications.
- If warranted, coordination may extend to local or county emergency management (OEM) through established response channels.
- Camp staff will operate under guidance from health authorities and follow all official directives.

### **6. COMMUNICATE**

- EPC coordinates notification to parents/guardians for pickup when required.
- Additional notifications to families or groups will be determined in coordination with health authorities when necessary.
- Communication will remain factual and controlled through EPC.

### **7. MONITOR & ADJUST OPERATIONS**

- Monitor and document all new symptoms or cases.
- Adjust operations as needed:
  - Modify dining procedures
  - Adjust group activities and scheduling
  - Reduce group mixing if advised
  - Continue enhanced sanitation practices until cleared.

### **8. RETURN / CLEARANCE**

- Individuals may return to normal activities only after:
  - Symptom-free period consistent with camp policy, or
  - Medical clearance when required
  - Clearance decisions will follow guidance from health authorities when applicable.

**REMEMBER:** Isolate immediately • Limit exposure • Sanitize frequently • Report required illnesses • Coordinate with health authorities • Document everything



Headcount procedure: Headcounts will be completed using camper rosters by assigned group leaders and confirmed by the EPC/Camp Director/lead staff at designated checkpoints.

Emergency Management notification: The EPC/Camp Director will contact the Local Office of Emergency Management (OEM) immediately upon confirmation of a reportable emergency or evacuation decision.

Parent/guardian notification: Parents/guardians will be notified by the EPC/Camp Director depending on urgency and system availability via phone call or text message first, followed by email and/or the camp text messaging system.

## **UNAUTHORIZED OR UNKNOWN PERSON ON CAMP PREMISES EAP**

### **1. IDENTIFY & REPORT**

- All HPRC staff and volunteers wear identifiable HPRC shirts or staff ID badges.
- All visitors must check in at the camp office upon arrival.
- Visitors are issued a visible visitor sticker/badge and must remain under staff supervision while on property.
- Any staff observing an unknown, unbadged, or suspicious person must immediately notify the Emergency Coordinator (EPC) by radio or phone.
- Provide location, description, and behavior.

### **2. DO NOT CONFRONT ALONE**

- Staff should not physically confront or attempt to detain any individual.
- Maintain visual awareness from a safe distance if possible.
- Prioritize camper safety at all times.

### **3. SECURE CAMPERS**

- Keep campers with their assigned group at all times.
- Move activities indoors or to controlled areas if needed.
- Take immediate attendance and maintain supervision.

### **4. COORDINATOR RESPONSE**

- EPC or designated senior staff approaches only if safe to do so.
- Attempt to:
  - Identify purpose for being on site
  - Verify visitor status (check-in, sticker, authorization)
  - Escort to office if appropriate
- If the individual:
  - Refuses to comply
  - Cannot be identified
  - Behaves suspiciously or creates safety concern
  - Call 911 immediately

### **5. CONTROL ACCESS**

- Staff monitor all entrances and exits.
- Prevent unauthorized access to camper areas.
- Ensure visitor movement is restricted to approved zones only.

### **6. COMMUNICATE & MAINTAIN CALM**

- Staff remain alert for EPC instructions.
- Do not alarm campers; maintain calm, controlled communication.
- Only share information necessary for safety.

### **7. DOCUMENT INCIDENT**

- Record:
  - Description of individual
  - Time and location observed
  - Actions taken
  - Outcome and law enforcement involvement if applicable

**REMEMBER:** Identify by badge/sticker • Report immediately • Do not engage alone • Secure campers • Call 911 if uncertain

Headcount procedure: Headcounts will be completed using camper rosters by assigned group leaders and confirmed by the EPC/Camp Director/lead staff at designated checkpoints.

Emergency Management notification: The EPC/Camp Director will contact the Local Office of Emergency Management (OEM) immediately upon confirmation of a reportable emergency or evacuation decision.

Parent/guardian notification: Parents/guardians will be notified by the EPC/Camp Director depending on urgency and system availability via phone call or text message first, followed by email and/or the camp text messaging system.



## **TRANSPORTATION EMERGENCY EAP**

*(Incident involving vehicles that jeopardizes the safety of campers, staff, or volunteers)*

### **1. STOP & ASSESS**

- Driver stops vehicle in the safest possible location.
- Turn on hazard lights and secure the scene.
- Immediately check for injuries and hazards.

### **2. CALL FOR HELP**

- Call 911 immediately if there are injuries, roadway hazards, or danger present.
- Notify the Camp Coordinator / Emergency Preparedness Coordinator (EPC) as soon as possible.
- Provide:
  - Exact location
  - Number of campers/staff involved
  - Condition of passengers
  - Assistance needed

### **3. KEEP CAMPERS SAFE**

- Campers remain in vehicle unless unsafe (fire, traffic danger, or environmental risk).
- If evacuation is required, move campers to a safe area away from traffic.
- Maintain supervision and keep group together at all times.

### **4. PROVIDE CARE**

- Administer first aid as trained until emergency responders arrive.
- Do not move seriously injured persons unless necessary for immediate safety.

### **5. SECURE THE SCENE**

- Use emergency triangles/cones if available and safe.
- Prevent campers from wandering or approaching roadway.
- Maintain calm and supervision.

### **6. ACCOUNTABILITY**

- Conduct immediate headcount of all passengers.
- Report status to EPC:
- All accounted for OR missing/injured persons and condition
- Maintain supervision and reassurance of all campers.

### **7. EMERGENCY RESPONSE COORDINATION (REQUIRED)**

- Upon arrival, EMS, fire, or law enforcement assume incident command authority.
- EPC provides:
  - Incident details and timeline
  - Passenger count and condition
  - Location and access information
  - If required, responding agencies may coordinate with local or county emergency management through established incident command systems.
  - Camp staff operate only under direction of responding authorities.

### **8. FAMILY / GUARDIAN NOTIFICATION**

- EPC coordinates notification of parents/guardians once:
  - Camper safety is confirmed, and
  - Immediate emergency conditions are stabilized
- Communication includes only confirmed information:
  - Nature of incident
  - Status of camper(s)
  - Next steps or instructions
  - All external communication is controlled through EPC or designee.

### **9. TRANSFER TO AUTHORITIES / CONTINUED OPERATIONS**

- Follow all instructions from EMS/law enforcement.
- Arrange alternate transportation if needed.
- Complete incident documentation once safe.

### **10. ALTERNATE TRANSPORTATION**



- If necessary or required, alternate transportation will be provide by another vehicle on camp premises.

REMEMBER: Stop safely • Call 911 • Protect campers • Maintain supervision • Responders take command  
• Coordinate through EPC • Notify families after stabilization

Headcount procedure: Headcounts will be completed using camper rosters by assigned group leaders and confirmed by the EPC/Camp Director/lead staff at designated checkpoints.

Emergency Management notification: The EPC/Camp Director will contact the Local Office of Emergency Management (OEM) immediately upon confirmation of a reportable emergency or evacuation decision.

Parent/guardian notification: Parents/guardians will be notified by the EPC/Camp Director depending on urgency and system availability via phone call or text message first, followed by email and/or the camp text messaging system.

## **POWER OUTAGE**

### **1. STAY CALM & ACCOUNT**

- Staff keep campers where they are and maintain supervision.
- Take headcount and report status to Coordinator.

### **2. ASSESS SAFETY**

- Check for hazards (downed lines, equipment issues, dark stairways).
- Do not attempt to use electrical equipment until cleared.

### **3. NOTIFY**

- Coordinator confirms outage and contacts utility/emergency services if needed.
- Determine expected duration and next steps.

### **4. PROVIDE LIGHT & LIMIT MOVEMENT**

- Use flashlights or emergency lighting (no candles).
- Keep groups together; limit movement between buildings.

### **5. ADJUST OPERATIONS**

- Suspend high-risk activities (pool, kitchen equipment, powered tools).
- Modify schedule and relocate activities as needed.

### **6. MONITOR ESSENTIAL AREAS**

- Check restrooms, cabins, and common spaces for safety.
- Protect refrigerated medications/food—keep doors closed.

### **7. PREPARE FOR EXTENDED OUTAGE (IF NEEDED)**

- Implement backup plans (generators, alternate meals, early pickup, etc.).
- Continue regular headcounts and communication updates.

REMEMBER: Keep groups together • Use flashlights only • Stop powered activities • Follow Coordinator direction.

**If an extended power outage occurs, our established emergency policy requires that all guests vacate the premises if water service cannot be restored within 24 hours. This ensures the health and safety of all occupants and prevents any prolonged interruption of essential services.**

Headcount procedure: Headcounts will be completed using camper rosters by assigned group leaders and confirmed by the EPC/Camp Director/lead staff at designated checkpoints.

Emergency Management notification: The EPC/Camp Director will contact the Local Office of Emergency Management (OEM) immediately upon confirmation of a reportable emergency or evacuation decision.

Parent/guardian notification: Parents/guardians will be notified by the EPC/Camp Director depending on urgency and system availability via phone call or text message first, followed by email and/or the camp text messaging system.

## **HAZARDOUS/CHEMICAL EMERGENCY**

### **1. IDENTIFY & REPORT**

- If a spill, leak, or strong odor is detected, stop activity immediately.
- Notify Coordinator and report location and type of substance (if known).
- Do NOT attempt to clean up unless trained and directed.

### **2. REMOVE FROM AREA**

- Evacuate campers and staff from the immediate area.
- Move upwind and to a safe location.
- Avoid contact with substance, fumes, or contaminated surfaces.

### **3. CALL FOR HELP**

- Call 911 for any significant spill, exposure, or unknown substance.
- Provide details: location, symptoms, and number of people involved.

### **4. ISOLATE THE SCENE**

- Keep others away from the area.
- Do not allow re-entry until cleared by emergency personnel.
- Shut doors if indoors to contain fumes (only if safe).

### **5. PROVIDE CARE**

- If exposure occurred:
  - Move person to fresh air.
  - Flush skin/eyes with clean water if instructed by label.
  - Follow first aid protocols until EMS arrives.

### **6. SUPPORT EMERGENCY RESPONSE**

- Assigned staff meet responders and provide:
- Substance name (from label/Safety Data Sheet if available)
- Location and actions taken.

### **7. ACCOUNTABILITY**

- Take headcount and monitor for symptoms (dizziness, nausea, breathing issues).
- Report any changes in condition immediately.

**REMEMBER:** Do not touch • Get away fast • Call for help • Isolate the area • Wait for clearance.

Headcount procedure: Headcounts will be completed using camper rosters by assigned group leaders and confirmed by the EPC/Camp Director/lead staff at designated checkpoints.

Emergency Management notification: The EPC/Camp Director will contact the Local Office of Emergency Management (OEM) immediately upon confirmation of a reportable emergency or evacuation decision.

Parent/guardian notification: Parents/guardians will be notified by the EPC/Camp Director depending on urgency and system availability via phone call or text message first, followed by email and/or the camp text messaging system.

## **WILDLIFE EMERGENCY**

### **1. STOP & CREATE SPACE**

- Halt activity immediately.
- Keep campers calm and move slowly away from the animal.
- Do NOT approach, touch, or attempt to handle wildlife.

### **2. SECURE THE AREA**

- Staff keep group together and relocate to a safe location indoors or away from the area.
- Prevent others from entering the location.

### **3. NOTIFY**

- Report sighting to Coordinator with:
  - Type of animal (snake, skunk, etc.)
  - Exact location
  - Any injuries or contact

### **4. DO NOT ATTEMPT REMOVAL**

- Only trained personnel or animal control handle wildlife.
- Coordinator contacts appropriate wildlife/animal control services if needed.

### **5. IF A BITE, STING, OR SPRAY OCCURS**

- Move victim to safe area.
- Provide first aid and call 911 if symptoms are serious.
- Keep affected person calm and still (especially for suspected snakebite).
- Do not attempt to capture the animal.

### **6. MONITOR & RESTRICT AREA**

- Close off location until it is confirmed safe.
- Adjust activities to avoid the area.

### **7. DOCUMENT INCIDENT**

- Record time, location, species (if known), and actions taken.

**REMEMBER:** Back away • Do not touch • Keep campers together • Call for help if injury occurs • Let professionals handle wildlife.

Headcount procedure: Headcounts will be completed using camper rosters by assigned group leaders and confirmed by the EPC/Camp Director/lead staff at designated checkpoints.

Emergency Management notification: The EPC/Camp Director will contact the Local Office of Emergency Management (OEM) immediately upon confirmation of a reportable emergency or evacuation decision.

Parent/guardian notification: Parents/guardians will be notified by the EPC/Camp Director depending on urgency and system availability via phone call or text message first, followed by email and/or the camp text messaging system.

## **ACCOMMODATIONS FOR CAMPERS WITH DISABILITIES**

*We are committed to the safety and inclusion of all campers. Campers who have physical, sensory, or medical conditions that may limit their ability to independently follow standard emergency procedures will be provided with additional support.*

### **1. ASSIGNED ASSISTANCE**

- Each participating group is responsible for identifying campers who may require assistance during an emergency.
- Groups must assign a designated one-on-one helper (buddy) for each camper needing support.
- The assigned helper must be an adult or responsible leader who remains with the camper at all times.

### **2. RESPONSIBILITIES OF ASSIGNED HELPER**

- Assist the camper during all emergency procedures (evacuation, shelter-in-place, etc.).
- Ensure the camper is accounted for during all headcounts.
- Help move the camper safely to designated locations.
- Remain with the camper until the situation is resolved or transferred to emergency personnel.

### **3. PRE-PLANNING & COMMUNICATION**

- Group leaders must notify camp staff in advance of any campers needing assistance.
- Any mobility limitations, hearing impairments, medical needs, or special considerations must be clearly communicated prior to arrival.
- Staff will work with group leaders to identify appropriate routes, shelter areas, and accommodations as needed.

### **4. ALERTING CAMPERS WHO ARE DEAF OR HARD OF HEARING**

- Campers who are deaf or hard of hearing will be assigned a designated buddy/helper responsible for alerting them during any emergency notification.
- Because the camp PA system is primarily audible, staff and helpers will provide direct visual and physical notification, including:
  - Gaining attention through hand signals, light touch (shoulder/arm), or visual cues
  - Clearly indicating urgency and directing movement
  - Staff will ensure these campers are personally notified immediately when any alarm or emergency announcement is made.
- Group leaders are responsible for confirming that all campers, including those with hearing limitations, are aware of the emergency and responding appropriately.

### **5. EMERGENCY PRIORITY**

- Camp staff and assigned helpers will prioritize the safe evacuation or sheltering of campers requiring assistance.
- Emergency plans may be adjusted as necessary to ensure safety and full inclusion.
- No camper will be left without assistance or notification during an emergency.

**REMEMBER:** Plan ahead • Assign a helper • Alert directly (don't rely on sound) • Stay together • Communicate clearly

## **TRAINING FOR ASSISTANCE FOR CAMPERS WITH SPECIAL NEEDS**

- Staff are trained to assist campers, visitors, or individuals with mobility limitations in the safe use of ladders during emergency evacuation when required.
- All camp staff are trained in the safe use of emergency evacuation ladders, including proper deployment, stability checks, and safe descent procedures.
- Training includes ensuring controlled, one-at-a-time ladder use and physical assistance as needed to maintain safety during evacuation.

## CAMP GROUP ROSTER REQUIREMENTS & ACCOUNTABILITY FORM

### GROUP INFORMATION

Church/Organization: \_\_\_\_\_ Camp Dates: \_\_\_\_\_  
 Primary Leader: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Secondary Leader: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Total Campers: \_\_\_\_\_ Total Adults: \_\_\_\_\_

### DAILY ACCOUNTABILITY REQUIREMENTS

Group Leaders must conduct roll call:

- At morning wake-up
- At every activity transition
- At meals
- Immediately report missing, extra, or injured campers to Camp Staff.
- At lights-out
- Anytime the group relocates
- During Emergencies

Adults must remain within sight or hearing of campers at all times. Large seated gatherings (meals/worship) may be supervised at 1:25. Camp director cannot count toward group ratios. Waterfront requires certified lifeguard coverage (provided by camp).

### EMERGENCY PROCEDURE EXPECTATIONS

- Bring rosters to all activities and emergency muster locations.
- Maintain supervision ratios for the entire stay.
- Do not release campers except to authorized leaders or camp staff.
- Assist with headcounts during any Emergency Action Plan activation.

### GROUP LEADER ACKNOWLEDGMENT

I confirm this roster is accurate and that our group will maintain required supervision and accountability.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Required submission to HPRC at check-in. Make copies as needed. Keep one with the group at all times.)*

### CAMP GROUP ROSTER TEMPLATE

\*Create your own in similar format or copy/paste/attach additional fields/sheets/edits as needed maintaining the required ratios\* *(Required submission to HPRC at check-in. Make copies for all adults on site. Keep one with the group at all times.)*

#### ALL ADULTS ON SITE

Adult Name	Cell Phone	Assignment/Role
1		
2		
3		
4		
5		

### REQUIRED SUPERVISION RATIOS

#### CAMPER ROSTER (Attach additional sheets if needed)

Assigned Adult Leader _____	<b>Ages 4-5 yrs</b> 1 Adult : 5 Campers		
Camper Name	Age	Medical/Allergy Notes	Emergency Cell



1			
2			
3			
4			
5			

Assigned Adult Leader _____	<b>Ages 6-8 yrs</b> 1 Adult : 6 Campers		
Camper Name	Age	Medical/Allergy Notes	
1			
2			
3			
4			
5			
6			

Assigned Adult Leader _____	<b>9-14 yrs</b> 1 Adult : 8 Campers		
Camper Name	Age	Medical/Allergy Notes	
1			
2			
3			
4			
5			
6			
7			
8			

Assigned Adult Leader _____	<b>15-17 yrs</b> 1 Adult : 10 Campers		
Camper Name	Age	Medical/Allergy Notes	



1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**CAMP HEALTH OFFICER**

Each guest group is required to provide a qualified medical representative. HPRC will designate one qualified individual present at camp for each session to serve as the Camp Health Officer in accordance with 25 TAC §265.15. This is a session-by-session designated CHOs provided by guest groups. Your group is required to bring a designated Camp Health Officer. This is a person designated to provide a safe environment for campers and staff through organized medical oversight, keep health records, must be trained in emergency response. All designated Health Officers must provide a copy of their current Texas Professional License (RN, LVN, or MD) or a valid Texas Temporary Nursing Permit if licensed in another state.

Camp Dates: \_\_\_\_\_ Camp Name: \_\_\_\_\_

Health Officer Name: \_\_\_\_\_

Certification Expiration: \_\_\_\_\_

RN / LVN Liscence # \_\_\_\_\_

EMT / First Responder

First Aid & CPR (when EMS response time qualifies)

Responsibilities include:

- Administering basic first aid
- Managing medications per authorization forms
  - All medications (prescription and OTC) are stored securely.
  - Administered only with written parental authorization.
  - Logged with date, time, and dosage.
- Maintaining camper medical forms, health logs and incident reports
- Consulting the on-call physician when needed
- Activating emergency services when appropriate
- Depending on type of emergency, may use
  - vehicle for capable of emergency transportation if needed



## APPENDIX

**MAP**  
**Satellite**



**Camp Map**



**High Plains  
Retreat Center**  
Relax. Retreat. Refresh.

-  Main Road (Paved)
-  Dirt Road
-  Creek Bed
-  Cliffs
-  Paved Parking Lot
-  Dirt Parking Lot
-  Meeting Buildings
-  Sports/Gathering Spaces
-  Cabins
-  HPRC
-  Pool Area
-  Tornado Shelter



# Evacuation Routes & Gathering Areas



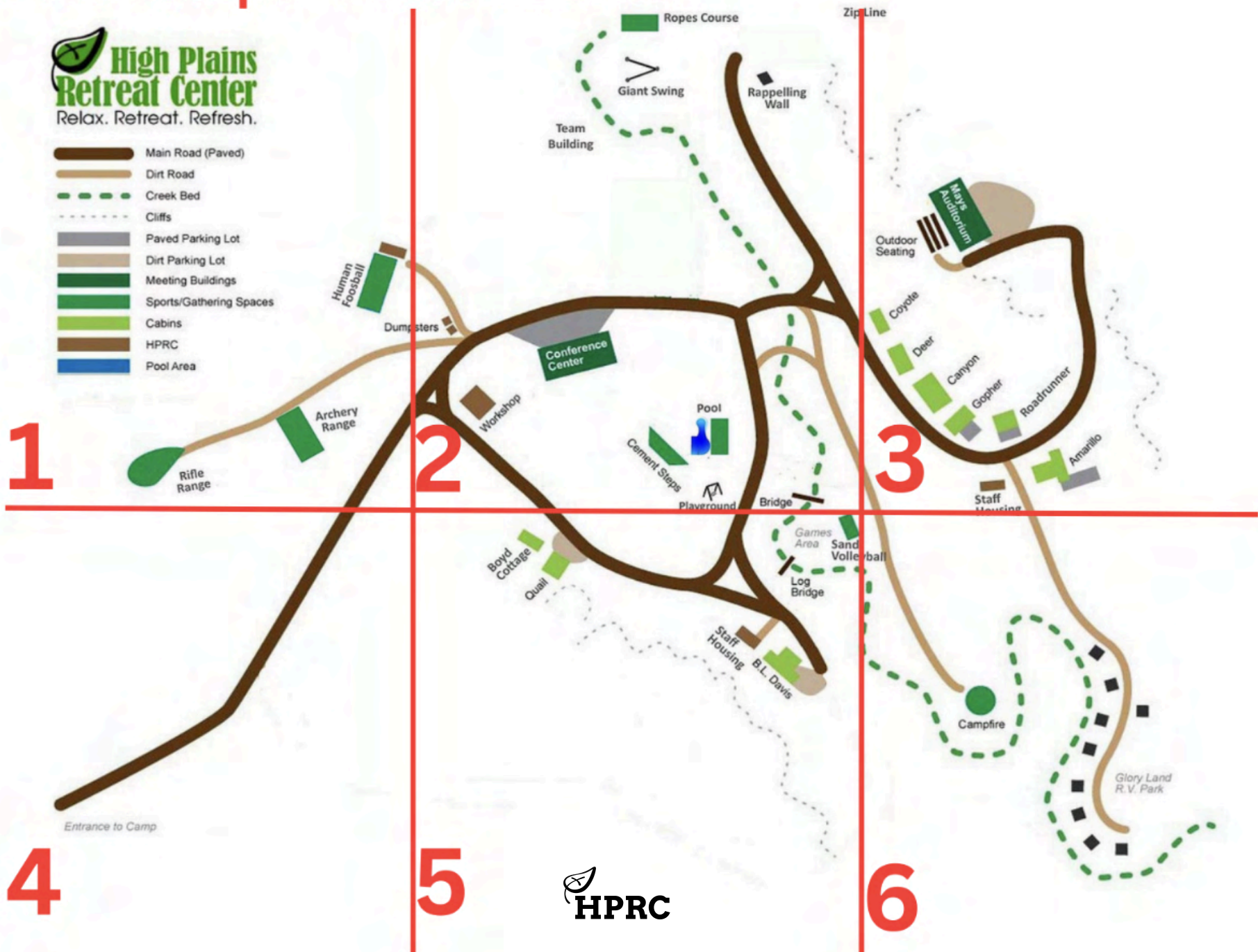
- Main Road (Paved)
- Dirt Road
- Creek Bed
- Cliffs
- Paved Parking Lot
- Dirt Parking Lot
- Meeting Buildings
- Sports/Gathering Spaces
- Cabins
- HPRC
- Pool Area
- Tornado Shelter



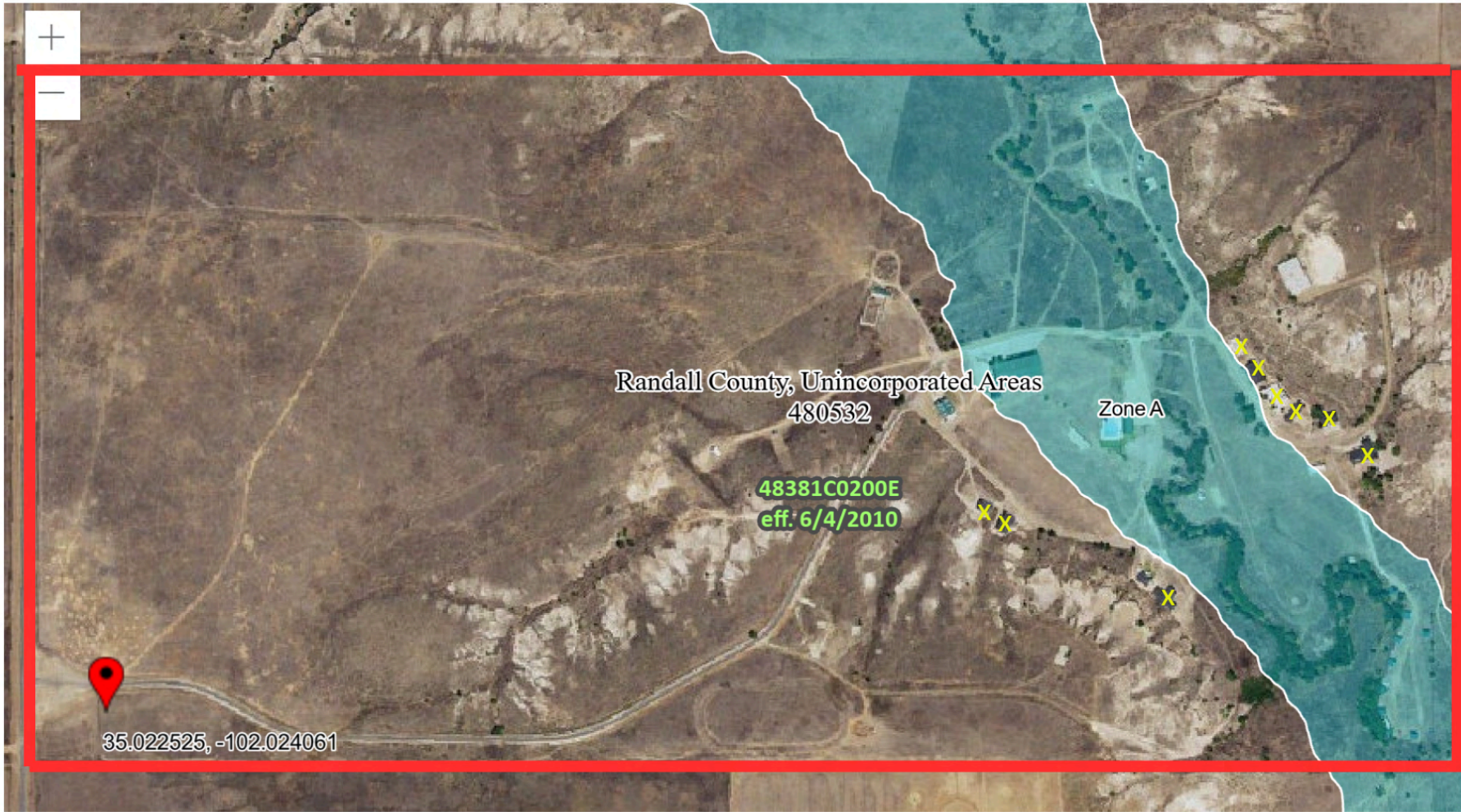
# Lost Camper Search Zones




- Main Road (Paved)
- Dirt Road
- Creek Bed
- Cliffs
- Paved Parking Lot
- Dirt Parking Lot
- Meeting Buildings
- Sports/Gathering Spaces
- Cabins
- HPRC
- Pool Area






# FEMA Flood Zone



USDA, USGS The National Map: Orthoimagery. Data refreshed June, 2024.

PIN  Approximate location based on user input and does not represent an authoritative property location

SPECIAL FLOOD HAZARD AREAS	
	Without Base Flood Elevation (BFE) Zone A, V, A99
	With BFE or Depth
	Regulatory Floodway Zone AE, AO, AH, VE, AR

 Camp Property Boundary  
 Sleeping Cabins

**\*\*NOTE: There is NO Floodway on our property**



Posted in all buildings along with maps/EAP:

# IN AN EMERGENCY TAKE ACTION

---

## SHELTER-IN-PLACE

Implemented when “SHELTER-IN-PLACE” is called over Public Address System



### CAMPERS

Seek shelter indoors and remain inside until cleared.

### SPONSORS

Guide campers indoors and stay with them until cleared. Account for your campers and report any missing to Camp Staff.

---

## EVACUATION

Primary Evacuation Location: Dining Hall

Secondary Evacuation Location: South Tabernacle

Implemented when “EVACUATION” is called over Public Address System



### CAMPERS

leave stuff behind. Follow instructions of Sponsors to Evacuation Location.

### SPONSORS

Guide campers to Evacuation Location. Account for your campers and report any missing to Camp Staff.

---

## LOCKDOWN

Implemented when “LOCKDOWN” is called over Public Address System



### CAMPERS

Seek shelter indoors. Move out of sight. Maintain silence.

### SPONSORS

Guide campers indoors and away from doors & windows. Lock or barricade door. Turn out lights. Maintain silence.

**TEMPLATE/EXAMPLE FOR HPRC RECORD KEEPING**

- information will be kept digitally or on paper

**STAFF & VOLUNTEER SAFETY TRAINING LOG**

**Camp Session:** \_\_\_\_\_ **Date of Training:** \_\_\_\_\_

By signing below, I certify that I have:

- have received training, have viewed and can access a copy of the **HPRC Emergency Action Plan (EAP)**
- have completed the mandatory 2026 Texas Youth Camp Safety Training & Child Protection Videos

<b>Printed Name</b>	<b>Role (Staff/Volunteer)</b>	<b>Signature</b>	<b>Date</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**Trainer Certification:** I certify that the above individuals have completed all state-mandated safety orientations.

**Signature of EPC:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**TEMPLATE/EXAMPLE FOR HPRC RECORD KEEPING**

- information will be kept digitally or on paper

**CAMPER SAFETY ORIENTATION LOG**

*Texas law requires this orientation within **48 hours** of arrival.*

**Group/Church Name:** \_\_\_\_\_ **Arrival Date:** \_\_\_\_\_

<b>Requirement</b>	<b>Completed (Check)</b>	<b>Time of Completion</b>
<b>Camp Boundaries and Hazards:</b> Campers briefed on staying inside camp boundaries and away from hazards	<input type="checkbox"/>	
<b>Emergency Signals:</b> Campers recognize "Evacuation" vs. "Shelter-in-Place" alerts.	<input type="checkbox"/>	
<b>Behavior Expectations:</b> Instructed on how to behave during emergencies	<input type="checkbox"/>	
<b>Muster Zone:</b> Campers are aware of gathering areas.	<input type="checkbox"/>	
<b>The Buddy Rule:</b> Campers understand the "No one goes anywhere alone" policy.	<input type="checkbox"/>	
<b>Floodplain Warning:</b> Campers briefed on staying away from creek beds during rain.	<input type="checkbox"/>	

**Group Leader Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **CAMP RULES**

### **RESPECT PEOPLE & PROPERTY**

Keep hands, feet, and objects to yourself.  
No roughhousing in cabins, near water, or on stairs.  
Respect cabins, equipment, nature, and personal belongings.

### **FOLLOW ADULT INSTRUCTIONS**

Camp staff and church leaders are here for your safety.  
When you hear instructions, respond quickly and respectfully.  
If you hear an emergency signal or alert, stop what you're doing immediately.

### **STAY INSIDE CAMP BOUNDARIES**

Campers must remain within designated camp areas at all times.  
Do not go past fences, gates, tree lines, parking lots, roads, or "Staff Only" signs.  
You should be able to see camp buildings at all times.  
Never leave camp property unless supervised and approved.  
If you're unsure whether an area is allowed — ask first.

### **THE BUDDY RULE**

No one goes anywhere alone.  
Always have at least one buddy.  
Tell a leader before leaving your activity area (even for the restroom).

### **CABIN & BUILDING SAFETY**

Walk — do not run — inside buildings.  
Keep your space neat and tidy.  
Clean up your own messes.

### **EMERGENCY AWARENESS**

We have plans for many kinds of emergencies.  
In any type of emergency your job is to follow adult/staff instructions.  
Our Public Address speakers will give instructions to take shelter, leave an area, or leave camp if needed.  
No matter what, the adults around you will tell you what you need to do.  
Stay quiet and calm if you hear a warning alert so instructions can be heard.

### **WATER SAFETY RULES**

No swimming without a lifeguard or staff present.  
No running near the pool.  
Follow all posted pool rules.

### **WILDLIFE & NATURE AWARENESS**

Do not approach snakes, skunks, insects, or other wildlife.  
Tell a staff member immediately if you see an animal.  
Do not throw rocks or disturb natural areas.

### **HEALTH & HYDRATION**

Drink water throughout the day.