

3.5 Camp Allen Emergency Action Plan

Emergency Communication / Communication Redundancies / Medical Emergency / Severe Weather: Lightning, Tornado, Wind, Hail / On-Site Fire / Missing Camper / Pool & Waterfront Emergency / Armed Intruder / Off-Site Evacuation: Hurricane or Off-Site Fire / Flooding and Low Probability Emergencies

Emergency Communications Procedures

(Applies to All Emergency Action Plans)

This section establishes communication procedures used during emergencies. It applies to all Emergency Action Plans and is intended to support accurate information flow and timely notification.

On-Site Emergency Communication

Primary Methods

- Radios are the primary method of on-site emergency communication.
- All staff are trained to report emergencies by radio and follow radio instructions during incidents.
- During major incidents, radio traffic is directed by Summer Camp Management.

Secondary and Supplemental Methods

- **Camp-Wide Alert System.** If you hear a camp-wide audible alert tone or spoken announcement over the outdoor speaker system, stop, listen, and immediately follow the instructions given. These alerts may be triggered automatically for severe weather or activated by camp leadership for lightning, intruder, or other immediate threats.
- **Weather Alert Monitoring.** Camp Allen maintains an operable NOAA weather alert radio on site and actively monitors National Weather Service alerts as part of its emergency preparedness and response procedures.
- Emergency call boxes may be used if radios are unavailable.
- Authorized leadership staff may use company-issued cell phones during emergencies when present on scene.
- Cell phones are supplemental and will only be carried by select staff – when present they can be used for communication.
- Runners may be used when electronic communication is unavailable or impractical.
- Evacuation instructions are posted inside each cabin to give easy access to counselors and campers.

Staff should report the location, nature of the emergency, and any hazards, then return focus to camper supervision unless directed otherwise.

Off-Site Communication with Emergency Services

- Contact with emergency services (911) is initiated by Summer Camp Management or a designated leader, as outlined in each Emergency Action Plan.
- Staff on scene will ideally provide information through management unless directed otherwise.

Parent and Guardian Communication

- The most recent Camp Allen Emergency Action Plan is provided to parents and guardians prior to each camp season through the family communication packet and is also available on the Camp Allen website.
- Emergency notifications are sent via email through the camper registration portal.
- Emails are sent to all addresses listed
- under Parent/Guardian 1 and Parent/Guardian 2.
- Emergency correspondence originates from Summer Camp Management.

Parent Notification Triggers

Parent or guardian communication will occur under the following circumstances:

- Emergency services (911) contacted for a single camper (*camper-specific*)
- Camper transported off-site for medical care (*camper-specific*)
- Serious injury or illness involving a camper (*camper-specific*)
- Fire or fire department response on camp property (*camp-wide*)
- Law enforcement response on camp property (*camp-wide*)
- Evacuation due to fire or hurricane (*camp-wide*)
- Any incident where Summer Camp Management determines parent notification is necessary (*camper-specific or camp-wide, as applicable*)

In the event of an evacuation, parents may be given the option to pick up their child immediately, depending on the nature and duration of the event.

Routing Parent Questions

- Parent questions are directed to the Summer Camp Director, Assistant Director, or Camp Registrar. All three of these emails are listed publicly on the Camp Allen website, published materials, and standard correspondence.
- Staff should not respond directly to parent inquiries unless directed by Summer Camp Management.

Confidential Emergency Plan Components

- The Armed Intruder Emergency Action Plan is not included in the publicly posted Emergency Action Plan.
- This plan is taught to all staff and included in staff training materials. All staff and volunteers have access to this plan.
- The Armed Intruder plan is not public facing but it is not kept under tight lock and key. It is distributed to several hundred staff and volunteers each season – maintaining strict confidentiality with this plan is not realistic.

Internet and Communication Continuity

Emergency communications may rely on internet access through one or more of the following:

1. On-site broadband located in the Summer Camp offices
2. Company-issued mobile devices using on-site cellular service, including use as mobile hotspots
3. Starlink systems in select buildings providing independent connectivity if other options are unavailable

Communication Continuity and System Redundancy

Camp Allen maintains multiple layers of communication to ensure continuity during power outages, equipment failure, or infrastructure disruptions.

Radio Operations

- Professional radios are the primary on-site communication system.
- Radios are carried by all managers, senior leadership staff, campsite session directors, and additional designated Camp Allen staff.
- Activity radios are located at all program areas.
- Counselors do not carry radios and are expected to rely on direction from leadership staff.

Radio Channels and Power Loss

- Channel 1 is the primary operating channel and utilizes a transponder.
- In the event of a power loss, staff are trained to switch to Channel 2.
- Channel 2 operates radio-to-radio and does not require external power to function, allowing continued on-site communication during outages.

Emergency Call Boxes

- Emergency call boxes are located at both pools, Adventure Summit, and Hannah's Hut.
- Call boxes connect directly to the radio system on Channel 1 and allow immediate contact with leadership staff.

Cellular Communication

- Authorized Camp Allen staff carry company-issued iPhones and use them as a supplemental communication method. Adult volunteers may also carry cell phones.
- Cellular coverage is available across camp property due to an on-site tower.
- Cellular service remains available during power outages through backup generation.
- Emergency (911) calls may route through any available cellular network.

Landline Backup

- Analog landline phones are maintained in the Summer Camp offices.
- These lines function without electricity and allow direct contact with emergency services if cellular service is unavailable.

Staff Expectations During Communication Failure

- If primary communication systems are disrupted, staff should remain with their campers, maintain supervision, and await direction from leadership staff.
- Leadership staff will coordinate communication using available systems and provide instructions as conditions allow.

Muster Zones (Emergency Accountability Locations)

Muster zones are pre identified accountability locations used after groups have been moved away from an immediate hazard area. Muster zones are not primary evacuation destinations for fire, severe weather, or armed intruder events, where shelter in place or hazard specific relocation procedures may be required. Instead, they serve as organized reunification and head count points once conditions are safe enough for group movement.

Camp Allen's designated muster zones are:

- Sports Pavilion
- Conference Center

Both locations are clearly marked on site with large red signs labeled "Emergency Meeting Point." Staff may be directed by camp leadership to move groups to one of these locations for accountability and reunification following an emergency.

MEDICAL EMERGENCY EAP

This plan trains Camp Allen staff how to respond to any life-threatening medical emergency on property. It prioritizes fast communication, clear roles, and coordinated use of emergency equipment to protect life until the emergency responders arrive.

What You Should Do (All Staff)

If you see a camper or staff member experiencing a serious medical emergency (e.g. severe bleeding, anaphylaxis, seizure, breathing difficulty, head/neck injury, unresponsiveness, heat stroke):

- Shout for help and radio immediately:
"STAT Medical Emergency at [location]"
- If radios are unavailable, use an emergency call box located at:
 - Pool 1
 - Pool 2
 - Adventure Summit
 - Hannah's Hut

(These call boxes connect directly to the camp emergency radio system.)
- If remote, send a runner to direct the Nurse to the exact location of the emergency.
- Begin CPR/first aid if you are trained and it is safe to do so.
- Keep the area clear of other campers and staff.

Staff Roles & Responsibilities

Nurse (Clinical Lead)

- Respond immediately from the Camper Health Center (CHC).
- Grab the trauma kit from the CHC
- Begin medical care on arrival.
- Direct a Senior Staff member to retrieve the nearest AED if indicated.
- Determine if EMS transport is needed.
- On completion, document all care provided in the medical log.

Senior Staff

- Respond to the scene to support the Nurse.
- Immediately relocate all nearby campers and their counselors to a safe location away from the scene, and if possible, out of sight of the ambulance.
- Maintain supervision and head counts of relocated campers.
- Retrieve the closest AED if directed by the Nurse. AED locations:
 - Pool 1
 - Pool 2
 - Pavilion
 - Hannah's Hut
 - Conference Center Lobby
- Provide scene support and radio updates to Management.

Summer Camp Management

- Designated 911 callers.
 - When a "STAT Medical Emergency" is called on the radio, call 911 immediately, even if the exact nature of the emergency is not yet known.
 - Give location: Camp Allen, 18800 FM 362, Navasota, TX 77868 (Main Entrance on 362).
 - Stay on the line or call back with additional details as they are received.
- Meet EMS at the Main Entrance on 362 and personally escort them to the scene.
- Manage all radio traffic to keep the channel clear.
- Coordinate crowd control and camper supervision with Senior Staff.
- Communicate with the camper's parents or guardians.
- Complete an incident report after the emergency concludes.

Post-Emergency Procedures

- The Nurse ensures the patient is either:
 - Released back to program
 - Sent to the CHC for monitoring
 - Transferred to EMS care
- Management and/or nursing team updates guardians on the outcome.
- If possible, responding staff participate in a quick debrief to review response and offer support.

Equipment Reference

- Trauma Kits: Camper Health Center, Pavilion
- AEDs: Pool 1, Pool 2, Pavilion, Hannah's Hut, Conference Center Lobby
- Emergency Call Boxes: Pool 1, Pool 2, Adventure Summit, Hannah's Hut (all call boxes connect to the radio network)

Training & Orientation

- Staff are trained on this plan during staff training weekends, including:
 - How to make a "STAT" radio call
 - Use and locations of AEDs and call boxes
 - Who has radios and who serves as 911 callers
- Campers and staff are reminded during Sunday night orientation how to summon help and the importance of alerting an adult immediately if someone is hurt or sick.

SEVERE WEATHER EAP: TORNADO / LIGHTNING / HIGH WINDS / HAIL (Applies to All Severe Weather Events)

This Emergency Action Plan (EAP) establishes the shared framework used for all severe weather events, ensuring consistency, clarity, and accountability across camp. Event-specific procedures follow this section and build upon the framework outlined below.

Severe Weather Monitoring and Awareness

Summer Camp Management monitors National Weather Service (NWS) alerts, forecasts, and radar throughout camp sessions. Weather conditions are actively tracked during daily operations, particularly during outdoor programming and periods of increased risk.

All staff share responsibility for situational awareness. Any staff member who observes concerning weather conditions, including sudden changes in wind, darkening skies, distant thunder, or rapidly deteriorating conditions, must notify Summer Camp Management immediately by radio. Early communication allows leadership to act proactively rather than reactively.

Authority and Decision-Making

The Summer Camp Director or Assistant Director on duty has final authority to modify schedules, pause activities, relocate campers, initiate shelter procedures, and issue the all clear following a weather event.

Campsite Leaders, Session Directors, and Senior Staff are responsible for implementing directives promptly within their assigned areas and confirming completion. Decisions are made centrally to ensure consistency across all campsites and program areas. Staff should not independently resume activities or relocate groups unless directed by leadership or common sense dictates a specific action.

Please note – all staff are expected to follow direction from management whenever possible; however, when an immediate threat exists, use sound judgment and act without delay to protect campers.

Supervision and Accountability

Counselors remain directly responsible for their assigned campers at all times during severe weather events. Campers must stay with their cabin group unless otherwise directed by Summer Camp Management. Whenever campers are moved or sheltered, counselors must conduct head counts. Senior Staff confirm head counts and communicate status to Summer Camp Management via radio or phone as directed. Maintaining accountability for every camper is a top priority during all weather-related responses.

Movement and Shelter Expectations

When movement is required, it must be calm, orderly, and deliberate. Running, shouting, or unsupervised movement is not permitted. Staff should model calm behavior and provide clear direction to campers. Shelter locations prioritize fully enclosed structures and interior spaces away from windows and exterior doors. Campers should remain sheltered until leadership determines conditions are safe. If movement occurs between locations, staff must maintain close supervision and avoid unnecessary exposure to hazards.

Communication During Severe Weather

Radios are the primary method of communication during severe weather events. Instructions will flow from Summer Camp Management to Campsite Leaders, Senior Staff, and counselors. Staff must acknowledge radio instructions clearly and relay information accurately without speculation or delay. Clear communication is essential to coordinated response and camper safety.

All-Clear and Return to Operations

Only the Summer Camp Director or Assistant Director may issue the all clear following a severe weather event. Once the all clear is communicated, Campsite Leaders confirm camper accountability and receive guidance regarding the resumption or modification of activities. Staff should remain alert for secondary hazards such as downed branches, standing water, slippery surfaces, or lingering weather threats.

Any injuries, damage, or safety concerns must be reported immediately to Summer Camp Management.

Training and Preparedness

All staff receive training on severe weather procedures during pre-camp training and at the beginning of each weekly session. Camper safety instruction and orientation is provided on Sunday nights. Detailed training expectations and drill procedures are outlined in Section 3.6 of this manual.

Tornado Response

Tornadoes present the highest risk of severe injury and require immediate, decisive action. Tornado response at Camp Allen is based on National Weather Service warnings and direct observation. When tornado conditions exist, sheltering takes priority over all other considerations.

Triggers for Response

Tornado response is initiated under any of the following conditions:

- A Tornado Warning is issued by the National Weather Service for the camp's area.
- A funnel cloud or tornado is visually observed by staff.
- A Tornado Watch does not require immediate shelter but signals increased readiness. During a Tornado Watch, staff should remain alert, keep campers near buildings, and avoid remote or wooded areas.

Immediate Actions

When a Tornado Warning is issued or a tornado is observed:

- All activities stop immediately.
- Counselors and Senior Staff move campers to designated tornado shelter locations without delay.
- Campers should be kept calm and quiet while sheltering.
- Once sheltering begins, groups remain in place until directed otherwise by Summer Camp Management.

Designated Tornado Shelter Locations

Campsite 1: Bathhouse (concrete block walls and slab foundation)

Campsite 2: Bathhouse (concrete block walls and slab foundation)

Campsite 3: Bathrooms located inside Building A and Building B (interior areas)

Campsite 4: Kitchen area adjacent to the Main Dining Hall

Pavilion Area: Bathrooms

Shelter Positioning

- While sheltered, campers should sit low, facing interior walls.
- Campers should stay away from windows, exterior doors, and large open spaces.
- Staff should position themselves to maintain visibility and supervision of all campers.

If Caught Elsewhere on Camp

If a group is not near its designated campsite shelter when a Tornado Warning is issued, staff should move campers to the nearest sturdy building with interior rooms such as bathrooms, kitchens, or storage rooms.

If There Is No Time to Reach a Building

If a tornado is imminent and no suitable building is reachable, staff should guide campers to a low ditch or depression. Campers should lie flat and cover their heads and necks with their arms. This situation represents a last resort and should be avoided through early movement and awareness whenever possible.

Duration of Shelter

Groups remain sheltered until the Tornado Warning expires and Summer Camp Management issues the all clear. Staff must not leave shelter or resume activities based on appearance of conditions alone.

Lightning and Thunderstorm Response

Lightning presents a serious and immediate hazard during summer camp operations. Lightning can occur without heavy rain and may strike before or after a storm appears to have passed.

Trigger for Response

Lightning response is initiated when lightning is seen or thunder is heard, regardless of storm intensity. If the time between lightning and thunder is 30 seconds or less, lightning is close enough to pose immediate danger. Once lightning or thunder is detected, response must begin immediately.

Shelter Requirements

Campers must be moved to a fully enclosed building.

- Appropriate shelter includes:
- Campsite Cabins
- Bathhouses
- Dining Hall
- Other fully enclosed buildings with walls and a roof

The following locations do **not** provide adequate protection and must not be used:

- Pavilions
- Open-air structures
- Tree cover
- Vehicles
- If campers are already indoors, they must remain inside until the all clear is issued.

*If campers are caught outdoors and away from buildings, staff should guide campers to the closest available enclosed structure. Do NOT hunker down and wait for the lightning to pass while exposed to the elements.

Waterfront and Aquatic Areas

Lightning presents an extreme hazard at waterfront and aquatic areas. When lightning is seen or thunder is heard:

1. All swimmers and boaters must exit the water immediately.
2. Docks, shorelines, boats, and elevated platforms must be cleared without delay.
3. No aquatic activity may resume until the all clear is given.

Resumption of Activities

Outdoor activities may not resume until 30 minutes have passed since the last observed thunder or lightning. The 30-minute countdown resets with each additional thunderclap or lightning strike. Return to activities occurs only after the all clear is issued by Summer Camp Management.

High Wind Response

High winds may occur during large storm systems and present hazards primarily from falling branches, unstable trees, and wind-driven debris. While high winds alone do not typically require full sheltering, staff must take precautions to reduce exposure and be ready to escalate response if conditions worsen.

Triggers for Response

High wind response is initiated when:

- Sustained winds or gusts create unsafe conditions in wooded areas.
- Large limbs or debris are observed falling.
- Leadership directs precautions due to forecasted or observed wind conditions.
- High winds may accompany thunderstorms or tornado warnings. When this occurs, staff should follow the higher-risk procedure applicable to the event.

Activity Adjustments

When high winds are present:

- Outdoor activities may be paused, shortened, or relocated at the direction of Summer Camp Management.
- Groups should be moved away from heavily wooded areas, large trees, and dead or overhanging limbs.
- Temporary structures, open fields, elevated platforms, and open-span facilities should not be used.
- Transitions between activities should be minimized during peak wind periods.

Monitoring and Escalation

Staff should remain alert for changing conditions. High wind response must escalate immediately if:

- Lightning is observed or thunder is heard.
- Debris begins falling near campers.
- Visibility decreases or conditions rapidly deteriorate.
- If escalation occurs, staff should follow the appropriate severe weather procedure without delay.

Shelter Considerations

If wind conditions worsen to the point that outdoor supervision is no longer safe, groups may be directed to move into fully enclosed buildings. Sheltering decisions during high winds are made by Summer Camp Management based on conditions and risk. If common sense dictates action be taken before management can give direction – all staff have a responsibility to act.

Resumption of Activities

Outdoor activities may resume once wind conditions stabilize and leadership confirms it is safe to do so. Staff should remain alert for secondary hazards such as hanging limbs, fallen branches, or damaged structures following high wind events.

Hail Response

Hail is a rare but potentially hazardous weather event. While uncommon during peak summer conditions in central Texas, hail can cause sudden injury and property damage and requires prompt sheltering when it occurs.

Trigger for Response

Hail response is initiated when hail is observed or reported on or near camp property, or when weather conditions indicate imminent hail.

Shelter Requirements

When hail is occurring or imminent, campers must be moved promptly to the nearest fully enclosed building. Campers should remain indoors, away from windows and exterior doors.

Movement Considerations

- Movement between buildings should be minimized during hail events.
- If movement is required, staff should act quickly and deliberately to reduce exposure.
- Loose equipment and program materials should not be handled or salvaged during active hail.

Resumption of Activities

Outdoor activities may resume only after hail has stopped and the all clear has been issued by Summer Camp Management. Staff should remain alert for secondary hazards such as slick surfaces, debris, or damaged structures before resuming normal operations.

ON-SITE FIRE EAP

This plan trains Camp Allen staff how to respond if a fire occurs anywhere on property. Use simple, straightforward actions so staff can evacuate and account for campers quickly and safely.

What You Should Do (Staff and Campers)

If you see smoke/flames, smell something burning, or a fire alarm sounds, act immediately:

- Shout “FIRE” and evacuate everyone immediately by the nearest safe exit.
- Counselors focus only on getting their campers out quickly and safely—do not stop to gather belongings or investigate.
- Move the group to an open area well away from the building (at least ~150 feet), upwind if possible, and keep roadways clear for fire engines.
- Counselors conduct head counts for their cabins once clear of danger; Senior Staff confirm counts and report to Management.
- Do not re-enter any building until cleared by Summer Camp Management or fire officials.
- Only Senior Staff or trained Camp Allen personnel may attempt to put out a very small fire using the PASS method (Pull, Aim, Squeeze, Sweep), and only if they have a clear exit behind them and the fire can be extinguished immediately. All other staff must evacuate immediately.

Staff Roles & Responsibilities

Counselors (All Staff)

- Lead your group out immediately and move them to a safe open area away from the building.
- Maintain group supervision and calm behavior.
- Conduct a head count and stay with your group.
- Use radios if available but only for brief factual updates (e.g. "Campsite 2 Cabin B accounted for").

Senior Staff:

- After evacuating campers, perform secondary sweeps of cabins, bathrooms, closets, and other enclosed spaces to confirm that everyone is out.
- Collect head counts from counselors and report to Summer Camp Management.
- Keep roads and entrances clear for emergency vehicles.

Summer Camp Management

- Call 911:
 - Camp Allen, 18800 FM 362, Navasota, TX 77868
 - Nature of emergency: Structure fire / smoke reported
 - Direct first responders to the Main Entrance on 362
- Meet fire units at the Main Entrance on 362 and guide them to the scene.
- Coordinate radio traffic and track head-count status from Senior Staff.

Camp Nurse / Health Center

- Prepare to receive any injured once cleared to do so.

Reunification After Incident

- Groups remain where they are until the all clear is given.
- If relocation is needed, Summer Camp Management will direct groups to:
 - Pavilion Muster Point
 - Conference Center Muster Point
- Counselors do cabin head counts; Senior Staff verify.
- Parent communication is handled by the Camp Director; staff should not contact parents directly.

Training & Orientation

- Staff review this plan during CTP weekends each year, including the nearest exits and extinguishers in their assigned areas.
- Sr. Staff are trained PASS and safe evacuation procedures during training weeks before camp begins.
- Campers and staff review fire procedures during Sunday night orientation so everyone knows how evacuation works at Camp Allen.
- Emergency radios are available in every campsite and activity area to support communication.

MISSING CAMPER EAP

This plan trains Camp Allen staff how to respond when a camper is unaccounted for. It prioritizes fast verification, property-wide coordination, and distinct responses for campers last seen near water vs. last seen on land.

What you should do (all staff) if a camper is thought to be missing

1. Verify locally (≤2–3 minutes)

- Check bathrooms/nearby rooms, immediate activity area, and ask peers/nearby staff when and where the camper was last seen.
- If the camper was at/near water, treat as an aquatic emergency immediately (see water response below).

2. Call it on the radio (STAT)

- “STAT Missing Camper: name, cabin, last known point (location & time), clothing/description, companions.”
- Summer Camp Management assumes Incident Command and designates the Pavilion as Command Post for coordination.

3. Hold and count

- Counselors hold campers in campsites and take head counts.
- Do not send campers to search or move around camp.
- Senior Staff move to containment/search roles.

4. Containment (immediately)

- Senior Staff post lookouts at:
 - Main Entrance on 362 and Service Entrance on 325
 - All trails, utility easements, major activity areas (horses, archery, ropes, sports fields, lakes), and all facility structures/campsites
- Purpose: spot or stop the missing camper and relay sightings.
- Keep vehicle lanes clear for responders.

5. Hasty search (land)

- Senior Staff deploy two-person teams from the Last Known Point (LKP) along most likely paths (to cabin, bathrooms, trail to favorite areas, facilities, activity zones).
- Check obvious hiding spots first. Keep radio traffic short and factual.

6. Escalation triggers

- Immediately call 911 if:
 - Camper was last seen in/near water
 - There is credible abduction/custody risk
 - Camper has serious medical needs or is very young
 - Severe weather is imminent or present

- It is near dark or already dark
- If not found within ~10 minutes, expand to a property-wide coordinated search.
- If not found by ~20 minutes (or sooner based on risk), call 911 and continue under unified direction.

Camper Last Seen In/At Water (Lake or Pool)

- Clear the waterfront or pool immediately; move all other campers back to their campsites with counselors.
- Activate waterfront EAP:
 - Lifeguards conduct bottom sweep/line searches of the entire swim area.
 - Spotters walk the shoreline scanning the surface and edges.
 - Rescue equipment (reach poles, ring buoys, backboard) is readied.
- Call 911 immediately and direct responders to Camp Allen, 18800 FM 362, Navasota, TX 77868 (Main Entrance on 362).
- Senior Staff manage containment at entrances, trails, easements, activity areas, and facilities/campsites.
- Continue coordinated search until the camper is found or relieved by authorities. *(Note: Only trained aquatics staff enter the water; all others support from shore.)*
- Always check the water first when a camper is last seen near the lake or pool.

Camper Last Seen On Land

- Counselors hold campers in campsites; take head counts and keep groups calm.
- Senior Staff run hasty searches outward from LKP: bathrooms, cabin, common routes, favorite areas, activity areas, trails, and nearby facilities.
- Use two-person teams; report by radio.
- If not located quickly, widen the search to undeveloped areas and coordinate with law enforcement on arrival.

Staff Roles & Responsibilities

Counselors (All Staff)

- Keep your campers with you in your campsite.
- Conduct head counts and report details to Senior Staff/Management.
- Maintain calm and await direction for any movement.

Senior Staff

- Report to the Pavilion Command Post for assignment; then:
 - Containment: post at Main Entrance (362), Service Entrance (325), all trails, utility easements, major activity areas (horses, archery, ropes, sports fields, lakes), and all facility structures/campsites.

- Hasty Search Teams: two-person teams radiating from LKP; check bathrooms, cabins, favorite activity zones, and likely paths first.
- Keep radio communication concise and factual for sightings/updates only.

Summer Camp Management (Incident Command)

- Take control of all radio communications to keep traffic clear.
- Announce “Missing Camper Protocol” and assign containment and search teams.
- Call 911 when triggers are met; direct responders to the Main Entrance on 362.
- Meet responders at the entrance, provide a map and an escort, and brief them on the LKP/PLS and search actions taken.
- Coordinate with the Camp Nurse to obtain the camper’s health info and manage parent communications.

Camp Nurse / Health Center

- Pull the camper’s health file and recent notes; prepare to support responders.
- On recovery, evaluate the camper at the CHC or coordinate EMS.

When the Camper Is Found

- If awake/alert: escort to the CHC for evaluation and documentation.
- If unresponsive or injured:
 - One responder provides care
 - The other alerts Summer Camp Management or goes to meet EMS and direct them to the location
- Management updates parents and closes the incident.

Training & Orientation

- Staff train on this procedure during staff training weekends, including practice gathering LKP details, using radios concisely, and setting containment.
- Campers and staff review “stay with your group” expectations at Sunday night orientation (talk to a counselor before leaving any area).
- Emergency radios are in every campsite and activity area to support rapid coordination.

POOL AND WATERFRONT EAP

This plan trains Camp Allen staff how to respond to aquatic emergencies at the two pools and the lakefront. It prioritizes clear communication, roles, and coordination for lifeguards, waterfront monitors, Senior Staff, and Management.

Immediate Response (All Aquatic Staff)

If any swimmer is in distress, submerged, unresponsive, or appears to have a head, neck, or spinal injury:

- Any on-duty lifeguard who initiates the rescue becomes the Primary Rescuer

- Enters the water and takes control of the scene
- Performs the appropriate rescue
- Determines if the situation is serious enough to activate the EAP with a “STAT” call
- Delegates as needed (call “STAT,” retrieve AED, bring equipment)
- Other on-duty Lifeguards
 - Clear the water immediately and remove all swimmers from the area (one long whistle blast)
 - Ensure the scene is safe for rescuers
 - Maintain visual coverage of the full zone
- Off-Duty Guards or Waterfront Monitors
 - Respond to support the primary rescuer
 - Bring needed equipment (backboard, BVM, first aid kit, AED)
 - Carry out tasks delegated by the primary rescuer

(If the situation is simply a distressed swimmer who does not require medical care, no STAT call or EAP activation is needed. Provide assistance and resume normal operations once the swimmer is safe.)

Communication

- The Primary Rescuer will not call on the radio.
- A designated responder will:
 - Radio or use the nearest call box immediately:
“STAT Aquatic Emergency at [Pool 1 / Pool 2 / Waterfront]”
- The “STAT” call alerts:
 - The Nurse to respond with trauma kit
 - Senior Staff or designated adult volunteers to relocate campers away from the scene (ideally back to their campsite, so most lifeguards can remain to assist on scene)
 - Summer Camp Management to call 911 and escort EMS

Pool Protocol (3 On-Duty Lifeguards)

- Any on-duty lifeguard who initiates a rescue becomes the Primary Rescuer
- Remaining on-duty guards serve as Secondary Lifeguards (clear pool, secure scene, support)

Response Flow

1. Activate EAP — 3 whistle blasts, echo, and point
2. Clear the pool
3. Perform rescue and begin care
4. Off-duty guards assist primary with delegated tasks
5. Senior Staff or designated adult volunteers relocate campers away from the pool area
6. Management calls 911 and meets EMS at the Main Entrance on 362
7. Continue care until relieved by Nurse or EMS

Waterfront Protocol (9 On-Duty Lifeguards + 8 Waterfront Monitors)

- Any on-duty lifeguard who initiates a rescue becomes the Primary Rescuer

- Other on-duty guards serve as Secondary Lifeguards (clear waterfront, secure scene, support)
- Waterfront Monitors support by removing campers, retrieving equipment, and assisting as delegated

Response Flow

1. Activate EAP — 3 whistle blasts, echo, and point
2. Clear the entire swim area
3. Perform rescue and begin care
4. Off-duty guards and monitors support the primary rescuer as delegated
5. Senior Staff or designated adult volunteers relocate campers and counselors to safe areas away from the lake (and out of sight of ambulance)
6. Radios on both sides of the lake (Blob and Hannah's Hut) maintain scene communication
7. Management calls 911 and meets EMS at the Main Entrance on 362
8. Continue care until relieved by Nurse or EMS

(If a swimmer is missing, follow the Missing Camper EAP.)

Equipment Reference

- AEDs: Pool 1, Pool 2, Pavilion, Hannah's Hut, Conference Center Lobby
- Backboards: Pool 1, Pool 2, Hannah's Hut, Blob side
- BVMs: Pool 1, Pool 2, Hannah's Hut
- First Aid Kits: Pool 1, Pool 2, Waterfront Base
- Emergency Call Boxes: Pool 1, Pool 2, Hannah's Hut
- CPR Masks: In every lifeguard hip pack
- Rescue Buoys: At every guard station (pools and waterfront)

Post-Emergency

- Management communicates with parents and completes incident report
- Guards replace used emergency equipment and clear hazards
- Senior Staff provide debriefing and support to witnesses and staff

Training & Orientation

- All lifeguards are certified by the American Red Cross
- Lifeguards and waterfront monitors rehearse this EAP during staff training and in-service
- Radios are always present on both sides of the lake (Blob and Hannah's Hut) during waterfront activities

OFF-SITE EVACUATION / MAJOR EMERGENCIES EAP

This plan trains Camp Allen staff how to respond when external threats (such as hurricanes, large off-site wildfires, or other severe unforeseen events) make it unsafe to remain on-site. It establishes roles, communication, and logistics for moving campers off property safely.

Triggers for Evacuation EAP Activation

This EAP may be activated by Summer Camp Management if any of the following conditions are present:

- A hurricane or tropical storm warning is issued and expected impacts create a reasonable risk to camper safety or basic camp operations.
- An off-site wildfire or other disaster (chemical hazard, large structural fire, etc.) is approaching such that smoke, embers, or risk to life/property is reasonable at Camp Allen.
- Any other severe, unforeseen event (“act of God”) poses a significant and unavoidable threat to camper safety or renders camp operations unsafe.

Notification & Preparation

- Management will notify campsite staff in person (not by radio) with as much advance notice as possible.
- Staff will be given time to prepare campers calmly and gather essential belongings (medications, water bottles, personal items).
- Parents will be notified immediately of the situation and given the option to pick up their campers directly within a set timeframe.
- Charter buses from Texas A&M will be used to transport any remaining campers who are not picked up within the permitted time frame.

Staff Roles & Responsibilities

Summer Camp Management

- Decide whether to shelter on-site, dismiss campers to families, or begin full evacuation.
- Coordinate with public authorities and chosen off-site shelter location (an Episcopal school or church within the Diocese of Texas, selected based on the nature and direction of the threat).
- Call 911 if appropriate.
- Manage communications with parents at every decision juncture, providing updates as situations evolve.
- Coordinate charter bus transportation logistics and supervise bus loading.
- Escort the last buses off-site.

Senior Staff

- Take charge of assigned campsites and cabin groups.
- Supervise packing and movement of campers to charter buses or parent pickup areas.
- Sweep all buildings, bathrooms, and enclosed areas to ensure no one is left behind.
- Maintain order and calm throughout the process.
- Once buses leave property, remain in contact with Management and each other via cell phones.

Counselors / Adult Volunteers

- Stay with campers at all times.
- Keep campers calm and organized while packing and lining up for evacuation or parent pickup.

- Conduct head counts and report them to Senior Staff before boarding buses or being released to parents.

Transportation, Routes, and Destinations

- Primary evacuation route: Main Entrance on FM 362, heading north or south depending on conditions.
- Secondary evacuation route: Service Entrance on FM 325.
- Destination: An Episcopal school or church within the Diocese of Texas, chosen by Management based on the location and nature of the threat.
- Charter buses from Texas A&M (3 hours of lead time) will transport campers who are not picked up by parents/guardians.
- Senior Staff and adult volunteers will use cell phones to maintain communication once buses have departed Camp Allen property.

Parent / Guardian Communication

- Parents will be informed as early as possible (typically 24–48 hours in advance for predictable threats like hurricanes or distant wildfires).
- They will be offered the option to pick up their campers directly.
- If they do not pick up their campers in the designated time window, their campers will be transported via charter bus to the designated off-site location.
- Parents will be given instructions on where and when to reunite with their campers.

Post-Evacuation & Return

- Once the threat has passed and it is safe to return, Summer Camp Management will announce whether camp will resume or dismiss from the off-site shelter location.
- Senior Staff will confirm head counts and assist in either returning campers or releasing them to parents.
- Management will conduct a post-incident review with key staff and update this plan as needed.

Training & Orientation

- Staff are trained on this plan during staff training weekends, including:
 - What events could trigger an off-site evacuation
 - Their roles in packing, head counts, and supervising campers
 - How and when parent communications will occur
- Campers are not drilled on boarding buses, but the evacuation concept will be briefly explained during Sunday night orientation so they understand that staff will give instructions if it ever becomes necessary.

Equipment & Resources

- Cell phones: Senior Staff and adult volunteers carry charged phones to maintain contact once buses depart property.
- Radios: Used only while on-site to coordinate packing and bus loading.

- Medical supplies and camper records: Carried by the Nurse and designated Senior Staff on evacuation buses.
- Water and basic snacks: Loaded onto buses for long routes if time permits.

LOW-PROBABILITY HAZARDS

Flood Response

Flooding is considered a low-probability hazard at Camp Allen. Based on current FEMA flood hazard mapping, all camper sleeping facilities are located far outside the 100-year floodplain in areas classified as minimal flood risk. While flooding is unlikely to impact normal camp operations, staff must remain aware of changing conditions during heavy rain events.

Monitoring and Awareness

Summer Camp Management monitors weather conditions and local advisories during periods of heavy or prolonged rain. Staff should report any observed concerns such as impassable roads, or drainage issues to Senior Staff or Summer Camp Management. If local flooding compromises access routes, Summer Camp Management will provide parents direction regarding operational adjustments during camper drop off or pickup.

Operational Considerations

Because camper sleeping facilities are not located near dry creek beds or any areas that may have a risk of flooding, routine flood evacuation is not relevant. During heavy rain events, management may modify schedules or pause activities. Management may also restrict access to drainage areas that could affect road crossings: the low point in the road between Pool 2 and the Pavilion and the low point in the road near the Vintage Ropes Course. These two locations could see moving water over the road in extreme flooding events.

Documentation and Review

Flood hazard documentation, including FEMA flood maps, is maintained by Camp Allen and reviewed annually as part of the camp's safety and compliance process. This documentation is available for inspection upon request and will be updated if FEMA releases revised flood data affecting camp property. Staff receive general awareness training regarding low-probability hazards during orientation and in-service training.

Earthquake

Earthquakes are extremely rare in Texas, and the likelihood of a significant event affecting camp operations is minimal.

In the unlikely event of noticeable seismic activity, staff should:

- Drop, cover, and hold until shaking stops
 - Then evacuate buildings calmly and account for campers with head counts
- Summer Camp Management will provide further direction if additional action is needed.

CRISIS COMMUNICATION

Clear and calm communication is essential during any emergency. Each plan in this chapter gives specific radio calls and responsibilities, but staff should also remember these general principles:

- Respect the chain of communication. Counselors report to Senior Staff; Senior Staff report to Management. Do not improvise or add commentary.
- Keep it brief and factual. Use short, clear statements on the radio. Say only what is needed to help others respond.
- One voice to parents and media. Only Camp Directors communicate directly with parents or outside authorities. Staff should never make promises, guesses, or public statements.

Stay calm and present. How you communicate—tone, body language, and words—shapes how campers respond. Calm words and steady actions build trust and keep groups safe.

