

GSSJC 2026 Overnight Camp Emergency Action Plan



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.

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Purpose

This plan provides information to support the response to incidents and emergencies related to camp operations for GSSJC Camp Casa Mare in Seabrook, Texas, in compliance with the Texas Youth CAMPER Act, the Heaven’s 27 Camp Safety Act, and Texas Health and Safety Code § 141.0091.

Scope

This plan applies to GSSJC Summer Overnight Camp Staff, campers, and visitors who have emergency response roles and responsibilities during onsite and offsite activities, including transportation.

Emergency Response Framework

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

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

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

Response Priorities

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

Life Safety

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

Incident Stabilization

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

Property Protection

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

Operational Continuity

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

Roles and Responsibilities

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

Emergency Response Team (ERT)

Roles and responsibilities of Primary positions include:

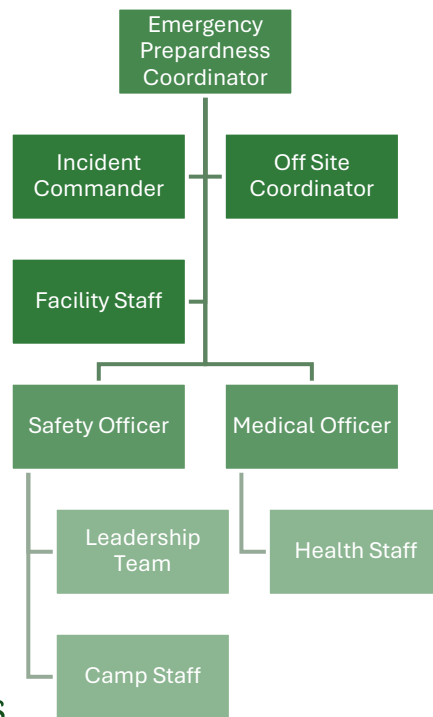
- **Emergency Preparedness Coordinator (EPC)** is designated by the camp and is responsible for the development, distribution, maintenance, testing, and activation of this Emergency Action Plan, and may serve in any Primary role of the ERT.

- **Incident Commander (IC)** is responsible for all aspects of emergency response, including activation of response teams, and is typically assumed by the Camp Director.
- **Safety Officer** is responsible for collecting personnel accountability reports, verifying full accountability, and reporting to the Incident Commander.
- **Medical Officer** is responsible for providing medical attention to campers and staff and communicating with 9-1-1 for all medical emergencies and medical support requests.
- **Off-Site Coordinator** is responsible for relaying information between the Incident Commander and the GSSJC Senior Leadership Team and for providing guidance and direction as needed. The Off-Site Coordinator may also manage communications with parents and caregivers, allowing the Incident Commander to remain focused on leading the on-site response.

Roles and responsibilities of Support positions include:

- **Camp Leadership Team** are responsible for alerting nearby campers and staff to incidents or emergencies that require action.
- **Program and Camp Staff** are responsible for leading campers to the designated assembly area, establishing personnel accountability, and reporting accountability to the Safety Officer.
- **Facility Staff** are responsible for monitoring weather, responding to intruders or unknown persons, meeting emergency personnel at the gate to bring them to emergency location, patrolling and securing property, maintaining equipment and property.

Organization Chart (ERT)



Training & Exercises

The camp will conduct emergency preparedness training and exercises intended to ensure that camp staff and campers understand emergency procedures and are prepared to respond appropriately during an emergency event. All required training, orientations, and exercises will be documented and maintained as required by law.

Camp Staff Training

Emergency preparedness training will be provided to all camp staff at least annually during staff training week and prior to assuming any supervisory responsibilities. The Camp Staff training will be conducted and overseen by the Emergency Preparedness Coordinator or their designee who is a member of the primary Emergency Response Team. Staff training will include, at a minimum:

- Distribution and review of the camp's Emergency Action Plan (EAP)
- Role-specific duties and responsibilities during emergency situations
- Emergency communication procedures
- Evacuation, shelter-in-place, and accountability procedures
- Appropriate response actions for applicable emergency scenarios
- How to review and practice EAPs with campers

- Drills will be completed throughout training week on each EAP as required by law.

Each staff member will receive a copy of the current EAP and will be instructed on the procedures to follow during an emergency. Additional response resources may be distributed during training sessions.

Completion of the required training will be documented using a daily sign-in form, and attendance records will be maintained in GSSJC's OneDrive files by the Emergency Preparedness Coordinator.

Staff members who miss all or part of the emergency preparedness training will receive one-on-one instruction from the Emergency Preparedness Coordinator prior to supervising campers.

Camper Safety Training

The Incident Commander, Emergency Preparedness Coordinator, Off Site Coordinator and Facility Staff will conduct camper safety training within 48 hours after the beginning of each camp session. The safety training will be developmentally and age-appropriate and will include, at a minimum, the following:

- Identification of camp boundaries and potential hazards.
- Instructions on expected behavior during an emergency.
- Guidance on actions campers are to take during an emergency, consistent with the camp's Emergency Action Plan

The camper safety training will include demonstrations by trained staff and, as appropriate, drills to familiarize campers with emergency procedures, evacuation routes, and designated assembly areas. Training will be developmentally appropriate for the age, reading level, and comprehension level of all campers. Camper participation will be supervised by trained staff and conducted during an all-camp* assembly on check-in day. Most of the camp sessions begin on a Sunday and any session that deviates from that schedule is mentioned below with a different date denoted. Completion of the safety orientation will be documented.

** Most of the camp sessions begin on a Sunday. Campers who check in on Monday or Wednesday morning will participate in the emergency procedures assembly only with other campers checking in at those times.*

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.

Communication

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

Internal Communication

Staff

When an emergency or potential emergency is identified, camp staff will immediately notify the Emergency Preparedness Coordinator (EPC) or designee. Staff will first use the walkie-talkie to alert all personnel of an emergency at the specified location, so they can avoid the area and remain on standby for further direction from camp leadership. Staff will then use a cell phone to contact the Incident Commander and privately provide the following information:

- 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 will assess the situation and activate the appropriate emergency procedures. The Incident Commander, Safety Officer, and Medical Officer (if required) will assume their positions. The EPC will communicate instructions to staff using established primary and backup communication methods (e.g., radios, mobile phones, public address systems, etc.), including role designations, as necessary.

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

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

Case Mare – Internet provided by Starlink and Fiber provided by AT&T/Earthlink

Camper

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

- Direct campers to follow established emergency actions (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 will not be responsible for initiating communications during an emergency. All instructions will be delivered by trained staff in accordance with the Emergency Action Plan.

External Communication

Emergency Assistance

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

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

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

Media

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

What to say if contacted by the media:

“The safety and well-being of our members is our priority. We are currently working with the appropriate authorities and/or gathering all the facts. A spokesperson for the Council has been contacted and will be able to provide more information shortly.”

Family

As soon as it is practical following an emergency event involving campers, the Incident Commander or designee will initiate notifications to parents or legal guardians. Notifications will:

- 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 will be coordinated with emergency responders, when applicable, and will be conducted in a manner that protects privacy and confidentiality. Communication with parents will depend on the level and specificity of the emergency. Parents may be informed that an emergency took place at camp and the steps we took to resolve the emergency and keep their camper(s) safe. Typically, we only notify parents of campers who were directly affected by the emergency.

The Incident Commander or their designee will utilize camper information in either UltraCamp or printed rosters to locate parent/guardian contact and additional emergency contacts for communication. For mass communications, the Incident Commander will coordinate the appropriate contact information to the Off-Site Coordinator.

Emergency Communications Equipment and Monitoring

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

Equipment

At a minimum, the following emergency equipment will be 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
- Ritron LoudMouth Emergency warning/PA system that:
 - Operates without internet connectivity
 - Has backup power source
 - Industrial-grade public address system designed to operate by two-way radio systems
 - Using wireless technology, it leverages existing analog or digital radios to send messages to the receiver.
 - Has a backup system/method (e.g., radios, whistles, air horns, runners, vehicle PA)
 - Can reach all areas of usable camp property.
 - Hearing-impaired, Visual-impaired, and other campers with special needs will be pre-assigned a trained staff member to reinforce alert notifications during PA warnings and other emergency warnings.
- Vevor 16.5 foot Aluminum Telescoping Ladders
 - Used for evacuation to roof of buildings at Casa Mare.

Storage and Accessibility

- Communications equipment is stored in designated, known locations accessible to authorized staff
- Equipment locations are communicated during staff training and orientation
- Portable equipment may be staged or redistributed based on operational needs

Inventory Maintenance

- Communications equipment and ladder inventories are reviewed at least annually
- Quantities and locations are updated as equipment is added, replaced, or removed
- Inventory records are maintained separately from this Emergency Action Plan. Records will be maintained in GSSJC's OneDrive files by the Facilities Director and/or designated Facility staff.
- Primary responsibility for maintenance of weather alert radios, Emergency Warning/PA Systems and ladders is the Facilities Director and/or designated Facility staff.

Monitoring

The Incident Commander (IC) and Safety Officers or designees will continuously monitor NWS and NOAA radios for watches and warnings during camp operations (including overnight when campers are present). Watches or warnings will trigger the Natural Disaster Emergency Procedure to proceed.

Testing, Documentation, and Certification

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

Conflicts and Deviations

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

Plan Distribution & Maintenance

Distribution

This plan (electronic or printed copy) will be provided to each of the following groups detailed below annually or when substantive changes are made to the plan:

Group	Timeframe	Outcome
Camp Staff	Provided during staff training	Printed procedures distributed
Parents	Prior to 1 st day of camp	Available in documents center of UltraCamp
Texas Department of State and Health Services (DSHS)	Submitted prior to deadline	Approval prior to 1 st day of camp
Local Emergency Planning (Local Office of Emergency Management)	Annually and any time there is an update or revision	Receipt confirmed electronically

Maintenance

This plan will be reviewed and updated at least annually by the Emergency Preparedness Coordinator 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.

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

Glossary

Accountability (Personnel Accountability) - Confirming and documenting the location/status of all campers, staff, and visitors during/after an incident

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

Controlled Movement - Directed movement of campers/staff to safer locations while maintaining supervision and accountability (distinct from full lockdown or full evacuation)

Emergency - An event requiring immediate action to protect life, health, or property

Evacuation - Organized relocation from an unsafe area to a designated safe location using planned routes

Lockdown - Protective action involving securing occupants in place, limiting visibility/movement, and restricting access

Medical Emergency - Condition requiring immediate medical assessment and possible EMS activation

Outbreak (Communicable Disease) - Increased cases of illness above expected levels within a group/camp setting

Epidemic - Widespread occurrence of a disease affecting large populations/regions; used as an escalation context for camp operations

Reunification - Controlled process for releasing campers to authorized parents/guardians following an incident

Shelter-in-Place - Protective action to remain indoors/secured in a designated safe area due to external hazards

Spokesperson (Designated) - only individual authorized to speak to media/external audiences on behalf of the camp

Acronyms and Abbreviations

AED	Automated External Defibrillator
DSHS	Texas Department of State Health Services
EAP	Emergency Action Plan
EMS	Emergency Medical Services
EPC	Emergency Preparedness Coordinator
ERT	Emergency Response Team
HB1	House Bill 1 (Texas)
IC	Incident Commander
ICS	Incident Command System
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
PA	Public Address (System)
PPE	Personal Protective Equipment
SB1	Senate Bill 1 (Texas)
TDEM/EM	Texas Division of Emergency Management / Emergency Management
THSC (or HSC)	Texas Health and Safety Code

Camp Information

Camp Information

This Emergency Action Plan (EAP) is specific to and intended for use only at the camps identified in the table below. The procedures, roles, and site-specific information contained in this EAP apply exclusively to each 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	Casa Mare
License Number	101140
Phone	713-292-0300
Address	4810 Todville Rd. Seabrook, TX 77586
Driving Directions	Turn off Interstate 45 at NASA Road 1. Go approximately 8 miles east on NASA Road 1, crossing Highway 146 onto Second St. Continue east to the end of Second Street at Todville Road. Turn left (north) on to Todville Road and continue for approximately 3 miles to the camp gate on right. Use call box on left to request access.
Access / Entry Details	Locked Gate (call for entry)

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 current and readily accessible to staff.

Internal Contacts – Emergency Response Team Roster

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

ERT Position	Name	Job Title	Contact Number
Emergency Preparedness Coordinator	Mariah Balmer	Outdoor Experience Sr Manager-Camp Director	Off-Season: 713-292-0330 Camp Season: 936-672-0019
Incident Commander	Mariah Balmer	Outdoor Experience Sr Manager-Camp Director	Off-Season: 713-292-0330 Camp Season: 936-672-0019
Medical Officer- Casa Mare	Designated Advanced First Aider	Health Specialist	936-672-0643
Safety Officer - and Casa Mare	Juanita Stewart	Camp Director of Camp Casa Mare	936-672-0156
Off-Site Coordinator	April Moncrieff	Chief Program Officer	713-292-0243

External Contacts

Agency / Group	Location	Office	Alternate Phone
Seabrook Police Department	1400 Cook Street Seabrook, TX 77586	281-291-5610	9-1-1
Seabrook Fire Department	1850 E Meyer Seabrook, TX 77586	9-1-1	9-1-1
Houston Methodist - Clear Lake	18300 Houston Methodist Dr Houston, TX 77058	281-523-2000	N/A
Seabrook Emergency Services Director Kevin Rodgers	1700 1st Street Seabrook, TX 77586	281-291-5787	N/A

Building Evacuation and Assembly Areas

This appendix provides the official site maps and drawings that identify primary and alternate evacuation routes and the designated assembly areas for the camp. These maps specify cabin, program area, and common facility, where campers and staff will evacuate and where they will assemble for accountability and further instructions during an emergency event requiring evacuation.

Evacuation Route Maps and Assembly Area Assignments

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

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

Posted Evacuation Routes in Cabins

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

Illumination of Evacuation Routes

The camp will ensure that all evacuation routes are properly illuminated to support safe movement during low light conditions. Illumination will include fixed lighting, emergency lighting, and other approved methods sufficient to clearly identify exits and travel paths. All lighting systems will be routinely inspected by the Facilities staff and maintained to ensure operational readiness.

Evacuation lighting is solar powered and will activate during power outages. Alternate lighting sources, such as flashlights and portable lighting, will be available and used as needed.

Camper Accountability Plan

In an emergency when staying put, taking shelter, or mustering and evacuating, camp staff account for all people.

Counselors/Program Staff

- Organize session into buddy line
- Conduct headcount and record count and time
- Utilize rosters in UltraCamp or paper rosters to confirm correct count and people.
- Stay with group according to session or program activities.
- Report missing people to Safety Officer immediately
 - Report last-known location
- Remain calm and provide continual supervision

Safety Officer

- Record each session headcount on master roster and verify against master roster in UltraCamp or paper roster.
- Record any missing people
 - Document last known location of missing
- Tally any staff on break, anyone in the infirmary, anyone evacuated by emergency services

Evacuation Procedures (Use of Routes and Assembly Areas)

When evacuation is directed, staff will:

- 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.
- Remain at the assembly area until further instructions or an “all clear” is issued
- For campers or staff with disabilities or other access and functional needs, the Safety Officer will designate a trained staff member to provide support and ensure a safe, orderly, and effective evacuation.

- If the primary evacuation route cannot be used, staff will proceed to the secondary evacuation route; if that route is also unavailable, the third evacuation route will be used. Staff will report to the Safety Officer which route is being used and notify the Safety Officer of any route changes.

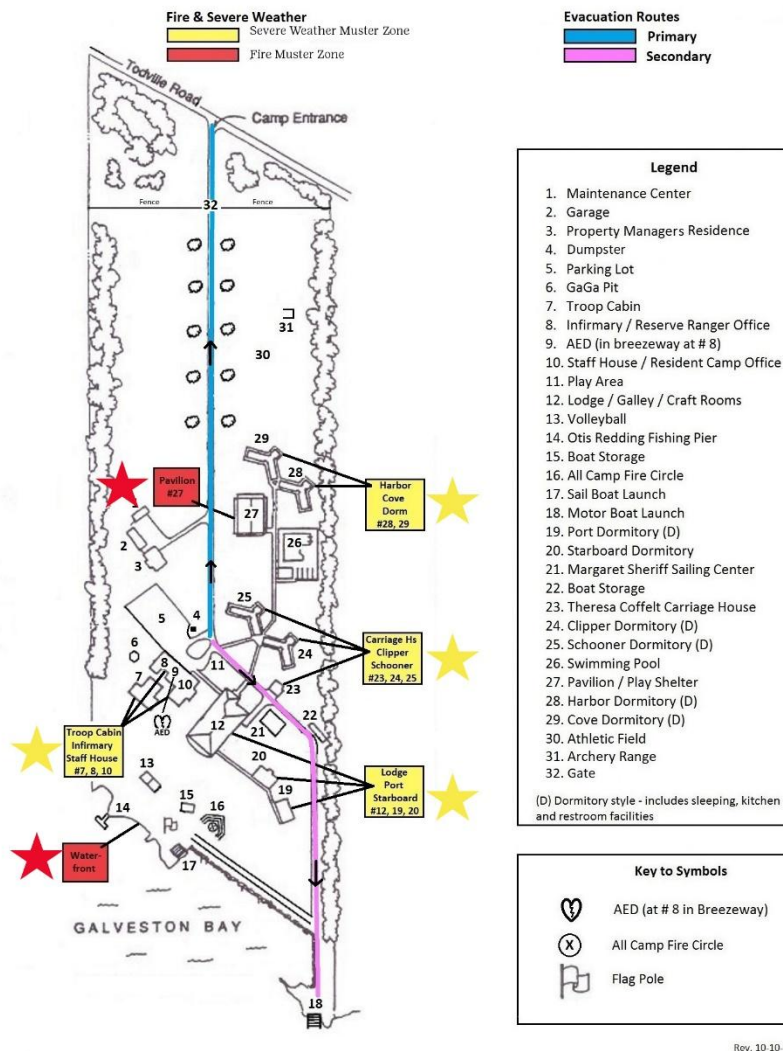
In the event of a forced evacuation ordered by the National Weather Service (NWS) or another governing authority, all staff and campers will follow the primary evacuation route. The Director of Transportation for Clear Creek ISD will be notified and will activate the partnership to dispatch buses to the site. Campers and staff will then be transported to Seabrook Intermediate School, where the parent/guardian reunification plan will be implemented.

The Incident Commander or their designee will keep in frequent contact with parent/guardians during the evacuation and reunification process via phone, email, or text based upon the situation. The Incident Commander will be on the first bus evacuated to ensure reunification goes smoothly upon arrival. The Safety Officer will be on the last bus to ensure all campers and staff have been appropriately evacuated by tracking rosters per bus. At reunification site, Incident Commander will work in conjunction with the Office of Emergency Management or their designee and will have lists of those preauthorized to pick up campers. Two members of the camp leadership team will manage incoming parents/guardians and verify ID. Once ID is verified, staff members will bring camper to their parent/guardian. The adult will sign list with date and time of pickup, and the camper will be released.

Training, Drills, and Updates

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

Casa Mare



Lost Camper/Staff Member Procedure – Code Orange

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

- Is unaccounted for during a scheduled headcount or transition
- Is observed wandering alone outside a designated activity area, or

- Fails to return from an activity or scheduled movement within the expected timeframe.

Immediate Notification

Staff with Assigned Session (Counselors or Program Staff)

Upon identifying a missing camper, staff will immediately notify the Emergency Preparedness Coordinator (EPC) 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 will activate the Emergency Response Team (ERT) and request additional support, as needed via two way radios and cell phones.

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.

Counselors / Program Staff

- Maintain supervision, safety, and accountability of remaining campers in a secure location
- Conduct a headcount via session roster
 - Report headcount to the Safety Officer

Expanded Search

Incident Commander

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

- Deploy additional staff to conduct a systematic search using designated search zones identified on the camp map
- Assign search team leaders and establish check-in intervals
- Notify local emergency services (9-1-1) and emergency management coordinator if the camper is not located within a short period of time, or if environmental, medical, or safety risks are present, and
- Coordinate all search and response activities

Safety Officer

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

Personnel Accountability

Incident Commander

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

Safety Officer

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

Medical Preparedness

Medical Officer

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

Parent / Guardian Notification

Incident Commander or designee

- Notify parents or legal guardians via phone call if the search extends beyond the initial phase or if local authorities are engaged
- Use camper health profile to locate parent/guardian contact and additional emergency contacts.
- Initial caller should remain in contact with parent/guardian via the same phone number until situation is resolved. Confirm that you will stay in contact with them every 30 minutes.
- Provide updates to parent/guardian every 30 minutes, even if no new information is available.
- Contact parent/guardian right away with any new information or if situation resolves.
- Any camper pick-up follows usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.

Recovery and Post-Incident Actions

Incident Commander

Once the camper is located, the IC will:

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

All staff

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

Fire Emergency Procedure – Code Red

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

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 and phone, providing the location and nature of the fire

Incident Commander

- Notify staff of fire via two-way radio and/or PA system

Evacuate Campers

Counselors / Program Staff

- Immediately evacuate campers using pre-designated evacuation routes to assigned muster areas
- Instruct campers to:
 - Walk quickly and calmly
 - Stay together and follow staff directions, and
 - Remain with their assigned group at all times
- When possible one staff member should lead the line while the other is at the end of the line ensuring the group stays together.
- Do not stop to retrieve personal belongings
- Close doors behind you if time and conditions permit

Personnel Accountability

Counselors / Program Staff

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

Safety Officer

- Verify accountability reports from Counselors and Program Staff
- Report consolidated accountability status to the Incident Commander

Emergency Services Notification

Incident Commander

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

Facility Staff

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

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

Medical Support

Medical Officer

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

Communication

Incident Commander

- Maintain communication with camp leadership, Emergency Response Team, and emergency responders
- Determine the need for parent/guardian notification and initiate notifications
 - Use camper UltraCamp profile to locate parent/guardian contact and additional emergency contacts.
 - Place a direct phone call if camper is harmed. Text or email only if camper is okay. If situation is serious, always have two adults place phone call together.
 - Initial caller should remain in contact with parent/guardian via the same phone number until situation is resolved. Confirm that you will stay in contact with them every 30 minutes.
 - Provide updates to parent/guardian every 30 minutes, even if no new information is available.
 - Contact parent/guardian right away with any new information or if situation improves.
 - Camper pick-ups for injury or evacuation follow usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.

All Staff

- Provide status updates to the IC as conditions change

Severe Injury, Illness, Accident, or Death Procedure – Code Blue

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

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

- A death is suspected or confirmed

Scene Safety and Initial Notification

First Staff on Scene

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

Counselors / Program Staff

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

Medical Response and Patient Care

Medical Officer

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

Emergency Medical Services (EMS) Activation

Incident Commander (IC)

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

- Patient age and condition
- Care being provided
- Access instructions and best entry point, and
- Callback number
- Notify local emergency management director if more support is needed, such as many people injured or other extenuating circumstances

Facility Staff

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

Supervision Continuity and Area Control

Incident Commander

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

Counselors / Program 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

Communication

Incident Commander

- Notify camp leadership promptly via two-way radio and/or cell phone
- Notify parent/guardian of the affected camper as soon as practicable with factual, verified information and instructions (e.g., where to go, pickup/medical facility details if transport occurs)
 - Use camper health profile to locate parent/guardian contact and additional emergency contacts.
 - Place a direct phone call if camper is harmed. Text or email only to confirm that camper is okay. If situation is serious, always have two adults place phone call together.

- Initial caller should remain in contact with parent/guardian via the same phone number until situation is resolved. Confirm that you will stay in contact with them every 30 minutes.
- Provide updates to parent/guardian every 30 minutes, even if no new information is available.
- Contact parent/guardian right away with any new information or if situation improves.
- Camper pick-up for injury or illness follows usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.
- If death is suspected or confirmed:
 - Do not notify families until coordinated with law enforcement/EMS, as applicable
 - Designate a single spokesperson for all communications
 - Report to DSHS within 24 hours.

All Staff

- Refer all media or external inquiries to the designated spokesperson

Reporting and Documentation

Incident Commander

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

Medical Officer

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

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 leadership or designated support resources

Aquatic Emergency Procedure

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

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

Alert and Initiate Rescue

Lifeguard / Trained Aquatic Staff

- Immediately initiate a rescue in accordance with training and certification
- Primary rescuer enters the water with appropriate rescue equipment
- If direct entry is unsafe, use rescue aids (e.g., rescue tube, life jacket, reaching pole, rescue board)
- Use whistle or verbal commands to alert nearby staff of the emergency

Counselors / Program Staff

- Immediately clear all other campers from the water
- Prevent unauthorized entry into the aquatic area
- Assist lifeguards as directed while maintaining personal safety
- Immediately notify the Incident Commander by radio or phone of a “code blue” and provide the following information:
 - Location
 - Nature of incident
 - Number of people involved, and
 - Whether EMS is likely needed

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
- Notify local emergency management director if more support is needed, such as many people injured or other extenuating circumstances

Facility Staff

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

Evacuation and Safety of Others

Counselors / Program 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 Safety Officer

Medical Support

Medical Officer

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

Personnel Accountability

Safety Officer

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

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
- Coordinate parent or guardian notifications once the situation is stabilized and accurate information is available
 - Use camper health profile to locate parent/guardian contact and additional emergency contacts.
 - Place a direct phone call if camper is harmed. Text or email only if camper is okay. If situation is serious, always have two adults place phone call together.
 - Initial caller should remain in contact with parent/guardian via the same phone number until situation is resolved. Confirm that you will stay in contact with them every 30 minutes.
 - Provide updates to parent/guardian every 30 minutes, even if no new information is available.
 - Contact parent/guardian right away with any new information or if situation improves.
 - Camper pick-up for injury or illness follows usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.

Post-Incident Procedures

Incident Commander

- Ensure the area is secured and aquatic activities are suspended until cleared

- Document the incident in detail, including timeline, actions taken, and outcomes
- Conduct a staff debrief to evaluate response effectiveness and identify corrective actions
- Coordinate emotional support for campers and staff, as needed

All Staff

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

Epidemic Response Procedure

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

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

Identify and Isolate

Medical Officer

- Immediately assess symptomatic individual(s)
- Move affected campers / staff to the designated isolation area, separate from the general population
 - Casa Mare Isolation Areas: Infirmary, Staff House
- 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

Counselors / Program 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

Communication

Medical Officer

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

Incident Commander

- Assess whether the illness appears isolated or may represent a broader outbreak
- Arrange communications with parents or guardians
 - Use camper health profile to locate parent/guardian contact and additional emergency contacts.
 - Place a direct phone call if camper is harmed. Text only to confirm that camper is okay. If situation is serious, always have two adults place phone call together.
 - Make plans for next steps in accordance with health department recommendations.
 - Camper pick-up for illness follows usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.

Contain and Prevent Spread

Counselors / Program Staff

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

Facility Staff

- Disinfect cabins, restrooms, dining areas, and activity spaces used by affected individuals

- Increase cleaning and sanitization frequency across the camp as directed

Incident Commander

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

Personnel Accountability

Counselors / Program Staff

- Confirm accountability of all campers not in isolation using session roster
- Identify individuals who may have been exposed and report findings to the Incident Commander

Medical Officer

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

External Notification and Guidance

Incident Commander

- Contact local or state health authorities and Office of Emergency Management
- Follow public health guidance regarding testing, quarantine, isolation, dismissal, or closure

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

Post-Outbreak Procedures

Incident Commander

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

Medical Officer

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

All Staff

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

Unauthorized or Unknown Person Procedure – Code White

Individuals exhibiting the following behaviors are immediately considered dangerous:

- Drives in an open gate and through camp
- Adult at camp without a staff uniform shirt on

If you encounter an individual exhibiting these behaviors calmly approach them and ask, “Can I help you.” Direct them to the camp office to check in with a Leadership Team member and radio “there is a visitor who needs assistance”. Include their location and that they are going to the camp office.

The Unauthorized or Unknown Person Procedure will be activated immediately upon any of the following:

- The individual from the above scenario does not comply with instructions
- 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 a potential security concern

Observe, Report, Do Not Confront

All Staff

- Immediately report observations to the Incident Commander via cell phone, including:
- Location
 - Physical description
 - Behavior observed
 - Direction of travel

Counselors / Program 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

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
- Call 9-1-1 without delay if a credible threat exists or a weapon is suspected
- Notify City Emergency Management Coordinator

Lockdown, Controlled Movement, or Shelter-In-Place

Incident Commander (IC)

- Determine and announce via PA system the appropriate protective action (lockdown, controlled movement, or shelter-in-place)

Counselors / Program 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

Personnel Accountability

Counselors / Program Staff

- Organize session in buddy line and conduct headcount using session roster
- Record headcount and time and report to Safety Officer immediately
- Conduct headcount every 30 minutes and report any changes to Safety Officer immediately

Safety Officer

- Collect and verify accountability reports from all sessions based on master roster
- Immediately identify and address any missing campers or staff
- Report discrepancies in accountability to Incident Commander

Incident Commander (IC)

- Communicate discrepancies with responding law enforcement
- Coordinates search for missing people with law enforcement

Communication

Incident Commander (IC)

- Restrict radio traffic to emergency use only or none depending on threat level
- Relay instructions to staff via PA system
- Prepare parent or guardian communications

Medical Response

Medical Officer

- Stand by during the incident
- Provide immediate medical care, if needed, only after the scene is secured
- Coordinate Emergency Medical Services, as needed

Post-Incident Procedures

Incident Commander

- Issue an “all clear” only after confirmation from responding authorities
- Document the incident in detail 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, or additional security measures

All Staff

- Provide reassurance and emotional support to campers, as needed
- Resume normal activities, only when authorized

Transportation Emergency Procedure

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

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

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 using session roster(s)
- 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.

Assess Impacts

Driver or Staff Rider

- Conduct an immediate visual assessment of all campers and staff
- Contact Medical Officer by phone call if not present and injuries confirmed or suspected

Medical Officer (if present or contacted)

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

Request Emergency Assistance

Driver / Staff Rider

- 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)
 - Notify City Emergency Management Coordinator if needed

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)

Personnel Accountability

Driver or Staff Rider

- Confirm that all campers are present and accounted for by conducting a headcount against the session(s) roster
- Report any injuries to the Incident Commander

Incident Commander

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

Communication

Driver / Staff in Charge

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

Incident Commander

- Notify camp leadership
- Notify parents/guardians if a delay, injury, route change, or change in pickup/drop-off is anticipated
 - Use camper health profile to locate parent/guardian contact and additional emergency contacts.
 - Place a direct phone call if camper is harmed. Text or email only if camper is okay. If situation is serious, always have two adults place phone call together.
 - For injuries, initial caller should remain in contact with parent/guardian via the same phone number until situation is

resolved. Confirm that you will stay in contact with them every 30 minutes.

- Provide updates to parent/guardian every 30 minutes, even if no new information is available.
- Contact parent/guardian right away with any new information or if situation improves.
- Camper pick-ups for injury or transportation needs follow usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.

Transportation Continuity

Incident Commander

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

Staff in Charge

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

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

Natural Disaster Emergency Procedure – Code Black

This procedure will be 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, Hurricane 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

Hurricane Procedure

In the event that tropical activity enters the Gulf, the Off-Site Coordinator will closely monitor the storm's track well in advance of any watch or warning being issued.

- **Hurricane watch:** indicates that conditions are favorable for a hurricane to develop and you should be prepared.
- **Hurricane warning:** follows a hurricane watch and means a hurricane is imminent within 36 hours and you should take action.

Casa Mare FEMA Map

Casa Mare is a costal property, and all cabins fall within a flood plain. Since there is an area of camp located in the floodplain, parents will acknowledge using a form in UltraCamp. Camp's Health Supervisor will monitor completion and if not completed prior to camp session start, parent/ guardian must complete at check in.

All cabins have ladders to access the roof. Ladders are located on the back exterior wall of cabins.

Follow the instructions posted:

- Remove ladder from wall

- Place ladder on outside of building
- Pull up on ladder sections until 2 feet past the roof line
- Lock into place
- Climb ladder one person at a time until safely onto roof
- Wait for emergency personnel to arrive
- Individuals who are unable to use ladders due to age or disability will be assigned a staff member to provide assistance.



Blue on map are sleeping units

Orange on map are non-sleeping facilities

Alert and Notify

Incident Commander

- Continuously monitor NWS watches/warnings and other official alerts (including local emergency management and, if applicable, river authority alerts).
- Issue immediate notifications to staff and campers using the PA system, radios, or cell phone
- Determine and announce the required protective action based on the trigger: tornado shelter-in-place or flood evacuation to higher ground
- 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

Counselors / Program Staff

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

Shelter-in-Place

Incident Commander

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

Counselors / Program Staff

- Confirm that all campers are present and accounted for by conducting a headcount against the session(s) roster
- Lead campers to designated safe locations using pre-assigned routes:
 - Tornado (Shelter-in-Place)
 - Move campers indoors and 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
- Ensure campers remain together, move calmly, and remain under direct staff supervision at all times

Important!

NWS Tornado Warnings will automatically trigger shelter-in-place

Personnel Accountability

Incident Commander

- Immediately address accountability discrepancies and initiate additional actions if anyone is unaccounted for

Safety Officer

- Collect and verify headcount reports from all groups
- Immediately report accountability discrepancies to IC

Counselors / Program Staff

- Assemble campers in a buddy line and conduct a headcount with the session roster prior to taking shelter
- Conduct an immediate headcount upon arrival at shelter location
- Report personnel accountability results to the Safety Officer, including any missing or injured individuals
- Continue conducting headcounts every 30 minutes and report any discrepancies to Safety Officer immediately

Medical Support

Incident Commander

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

Medical Officer

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

Communication

Incident Commander

- Alert 9-1-1 and the Office of Emergency Management if extended sheltering and/or there is mass casualty or injury
- Issues up-to-date instructions as new information becomes available (e.g., escalation from watch to warning; flood impacts to routes)
- Ensure communication channels remain operational and use backup methods if needed
- Initiate parent/guardian notifications if extended sheltering or early dismissal is required
 - Use camper health profile to locate parent/guardian contact and additional emergency contacts.

- Place a direct phone call if camper is harmed. Text or email only if camper is okay. If situation is serious, always have two adults place phone call together.
- Initial caller should remain in contact with parent/guardian via the same phone number until situation is resolved. Confirm that you will stay in contact with them every 30 minutes.
- Contact parent/guardian right away with any new information or if situation improves.
- Camper pick-ups for injury or destruction follow usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.

Post-Event Procedures

Incident Commander

- Determine when it is safe to end sheltering and issue an “all clear” when appropriate
- Coordinate relocation, cleanup, or suspension of activities as needed
- Provide parents/guardians with status updates and instructions regarding pickup, schedule changes, or continued sheltering

Facility Staff

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

Counselors / Program Staff

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

Medical Officer

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

Evacuation

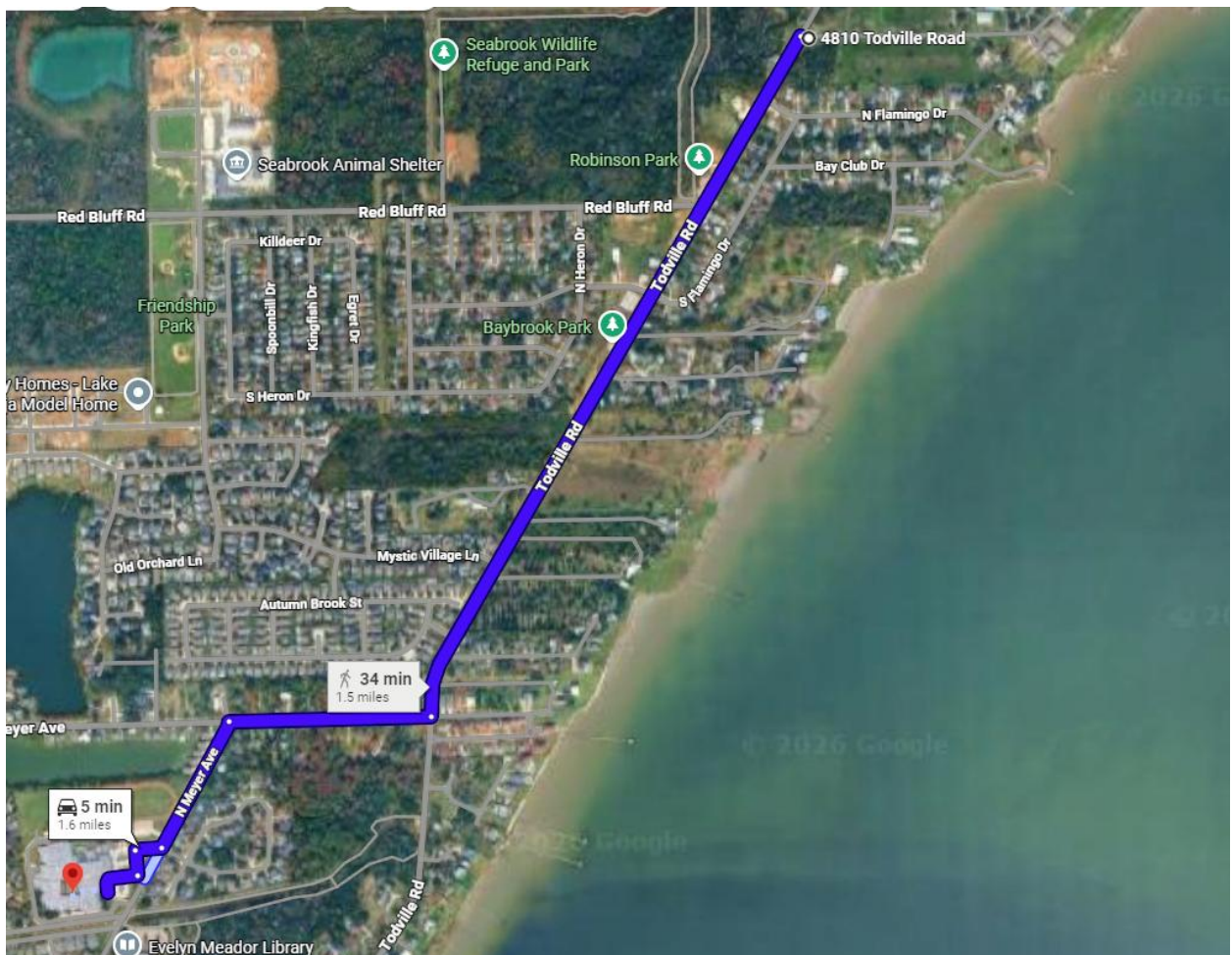
Incident Commander

- Confirm all areas are secured and that evacuation actions are underway

- Redirect staff and campers to alternate evacuation locations if conditions change or primary routes become unsafe
- Contact Clear Creek ISD to arrange transportation to Seabrook Intermediate School

Counselors / Program Staff

- Lead campers to designated safe locations using pre-assigned routes:
 - Flood (Evacuation to Higher Ground)
 - 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
 - Follow evacuation routes posted in cabins and throughout camp.
 - For persons with disabilities (mobility, sight, vision, etc.) a trained staff member will be assigned to assist them in all emergency situation.
 - Ensure campers remain together, move calmly, and remain 56



Evacuation Locations

In the event of off-site evacuation, Clear Creek ISD will dispatch buses to transport campers from Casa Mare designated muster point(s) to Seabrook Intermediate School.

- Reunification Point: Seabrook Intermediate School – 2401 E Meyer Ave., Seabrook, TX 77586
- Evacuation by foot: go out main gate, continue right (north) on Toodville Road/N. Flamingo Drive for 1.0 miles, turn right on E Meyer Ave for .3 miles, turn left at the 1st cross street onto N. Meyer Ave., Immediate right and an Immediate left and you have arrived.
- Muster Zones: Staff House, Lodge, Troop Cabin, Infirmary, Harbor Dorms, Carriage House, Clipper Dorm, Schooner Dorm.

Reunification Plan

The Incident Commander or their designee will keep in frequent contact with parent/guardians during the evacuation and reunification process via phone, email, or text based upon the situation. The Incident Commander will be on the first bus evacuated to ensure reunification goes smoothly upon arrival. The Safety Officer will be on the last bus to ensure all campers and staff have been appropriately evacuated by tracking rosters per bus. At reunification site, Incident Commander will work in conjunction with the Office of Emergency Management or their designee and will have lists of those preauthorized to pick up campers. Two members of the camp leadership team will manage incoming parents/guardians and verify ID. Once ID is verified, staff members will bring camper to their parent/guardian. The adult will sign list with date and time of pickup, and the camper will be released.

Important!

NWS Flash Flood / Flood Warnings will automatically trigger evacuation

Personnel Accountability

Incident Commander

- Immediately address accountability discrepancies and initiate additional actions if anyone is unaccounted for

Safety Officer

- Collect and verify headcount reports from all groups
- Immediately report accountability discrepancies to IC

Counselors / Program Staff

- Assemble campers in a buddy line and conduct a headcount with the session roster prior to evacuation
- Continue conducting headcounts
 - Immediately upon arrival at muster location
 - Prior to boarding and after boarding bus to evacuation location
 - After arriving at evacuation location
 - Continue headcounts every 30 minutes at evacuation location
- Report personnel accountability results to the IC, including any missing or injured individuals

Medical Support

Incident Commander

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

Medical Officer

- Stage in or near 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)

Communication

Incident Commander

- Alert 9-1-1 and the Office of Emergency Management if evacuation is initiated and/or there is mass casualty or injury
- Issues up-to-date instructions as new information becomes available (e.g., escalation from watch to warning; flood impacts to routes)
- Ensure communication channels remain operational and use backup methods if needed
- Initiate parent/guardian notifications if evacuated, relocation, or early dismissal is required

- Use camper health profile to locate parent/guardian contact and additional emergency contacts.
- Place a direct phone call if camper is harmed. Text or email only if camper is okay. If situation is serious, always have two adults place phone call together.
- Initial caller should remain in contact with parent/guardian via the same phone number until situation is resolved. Confirm that you will stay in contact with them every 30 minutes.
- Contact parent/guardian right away with any new information or if situation improves.
- Camper pick-ups for injury or destruction follow usual camper pick-up procedure, including verification of photo ID and documentation of who picked up camper.

Post-Event Procedures

Incident Commander

- Determine when it is safe to end evacuation and issue an “all clear” when appropriate
- Coordinate relocation, cleanup, or suspension of activities as needed
- Provide parents/guardians with status updates and instructions regarding pickup, schedule changes, or continued sheltering

Facility Staff

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

Counselors / Program Staff

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

Medical Officer

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

Communication

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

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 onsite and offsite coordination
Public Address (PA) / Alert System	Fixed or portable system for camp-wide announcements	Operable with two-way radios

Backup and Alternate Communication Methods

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

Emergency Communications Equipment Inventory

Onsite Communications Equipment

Power and Connectivity Resources

Resource	Description	Notes
Spare radio batteries	Battery backup for radios	Maintained charged
Portable power packs	Support critical devices	As needed
Generator	Extended power outages	Fuel maintained
Broadband Internet Connection #1 Casa Mare	Primary internet service	Starlink
Fiber Connection #2 Casa Mare	Redundant Internet service	AT&T/Earthlink

The camp maintains two broadband internet connections through distinct service providers in compliance with Texas Health and Safety Code § 141.0092

Maintenance Plan for Internet Service

- Test primary and secondary internet weekly prior to camper arrival
- If not functioning properly, contact IT for support to resolve and notify emergency Response Coordinator and Off-Site Coordinator.