



Camp La Jita Emergency Action Plan

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TEXAS
Health and Human
Services

Texas Department of State
Health Services

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How it Should be Used

This document should be treated as a living plan. Use it to train staff, run drills and tabletop exercises, and support seasonal onboarding. Review and update it regularly, especially after incidents, near misses, or changes to camp operations, and ensure it is accessible to those who may need it in an emergency.

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

1 PURPOSE

This plan provides information to support the response to incidents and emergencies related to camp operations for Camp La Jita in Utopia, Texas, in compliance with the *Texas Health and Safety Code Chapter 141, as amended by Senate Bill 1 (2025), including applicable emergency preparedness and response requirements.*

2 SCOPE

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

3 EMERGENCY RESPONSE FRAMEWORK

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

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

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

Floodplain conditions and associated evacuation planning considerations are addressed in Appendix C.

3.1 Response Priorities

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

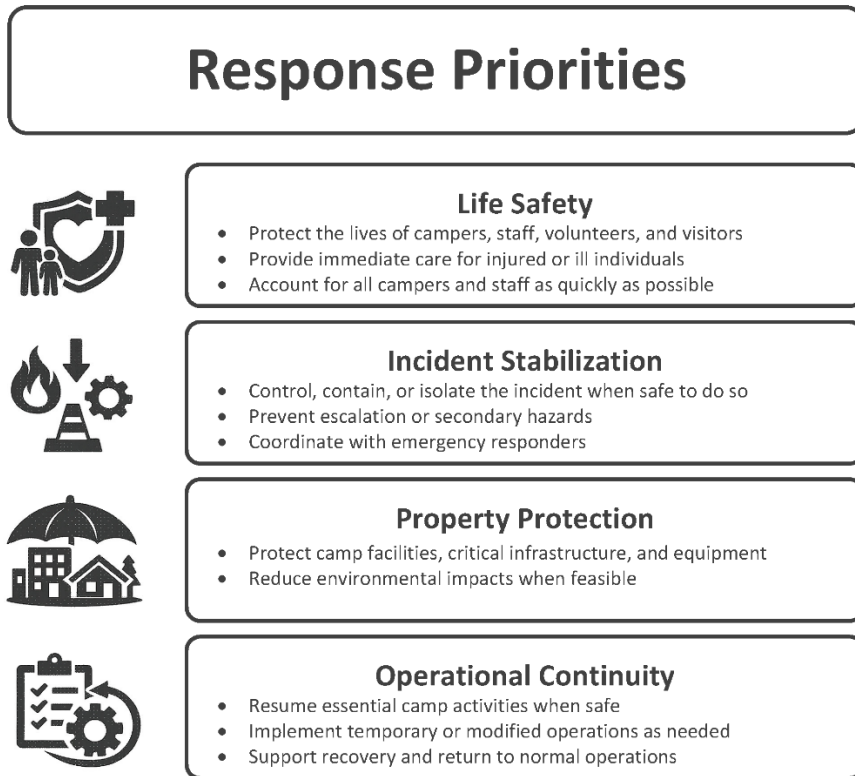


Figure 1: Response Priorities

3.2 Response Priorities Detail

This section defines the priority order used to guide decision-making during an emergency. These priorities apply to all emergency situations and ensure that response actions are focused, consistent, and aligned with the safety of campers, staff, and visitors.

3.2.1 Life Safety

The highest priority during any emergency is the protection of human life. Camp La Jita prioritizes the safety and well-being of all campers, staff, volunteers, and visitors.

Procedures include:

- Immediate assessment of threats to life and safety.
- Prompt protective actions such as evacuation, shelter-in-place, or lockdown as appropriate.
- Continuous supervision and accountability of all campers and staff.
- Conducting headcounts and verifying personnel status at designated assembly areas.

No other operational objective takes precedence over life safety.

3.2.2 Incident Stabilization

Following the protection of life safety, the next priority is stabilizing the incident to prevent further harm or escalation.

Camp La Jita takes immediate actions to control the situation based on the nature of the emergency.

Actions may include:

- Securing the scene to limit access to hazardous or affected areas.
- Activating emergency response procedures appropriate to the incident type.
- Coordinating with emergency services, including fire, law enforcement, and medical responders.
- Implementing protective measures such as isolating hazards, shutting down utilities, or restricting movement within camp.

The Incident Commander assesses the situation continuously and adjust response actions as needed to stabilize conditions and support safe operations.

3.2.3 Property Protection

After life safety and incident stabilization have been addressed, Camp La Jita takes reasonable steps to protect property, facilities, and the surrounding environment.

Actions may include:

- Securing buildings, equipment, and critical infrastructure.
- Protecting water systems, utilities, and essential services.
- Preventing or minimizing environmental damage, including impacts to land, wildlife, and natural resources.
- Coordinating with external agencies or contractors as needed for containment, cleanup, or repair.

These actions are only taken when they do not interfere with life safety priorities or emergency response operations.

3.2.4 Operational Continuity

Operational Continuity focuses on maintaining or restoring essential camp operations following an emergency.

Actions may include:

- Resuming critical camp functions when safe to do so.
- Modifying or suspending activities as needed.
- Coordinating recovery efforts to return to normal operations.
- Communicating operational changes to staff and families.

3.3 Roles and Responsibilities

This section defines the primary emergency response roles and their responsibilities to support a coordinated and effective response during an emergency. Roles are defined by function and responsibility, not by individual, to ensure continuity of operations.

3.3.1 Incident Commander (IC)

The Incident Commander (IC) is responsible for overall management of an emergency incident, including decision-making, coordination of response activities, and communication with internal and external stakeholders.

3.3.2 The Incident Commander is designated camp leadership or designee and has the authority to activate the Emergency Action Plan, initiate evacuations or shelter-in-place procedures, and coordinate with emergency responders.

3.3.3 Camp Emergency Preparedness Coordinator (EPC)

The EPC is responsible for supporting emergency response operations, including collecting personnel accountability reports, verifying full accountability of campers and staff, and reporting status updates to the Incident Commander. The EPC also supports the development, maintenance, testing, and implementation of the Emergency Action Plan. The EPC supports accountability coordination but does not replace field-level accountability responsibilities assigned to Cabin/Activity Staff or the Safety Officer.

3.3.4 Safety Officer

The Safety Officer is responsible for monitoring incident conditions and ensuring the safety of all campers, staff, and responders during an incident.

Responsibilities include:

- Identifying hazards during emergency response.
- Verifying personnel accountability at assembly areas.
- Communicating safety concerns to the Incident Commander.
- Supporting Cabin/Activity Staff in maintaining camper supervision.

3.3.5 Medical Officer (Camp Nurse)

The Medical Officer (Camp Nurse) is responsible for providing medical care to campers and staff during emergencies and coordinating medical response efforts.

The Medical Officer (Camp Nurse) communicates with 9-1-1 for all medical emergencies and provides updates to the Incident Commander. This role is typically assumed by the Camp Nurse.

3.3.6 Camp Staff

Camp Staff are responsible for identifying and reporting emergencies, alerting nearby personnel, and assisting with implementation of emergency procedures as directed.

3.3.7 Cabin/Activity Staff

Cabin and Activity Staff are responsible for supervising campers, leading them to designated assembly areas, conducting headcounts, and reporting accountability to the Safety Officer.

3.3.8 Camp Ranger

The Camp Ranger serves as a critical on-site operational lead and subject matter expert for camp infrastructure, environmental conditions, and real-time safety risks.

The Camp Ranger supports emergency response by providing situational awareness, monitoring conditions, and advising the Incident Commander on site-specific risks and operational decisions.

Responsibilities include:

- Monitoring environmental conditions, including weather, water levels, and site hazards
- Providing real-time updates to the Incident Commander and EPC.
- Supporting access control, including coordinating entry for emergency responders
- Assisting with implementation of emergency actions such as evacuation, shelter-in-place, or site restrictions

In situations where an immediate threat to life safety is identified and the Incident Commander is not immediately available, the Camp Ranger is authorized to initiate protective actions, including evacuation or movement to safer locations. The Incident Commander assumes command as soon as practicable.

The Camp Ranger provides recommendations to the Incident Commander regarding evacuation, shelter-in-place, or other protective actions based on real-time environmental conditions and site-specific risks.

3.4 Emergency Response Team (ERT)

The Emergency Response Team (ERT) is responsible for implementing emergency procedures and supporting the safety and accountability of all campers, staff, and visitors during an incident.

The ERT operates under the direction of the Incident Commander and follows the principles of the Incident Command System (ICS) to ensure clear communication, defined roles, and coordinated response actions.

3.4.1 Primary Roles

Primary roles provide leadership, coordination, and specialized support during emergency response operations.

These roles include:

- Incident Commander (IC)
- Camp Emergency Preparedness Coordinator (EPC)
- Medical Officer (Camp Nurse)
- Camp Ranger

3.4.2 Support Roles

Support roles assist with implementation of emergency procedures, supervision of campers, and maintaining accountability.

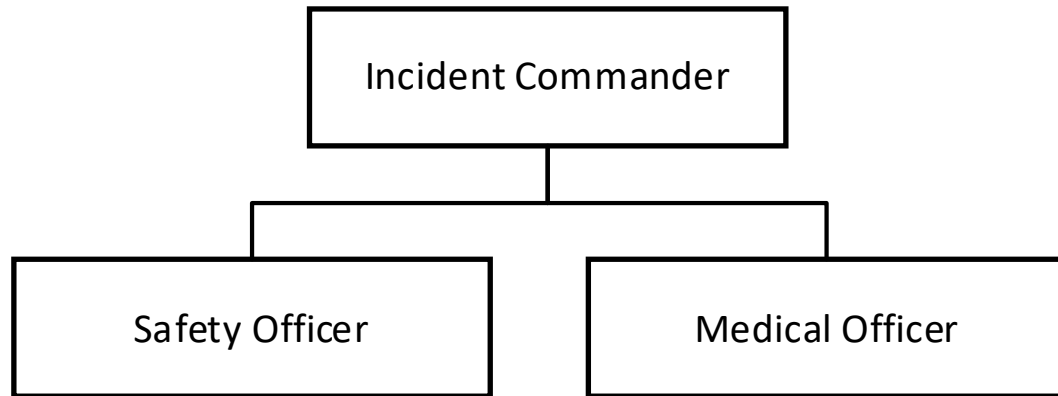
These roles include:

- Camp Staff
- Cabin/Activity Staff

3.4.3 Additional Support

Additional personnel may be assigned as needed to support emergency operations, including communication support, logistics coordination, or other operational needs based on the nature of the incident.

3.5 Organization Chart (ERT)



3.6 Training, Exercises and Documentation

Camp La Jita conducts emergency preparedness training and exercises to ensure camp staff, volunteers, and campers understand emergency procedures and are prepared to respond appropriately during an emergency event. All required training, orientations, drills, and exercises are documented and maintained in accordance with applicable law and council operational procedures.

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Annual Safety Training Process

The Camp Emergency Preparedness Coordinator (EPC), Safety Officer, and Incident Commander work collaboratively to develop, deliver, coordinate, and document annual emergency preparedness training and related training materials for all staff and volunteers. Camp staff participate in approximately two weeks of pre-camp training prior to the start of the camp season, which includes classroom instruction, drills, scenario-based discussions, emergency exercises, evacuation route walk-throughs, and hands-on equipment training. All required emergency preparedness training is completed prior to the arrival of campers and before staff or volunteers assume supervisory responsibilities.

Training includes, at a minimum:

- Review of the Emergency Action Plan (EAP)
- Role-specific emergency responsibilities
- Emergency communication procedures
- Evacuation, shelter-in-place, and accountability procedures
- Response procedures for applicable emergency events
- Use of emergency equipment and warning systems

Each staff member and volunteer receives access to the current EAP and related emergency response reference materials during training.

Documentation and Record Retention

Completion of required training is documented through sign-in sheets, training acknowledgements, certifications, and/or attendance records. Training documentation includes the training date, instructor, and topics covered.

The EPC and Incident Commander maintain:

- Hard copy training records in the camp office, and
- Digital training records within the GSSWT SharePoint system

Training records are maintained in accordance with council operational recordkeeping procedures.

3.7 Camper Safety Orientation

The camp conducts a general camp-wide safety orientation within 48 hours after the beginning of each camp session on the basic, all ages level. Additional safety orientations are delivered within 48 hours of the beginning of each camp session for swimming at the pool, archery, camp challenge course, horseback riding, and for any activity that requires additional safety briefing. Campers receive additional briefings on behavior in their unit and additional information on the camp-wide orientation in their unit on the first night that is appropriate to their age group.

The safety orientation are age-appropriate and include, at a minimum:

- Identification of camp boundaries and potential hazards such as wildlife, heat and terrain
- Instructions on expected behavior during an emergency, including staying in a buddy line, and
- Guidance on actions campers are to take during an emergency, consistent with the camp's Emergency Action Plan

3.8 Staff Responsibilities

- **Unit Counselors and Activity Leads** are responsible for delivering the primary safety briefing to their assigned groups and activities.
- **Any camper** arriving after the initial 48-hour orientation window must receive a 1-on-1 safety briefing from their Unit Counselor and/or Activity Lead before participating in any high-risk activities.
- **Staff** are trained to use “assisted movement” protocols for campers who experience fear-based paralysis during drills and events to ensure no camper is left behind while maintaining a calm, supportive environment. This could include verbal and visual prompting (Calm Voice, Fast Feet), low-stress physical guidance (shadow walking or providing an elbow/hand to guide camper), or using Emergency Transport (Two-person carry or blanket drag) when there is an immediate threat or danger to camper requiring movement (this requires a post-drill/post-incident decompression and documentation).
- **Unit Counselors** are responsible for reinforcing the training through small-group discussions and ensuring every camper can identify their primary and secondary evacuation routes from their sleeping quarters.
- **The Safety Officer or Assistant Camp Director** must observe at least 20% of orientations to ensure consistency and quality control.

Documentation and Follow-Up (Up-Training)

- Session Logs: Completion of orientation for every camper must be documented, including the date, time, and specific topics covered.
- The "48-Hour Review": Within 48 hours of the initial orientation, counselors conduct a "Safety Check-In" (Up-Training) to quiz campers on their muster points and clarify any confusion.
- Mid-Session Drills: At least one unannounced drill (e.g., Fire or Weather) is conducted mid-session to reinforce the training. Staff provide immediate, constructive feedback to campers following the drill to refine behavior.

Ages 8–12 (all ages): Instruction includes basic "why" explanations and physical walkthroughs of assembly points. Simple, non-threatening language and visual aids and rhymes are used to explain boundaries and sirens (e.g., "When the horn blows, everyone goes").

Ages 12–17 Training involves more technical details of the Standard Response Protocol (SRP). These campers may participate in simulated leadership roles to build confidence and peer accountability.

AFN Accommodations: For campers with lower comprehension levels or sensory sensitivities, staff provide 1-on-1 walkthroughs and utilize "Social Stories" or pictorial cards to explain emergency actions without causing distress.

The camper safety orientation may include walkthroughs, demonstrations, or drills, as appropriate, to familiarize campers with emergency procedures, evacuation routes, and designated assembly areas. Camper participation is supervised by trained staff and conducted in a manner that minimizes fear or distress.

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

4 DEFINITIONS AND ACRONYMS

Term / Acronym	Definition
AFN	Access and Functional Needs. Refers to individuals who may require additional assistance during emergency situations due to mobility, sensory, medical, cognitive, communication, or other functional limitations.
DSHS	Texas Department of State Health Services.
EMS	Emergency Medical Services.
EPC	Camp Emergency Preparedness Coordinator.
ERT	Emergency Response Team.
FEMA	Federal Emergency Management Agency.
Fix	Maintenance management system used by the council to document inspections, testing, maintenance activities, and corrective action work orders associated with facilities and emergency communication systems.

IC	Incident Commander. The individual responsible for overall management and coordination of an emergency incident.
Muster Zone	Pre-designated evacuation and accountability location used for supervision, accountability, emergency coordination, and reunification staging.
NOAA/NWS Weather Radio	National Oceanic and Atmospheric Administration weather alert radio used to receive National Weather Service emergency alerts and warnings.
NWS	National Weather Service.
PA System	Public Address System. Refers to the camp-wide wireless emergency communication and warning system used for emergency alerts and protective action announcements.
PPE	Personal Protective Equipment.
Procare	Child care management platform used to manage attendance, medical information, authorized pickup procedures, and parent communication.
Shelter-in-Place	Protective action directing campers, staff, and visitors to remain in designated safe locations when evacuation is not safe or appropriate.
SRP	Standard Response Protocol. A standardized emergency response framework used for protective actions including Hold, Secure, Lockdown, Evacuate, and Shelter.
Unified Command	Incident management structure that allows multiple responding agencies or authorities to coordinate and manage an emergency incident together.

5 EMERGENCY COMMUNICATION

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

5.1 Internal Communication

5.1.1 Staff

Upon identification of an emergency or potential emergency condition, camp staff immediately notify the emergency to the EPC or designee using the fastest available communication method.

Reports should include, at a minimum:

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

Upon receipt of the report, the EPC assesses the situation and activate the appropriate emergency procedures. The Incident Commander, Safety Officer, and Medical Officer (Camp

Nurse) (if required) assumes their positions. The EPC communicates instructions to staff using established primary and backup communication methods (e.g., radios, mobile phones, public address systems, etc.), including role designations, as necessary.

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

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

5.1.2 Camper

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

- Direct campers to follow established emergency actions (e.g., evacuate, shelter in place, remain with assigned groups)
- Use pre-identified signals or verbal commands, as appropriate
- Maintain supervision and accountability of campers at all times, and
- Provide reassurance to minimize fear or confusion

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

5.2 External Communication

5.2.1 Emergency Assistance

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

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

The camp ranger or assigned camp staff waits at the entrance gate to direct emergency services, and a gate code is provided. The gate code is also included in Emergency Services Notification Letter.

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

5.2.2 Media

If contacted by the media, camp staff and volunteers refer all inquiries to the designated camp spokesperson (typically the Incident Commander). Only the authorized spokesperson

provide statements or information to the media. This approach is intended to ensure accurate, consistent messaging and to protect the privacy of campers and staff.

What to say if contacted by the media:

“Thank you for your interest in Camp La Jita. I am not authorized to speak on behalf of the camp or Girl Scouts of Southwest Texas, but I would be happy to put you in touch with our media representative.”

5.2.3 Family

As soon as it is practicable following an emergency event involving campers, the Incident Commander or designee initiates notifications to parents and/or guardians. Notifications:

- Provide verified and factual information
- Include instructions, if any, for family actions (e.g., pick-up procedures), and
- Be updated as additional information becomes available
- Family notifications are coordinated with emergency responders, when applicable, and is conducted in a manner that protects privacy and confidentiality. Notifications involving affected individuals or sensitive matters are conducted via direct phone communication when practicable. Mass communication notifications may be distributed through established camp communication systems, including Procure emergency messaging features, SMS, and/or email.

5.2.4 Parent/Guardian Floodplain Notification and Acknowledgment

- Parents and/or guardians are informed during the camper registration process that certain day-use areas of Camp La Jita are located within a designated floodplain. The disclosure further states that youth overnight sleeping cabins are not located within designated floodplain areas.
- This notification is incorporated into the camp registration waiver and acknowledgment process distributed with standard camp registration materials. The waiver includes:
 - Floodplain disclosure language
 - Acknowledgment of review of the Emergency Action Plan (EAP), and
 - A direct link to the current EAP published on the GSSWT website for public review, including emergency procedures, evacuation maps, assembly locations, and floodplain-related information.
- All waivers and acknowledgments are electronically signed and maintained through the Procure registration platform.
- The Camp Emergency Preparedness Coordinator (EPC) is responsible for verifying completion of all required waivers and acknowledgments, including floodplain disclosures, prior to camper attendance. Campers may not attend camp activities until all required acknowledgments have been completed.
- Electronic acknowledgment records are retained in accordance with council operational record retention procedures.

5.2.5 Emergency Management Coordination

If access to camp is restricted or unsafe, a secondary reunification site is established at Utopia Independent School District campus, Sally Cheever Girl Scout Leadership Center or another designated safe location. Parents and/or guardians are provided with clear instructions regarding reunification procedures, including location, identification requirements, and release protocols.

5.3 Emergency Communications Equipment and Monitoring

The camp maintains and uses emergency communications equipment and monitoring procedures to provide timely warnings and instructions during emergencies.

5.3.1 Equipment

The primary operator of the emergency warning/PA system is the Incident Commander or designee. In the absence of the Incident Commander, the EPC or Camp Ranger may activate the system to initiate emergency notifications.

Staff are trained in system activation procedures and backup communication methods.

At a minimum, the following emergency equipment is onsite, maintained, and operable:

- Weather-alert radio that:
 - Provides real-time weather alerts by a professional weather service (e.g., NWS, NOAA, etc.)
- Has a backup power source
- Emergency warning/PA system that:
 - Operates without internet connectivity
- Has a backup system/method (e.g., radios, whistles, air horns, runners, vehicle PA)

5.3.2 Storage and Accessibility

- Communications equipment is stored in a designated, indoor location (Little Hall) and is accessible to authorized staff/personnel.
- Equipment locations are communicated during staff training and orientation.
- Portable equipment may be staged or redistributed based on operational needs.

5.3.3 Inventory Maintenance

- Communications equipment inventories are reviewed at the beginning of each camp session to ensure all equipment is operable and in working order.
- Quantities and locations are updated as equipment is added, replaced, or removed.
- Electronic and paper inventory records are maintained separately from this Emergency Action Plan.

5.3.4 Monitoring

- The Incident Commander (IC) and camp ranger continuously monitors NWS for watches and warnings during camp operations (including overnight when campers are present.)
- The IC/designee also monitors local river authority (or equivalent) flood/river-stage alerts.

5.3.5 Testing, Documentation, and Certification

- The equipment required is tested regularly and prior to each camp session; backup power is maintained in ready condition.
- Tests, issues, and corrective actions are documented electronically and kept separate from this EAP.
- The camp certifies that it maintains the above equipment and monitoring procedures in accordance with applicable SB1/HB1 requirements and implementing rules

Camp La Jita maintains a link to the Texas Department of State Health Services Youth Camp Complaint website on its public-facing website to allow campers, parents and/or guardians, staff, and the public to report concerns or noncompliance in accordance with state requirements. The link is accessible at:

<https://www.girlscouts-swtx.org/en/members/for-girl-scouts-and-families/camp-and-outdoors/summer-camps/camp-la-jita.html>

6 CONFLICTS AND DEVIATIONS

Conflicts, modifications, or requests to deviate from the guidance provided in this plan are addressed by the EPC during non-emergency situations.

During an emergency, the Incident Commander (IC) has the authority to approve and direct any necessary deviations based on real-time conditions, with priority given to life safety and incident stabilization.

7 PLAN DISTRIBUTION & MAINTENANCE

7.1 Distribution

This plan (electronic or printed copy) is provided to each of the following groups detailed below:

Group	Timeframe	Outcome
Camp Staff	Annually or when substantive changes are made to the plan	Acknowledgement Form Completed
Volunteers	Prior to 1 st day of camp	Acknowledgement Form Completed
Parents and/or Guardians	Prior to 1 st day of camp	Acknowledgement Form Completed
Texas Department of State Health Services (DSHS)	Prior to the start of each camp season and as otherwise required by law.	Acceptance prior to 1 st day of camp
Local Emergency Management and Emergency Planning Officials	Prior to 1 st day of camp	Receipt confirmed

The Emergency Action Plan (EAP) is also made available to prospective campers and their parents and/or guardians through the GSSWT website and during the camp registration

process. The publicly available EAP includes emergency procedures, evacuation maps, assembly locations, and floodplain-related information.

7.2 Maintenance

This plan is reviewed and updated at least annually by the EPC and whenever an emergency, drill/exercise, personnel change, operational change, regulatory update, or other significant change occurs that may impact the effectiveness of the plan. Texas Department of State Health Services must be notified of any modifications to the plan.

All Emergency Action Plan reviews and revisions are documented in a separate revision log. A high-level summary of revisions, including the revision date and general description of changes, is reflected in the Amendment Record of this EAP cover page for reference.

8.0 REFERENCES

8.1 Regulatory References

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

9.0 GLOSSARY

Terms and Definitions

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

Acronyms and Abbreviations

AED	Automated External Defibrillator
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AFN	Access and Functional Needs
AFR	Accidental Fecal Release
DSHS	Texas Department of State Health Services
EAP	Emergency Action Plan
EMS	Emergency Medical Services
EPC	Camp Emergency Preparedness Coordinator
ERT	Emergency Response Team
GSSWT	Girl Scouts of Southwest Texas
HB1	House Bill 1 (Texas)
IC	Incident Commander
ICS	Incident Command System
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
PA	Public Address (System)
PPE	Personal Protective Equipment
SB1	Senate Bill 1 (Texas)
SRP	Standard Response Protocols (Hold, Secure, Lockdown, Evacuate, Shelter-in-place)
TDEM/EM	Texas Division of Emergency Management / Emergency Management
THSC (or HSC)	Texas Health and Safety Code

10.0 APPENDICES

Appendix A Camp Information

A.1 Camp Information

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

Camp Name	CAMP LA JITA
License Number	232002
Phone	(830) 966-3526 (Camp) (210) 349-2404 (GSSWT Headquarters)
Address	19459 RM 187 UTOPIA, TX 78884 (Camp Location) 811 N. Coker Loop San Antonio, TX 78216 (GSSWT Headquarters)
Driving Directions	2 miles south of Utopia, TX off HWY 187
Access / Entry Details	LOCKED AND CODED GATE ENTRY

Appendix B Contacts

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

B.1 Internal Contacts – Emergency Response Team Roster

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

ERT Position	Name	Job Title	Contact Number
Incident Commander	Cindy Lira	Primary: Director of Girl Experience	(210) 748-9959
	Secondary: Tabitha Bomer	Secondary: Outdoor Experience Manager	(830) 591-6489
Medical Officer (Camp Nurse)	To be hired by May 15, 2026	Camp Health Supervisor (On-site Nurse)	
Camp Emergency Preparedness Coordinator	Tabitha Bomer	Outdoor Experience Manager	(830) 591-6489
24/7 Camp Ranger	Ronnie Williams	Camp Ranger (lives on property year-round)	(830) 333-1002

B.2 External Contacts

Agency / Group	Location	Office	Alternate Phone
Uvalde Police Department	964 W Main St. Uvalde, TX 788801	(830) 278-9147 non-emergency	911
Uvalde County Sheriff's Department	121 E Nopal St, Uvalde, TX 78801	(830) 278-4111 Non-emergency	911
Utopia EMS	462 Sycamore St., Utopia, TX, 78884	(830) 966- 2435, (830) 966- 2335	911
Utopia Volunteer Fire Department	485 Main St, Utopia, TX 78884	(830) 966-3767 Non-emergency	911
Uvalde Memorial Hospital	1025 Garner Field Rd, Uvalde, TX 78801	(830) 278-6251	
Poison Control The University of Texas at San Antonio	7703 Floyd Curl Drive MC 7736 San Antonio, TX 78229	(210) 567-4292 Non-emergency	(800) 222-1222
Texas Department of State Health Services Health Service Region 8 Retail Foods and Public Health Sanitation	112 Joe Carper Drive, Uvalde, TX 78801 Mail Code 3171	210-487-0962	
Bandera Electric	3172 TX-16, Bandera, TX 78003	866-226-3312	
SouthTex Propane	4055 E Main St, Uvalde, TX 78801	830-278-4647	

Utopia School	258 School Street PO Box 880 Utopia, TX 78884	830-966-3339	254-371-9122 Joshua Ham, Superintendent Cell
Uvalde County Justice of Peace, Precinct 3 (Utopia)	428 Main Street Utopia, TX 78884	830-966-3445	

B.3 Emergency Responder Site Access Coordination

Camp La Jita maintains established emergency responder access procedures to ensure rapid entry and safe routing of emergency personnel during incidents requiring outside assistance.

Emergency responder access provisions include:

- Locked gate access code is provided annually in the Emergency Services Notification Letter to responding agencies
- Camp Ranger or designated staff member meets emergency responders at the main entrance gate whenever possible
- Responders are escorted directly to the incident location using safest available route
- In nighttime emergencies, Ranger staff provide route guidance for low-visibility navigation
- Alternate access routes are identified in the event primary roads become flooded or blocked

Emergency staging locations include:

- Primary EMS staging: Main parking area near Great Hall
- Secondary EMS staging: Horse arena overflow access zone
- Helicopter landing zone (if required): Open field adjacent to horse arena, weather and ground conditions permitting

Flood Event Access Limitation Protocol:

If floodwaters restrict normal road access, Camp Ranger notifies responding agencies immediately and coordinate alternate safe entry routes or evacuation transfer points.

These procedures support coordinated emergency response in accordance with Camp La Jita's emergency preparedness obligations under Texas Health and Safety Code Chapter 141.

Appendix C Building Evacuation, Shelter, Floodplain, and Assembly Area Procedures

C.0 Floodplain and Evacuation Planning Context

Camp La Jita includes certain day-use and adult lodging facilities located within designated floodplain areas, including the dining facility known as Great Hall and LOGA adult lodging. No youth camper sleeping cabins are located within a designated floodplain. Youth camper sleeping cabins are also not located within 1,000 feet of a mapped floodway, in compliance with applicable state requirements.

Flood-prone areas are identified through FEMA floodplain mapping and are incorporated into evacuation planning. Supporting FEMA maps and site-specific exhibits identify the camp property boundary, floodplain areas, floodway relationship, youth cabin locations, adult lodging locations, and designated emergency assembly and muster zones. This map is maintained as part of this Emergency Action Plan and are available for review.

This appendix provides the official site map and related reference information that identify primary and alternate evacuation routes and the designated assembly areas for the camp. This map specifies each cabin, program area, lodging structure, and common facility where campers and staff evacuate and where they assemble for accountability and further instructions during an emergency event requiring evacuation.

C.0.1 Loga Emergency Egress Infrastructure

Ladder Locations and Specifications

The unit/activity area of Loga is equipped with four fixed exterior vertical ladders designed for secondary emergency roof access. These are permanently installed fixed exterior emergency ladders designed to provide secondary emergency roof access if floodwaters block primary ground-level exits. They can be found:

- Nurse's Quarters (East End): Fixed exterior roof access ladder.
- LOGA South Side (Midway Point): Fixed exterior roof access ladder.
- LOGA West End: Fixed exterior roof access ladder.
- Main Office (East Side): Fixed exterior roof access ladder.

Staff Training and Assistance Affirmation

Camp La Jita affirms that all staff members undergo mandatory training during emergency preparedness orientation. This training specifically includes:

- Safe ascent and descent techniques for fixed exterior ladders.
- Protocols for assisting campers and colleagues in the physical use of ladders.
- Maintaining "unobstructed access zones" at all ladder footings and roof landings.

Backup Plan for Access and Functional Needs (AFN)

In the event that an individual is unable to utilize the fixed ladders due to age, mobility disability, or other functional needs, the following Vertical Evacuation Backup Plan is initiated:

- **Priority Ground-Level Evacuation:** At the first Flash Flood Watch or initial rising water observation, AFN individuals must be evacuated to high ground immediately via standard exits, prior to any ladder-dependent escalation.
- **Internal Vertical Relocation:** If ground-level exit is impossible, staff relocates AFN individuals to the highest accessible interior location within the building to support emergency rescue coordination and access by emergency rescue assets (e.g., high-water vehicles or aerial extraction).
- **Emergency Asset Coordination:** The Incident Commander immediately notifies Uvalde County 9-1-1 of the specific room location and the number of individuals unable to use ladders to prioritize professional rescue intervention

C.0.2 Emergency Hazard Landscape Assessment

In compliance with Texas Health and Safety Code Chapter 141, as amended by Senate Bill 1 (2025), Camp La Jita maintains a site-specific Emergency Hazard Landscape Assessment identifying environmental, structural, and operational hazards that may affect camper and staff safety.

Camp La Jita’s rural Hill Country terrain presents unique emergency risks due to flash flood susceptibility, severe weather exposure, remote access limitations, and natural environmental hazards.

Hazard Type	Risk Level	Impacted Areas	Protective Measures
Flash Flooding	Moderate	Great Hall, creek-adjacent areas, low-water crossings	Immediate evacuation triggers, elevated relocation zones
Severe Thunderstorms	High	Entire camp	Shelter-in-place protocols, wireless PA alerts
Tornado/Wind Events	Moderate	Cabins, open program areas	Hardened shelter relocation procedures
Wildfire/Brush Fire	Low-Moderate	Perimeter wooded areas	Ranger monitoring, fire evacuation routes
Extreme Heat	High	Outdoor activity zones	Hydration and cooling protocols
Power Failure	Low - Moderate	Entire camp	Backup lighting and battery-supported communication systems
Communication Failure	Low-Moderate	Remote camp zones	Radios, installed wireless emergency PA system
Medical Mass Incident	Moderate	Camp-wide	EMS staging and triage response protocols
Unauthorized Intruder	Low - Moderate	Entrances, cabins, gathering areas	Lockdown and access control procedures
Aquatic Emergency	Moderate	Waterfront/aquatic zones	Lifeguard rescue response procedures

C.1 Evacuation Route Maps and Assembly Area Assignments

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

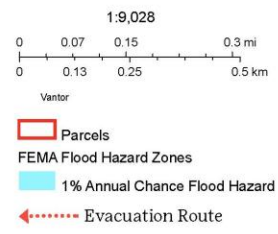
- The assigned primary assembly area
- The primary evacuation route to reach the assembly area, and
- Key reference points (e.g., roads, gates, water features, landmarks) to support rapid orientation and responder access

Designated muster zones are clearly identified on evacuation maps and are used for accountability, supervision, emergency instruction, and reunification staging during evacuation events.

Figure C-1 Camp La Jita Emergency Evacuation, Floodplain, Shelter, and Muster Zone Reference Map



- | | |
|-----------------------------------|--|
| ① Green Chapel | ⑬ Story Book Tree |
| ② Stables | ⑭ Archaeology Area |
| ③ Equestrian Arena | ⑮ Ropes Course & Zipline |
| ④ Aquatic Center -Muster Zone 1 | ⑯ Pioneer Cabins (unoccupied) |
| ⑤ Drop-Off/Parking | ⑰ Champuli Youth Cabins - Shelter in Place |
| ⑥ Great Hall | ⑱ Sakapa Youth Cabins - Shelter in Place |
| ⑦ Little Hall & Offices | ⑲ Nogales Cabins (unoccupied) |
| ⑧ Director's House -Muster Zone 2 | ⑳ Loga Cabins |
| ⑨ Council Rock | ㉑ Capote Cabins |
| ⑩ Dinosaur Tracks | ㉒ Agarita Cabins (unoccupied) |
| ⑪ Archery | ★ Location of Ladder |
| ⑫ Bigg's House | |



Muster Zone	Location	Purpose
Muster Zone 1	Pool House	Primary evacuation and accountability location
Muster Zone 2	Director's Cabin	Secondary evacuation and accountability location

Muster zones are designated locations used for evacuation, accountability, supervision, and emergency coordination. Shelter-in-place locations are designated separately and are used when evacuation is not safe or feasible due to environmental or safety conditions.

Shelter-in-Place Procedures

In severe weather or flood conditions where evacuation is not safe or feasible, campers remain in their assigned cabin units and implement shelter-in-place procedures. Primary shelter-in-place locations include the Champuli and Sakapa cabin units, which are used due to their location outside of identified floodplain risk areas and their ability to safely house campers during weather-related events.

The decision to shelter in place is made by the Incident Commander based on environmental conditions, safety of evacuation routes, and guidance from emergency services or weather alerts.

C.2 Posted Evacuation Routes in Cabins

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

C.3 Illumination of Evacuation Routes

Evacuation routes are supported by emergency lighting measures appropriate for the camp environment to assist with movement during low-light conditions. Illumination includes solar-powered emergency marker lights installed along primary roadways and evacuation paths to improve visibility and guide movement.

Staff are equipped with portable lighting, including flashlights, to support evacuation during nighttime or low-visibility conditions. Emergency lighting equipment is routinely checked and maintained to ensure readiness.

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

When evacuation is directed, staff:

- Initiate evacuation using the posted routes for the cabin or area
- Lead campers along the primary route unless conditions require use of an alternate route
- Maintain supervision and keep groups together
- Conduct headcounts at the designated assembly area and report personnel accountability status to the Safety Officer, and
- Remain at the assembly area until further instructions or an “all clear” is issued

Emergency Coordination and Notifications

- The Incident Commander coordinates communication with:
 - 9-1-1
 - Uvalde County Emergency Management
 - Transportation resources, and
 - Responding emergency agencies, as applicable.

Parent and/or Guardian Notifications

- Parents and/or guardians are notified regarding:
 - Evacuation events
 - Relocation locations
 - Reunification procedures, and
 - Additional emergency instructions.
- Notifications may be distributed through:
 - Procure emergency messaging features, including SMS and email communications, and/or
 - Direct phone communication, as appropriate to the incident.
- Initial parent and/or guardian notifications are initiated as soon as practicable following stabilization of the emergency situation and verification of available information, and are generally targeted within one hour or sooner when operational conditions safely permit.

Access and Functional Needs (AFN) Assistance

- Individuals with disabilities and others with access and functional needs (AFN) are provided evacuation assistance through:
 - Assigned staff support
 - Accessible evacuation procedures
 - Mobility assistance
 - Assistive device coordination
 - Priority relocation procedures, and
 - Individualized supervision.
- AFN evacuation procedures are further outlined in:
 - Section K.3.1 Assisting Persons with Disabilities and Access/Functional Needs (AFN)
- When necessary, AFN individuals are prioritized for early evacuation or relocation to support life safety and continuity of medical or accessibility needs.

C.5 Training, Drills, and Updates

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

Appendix D Lost Camper/Staff Member Procedure

This procedure is activated immediately if a camper or staff member:

Is unaccounted for during a

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

D.1 Immediate Notification

Staff with Assigned Group (Cabin or Activity Staff)

Upon identifying a missing camper, staff immediately notify the EPC (Camp Emergency Preparedness Coordinator) and provide, at a minimum:

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

Upon notification, the EPC activates the Emergency Response Team (ERT) and requests additional support, as needed.

D.2 Initial Search

Nearby Staff / Assigned Search Team

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

Cabin / Activity Staff

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

D.3 Expanded Search

Incident Commander

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

- Deploys additional staff to conduct a systematic search using designated search zones identified on the camp map.
- Assigns search team leaders and establish check-in intervals.
- Immediately notifies 9-1-1 if the camper is not found within 30 minutes, or if high-risk factors (weather, medical needs, water hazards) exist.
- Coordinates all search and response activities.
- Coordinates with local emergency responders and, when applicable, Uvalde County Emergency Management to support search operations and resource deployment.

Safety Officer

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

D.4 Personnel Accountability

Incident Commander, with support from the Safety Officer

- Ensure search areas are clearly assigned, documented, and tracked to prevent duplication or gaps.
- Confirm regular check-ins from all search teams.
- Verify that all other campers, staff, and visitors are accounted for.
- Report any searcher fatigue or discrepancies to the IC.
- Designate one staff member to meet first responders at the camp entrance.
- Provide authorities with the camper's photo, medical history, and a camp map with marked search zones.
- Transition to a Unified Command structure once Emergency Management arrives.
- Request specialized assets (K-9, drone, SAR) through the 9-1-1 dispatcher or local Emergency Management Office.

D.5 Medical Preparedness

Medical Officer (Camp Nurse)

- Remain on standby at the designated base or assembly area.
- Prepare to assess and treat the camper upon recovery, including care for dehydration, hypothermia, injuries, or trauma.
- Provide medical support to staff involved in the search, if needed.

D.6 Parent / Guardian Notification

Incident Commander or designee

- Notify parents and/or guardians when a camper is missing and search efforts extend beyond the initial phase or when emergency services are engaged.

- Initial parent and/or guardian notification is initiated as soon as practicable following verification of available information and generally targeted within 30 minutes of escalation of the incident when operational conditions safely permit.
- Initiate communication using established methods, including a structured phone call-down procedure managed by designated staff and the Procure platform, which supports both mass and individual parent communication. Direct phone communication and additional communication methods may also be used as appropriate to the incident.
- Notification responsibilities are assigned in advance to designated staff under the direction of the Incident Commander or designee to ensure timely and consistent communication during emergency events.
- Provide factual, verified updates as information becomes available.
- Provide final notification once the incident is resolved.

D.7 Recovery and Post-Incident Actions

Incident Commander

- Once the camper is located, the IC:
- Coordinates reunification with the group and ensure medical evaluation, as appropriate.
- Notifies local authorities and parents and/or guardians of the resolution via phone.
- Conducts a staff debrief to review the incident, timeline, and response effectiveness.
- Documents the incident in accordance with camp and regulatory requirements.
- Implements corrective actions or updates to procedures, as needed.

All staff

- Provide reassurance and emotional support to campers.
- Resume normal operations only after authorization from the IC.
- Medical Officer (Camp Nurse)
- Assess the recovered individual using a head-to-toe evaluation to check for delayed symptoms.
- Treat any injuries sustained during the event and continue to monitor for delayed symptoms.
- Notify the Texas Department of State Health Services (DSHS) within 24 hours in the event of a severe injury or fatality.
- Document all medical interventions.

Appendix E Fire Emergency Procedure

This procedure is activated immediately when smoke is detected, a fire is observed, or a fire alarm is activated.

E.1 Alert and Activate

Staff Who Discover the Fire

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

E.2 Evacuate Campers

Cabin and Activity Staff

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

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

E.3 Personnel Accountability

Cabin and Activity Staff

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

Safety Officer

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

E.4.1 Emergency Services Notification

Incident Commander

Call 9-1-1 without delay and provide, at a minimum:

- Camp name and physical address

- Exact location of the fire
- Number of people on site
- Known injuries or individuals unaccounted for, and
- Access instructions for responding agencies

E.4.2 Emergency Services Coordination

Incident Commander

- Coordinate with emergency responders upon arrival.
- Coordinate with local emergency responders and, when applicable, Uvalde County Emergency Management to support fire response and resource deployment.
- Dispatch a staff member to the camp entrance to meet and lead fire engines to the specific scene.
- Provide the Fire Marshal with a camp map and a list of hazardous materials (e.g., propane tanks, kitchen chemicals).
- Relay any updates on missing persons or structural changes to the 9-1-1 dispatcher until responders arrive.

E.5 Fire Suppression (Only if Safe)

Trained Staff Only

Use a fire extinguisher only if:

- The fire is small and contained
- The staff member has been trained, and
- A clear exit path is available

No staff or campers shall enter burning structures or take unnecessary risks

E.6 Medical Support

Medical Officer (Camp Nurse)

- Establish a triage point at the designated muster area.
- Identify any injured campers or staff.
- Coordinate treatment according to medical protocols.
- Request Emergency Medical Services, as appropriate, for transport of injured individuals.
- Monitor individuals with chronic conditions during the event.
- Track the location and status of any specialized equipment or medications during relocation to ensure they remain functional.

E.7 Communication

Incident Commander

- Maintain communication with camp leadership, the Emergency Response Team, and emergency responders.
- Initiate parent or guardian notification when evacuation occurs, emergency services are engaged, or when conditions may impact camper safety.

- Initial parent and/or guardian notification is initiated as soon as practicable following verification of available information and generally targeted within 30 minutes of escalation of the incident when operational conditions safely permit.
- Initiate communication using established methods, including a structured phone call-down procedure managed by designated staff and the Procure platform, which supports both mass and individual parent communication. Additional communication methods such as phone, text, or email may be used as needed.
- Notification responsibilities are assigned in advance to designated staff under the direction of the Incident Commander or designee to ensure timely and consistent communication during emergency events.
- Provide factual, verified updates as information becomes available.

All Staff

- Provide status updates to the Incident Commander as conditions change.

E.8 Post-Incident Actions

Incident Commander

Once cleared by the Fire Department, the IC:

- Coordinates reunification.
- Conducts a staff debrief to review the incident, timeline, and response effectiveness.
- Documents the incident in accordance with camp and regulatory requirements.
- Implements corrective actions or updates to procedures, as needed.
- Ensures parent or guardian communication is completed with final resolution updates.

All Staff

- Provide reassurance and emotional support to campers.
- Resume normal operations only after authorization from the IC.

Medical Officer (Camp Nurse)

- Assess all campers using a head-to-toe evaluation to check for delayed symptoms.
- Treat any injuries sustained during the event and continue to monitor for delayed symptoms.
- Notify the Texas Department of State Health Services (DSHS) within 24 hours in the event of a severe injury or fatality.
- Confirm that all scheduled medications, medical devices, and go-bags were successfully transferred and that refrigeration for temperature-sensitive medications (e.g., insulin) is available at the relocation site.
- Document all medical interventions performed during the evacuation.

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

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

F.1 Scene Safety and Initial Notification

First Staff on Scene

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

Cabin / Activity Staff

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

F.2 Medical Response and Patient Care

Medical Officer (Camp Nurse)

- Respond immediately and assume medical care of the patient.
- Perform a primary assessment and provide care within the scope of training.
- Direct staff to retrieve AED and first-aid equipment and assist, as needed.
- For life-threatening conditions, initiate appropriate interventions (e.g., CPR/AED, bleeding control, epinephrine per protocol, seizure precautions, and cooling or warming measures).

F.3 Emergency Medical Services (EMS) Activation

Incident Commander (IC)

- Call 9-1-1 immediately for any life-threatening condition, suspected serious injury, altered mental status, difficulty breathing, seizure, anaphylaxis, severe bleeding, suspected spine injury, or suspected death.
- Provide, at a minimum:
 - Camp name and address and exact location.
 - Patient age and condition.
 - Care being provided.
 - Access instructions and best entry point.
 - Callback number.
- Verify that all other campers, staff, and visitors are accounted for.
- Designate one staff member to meet first responders at the camp entrance.
- Provide responding agencies with the camper's information as appropriate.
- Coordinate with emergency responders and, when applicable, Uvalde County Emergency Management to support response and resource needs.
- Transition to a Unified Command structure once Emergency Management arrives.
- Request specialized assets as necessary (e.g., helicopter) through the 9-1-1 dispatcher or local Emergency Management Office.

Runner / Access Control Staff (assigned by the IC)

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

F.4 Supervision Continuity and Area Control

Incident Commander

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

Cabin / Activity Staff

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

F.5 Communication

Incident Commander

- Notify camp leadership promptly.
- Initiate parent and/or guardian notification as soon as practicable following verification of available information and generally targeted within 30 minutes of escalation of the incident when operational conditions safely permit. Notifications include verified information, medical transport details (if applicable), reunification instructions, and next steps.
- Initiate communication using established methods, including a structured phone call-down procedure managed by designated staff and Procure emergency messaging features, including SMS and email communications. Direct phone communication and additional communication methods may also be used as appropriate to the incident.

- Notifications involving severe injury, hospitalization, or death are coordinated through direct phone communication whenever practicable.
- Notification responsibilities are assigned in advance to designated staff under the direction of the Incident Commander or designee to ensure timely and consistent communication during emergency events.

If death is suspected or confirmed:

- Do not notify families until coordinated with law enforcement/EMS, as applicable.
- External communications is coordinated with executive leadership. A single spokesperson is designated by executive leadership, typically from the Development and Communications function, to ensure consistent and accurate messaging.

All Staff

- Refer all media or external inquiries to the designated spokesperson

F.6 Reporting and Documentation

Incident Commander

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

Medical Officer (Camp Nurse)

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

F.7 Post-Incident Actions

Incident Commander

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

All Staff

Monitor campers and staff for emotional distress and refer to Emergency Response Team or designated support resources.

Appendix G Aquatic Emergency Procedure

This procedure is activated immediately when any of the following occur:

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

G.1 Alert and Initiate Rescue

Lifeguard / Trained Aquatic Staff

- Use a whistle or verbal commands to alert nearby staff of the emergency.
- Immediately initiate a rescue in accordance with the most current American Red Cross Lifeguard training and certification guidelines.
- Enter the water only if it is safe to do so and the responder is trained and equipped with appropriate rescue equipment.
- If direct entry is unsafe, deploy rescue aids (e.g., rescue tube, lifebuoy, life jacket, reaching pole, or boat).
- If a swimmer is removed from the water and is not breathing or appears to be in cardiac arrest, ventilations and/or CPR are provided by the individual with the highest level of training available and continue until relieved by the Medical Officer (Camp Nurse), or EMS personnel.
- For watercraft incidents, ensure all participants are wearing life jackets, are accounted for, and are able to breathe at the surface. Direct all other watercraft to stop movement unless assisting with recovery efforts.

For the 2026 season, the Sabinal River is not used for any planned water activities.

Nearby Staff / Cabin or Activity Staff

- Immediately clear all campers from the water.
- Prevent unauthorized entry into the aquatic area.
- Assist lifeguards as directed while maintaining personal safety.
- Activate emergency communication by contacting EMS via the pool emergency phone or cell phone and notifying the Medical Officer (Camp Nurse) by radio.

Missing camper at the Waterfront:

- Lifeguards notify the Waterfront Director and/or Incident Commander immediately.
- The Waterfront Director, under the direction of the Incident Commander, coordinates initial search efforts, including land and water search areas.
- Land search teams are equipped with radios or cell phones.
- All campers are removed from the water and a headcount is conducted.
- All units are notified via radio to conduct a headcount and report status to the Incident Commander.

- If the camper is not located within 15 minutes, the Incident Commander contacts Utopia EMS and the Fire Department.

Waterfront staff continue search efforts until relieved by higher trained emergency personnel.

Severe Weather Conditions /Lightning/ High Winds/Heavy Rain

If activities are taking place and a storm with lightning and thunder moves in, all water activities are suspended. Lifeguards blow whistles to signal removal of all participants from the water and unit staff direct campers away from water activities as soon as feasible.

Water Contamination Events (Pool)

Lifeguard Actions

- Immediately clear all swimmers from the pool upon detection of fecal, vomit, or blood contamination.
- Remove visible material using appropriate equipment.
- Implement sanitation and disinfection procedures in accordance with established pool safety and health guidelines.
- Keep the pool closed until it is safe to resume operations.
- Document the incident in the pool log, including time and actions taken.

G.2 Establish Command and Request Emergency Assistance

Incident Commander (IC)

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

G.3 Evacuation and Safety of Others

Cabin / Activity Staff

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

G.4 Medical Support

Medical Officer (Camp Nurse)

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

G.5 Personnel Accountability

Safety Officer

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

G.6 Communication

Incident Commander

- Maintain continuous radio or phone communications with staff involved in the response
- Provide status updates regarding the victim(s) and overall safety conditions
- Initiate parent and/or guardian notification as soon as practicable following verification of available information and generally targeted within 30 minutes of escalation of the incident when operational conditions safely permit.
- Notifications may be distributed through:
 - Procure emergency messaging features, including SMS and email communications, and/or
 - Direct phone communication, as appropriate to the incident.
- Provide verified information regarding the emergency event, medical status, reunification procedures, and additional emergency instructions, as applicable.
- Incidents resulting in injury, illness or death follow the procedures of Appendix F | Severe Injury, Illness, Accident, or Death Procedure

G.7 Post-Incident Procedures

Incident Commander

- Ensure the area is secured and aquatic activities are suspended until cleared
- Document the incident in detail, including timeline, actions taken, and outcomes
- Conduct a staff debrief to evaluate response effectiveness and identify corrective actions
- Coordinate emotional support for campers and staff, as needed
- Notifies Emergency Response Team
- IC in consultation with Uvalde County Sheriff Department (if applicable) notifies parents and/or guardians of campers involved with aquatic emergency via phone (injuries, illnesses or death) or email (incidents: ie. Pool evacuated for weather, Accidental Fecal Release, etc.)

All Staff

- Monitor campers for signs of emotional distress and provide support
- Assist with restoring or securing equipment, signage, and safety barriers

Medical Officer (Camp Nurse)

- In the event of a severe injury or fatality, the Medical Officer (Camp Nurse) must notify the Texas Department of State Health Services (DSHS) within 24 hours.

Appendix H Epidemic Response Procedure

This procedure is activated when any of the following occur:

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

H.1 Identify and Isolate

Medical Officer (Camp Nurse)

- Immediately assess symptomatic individual(s)
- Move affected campers or staff to the designated isolation area, separate from the general population
- Use appropriate personal protective equipment (PPE), including gloves and masks, as indicated
- Initiate a symptom monitoring log documenting time of onset, symptoms observed, and severity

Camp / Activity Staff

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

H.2 Communication

Medical Officer (Camp Nurse)

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

Incident Commander

- Activate the Communicable Disease Protocol
- Assess whether the illness appears isolated or may represent a broader outbreak

- Initiate parent or guardian notification when a communicable illness is suspected to impact camper health, when multiple individuals are affected, or when public health guidance requires notification.
- Initiate communication using established methods, including a structured phone call-down procedure managed by designated staff and the Procure platform, which supports both mass and individual parent communication. Additional communication methods such as phone, text, or email may be used as needed.
- Notification responsibilities are assigned in advance to designated staff under the direction of the Incident Commander or designee to ensure timely and consistent communication during emergency events.

H.3 Contain and Prevent Spread

Cabin / Activity Staff

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

Support / Maintenance Staff

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

Incident Commander

- Modify activities, schedules, or groupings as necessary to reduce exposure and limit cross-group interactions.

H.4 Personnel Accountability

Cabin / Activity Staff

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

Medical Officer (Camp Nurse)

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

H.5 External Notification and Guidance

Incident Commander

- Contact local or state health authorities when required or recommended.
- Follow public health guidance regarding testing, quarantine, isolation, dismissal, or closure.
- Initiate parent and/or guardian notification as soon as practicable following verification of available information and generally targeted within one hour or sooner when operational conditions safely permit, when campers may be affected or when directed by public health authorities.
- Notifications may be distributed through:
 - Procure emergency messaging features, including SMS and email communications, and/or
 - Direct phone communication, as appropriate to the incident.
- Provide clear instructions to parents and/or guardians regarding next steps, including monitoring, medical evaluation, pickup, relocation, or return-to-camp criteria, as applicable.

H.6 Staffing and Operational Adjustments

Incident Commander

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

H.7 Post-Outbreak Procedures

Incident Commander

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

Medical Officer (Camp Nurse)

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

All Staff

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

Appendix I Unauthorized or Unknown Person Procedure

This procedure is activated immediately upon any of the following:

- An unknown or unauthorized individual is observed on camp property outside of check-ins and check-out times.
- An individual exhibits suspicious behavior, refuses to identify themselves, or violates established access or check-in procedures.
- Threatening behavior, verbal threats, or a suspected or visible weapon is observed, or
- A report is received from a camper, staff member, or visitor regarding potential security concerns.

I.1 Identification & Access Control

To ensure timely recognition of unauthorized persons, the camp maintains the following identification and visiting check-in standards:

Staff Identification: Staff are expected to wear identifiable camp apparel and visible staff credentials during camp operations and transition periods, including check-in and check-out activities.

Authorized Visitors: All guests, vendors, parents and/or guardians, and visitors are directed to enter through the main gate and check in at the Camp Office or other designated check-in location.

During transition times (check-in and check-out), staff direct vehicle access to designated parking areas and are positioned throughout parking, luggage, and check-in areas to monitor activity and assist with identification of authorized individuals.

A Procure-generated pickup code is required during camper release procedures, and staff verify the adult's photo identification against the authorized pickup individuals listed in camp records.

Authorized volunteers, delivery and maintenance personnel may transit independently to their designated work zones, and all other guests must be accompanied by a camp representative.

Credential Issuance: Authorized visitors checking in outside of transition periods are issued a visible visitor badge or wristband that is expected to remain visible for the duration of the visit.

Perimeter Security: Outside of scheduled check-in/out times, the front gate remains secured via a coded entry system. Access codes are restricted to authorized personnel.

I.2 Observe, Report, Do Not Confront

All Staff

Do not physically confront the individual unless trained and directed to do so or unless there is no reasonable alternative to protect life.

Immediately report observations to the Incident Commander, including:

- Location
- Physical description
- Behavior observed
- Direction of travel

Cabin and Activity Staff

- Discreetly and calmly move campers away from the area of concern.

- Maintain accountability of all campers and staff.
- Maintain continuous supervision and keep campers calm.

I.3 Activate Emergency Response

Staff Observing the Intruder

- Provide real-time updates to the IC using radio or phone.

Incident Commander (IC)

- Immediately assess the level of threat.

Non-Threatening: If the person appears lost or in need of assistance, the Incident Commander or designated staff member may approach the individual and provide direction or escort assistance as appropriate.

Non-Compliant or unauthorized: If the person refuses to leave or is determined to be unauthorized to remain on camp property, the Incident Commander immediately notifies law enforcement (9-1-1) and implements appropriate Standard Response Protocols (SRP).

Threatening: If the person appears violent or a weapon is suspected, immediately call 9-1-1 and activate appropriate Standard Response Protocols (SRP).

Activate the appropriate Standard Response Protocol (SRP) using established emergency communication methods, including radio and PA announcements as appropriate to the incident.

I.4 Lockdown, Controlled Movement, or Shelter-In-Place

Incident Commander (IC)

Determine and announce the appropriate protective action (Hold, Secure, Lockdown, Evacuate, or Shelter-in-Place).

Cabin / Activity Staff

- Secure campers in the safest available location by:
 - Locking or barricading doors when possible
 - Turning off lights
 - Moving campers out of sight of doors and windows, and
 - Maintaining silence if instructed
- Conduct and maintain headcounts.

I.5 Personnel Accountability

Cabin / Activity Staff

- Immediately perform and maintain personnel accountability and report findings to the Incident Commander.

Incident Commander (IC)

- Collect and verify accountability reports from all groups.
- Immediately identify and investigate any missing campers or staff.
- Communicate discrepancies with responding law enforcement.

I.6 Communication

Incident Commander (IC)

- Restrict radio traffic to emergency use only.
- Relay instructions to staff using established emergency communication methods.
- Initiate parent and/or guardian communication as soon as practicable following stabilization of the emergency situation and verification of available information, when appropriate to the nature of the incident and in coordination with responding law enforcement, as applicable.
- Notifications may be distributed through:
 - Procure emergency messaging features, including SMS and email communications, and/or
 - Direct phone communication, as appropriate to the incident.
 - Provide verified information regarding protective actions, reunification procedures, and additional emergency instructions, when appropriate to the incident.

I.7 Medical Response

Medical Officer (Camp Nurse)

- Remain on standby during the incident.
- Provide immediate medical care, if needed, only after the scene is secured.
- Coordinate Emergency Medical Services, as needed.

I.8 Post-Incident Procedures

Incident Commander

- Issue an “all clear” only after confirmation from responding authorities.
- Document the incident in detail, including actions taken, communications, and response outcomes, and conduct a review of security protocols.
- Coordinate reunification or controlled movement procedures if campers were relocated.
- Determine the need for early dismissal, activity cancellation, reunification procedures, or additional security measures.

All Staff

- Provide reassurance and emotional support to campers, as needed.
- Resume normal activities only when authorized by the Incident Commander.

Appendix J Transportation Emergency Procedure

This procedure is activated immediately upon any of the following:

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

J.1 Stop and Secure the Scene

Driver / Staff in Charge

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

Accompanying Staff (if present)

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

J.2 Assess Impacts

Driver or First Responding Staff

- Conduct an immediate visual assessment of all campers and staff

Medical Officer (Camp Nurse) (if present or contacted)

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

J.3 Request Emergency Assistance

Driver / Staff in Charge

- Call 9-1-1 immediately if:
 - Injuries have occurred
 - The vehicle cannot be safely moved, or
 - Roadway or environmental conditions are unsafe
- Provide, at a minimum:
 - Exact location (mile marker / cross street / GPS if available)
 - Nature of the incident
 - Number of campers and staff involved, and
 - Known or suspected injuries

Incident Commander

- If incident occurs on campgrounds:
 - Dispatch additional staff, vehicles, or resources needed.

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

J.4 Supervise and Protect Campers

Staff in Charge

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

J.5 Personnel Accountability

Driver or Staff in Charge

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

Incident Commander

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

J.6 Communication

Driver / Staff in Charge

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

Incident Commander

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

J.7 Transportation Continuity

Incident Commander

- Arrange a replacement vehicle or alternate transportation, if needed.

Determine whether the trip continues, return to camp, or cancelled.

Staff in Charge

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

J.8 Post-Incident Procedures

Incident Commander

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

All Staff

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

Appendix K Natural Disaster Emergency Procedure

This procedure is activated immediately upon any of the following:

- NWS or local authority alerts/warnings affecting the camp area, including Tornado Watch/Warning, Severe Thunderstorm Warning, Flash Flood Watch/Warning, Flood Warning, or wildfire.
- Visible or developing hazardous conditions, including rotating clouds, high winds, tornados, heavy rainfall, rapidly rising water, or nearby lightning, or
- Activation of the camp public address (PA) system or notification from camp leadership of severe weather conditions.

K.1 Alert and Notify

Incident Commander

- Continuously monitor NWS watches/warnings and other official alerts (including Uvalde County local emergency management and, if applicable, river authority alerts).
- Issue immediate notifications to staff and campers using the PA system, radios, or other established communication methods.
- Determine and announce the required protective action based on the trigger: Tornado Shelter-in-Place or Flood Evacuation to higher ground.

Cabin and Activity Staff

- Immediately notify campers and provide calm, clear instructions.
- Begin movement to designated shelter or higher ground locations as directed by the IC.

K.2 Shelter-in-Place or Evacuation

Incident Commander

- Confirm all areas are secured and that sheltering/evacuation actions are underway.
- Redirect staff and campers to alternate shelter or evacuation locations if conditions change or primary routes become unsafe.

Cabin and Activity Staff

Lead campers to designated safe locations using pre-assigned routes:

- Tornado (Shelter-in-Place)
 - Designated shelter locations: Great Hall (downstairs), Little Hall, Office, Dabblers' closets, Loga supply closets, Sakapa and Champuli unit kitchens
 - Move campers immediately to interior rooms or hallways on the lowest level, away from windows and exterior doors.
 - Position campers low and protected (e.g., seated against interior walls), as feasible.
 - As a last resort, if caught outside away from protective buildings, lie flat in a ditch or depression and cover your head.
- Flood (Evacuation to Higher Ground)

- Designated flood evacuation and accountability locations include Muster Zone 1 (Pool House) and Muster Zone 2 (Director’s Cabin), with relocation to designated higher-ground cabin units or additional safe areas as conditions require.
- Move campers from low-lying or flood-prone areas to designated higher ground or identified safe interior areas.
- Do not allow campers or staff to enter or cross moving water.
- Sakapa and Champuli cabin units may be used as designated shelter or relocation areas during severe weather or flood-related emergencies when evacuation outside camp is not feasible.
- Wildfire (evacuate)
 - Prepare for site-wide evacuation via assigned vehicle routes
 - Ensure campers remain together, move calmly, and remain under direct staff supervision at all times.

Important!

NWS Flash Flood Warnings or Flood Warnings trigger immediate evacuation to designated higher ground areas.

NWS Tornado Warnings trigger immediate shelter-in-place procedures.

K.2.1 Flood Evacuation Trigger Thresholds

Mandatory evacuation from flood-prone or low-lying camp zones shall occur immediately upon any of the following:

1. National Weather Service Flash Flood Warning issued for Camp La Jita watershed area.
2. Water levels observed rising at or above low-water crossing access points.
3. Camp Ranger determines roadways, crossings, or evacuation routes may become impassable.
4. Incident Commander determines forecast escalation presents imminent life safety risk.
5. Uvalde County emergency officials issue evacuation advisories affecting camp area.

The Camp Ranger is authorized to make immediate protective evacuation recommendations when real-time environmental observations indicate imminent flood danger. Final incident command authority remains with the Incident Commander unless emergency life-safety action must be initiated before command contact is possible.

K.2.2 Flood Evacuation Coordination with Local Authorities (9-1-1)

Incident Commander (IC)

- Contact Uvalde County Emergency Management: Establish contact at (830) 278-4111 (non-emergency) or 9-1-1 to report camp status and total number of campers, staff, and visitors onsite.
- Provide authorities with real-time data on local road conditions (e.g., status of low-water crossings).
- If primary evacuation routes are blocked, coordinate with Emergency Management for high-water rescue or aerial extraction assets.
- Maintain a dedicated radio/phone line for official weather updates from the county dispatch.

K.2.3 Flood Evacuation Transportation

Incident Commander (IC)

For bus transportation, contact Utopia ISD Superintendent Joshua Ham to coordinate evacuation at (254)-371-9122. Confirm total number to evacuate, muster point pickup and reunification locations (Utopia School or Sally Cheever Girl Scout Leadership Center), and estimated time of arrival to muster point pickup and reunification locations

Keep Emergency Response Team updated on progress of transportation (buses loading, buses loaded and traveling to..., buses have arrived at ..., etc.)

Cabin and Activity Staff

- Assist campers onto buses in an orderly manner and maintain personnel accountability throughout loading and transportation operations.

K.3 Personnel Accountability

Incident Commander

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

Cabin and Activity Staff

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

K.3.1 Assisting Persons with Disabilities and Access/Functional Needs (AFN)

Incident Commander & Medical Officer (Camp Nurse)

- Pre-Event Registry: Maintain a real-time log of all campers and staff with mobility, sensory, medical, or cognitive disabilities.
- Prioritized Evacuation: Assign AFN individuals to the first wave of transport. If the Camp Ranger warns of rising water, these individuals are moved to higher ground immediately, before the general population.
- Power Dependency: Identify campers using electricity-dependent medical devices (e.g., nebulizers, refrigerated meds) and prioritize their relocation to areas capable of supporting required medical needs

Assigned Support Staff

- Individualized Assistance: Assign a specific staff member ("Buddy") to any person requiring physical assistance to ensure they are not separated from the group.
- Equipment Retrieval: Ensure essential life-safety items (wheelchairs, walkers, communication devices, service animals, and "Go-Bags" with 24-hours of medication) are evacuated with the individual.
- Sensory Management: During flood sirens or high-stress transitions, use camper's provided noise-canceling headphones or tactile guidance for individuals with sensory processing needs or visual impairments.

K.4 Medical Support

Incident Commander

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

Medical Officer (Camp Nurse)

- Stage in or near shelter/assembly areas with first-aid supplies.
- Be prepared to respond to injuries or medical needs during the event (including storm-related trauma, hypothermia, or heat/cold exposure).
- Monitor individuals with chronic conditions during the stress of evacuation.
- Track the location and status of any specialized equipment or medications during relocation to ensure it remains functional.

K.5 Communication

Incident Commander

- Maintain communication with local emergency management agencies and first responders as conditions warrant.
- Issue updated instructions as new information becomes available (e.g., escalation from watch to warning; flood impacts to routes).
- Ensure communication channels remain operational and use backup methods if needed.

K.6 Parent/Guardian Notifications

Incident Commander or Designee

- Initiate parent and/or guardian communication as soon as practicable following stabilization of the emergency situation and verification of available information, when appropriate to the nature of the incident and in coordination with responding law enforcement, as applicable.
- Notifications may be distributed through:
 - Procure emergency messaging features, including SMS and email communications, and/or
 - Direct phone communication, as appropriate to the incident.
- Notifications may include information regarding camper safety status, relocation sites, reunification instructions, pickup procedures, road or access limitations, and other protective action instructions as conditions evolve.
- Individual outreach is conducted when a camper requires medical attention or has been specifically impacted by the event.

K.7 Post-Event Procedures

Incident Commander

- Determine when it is safe to end sheltering or evacuation and issue an “all clear” when appropriate.
- Coordinate relocation, cleanup, or suspension of activities as needed.
- Continue parent or guardian communication using established emergency communication procedures and provide instructions regarding pickup, schedule changes, relocation, or continued sheltering as needed.

Safety Officer

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

Cabin and Activity Staff

- Reconfirm headcounts to ensure full personnel accountability.
- Assist campers with reassurance and transition back to normal operations or dismissal procedures.

Medical Officer (Camp Nurse)

- Assess using a head-to-toe assessment of all campers to check for delayed symptoms.
- Treat any injuries sustained during the event and continue to monitor for delayed symptoms.
- In the event of a severe injury or fatality, the Medical Officer (Camp Nurse) must notify the Texas Department of State Health Services (DSHS) within 24 hours.
- Confirm that all scheduled medications, medical devices and "Go-Bags" were successfully transferred and that refrigeration for temperature-sensitive meds (e.g., insulin) is available at the new site.
- Document every medical intervention performed during the evacuation.

Appendix L Communication

This appendix identifies the communication systems, equipment, redundancy measures, and management practices used by Camp La Jita to support effective emergency response operations.

L.1 Primary Communication Systems

System	Description	Notes
Two-Way Radios	Handheld radios used for onsite staff communications	Primary onsite system
Mobile Phones	Cellular devices used for external and backup communications	Used for offsite coordination
Wireless Emergency PA Warning System	Fully installed wireless camp-wide emergency alert system for evacuation, shelter, and emergency warnings	Operates independently of internet connectivity
Procare	Child care management platform used to track attendance, medical information, and support parent communication.	Used for both individual and mass parent communication during emergency events.

L.1.1 Installed Wireless Emergency Public Address System

Camp La Jita maintains a fully installed wireless emergency public address warning system in compliance with Texas Health and Safety Code §141.0092 emergency communication requirements.

The system provides:

- Camp-wide audible emergency alert broadcasting across eight installed wireless units.
- Real-time evacuation and shelter-in-place announcements.
Independent wireless operation without internet dependency.
- Manual activation capability by the Incident Commander, Camp Emergency Preparedness Coordinator (EPC), Camp Ranger, or designated backup personnel.
- Interior blue flashing warning lights installed on PA units to support visual emergency notification.

The camp also maintains independently operated emergency siren units equipped with exterior-mounted red flashing warning lights. These siren units operate separately from the primary PA system and provide localized audible and visual emergency notification capabilities.

The wireless PA system and independently operated siren units require electrical power for operation. In the event of electrical power loss, Camp La Jita implements alternate emergency communication methods including:

- Two-way radios.
- NOAA weather alert radios.
- Audible alert devices (air horns and whistles).
- Direct staff notification.

- Staff runners for zone-to-zone notification.

Deaf/Hard of Hearing Protocols: Emergency alerting methods do not rely solely on audible sirens or PA announcements. Staff are trained to provide direct in-person notification and visual guidance to individuals who may not hear audible alerts due to hearing limitations or environmental conditions. Designated staff runners may be assigned to personally notify and/or escort individuals during emergency events as needed.

Staff responsible for emergency communications are trained on activation procedures for all emergency alert systems.

L.1.2 Staff Roles and Responsibilities

Camp Ranger

- Responsible for System Maintenance
- Conducts weekly diagnostic tests of the PA system, ensures all eight units are functional, and verifies the battery health of the secondary alert equipment (radios/megaphones).

Incident Commander

- Responsible for overseeing routine operational checks, battery charging verification, signal verification and reporting maintenance needs associated with radios and radio charging equipment.

Coordinates with camp ranger on testing PA system to ensure unit functionality.

Staff Issued Two-Way Radios

- The Camp Emergency Preparedness Coordinator (EPC) is responsible for issuing radios to staff and conducting operational checks at the beginning of each camp session to verify functionality, battery charging status, and signal operation.
- Staff assigned radios are responsible for conducting daily operational checks, battery charging verification, and signal checks throughout the camp session.
- Staff members immediately report radio operational issues, charging failures, battery concerns, or communication interruptions to the Camp Emergency Preparedness Coordinator (EPC). If the EPC is unavailable, issues are reported to the Incident Commander.
 - Immediate verbal reporting of radio operational issues to the EPC remains the primary reporting method. QR codes placed throughout camp may additionally be used by staff to submit maintenance concerns through the camp's maintenance reporting system; however, QR code submission does not replace immediate verbal reporting requirements.
 - QR code submissions automatically generate a maintenance work order through the council's maintenance management platform to support issue tracking, repair coordination, replacement, corrective action, and maintenance documentation. The EPC is responsible for ensuring radio communication issues and related safety maintenance concerns are properly reported and addressed. If a QR code submission is not completed, the Property Manager or operational support personnel will generate a maintenance work order for tracking and corrective action documentation.
- The Camp Emergency Preparedness Coordinator (EPC), Incident Commander, Camp Ranger, Property Manager, and operational support personnel coordinate corrective actions to ensure emergency communication equipment remains operational and issues are resolved promptly.

System Operation and Command Backup

To ensure the alert system can be activated at any time, the following hierarchy is established:

Role	Primary Staff	Designated Backup
System Activation	Incident Commander (IC)	Assistant Camp Director
Emergency Announcements	EPC (Camp Emergency Preparedness Coordinator)	Unit Counselors
Mechanical Alerts (Horns)	Activity Leads	Unit Counselors

Backup Protocol: If the primary staff member (e.g., the IC) is unreachable or off-site, the backup staff member automatically assumes operational authority to trigger the PA system and issue life-safety orders.

L.2 Backup and Alternate Communication Methods

Method	Description
Runners	Staff assigned to physically relay messages
Audible alert devices	Whistles, air horns, or similar devices

L.3 Emergency Communications Equipment Inventory

L.3.1 Onsite Communications Equipment

Equipment	Quantity	Primary Location	Backup Power
Two-Way Radios	35	Camp office / designated staff stations	N/A
Radio Charging Stations	35	Little Hall / communications storage	Portable power packs
Wireless emergency PA system units	8 installed units	Distributed across camp-wide coverage zones	None
NOAA/NWS weather alert radio	6	Incident Command area	Battery
Audible alert devices (horns/whistles)	15	Emergency supply stations / staff kits	N/A

In the event of electrical power loss affecting the wireless PA system, Camp La Jita activates alternate emergency communication methods through battery-operated systems and portable power packs, including two-way radios, NOAA weather radios, audible alert devices, and staff runners.

L.3.2 Power and Connectivity Resources

Resource	Description	Notes
Spare radio batteries	Battery backup for radios	Maintained charged
Portable power packs	Support critical devices	As needed
Battery-powered flashlights and lanterns	Emergency lighting during outages	Stored in designated emergency supply locations
Broadband connection #1	Primary end-to-end fiber optic broadband internet service.	Southwest Texas Communications
Broadband connection #2	Redundant internet service, cellular enabled gateway.	AT&T

Communication System Monitoring and Maintenance

Camp Ranger and Council IT Manager

- Responsible for monitoring communication system functionality, broadband internet connectivity, and emergency communication readiness.
- Internet connectivity and wireless communication systems are checked prior to camper arrival and monitored during camp operations.
- The council's Fiix maintenance management system is used to generate and document recurring inspection, testing, maintenance, and corrective action work orders associated with internet connectivity and emergency communication systems.
- Communication or connectivity issues identified during inspections, drills, or camp operations are immediately reported to the Council IT Manager for assessment and corrective action.

Camp La Jita does not maintain onsite generator power. In extended power outages, emergency communication continuity is maintained through battery-operated systems, portable power packs, and non-powered backup alert methods.

The camp maintains two broadband internet connections through distinct service providers to support communication continuity and emergency operational redundancy in accordance with Texas Health and Safety Code §141.0092. The primary internet service is an end-to-end fiber optic broadband connection provided by Southwest Texas Communications, with a secondary redundant wireless broadband connection provided by AT&T. Emergency communications do not rely solely on internet connectivity. If internet service is disrupted, the camp continues emergency operations through alternate communication methods including wireless PA systems, independently operated emergency siren units, two-way radios, NOAA weather radios, audible alert devices, direct staff notification, and staff runners.