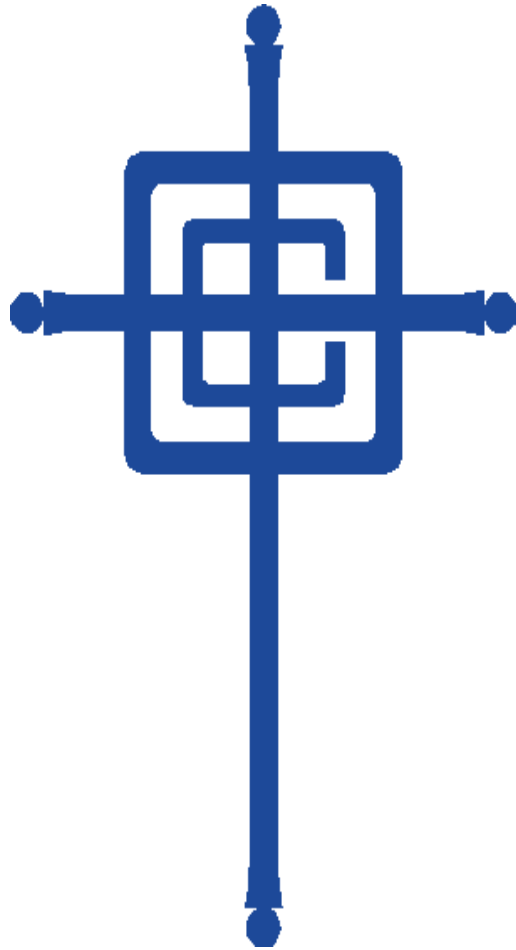


# Emergency Action Plan



## Camp Capers

+ a camp and conference ministry of the  
Episcopal Diocese of West Texas +

## **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 Emergency Coordinator or Safety Officer and shall be based on sound judgement and situational needs.

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## SECTION 1 – Roles and Responsibilities

Role	Responsibilities
<p>*Site Director - Johnson Jeffers</p> <p>Work (830)995-3966 Cell (864)6504462 johnson.jeffers@dwtx.org</p>	<p>First in Charge; Serve as on-site Emergency Preparedness Coordinator (EPC); Responsible for all aspects of emergency response. Activate plan and lead coordination with Camps and Conference Director, Summer Camp Director and other staff. Coordinate communication with Camps and Conference Director and families</p> <p>See additional Responsibilities and Duties on page 5</p>
<p>*Summer Camp Director</p>	<p>Second in Charge; Safety Officer; Act as on-site Emergency Coordinator if Site Director is off site; monitor weather; plan and lead drills; supervise staff</p>
<p>*Outreach &amp; Leadership Development Director</p>	<p>Third in Charge; Act as on-site Emergency Preparedness Coordinator if Site Director and Camp Director are off site; camp rosters and headcounts; monitor weather; assist with communication, logistics, supervision</p>
<p>*Summer Directors</p>	<p>Monitor weather; camp rosters and headcounts; supervise staff and campers; help execute EAP</p>
<p>*Program Staff</p>	<p>Monitor Weather; move supplies; help with logistics; help supervise campers and staff</p>
<p>*Health Care Provider</p>	<p>Medical Officer directing all first aid and medical care</p>
<p>Cabin Staff</p>	<p>Supervise campers</p>
<p>Office Staff</p>	<p>Monitor weather; help communicate with families</p>
<p>Site Staff</p>	<p>Help with logistics and supervising summer staff</p>
<p>*Camps and Conference Director</p>	<p>Coordinate all Diocesan and public communication; help coordinate on-site response as needed</p>

\*Leadership Staff

## **Emergency Preparedness Coordinator: Johnson Jeffers, Camp Capers Site Director**

### **Johnson Jeffer's contact information:**

Work (830)995-3966

Cell (864)6504462

johnson.jeffers@dwtx.org

### **Emergency Preparedness Coordinator (EPC) Responsibilities & Duties**

- Responsible for all aspects of emergency response.
- Develop and maintain emergency preparedness plans and protocols
- Coordinate with local, state, and federal agencies on disaster preparedness and response
- Coordinate risk assessments to identify potential hazards and vulnerabilities
- Organize and lead emergency response drills and training exercises
- Monitor and evaluate emergency response procedures and adjust as needed
- Maintain an inventory of emergency supplies and equipment
- Serve as the primary point of contact during emergency situations
- Prepare reports and documentation for regulatory compliance
- Ensure communication systems are functional and reliable before and during emergencies
- Provide support during actual emergencies and coordinate relief efforts
- Analyze post-emergency reports to improve future preparedness plans

## SECTION 2 - Communication Plan

### 2.1 Internal Communication :

a. Upon identification of an emergency or potential emergency condition, camp staff will immediately notify the Emergency Preparedness Coordinator (EPC) or designee using the fastest available communication method (radios, phones, runner).

Reports should include, at a minimum:

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

b. Upon receipt of the report, the EPC will assess the situation and activate the appropriate emergency procedures if necessary. The EPC, or designee, will communicate instructions to medical, program, administrative, and site staff using established primary and backup communication methods (e.g., radios, mobile phones, public address systems, etc.), including role designations, as necessary. If the EPC is not available, the Safety Officer is responsible for all emergency communications, including operating the PA.

c. Staff will acknowledge and carry out assigned instructions and will relay updated information according to the response organization.

d. If normal communication systems are unavailable, staff will implement alternate communication procedures to maintain coordination and accountability.

e. If 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
- Provide reassurance to minimize fear or confusion
- Physically communicate instructions to any hearing or visually impaired campers or staff

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

## **2.2 External Communication – EMS/other agencies**

- a. Before the summer camp season begins, the EPC will share the Camp Capers Emergency Action Plan with DSHS. Once approved, the EPC will share the plan with the Emergency Manager of Kendall County. Any modifications or revisions to the plan will be sent to both DSHS and the county emergency manager coordinator.
- b. When emergency assistance is required, the Emergency Preparedness Coordinator (EPC) or designee will contact appropriate external response agencies (e.g., 9-1-1, law enforcement, fire services, emergency medical services) without delay.
- c. 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
  - Access instructions for responding agencies
- d. The EPC or their designee will coordinate communications with responding agencies upon their arrival and will continue to provide updates as requested.
- e. Runner / Access Control Staff (assigned by the EPC) will meet EMS at the designated entry point and escort responders to the scene in a camp vehicle
- f. The EPC or designee will notify the Emergency Manager of Kendall County of the situation.

## **2.3 External Public Communication**

- a. Parents and Guardians - As soon as it is practicable following an emergency event involving campers, the Emergency Preparedness Coordinator or designee, in coordination with Camps and Conference Director and diocese leadership, will notify parents or legal guardians by telephone and/or text.
  - If parents/legal guardians cannot be reached by phone, they will be notified by text and email.
  - If there is no immediate response from the camper’s parents/legal guardians, the lost camper’s other emergency contacts will be notified by phone, text and email.

Notifications will:

- Provide verified and factual information
  - Include instructions, if any, for family actions (e.g., pick-up procedures)
  - Be updated as additional information becomes available
  - Parent and Guardian notifications will be coordinated with emergency responders, when applicable, and will be conducted in a manner that protects privacy and confidentiality.
- b. General Public – the Camps and Conference Director will initiate the Episcopal Diocese of West Texas Crisis’ Communication Plan for all external public communication

## 2.4 EAP Plan Distribution

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

- This Emergency Action Plan will be electronically delivered to the Kendall County Emergency Coordinator via email upon approval from DSHS.
- In the event of an emergency that requires communication with local Emergency Management, they will be contacted via telephone.
- If this plan is updated or revised, Kendall County Emergency Coordinator will receive an electronic copy with appropriate updates. Email receipt notice will be required.
- This Emergency Action Plan (along with notification that part of our camp - activities only, no camper cabins- is located within the floodplain) will be electronically delivered to all registered camper parents/guardians through their account in our online registration system. This notification to parents and ensuring the parents submit a statement acknowledging receipt of this notice, is the responsibility of the EPC along with administrative staff. All acknowledgements by parents are kept with individual campers' registration records and maintained by the Camp Capers administrative staff.

<b>Group</b>	<b>Time Frame</b>	<b>Outcome</b>
Camp Staff	Annually or when substantive changes are made to the plan	Acknowledgment form completed – documented during staff training
Parents	Prior to 1 <sup>st</sup> day of camp	Acknowledgement form completed through their Ultracamp account
Texas Department of State Health Services (DSHS)	Submitted prior to deadline	Acceptance prior to 1 <sup>st</sup> day of camp
Emergency Management Officials of Kendall County	Prior to 1 <sup>st</sup> day of camp or 10 days after approval from DSHS	Receipt confirmed electronically

## **SECTION 3 - Practice & Training**

### **3.1 Staff Training and Documentation**

The EPC and Safety Officer will conduct emergency preparedness training and exercises using in person presentations, activities and drills, intended to ensure that camp staff and volunteers understand emergency procedures and are prepared to respond appropriately during an emergency event. All required training, orientations, and exercises will be documented and signed by participants and maintained digitally in each staff members personnel file stored in camp SharePoint data base as required by law. Emergency preparedness training will be reviewed and updated annually by the EPC and provided to all camp staff and volunteers at least annually and prior to assuming supervisory responsibilities. The Safety Officer maintains summer staff records, ensuring all personnel required documents are current and updated.

Staff training will include, at a minimum:

- Review of the camp's Emergency Action Plan (EAP)
- Role-specific duties and responsibilities during an emergency
- Emergency communication procedures
- Evacuation, shelter-in-place, and accountability procedures
- Response actions for applicable emergency events Each staff member and volunteer will receive a copy of the current EAP and will be instructed on the procedures to follow during an emergency.

Staff will be trained in the procedure to account for all campers in an emergency:

- Staff are given rosters that indicate where each camper is assigned throughout each day. Staff are required to always keep these rosters accessible and readily available
- If any EAP is activated, staff will use their roster to head count and roll call each camper in their care.
- The Summer Camp Director keeps a copy of each of these rosters. The Welcome Center office and is responsible for verifying the accountability of each camper once the EAP is activated and will use the 2-way radios to communicate with staff to confirm.

Completion of required training will be documented by the Summer Camp director. Evacuation routes and Muster Points assignments will be incorporated into staff training and camper safety orientation/drills.

### **3.2 Camper Safety Orientation**

The EPC and/or Safety Officer will conduct a safety orientation within 48 hours after the beginning of each camp session. The safety orientation will be age-appropriate and will include, at a minimum:

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

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 will be supervised by trained staff and conducted in a manner that minimizes fear or distress. Completion of the safety orientation will be documented. The orientation materials will be reviewed and updated, if necessary, annually by the EPC and Safety Officer.

## **SECTION 4 – Natural Disaster Emergency Procedures**

### **4.1 Purpose**

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

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

### **4.2 Alert and Notify**

#### **Emergency Preparedness Coordinator**

- Using NOAA radio and other sources, continuously monitor NWS watches/warnings and other official alerts (including local emergency management and, if applicable, river monitoring gauge alerts).
- Issue immediate notifications and instructions to staff and campers using the PA system, radios, or other established communication methods. Notifications and instructions could include Shelter in Place, Evacuation instructions or All Clear signal.
- Determine and announce the required protective action based on the trigger: shelter-in-place or evacuation
- Call 911 and the Kendall County Emergency Coordinator

#### **Cabin and Program Staff**

- Immediately notify campers and provide calm, clear instructions
- Begin movement to designated shelter or higher ground locations as directed by the EPC
- Using golf carts or UTV, move any staff or camper with limited mobility as directed
- Using radios, provide group headcount and status including location, physical and mental condition, headcount and any other pertinent information to Safety Officer

### **4.3 Shelter-in-Place or Evacuation**

#### **Emergency Preparedness Coordinator**

- 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 Program Staff**

- Lead campers to designated safe locations using pre-assigned routes and report headcounts to Safety Officer
- Using golf carts or UTV, move any staff or camper with limited mobility as directed

*Updated 05.18.2026 – Approved by DSHS 05.18.2026*

**IMPORTANT!** NWS Tornado Warnings will automatically trigger shelter-in-place procedures

### **4.3.1 TORNADO = SHELTER-IN-PLACE**

- Using the PA and radios, the EPC issues a Shelter in Place command
- Cabin and Program staff account for all campers using headcounts and cabin roster prior to any movement.
- Once all campers are accounted for, move campers immediately to predetermined muster points. If weather permits, camper cabins are primary muster point. The Activities Building and Dining Hall bathrooms are the secondary muster locations.
- Cabin and Program Staff move campers to interior rooms or hallways on the lowest level, away from windows and exterior doors.
- Program Staff move campers and staff with limited mobility using utility vehicles to muster point shelter locations.
- Cabin and Program Staff supervise campers, maintaining calm and order.
- Cabin and Program Staff position them low and protected (e.g., seated against interior walls), as feasible, providing them with calm and clear instructions
- Cabin and Program Staff close and lock windows and doors to prevent wind damage.
- Cabin and Program Staff account for all campers using headcounts and cabin roster.
- Using radios, cabin staff provide group status including location, physical and mental condition, headcount and any other pertinent information to Safety Officer
- Campers and staff remain in “Shelter-in Place” status until EPC announces “All Clear” notification.
- EPC calls 911 and Kendall County Emergency Coordinator if:
  - There are any serious injuries
  - Structures have received significant damage

#### **4.3.1.a Post-Event Procedure**

##### **Emergency Preparedness Coordinator:**

- Determine when it is safe to end sheltering and issue an “all clear” when appropriate using the PA and radios
- Coordinate relocation, cleanup or suspension of activities as needed
- Cabin and Activity Staff account for all campers using a headcount and cabin roster.
- As soon as possible and in coordination with the Director of Camps and Conferences, notify parents or legal guardians by database text app. If necessary, the EPC and Director of Camps and Conferences will initiate a follow up phone call.
- Provide factual, verified updates as information becomes available

*Updated 05.18.2026 – Approved by DSHS 05.18.2026*

## 4.3.2 FLOOD

### Risk Assessment

Camp Capers is situated along the banks of the Guadalupe River.

- The center of the main camp is safely located outside the FEMA 100-year flood plain.
- All camper cabins in use during summer camp are located outside of the FEMA 100-year floodplain (Zone AE). Reference Appendix C for map of cabin locations.
- Camp has not historically flooded. During the floods in 1978, 1987 and 2025 water did not come near any of the buildings on camp.
- Two intermittent creeks on the border of main camp run across FM 1621 to the river and are prone to flooding during a major rain event impeding safe travel east and west on FM 1621.

**IMPORTANT!** NWS Flash Flood / Flood Warnings will automatically trigger evacuation to higher ground

### 4.3.2.a PRECAUTIONARY PHASE (When Flash Flood Watch or upstream heavy rain is forecast)

- EPC notifies all staff that activities near river and intermittent creek areas are cancelled.
- All staff and campers are relocated away from river and intermittent creek areas to higher ground above the flood plain.
- Counselors and Program Staff ensure campers remain together, move calmly, and remain under direct staff supervision at all times
- Directors and Program staff meet with each cabin group for headcount and extra supervision. Using radios, provide group status including location, physical and mental condition, headcount and any other pertinent information to Safety Officer
- Recheck emergency supplies and communication devices

### 4.3.2.b ALERT PHASE - EVACUATION TO ON SITE MUSTER LOCATIONS – (Flash Flood warning has been issued)

- Using the PA and radios, the EPC initiates evacuation to safe, higher ground muster locations on site. Muster locations include the cabins, dining hall, and activity building.
- Counselors and Program Staff ensure campers remain together, move calmly, and remain under direct staff supervision at all times

- Directors and Program staff meet with each cabin group for headcount and extra supervision. Using radios, provide group status including location, physical and mental condition, headcount and any other pertinent information to Safety Officer
- EPC remains in constant contact with the Safety Officer and begins notification process with parents as soon as possible.

## **EVACUATION TO OFF SITE MUSTER LOCATION– (Flash Flood warning has been issued and flooding is imminent)**

### **Off-Site Muster Point when Flooding is Imminent**

345 FM 1621

Waring, TX 78074

- EPC confirms any of the conditions below exist during a flash flood warning:
  - Upstream gages indicated river is on a rise
  - Notification from local, county and/or state officials that river is rising
  - Physical observation that river is rising
- Using the PA and radios, the EPC initiates evacuation to higher ground off the property across FM 1621 to a prearranged muster point on neighbor's property. EPC will also call 911 and the Kendall County Emergency Coordinator, informing them of the evacuation. The EPC will also notify the neighbor of the evacuation.
- Counselors and Program Staff conduct head counts before any movement of campers
- Counselors and Program Staff supervise campers and move them on foot to the exit gate on FM 1621 located next to Staff House.
- Directors meet Campers and Staff and help move them safely across FM 1621 onto the neighbor's property.
- Staff and campers move up the hill to the highest point
- Campers and staff with limited mobility will be driven in a vehicle across FM 1621 and up the neighbor's road.
- **Do not allow campers or staff to enter or cross moving water**
- Counselors and Program Staff ensure campers remain together, move calmly, and remain under direct staff supervision at all times
- Directors and Program staff meet with each cabin group for headcount using cabin roster list. Where needed, they provide extra supervision. Using radios, provide group status including location, physical and mental condition, headcount, and any other pertinent information to Safety Officer once safely situated at offsite muster point
- EPC remains in constant contact with the Safety Officer and begins notification process with parents as soon as possible.
- If water continues to rise and threaten campers and staff, the EPC calls EMS and the Kendall County Emergency Coordinator and requests air evacuation.

*Updated 05.18.2026 – Approved by DSHS 05.18.2026*

### 4.3.3 WILDFIRE = EVACUATION TO OFFSITE MUSTER POINT

**Primary Off-site Muster Point for Off-Site Evacuation  
(NOT INCLUDING IMMINENT FLOODING):**

St. Boniface Episcopal Church  
116 US-87 North  
Comfort, TX 78013

- **If camp is in the path of the wildfire**, an evacuation to a predetermined offsite muster point – St. Boniface Episcopal Church in Comfort – will be initiated.
- Using the PA and radios, the EPC will notify staff off site evacuation, and instruct all staff and campers to safely relocate to Dining Hall muster location. EPC will also call 911 and Kendall County Emergency Coordinator, informing them that an evacuation is in progress. EPC or designee will also call St. Boniface church representatives and let them know of evacuation to church.
- Counselors and Program Staff ensure campers remain together, move calmly, and remain under direct staff supervision at all times.
- Directors and Program staff meet with each cabin group for headcount and extra supervision.
- Counselors, Work Crew, Program Staff, and Site Staff will retrieve their cars from the parking lot and line up on the road next to the pool, facing the camp exit/service entrance
- Summer Directors, Program Staff, Counselors, and Site Staff without cars supervise campers and direct them the cars, helping load campers into the staff vehicles.
- If extra transportation is needed, EPC calls Kendal County Emergency Coordinator and request help transporting campers and staff to muster point.
- The Safety Officer or designee will check off the campers' names from roster as the campers enter the vehicles. Staff will transport the campers to muster point at St. Boniface Episcopal Church in Comfort or another designated location.
- The third-in-charge or designee will check off campers' names upon arrival at muster point and report to EPC.
- Counselors and Program Staff conduct head counts and report counts to third-in-charge and Safety Officer
- Counselors and Program staff supervise campers at evacuation location.
- EPC begins the Parent Notification process as soon as possible.

## 4.4 Parent / Guardian Notification for Natural Disaster Emergencies

### Emergency Preparedness Coordinator or designee

- In coordination with the Director of Camps and Conferences, notify parents of evacuation using database text app. As soon as possible, parents will also be contacted by phone.
  - If parents/legal guardians cannot be reached by phone, they will be notified again by text and email.
  - If there is no immediate response from the camper's parents/legal guardians, the camper's other emergency contacts will be notified by text, phone and email.
- Provide factual, verified updates as information becomes available.
- If necessary, EPC coordinates reunification of campers and parents at the church.
- Reunification process:
  - Establish parent check in/out location at evacuation site
  - Safety Officer and Leadership Director run check in/out table
  - Program staff will direct parents/guardians to check in/out location
  - Parents must present photo id
  - Staff check camper Pick Up Authorization, ensuring parent/guardian is on pick up list
  - Camper is released to parent/guardian and directed to exit from muster site

# SECTION 5 – Lost Camper/Staff Member Procedure

## 5.1 Purpose

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

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

## 5.2 Immediate Notification

### Staff with Assigned Group (Cabin or Program Staff)

- Upon identifying a missing camper, staff will immediately notify Leadership Staff 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

### Program Staff or Directors

Notify EPC who will activate the EAP if necessary.

## 5.3 Initial Search

### Nearby Staff / Assigned Search Team

**Emergency Preparedness Coordinator, Safety Officer or Designee will instruct available staff to:**

- Conduct a rapid, safe search of the immediate area where the camper was last seen and
- Maintain constant communications with the Emergency Preparedness Coordinator

### Cabin / Activity Staff

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

## 5.4 Expanded Search

### Emergency Preparedness Coordinator

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

- Deploy additional staff to conduct a systematic search using designated search zones identified on the camp map and expand outward from the last known location
- Assign search team leaders and establish check-in intervals
- Call local emergency services (9-1-1) and the Kendall County Emergency Coordinator if the camper is not located within an hour, or if environmental, medical, or safety risks are present
- Coordinate all search and response activities

### Safety Officer

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

## 5.4 Personnel Accountability

### Emergency Preparedness Coordinator

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

### Safety Officer

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

## 5.5 Medical Preparedness

### Medical Officer

- Remain on standby at the designated base or Muster Points
- 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
- Prepare staff for the case of a life-threatening emergency where the camper cannot be moved

## 5.6 Parent / Guardian Notification

### Emergency Preparedness Coordinator or designee

- In coordination with the Director of Camps and Conferences, notify parents or legal guardians by telephone if the search extends beyond the initial phase or if local authorities are engaged.
  - If parents/legal guardians cannot be reached by phone, they will be notified by text and email.
  - If there is no immediate response from the camper's parents/legal guardians, the lost camper's other emergency contacts will be notified by phone, text and email.
- Provide factual, verified updates as information becomes available

## 5.7 Recovery and Post-Incident Actions

### Emergency Preparedness Coordinator

Once the camper is located, the EPC 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

## SECTION 6 – Fire Emergency Procedure

### 6.1 Purpose

This procedure will be activated immediately when a severe or structural fire is observed, or a fire alarm is activated.

### 6.2 Alert and Activate

Emergency action response to severe or structural fire will follow the RACE procedures:

**Rescue**

**Alert**

**Contain** (if you can)

**Extinguish** (if possible)

#### Staff Who Discover the Fire

- Immediately shout “Fire!” to alert nearby staff and campers and begin moving campers to safety
- If time allows, notify the Emergency Preparedness Coordinator (EPC) immediately using radio or phone, providing the location and nature of the fire

### 6.3 Evacuate Campers = **RESCUE**

#### Cabin and Activity Staff

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

## 6.4 Camper and Staff Accountability = **RESCUE** (continued)

### The Cabin Staff will:

- Conduct a headcount at the Muster Points using headcounts and buddy checks.
- Immediately report the status of all campers and staff to the Safety Officer as
  - Accounted for
  - Missing, or
  - Injured
  - Double check all campers are accounted for using a lodging roster
  - Report consolidated accountability status to the Emergency Coordinator

## 6.5 Notify/Fire/EMS = **ALERT**

### Emergency Preparedness Coordinator

- 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
- Call the Kendall County Emergency Coordinator and let them know the situation

## 6.6 Fire Suppression (only if safe) = **CONTAIN AND EXTINGUISH**

### Trained staff are only to use fire extinguishers when:

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

**No staff or campers shall re-enter burning structures or take unnecessary risks**

## 6.7 Parent / Guardian Notification

### Emergency Preparedness Coordinator or designee

- In coordination with the Director of Camps and Conferences, notify parents or legal guardians by telephone if local authorities are engaged.
  - If parents/legal guardians cannot be reached by phone, they will be notified by text and email.
  - If there is no immediate response from the camper's parents/legal guardians, campers' other emergency contacts will be notified by phone, text and email.
- Provide factual, verified updates as information becomes available

# **SECTION 7 – Severe Injury, Illness, Accident, or Death**

## **7.1 Purpose**

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

## **7.2 Scene Safety and Initial Notification**

### **7.2.1 First Staff on Scene**

- Ensure the scene is safe before approaching (remove bystanders; eliminate hazards, if possible)
- Immediately notify the Emergency Preparedness Coordinator (EPC) and Medical Officer, if necessary, by radio or phone and provide the following information
  - Location
  - Nature of incident
  - Number of people involved, and
  - Whether EMS is likely needed
  - Begin providing care based on their level of certification and training
  - Activate the EAP

### **Cabin / Activity 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)
- Coordinate with trained staff to continue lifesaving care until EMS arrives and takes over care

## **7.2.2 Emergency Medical Services (EMS) Activation**

### **Emergency Preparedness Coordinator (EPC)**

- 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
- Call the Kendall County Emergency Coordinator and let them know the situation

### **Runner / Access Control Staff (assigned by the EPC)**

Meet EMS at the designated entry point and escort responders to the scene in a camp vehicle

## **7.2.3 Supervision Continuity and Area Control**

### **Emergency Preparedness Coordinator and Safety Officer**

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

### **Cabin / 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

## **7.2.4 Parent Notification and other Communication**

### **Emergency Preparedness Coordinator**

- In coordination with the Director of Camps and Conferences, notify parents or legal guardians by telephone if local authorities are engaged.
  - If parents/legal guardians cannot be reached by phone, they will be notified by text and email.
  - If there is no immediate response from the camper's parents/legal guardians, campers' other emergency contacts will be notified by phone, text and email.
- Provide factual, verified updates as information becomes available
- If death is suspected or confirmed:
  - Diocesan Communication team will coordinate communication
  - Parents/guardians notification will be coordinated with law enforcement, EMS and Kendall County Emergency Coordinator, as applicable

**All Staff:** Refer all media or external inquiries to the Camps and Conference Director

## **SECTION 8 – Aquatic Emergency Procedure**

### **8.1 Purpose**

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,
- A swimmer is unaccounted for
- An emergency whistle, alarm, or signal is activated during aquatic activities

### **8.2 Alert and Initiate Rescue**

#### **8.2.1 Staff**

##### **Lifeguard / Trained Aquatic Staff**

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

##### **Nearby Staff / Cabin or Program Staff**

- Immediately clear all other campers from the water and maintain supervision
- Prevent unauthorized entry into the aquatic area
- Scan the waterfront area, and check restrooms for missing camper if necessary.
- Assist lifeguards as directed while maintaining personal safety

### **8.3 Establish Command and Request Emergency Assistance**

#### **Emergency Preparedness Coordinator (EPC)**

- Immediately assume command of the incident
  - Direct staff assignments and ensure scene safety
  - Call 9-1-1 immediately (if not already done) 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 care that has been provided or you are providing
    - Access instructions for emergency responders
    - Ensure rescue and medical equipment is available
- Call the Kendall County Emergency Coordinator, notifying them of the situation.

## **Lost Swimmer**

If a camper is missing during a buddy check or the camper's buddy or counselor notifies the lifeguards or lookouts that a camper is missing:

1. A whistle is blown for a "buddy check." Everyone immediately gets out of the water and a recount of swimmers is immediately taken. Waterfront staff will designate a staff member to inform the EPC details.
2. If the camper is confirmed missing, the lifeguard will assign each available staff a position on the sweep line, and the team will conduct a quick and thorough sweep of the swimming area (and the areas directly under the docks and recreational floating objects.)
3. **Lost Camper Procedure** will also be initiated to search for a camper in case they left the waterfront.
4. Search will continue until camper is found or until trained professionals arrive and take over.

## **8.4 Safety of Others**

### **Cabin / Program Staff**

- Escort all non-involved campers to the pre-designated safe area or Muster Point as determined by the EPC
- Maintain calm, order, and supervision
- Participate in search as needed.
- Help conduct a camp wide headcount and report accountability to the Emergency Preparedness Coordinator or Safety Officer

## **8.5 Medical Support**

### **Medical Officer**

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

## **8.6 Personnel Accountability**

### **Safety Officer**

- Verify that all campers, staff, and visitors are accounted for
- Report on accountability to the Emergency Coordinator

## **8.7 Communication and Parent Notification**

### **Emergency Preparedness Coordinator**

- Maintain continuous communications with staff involved in the response
- Provide status updates regarding the victim(s) and overall safety conditions
- In collaboration with the Director of Camps and Conferences, notify parents/legal guardians by telephone if local authorities are engaged. If parents/legal guardians cannot be reached by phone, they will be notified by text and email. If there is no immediate response from the camper's parents/legal guardians, campers' other emergency contacts will be notified by phone, text and email.

*Updated 05.18.2026 – Approved by DSHS 05.18.2026*

## **SECTION 9 – Epidemic Response Procedure**

### **9.1 Purpose**

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

### **9.2 Identify and Isolate**

#### **Medical Officer**

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

#### **Camp / Program Staff**

- Calmly escort campers with symptoms to the medical or isolation area when directed
- Reassure remaining campers and maintain normal supervision
- Discourage speculation, panic, or the spread of rumors

### **9.3 Communication**

#### **Medical Officer**

- Notify the Emergency Preparedness Coordinator (EPC) of suspected or confirmed communicable illness.
- Provide details including:
  - Number of affected individuals
  - Symptoms observed, and
  - Approximate onsite times
- Consult and notify our Doctor of Record for next steps of treatment
- Confirm if DSHS needs to be contacted
- Coordinate medical treatment and/or emergency medical services as needed

### **Emergency Preparedness Coordinator**

- Assess whether the illness appears isolated or may represent a broader outbreak
- In coordination with the Director of Camps and Conferences, notify parents or legal guardians by telephone if local authorities are engaged.
  - If parents/legal guardians cannot be reached by phone, they will be notified by text and email.
  - If there is no immediate response from the camper's parents/legal guardians, campers' other emergency contacts will be notified by phone, text and email.
- Provide factual, verified updates as information becomes available
- Arrange for camper pick up as necessary

## **9.4 Contain and Prevent Spread**

### **Cabin / Program Staff**

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

### **Housekeeping Staff/Program Staff/Lead Counselors/Work Crew**

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

### **Emergency Preparedness Coordinator**

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

## **9.5 Personnel Accountability**

### **Cabin / Program Staff**

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

### **Medical Officer**

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

## 9.6 External Notification and Guidance

### Emergency Preparedness Coordinator

- If warranted, contact Kendall County Emergency Coordinator and state health authorities - Department of State Health Services' Policy, Standards, and Quality Assurance Unit, within 24 hours of occurrence (or confirmation in the case of disease) by fax at (512) 834-6707, or by email at PHSCPS@dshs.texas.gov
- Follow public health guidance regarding testing, quarantine, isolation, dismissal, or closure
- In collaboration with the Director of Camps and Conferences, notify parents/legal guardians by telephone.
  - If parents/legal guardians cannot be reached by phone, they will be notified by text and email.
  - If there is no immediate response from the camper's parents/legal guardians, campers' other emergency contacts will be notified by phone, text and email.
- Provide instructions regarding monitoring, medical evaluation, pickup, or return-to-camp criteria, as applicable

## 9.7 Staffing and Operational Adjustments

### Emergency Preparedness Coordinator

- 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

## 9.8 Post-Outbreak Procedures

### Emergency Preparedness Coordinator

- 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

# **SECTION 10 – Unauthorized or Unknown Person Procedure**

## **10.1 Purpose**

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

- An unknown or unauthorized individual is observed on camp property
- 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

## **10.2 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 Emergency Preparedness Coordinator (EPC) using the walkie radio code yellow and note:
  - 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 – headcounts before and after any relocation
- Maintain continuous supervision and keep campers calm

## 10.3 Activate Emergency Response

### Staff Observing the Intruder

Provide real-time updates to the EC using radio or phone

### Emergency Preparedness Coordinator (EC)

- Immediately assess the level of threat
- Call 9-1-1 without delay if a credible threat exists or a weapon is suspected
- Activate a Lockdown if necessary

### If a Lockdown is activated:

#### Camp / Program Staff

Secure campers in the safest available building 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

### Accountability

#### Cabin / Program Staff

Immediately perform and maintain camper and staff accountability and report findings to the Emergency Coordinator

#### Emergency Preparedness Coordinator (EPC)

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

## 10.4 Communication

### Emergency Preparedness Coordinator (EPC)

- Restrict radio traffic to emergency use only
- Relay instructions to staff
- Prepare parent or guardian communications
- In coordination with the Director of Camps and Conferences, notify parents or legal guardians by telephone if local authorities are engaged
  - If parents/legal guardians cannot be reached by phone, they will be notified by text and email.
  - If there is no immediate response from the camper's parents/legal guardians, campers' other emergency contacts will be notified by phone, text and email.
- Provide factual, verified updates as information becomes available
- Arrange for camper pick up as necessary when site has been cleared of any threat and has been deemed safe and secure

# **SECTION 11 – Transportation Emergency Procedure**

## **11.1 Purpose**

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

## **11.2 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 possibly
- 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**

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

## **11.3 Assess Impacts**

### **Driver or First Responding Staff**

Conduct an immediate visual assessment of all campers and staff

### **Medical Officer (if present or contacted)**

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

## **11.4 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

### **Emergency Preparedness Coordinator**

- 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)
- Call Kendal County Emergency Coordinator and inform them of situation

## **11.5 Supervise and Protect Campers**

### **Staff in Charge**

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

## **11.6 Personnel Accountability**

### **Driver or Staff in Charge**

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

### **Emergency Preparedness Coordinator**

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

## **11.7 Communication**

### **Driver / Staff in Charge**

*Updated 05.18.2026 – Approved by DSHS 05.18.2026*

- Maintain ongoing communication with the EPC via phone or radio
- Collect / Exchange Info:
  - If another vehicle is involved in the accident, obtain the driver's name, address, insurance carrier, and policy number, as well as the make, model, and color of the vehicle, the license plate numbers, and a general description of the driver before the other driver leaves the scene of the accident.
  - If the driver is not cooperative, and it is not possible to get their name, addresses, and insurance information, gather as much information as possible to report to the police.
- Do not admit fault or accept blame.

### **Emergency Preparedness Coordinator**

- Notify Camps and Conference Director and other camp leadership
- Notify parents/legal guardians by telephone if a delay, injury, route change, or change in pickup/drop-off is anticipated.
  - If parents/legal guardians cannot be reached by phone, they will be notified by text and email.
  - If there is no immediate response from the camper's parents/legal guardians, campers' other emergency contacts will be notified by phone, text and email.
- Provide calm, factual, verified updates only

## **11.8 Transportation Continuity**

### **Emergency Preparedness Coordinator**

- 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 Emergency Coordinator

## 11.9 Post-Incident Procedures

### Emergency Preparedness Coordinator

- 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

All camp vehicles are equipped with first aid kits, a fire extinguisher, and a roadside emergency kit. Drivers are responsible for traveling with a charged cell phone. While camp is responsible for making these items available, it is the driver's responsibility to be sure he has them prior to departure.

## SECTION 12 – Emergency Communications Equipment

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

### Equipment

It is the responsibility of the Emergency Preparedness Coordinator (EPC) to maintain the equipment listed below in working order while camp is in session. 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
- Information obtained from the weather alert radio is relayed to the nurses, counselors, directors and other staff by PA system, hand held walkie talkies and/or cell phones as is appropriate.

- Emergency warning/PA system that:
  - Operates without internet connectivity
  - Has a backup system/method (e.g., radios, whistles, air horns, runners, vehicle)
  - Staff are required to be with the campers at all times, never leaving campers unsupervised. In the event of an emergency warning is announced over the PA system, it is the responsibility of the counselors and program staff to alter all hearing and visually impaired campers.

#### Storage and Accessibility

- Communications equipment is stored in designated, known locations accessible to authorized staff - the camp office and the nurse's station.
- Equipment locations are communicated during staff training and orientation
- Portable equipment may be staged or redistributed based on operational needs

#### Inventory Maintenance

- Communications equipment 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.

#### Monitoring

- The EPC or designee will continuously monitor NWS for watches and warnings during camp operations (including overnight when campers are present)
  - The EPC/designee will also monitor local river authority flood/river-stage alerts.
  - The information from these alerts is relayed to the staff using the appropriate tools available i.e., PA system, hand held walkie talkies and/or cell phones for the administrative staff.

#### 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.

## Primary Communication Systems

<b>System</b>	<b>Description</b>	<b>Notes</b>
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 and secondary onsite system between directors
Public Address (PA) / Alert System	Fixed system for camp-wide announcements	Operable without internet

## Backup and Alternate Communication Methods

<b>Method</b>	<b>Description</b>
Runners	Staff assigned to physically relay messages
Audible alert devices	Whistles, bell and vehicle horns

**Emergency Communications Equipment 2026 Summer Season Inventory:  
Onsite Communications Equipment**

<b>Equipment</b>	<b>Quantity</b>	<b>Primary Location</b>	<b>Backup Power</b>
Two-Way Radios	54	On staff	Spare batteries
Radio Charging Stations	54	In program office or areas and in cabins	Portable Power Pack
PA system components	Receiver and multiple speakers	Receiver in Dining Hall AV closet; speakers on top of Dining Hall	Yes
NOAA/NWS weather alert radio	5	In main office, in health center, in EPC office, and in the residence of the on-site directors	Battery
Audible alert devices (horns/whistles)	Whistles: 8-15 depending on the session  Bell: 1	Each lifeguard has a whistle around their neck at all times  Camp bell in Bell Tower	N/A

## Power and Connectivity Resources

Resource	Description	Notes
Spare weather radio batteries	Battery backup for NOAA radios	Maintained charged
Portable power packs	Support critical devices	As needed
End to End Fiber Connection	Primary Internet service	HCTC
Broadband Wireless internet connection	Secondary Internet service	HCTC

\*\*It is the responsibility of the EPC, along with the other administrative staff, to monitor internet services and PA system and immediately address any issues or problems with the equipment.

# **APPENDICES**

## **APPENDIX A**

MAP OF CAMP CAPERS WITH LABELED FEMA FLOOD LIMITS

## **APPENDIX B**

MAP KEY WITH BUILDING LOCATION NUMBER, BUILDING NAME, AND BUILDING CATEGORY

## **APPENDIX C**

ZOOMED IN MAP OF CAMP CAPERS WITH LABELED FEMA FLOOD LIMITS AND CAMPER CABIN DESIGNATION

## **APPENDIX D**

CAMP CAPERS MAP OF ACTIVITY AREAS AND LOCATIONS OF HIGH-GROUND MUSTER AREAS

## **APPENDIX E**

CAMP CAPERS EVACUATION MAP

## **APPENDIX F**

CAMP CAPERS OFFSITE EVACUATION MAP – FLOODING IMMINENT

## **APPENDIX G**

CAMP CAPERS OFFSITE EVACUATION MAP - WILDFIRE OR OTHER EMERGENCY REQUIRING EVACUATION

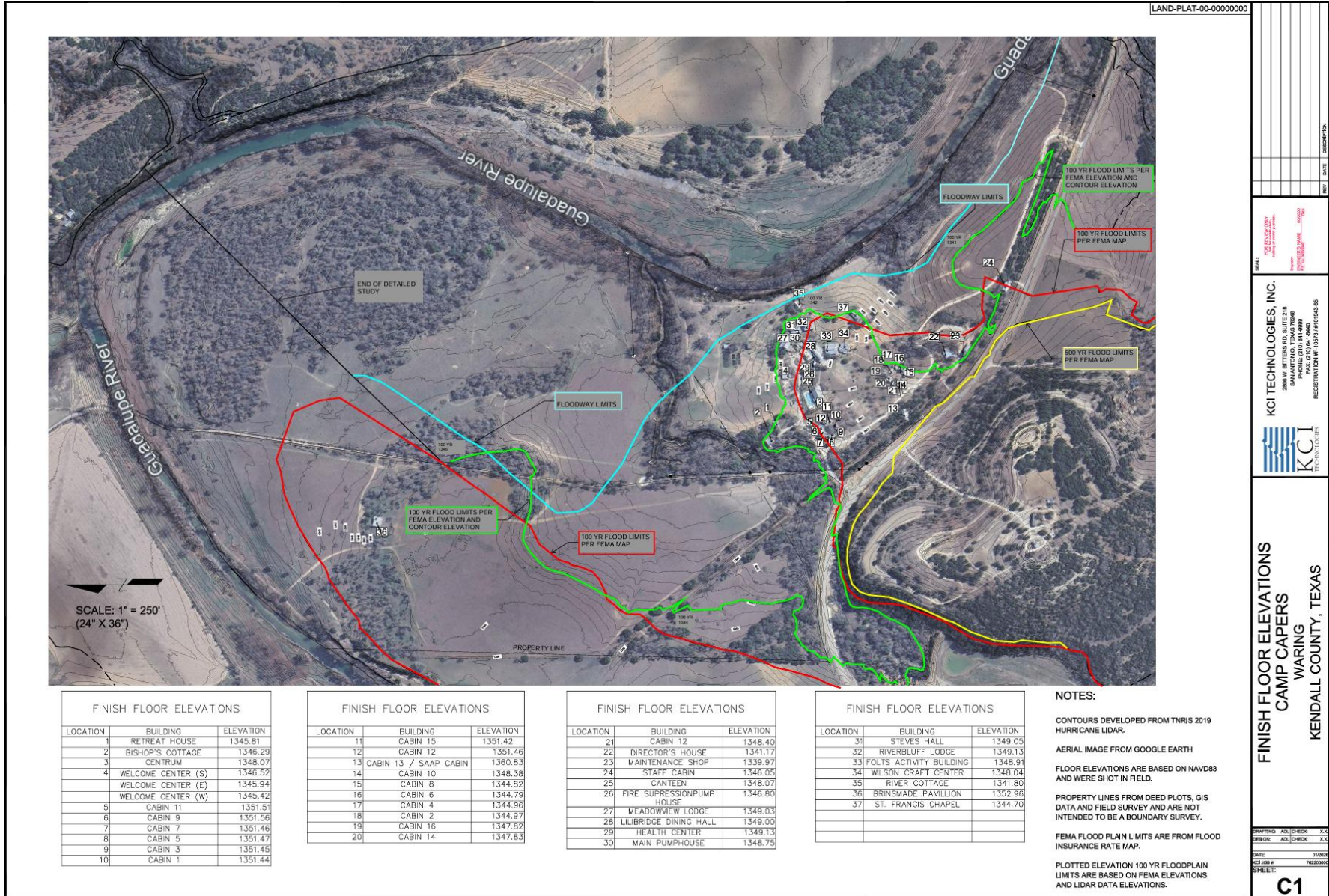
## **APPENDIX H**

POSTING AND ILLUMINATING EVACUATION ROUTES

# APPENDIX A

## MAP OF CAMP CAPERS WITH LABELED FLOOD LIMITS

Labelled Limits include Floodway, 100-yr Flood Limit per FEMA & contour elevation, 100-yr Flood Limit per FEMA Map, & 500-yr Flood Limit per FEMA Map



Updated 05.18.2026 – Approved by DSHS 05.18.2026

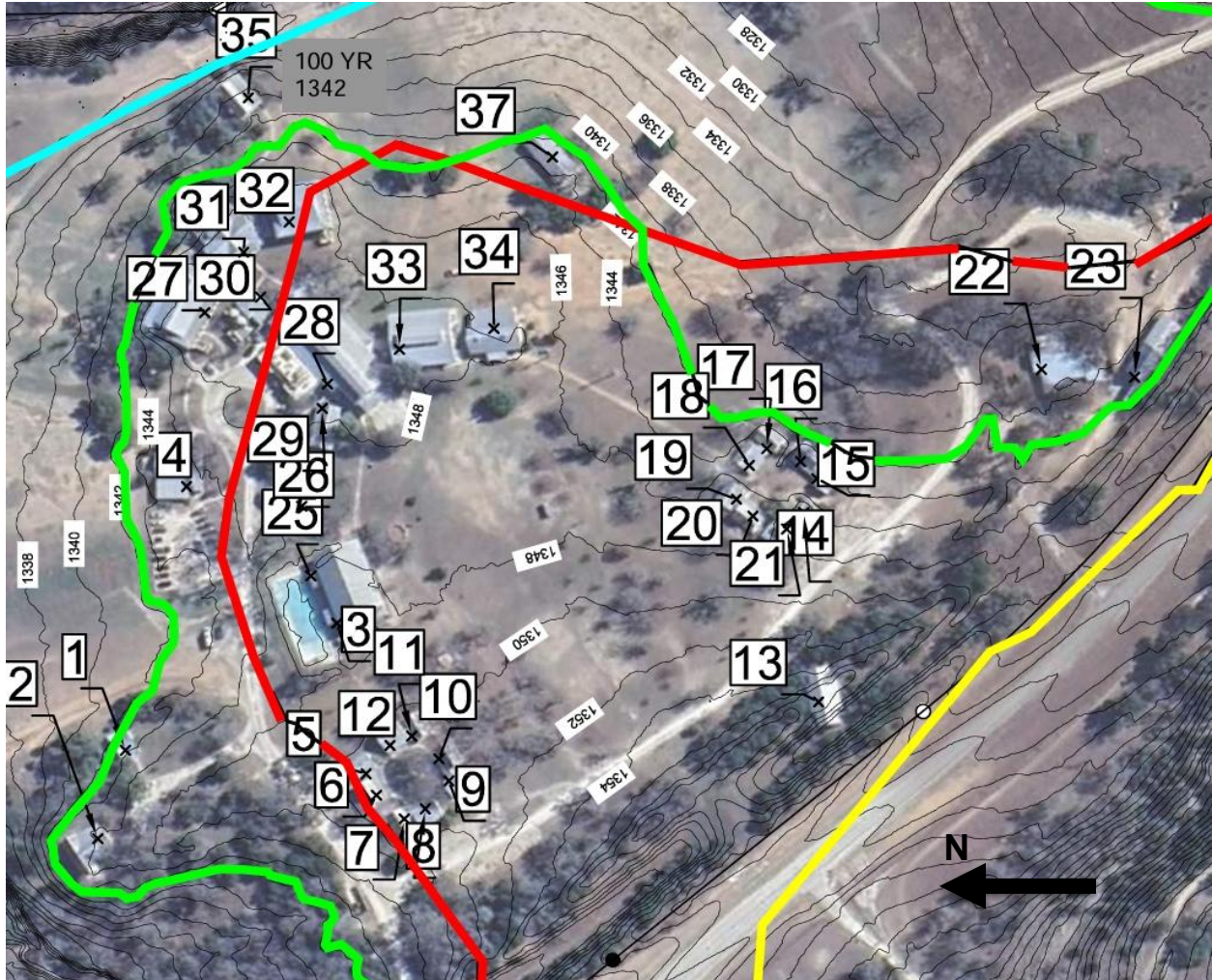
## APPENDIX B

### MAP KEY WITH BUILDING LOCATION NUMBER, BUILDING NAME, AND BUILDING CATEGOR

LOCATION #	BUILDING NAME	CATEGORY	LOCATION #	BUILDING NAME	CATEGORY
1	Retreat House	Staff Housing	20	Cabin 14	Camper Cabin
2	Bishop's Cottage	Staff Housing	21	Cabin 12	Camper Cabin
3	Centrum	Activity Area	22	Director's House	Staff Housing
4	Welcome Center	Admin. Office	23	Maintenance Shop	Maintenance
5	Cabin 11	Staff Housing	24	Staff Cabin	Staff Housing
6	Cabin 9	Staff Housing	25	Canteen	Activity Area
7	Cabin 7	Staff Housing	26	Fire Suppression Pumphouse	Maintenance
8	Cabin 5	Camper Cabin	27	Meadow View Lodge	Staff Housing
9	Cabin 3	Camper Cabin	28	Lillibridge Dining Hall	Dining Area
10	Cabin 1	Camper Cabin	29	Health Center	Health Center
11	Cabin 15	Camper Cabin	30	Main Pumphouse	Maintenance
12	Cabin 13	Camper Cabin	31	Steves Hall	Staff Area
13	Cabin 18 / SAAP Cabin	Camper Cabin	32	River Bluff Lodge	Staff Housing
14	Cabin 10	Camper Cabin	33	Folts Activities Building	Activity Area
15	Cabin 8	Camper Cabin	34	Wilson Craft Center	Activity Area
16	Cabin 6	Camper Cabin	35	River Cottage	Staff Housing
17	Cabin 4	Camper Cabin	36	Brinsmade Pavilion	Activity Area
18	Cabin 2	Camper Cabin	37	St. Francis Chapel	Worship Space
19	Cabin 16	Camper Cabin			

## APPENDIX C

### ZOOMED IN MAP OF CAMP CAPERS WITH LABELED FEMA FLOOD LIMITS AND CAMPER CABIN DESIGNATION

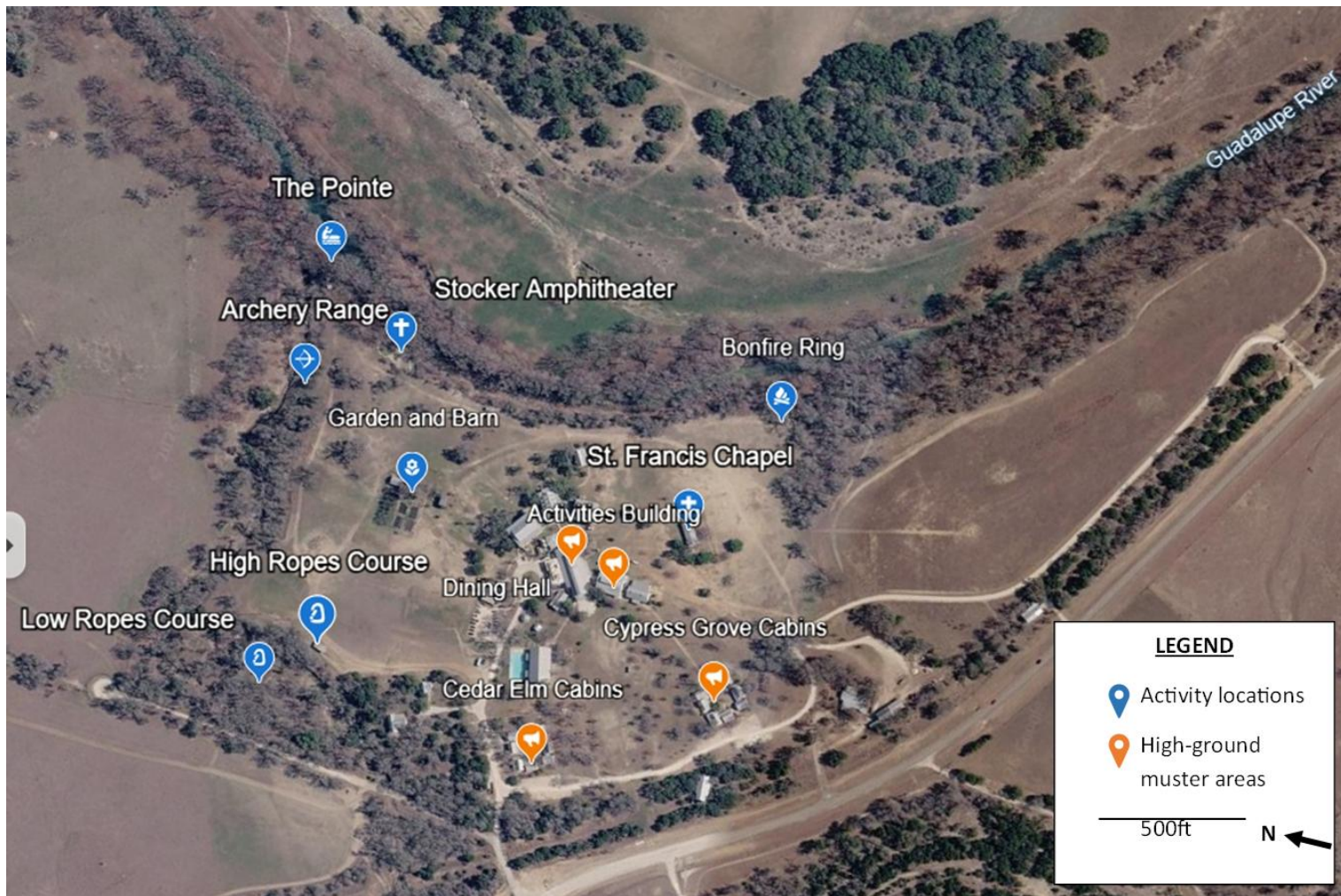


<u>Legend</u>	
	FEMA Floodway
	100 YR Flood limits per FEMA map (Zone AE)
	100 YR Flood Limits per FEMA Elevation and Contour Elevation (Zone AE)
	500 YR Flood Limits per FEMA Map (Zone X)

Building / Structure Number	Designation
#5-7	Staff Cabins (Cedar Elm Cabins 7, 9, 11)
#8-12	Cedar Elm Camper Cabins
#13	Cabin 18 – Camper Cabin
#14-21	Cypress Grove Camper Cabins

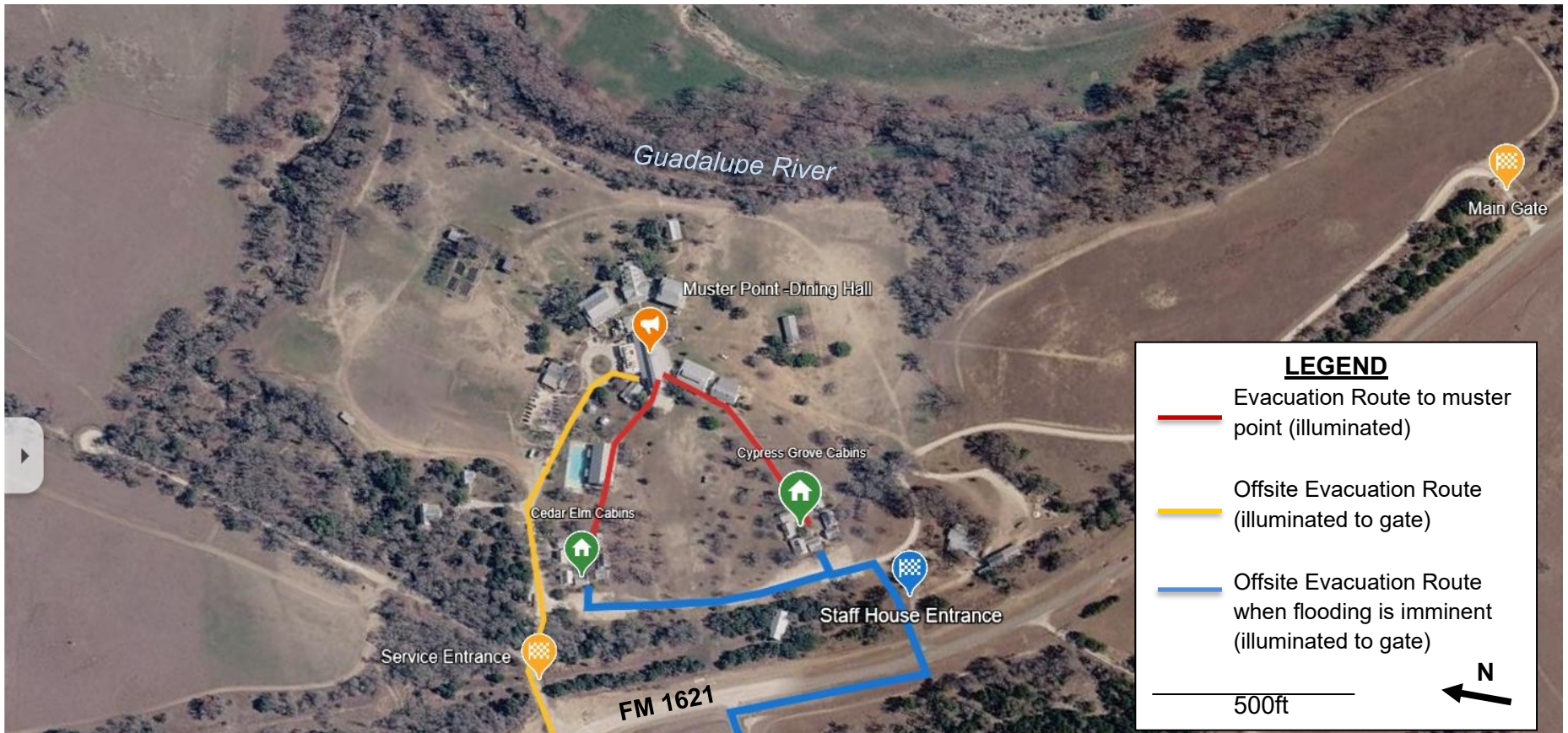
# APPENDIX D

## CAMP CAPERS MAP OF ACTIVITY AREAS AND LOCATIONS OF HIGH-GROUND MUSTER AREAS



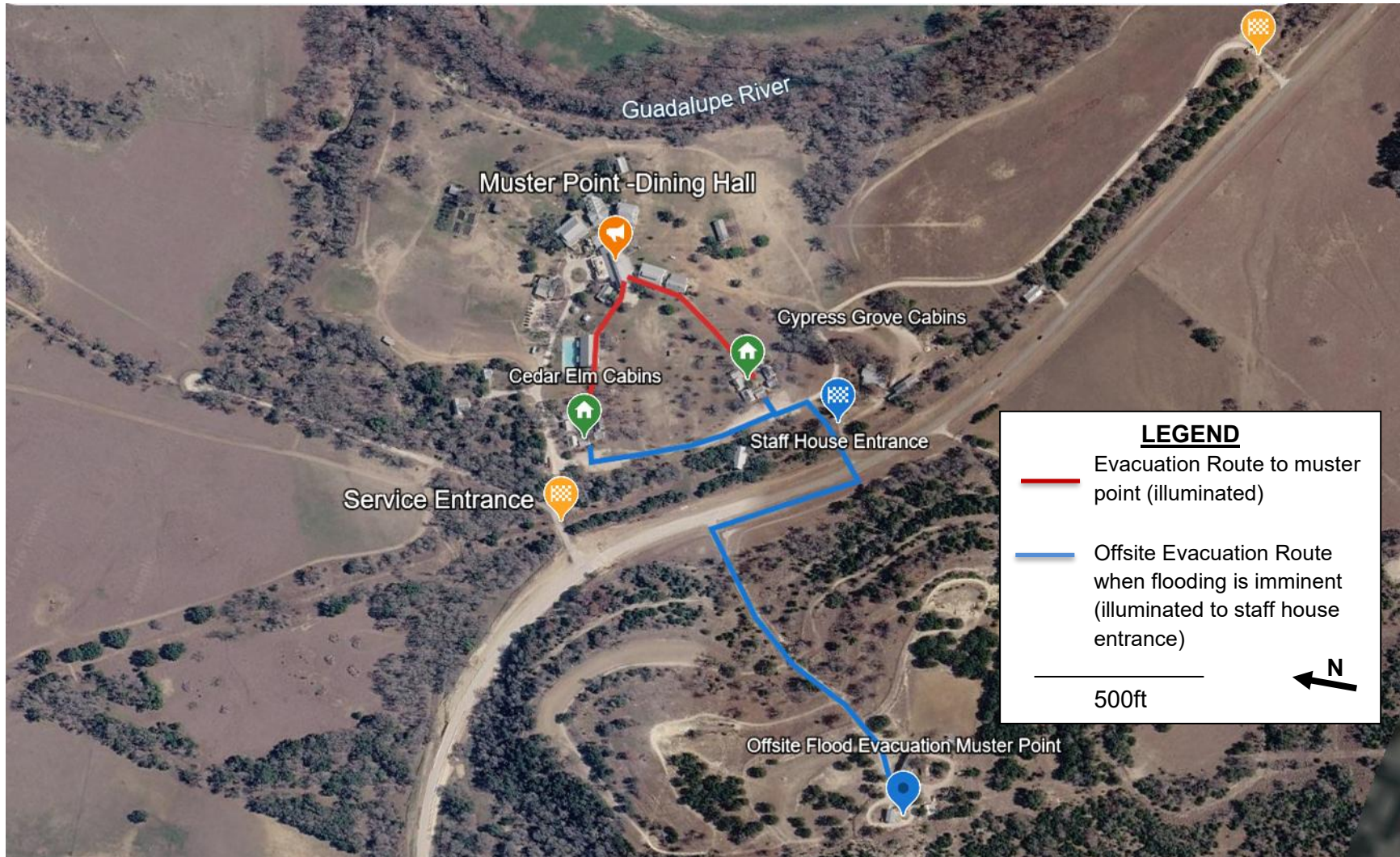
# APPENDIX E

## CAMP CAPERS EVACUATION MAP



# APPENDIX F

## CAMP CAPERS OFF-SITE EVACUATION MAP – FLOODING IMMINENT



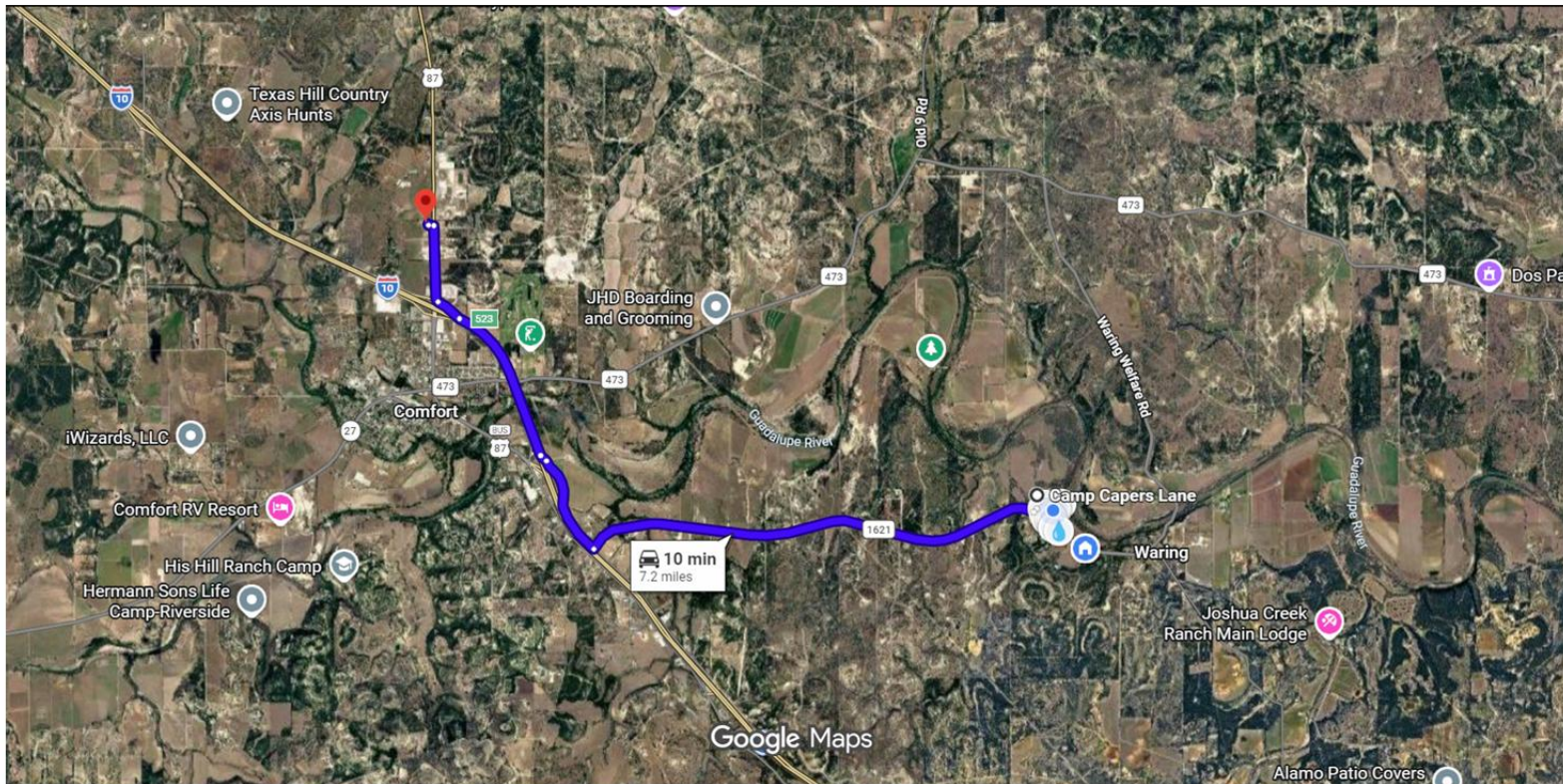
# APPENDIX G

## CAMP CAPERS OFF-SITE EVACUATION MAP – WILDFIRE OR OTHER EMERGENCY REQUIRING EVACUATION

Camp Capers Ln, Texas 78013 to St Boniface Episcopal Church, 116 US-87 North, Comfort, TX 78013 Drive 7.2 miles, 10 min



Route from Camp Capers Service Entrance to St. Boniface Episcopal Church



Imagery ©2026 Airbus, CNES / Airbus, Landsat / Copernicus, Maxar Technologies, Map data ©2026 Google 1 mi

## **APPENDIX H**

### **Posting and Illumination of Evacuation Routes**

#### **Appendix F.1 – Posting of Evacuation Routes in Cabins**

In accordance with applicable SB1/HB1 implementing rules, 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 in legible condition and updated promptly whenever routes, assembly areas, or facility layouts change.

#### **Appendix F.2 - Illumination of Evacuation Routes**

The above on-site evacuation routes are adequately illuminated to support safe movement during night and low-light conditions. Illuminations may include fixed lighting, emergency lighting, and/or other approved lighting methods sufficient to clearly identify exits and travel paths. Lighting system will be inspected and maintained to ensure readiness, and alternate lighting (e.g., flashlights or portable lighting) will be available for use during power outages.