

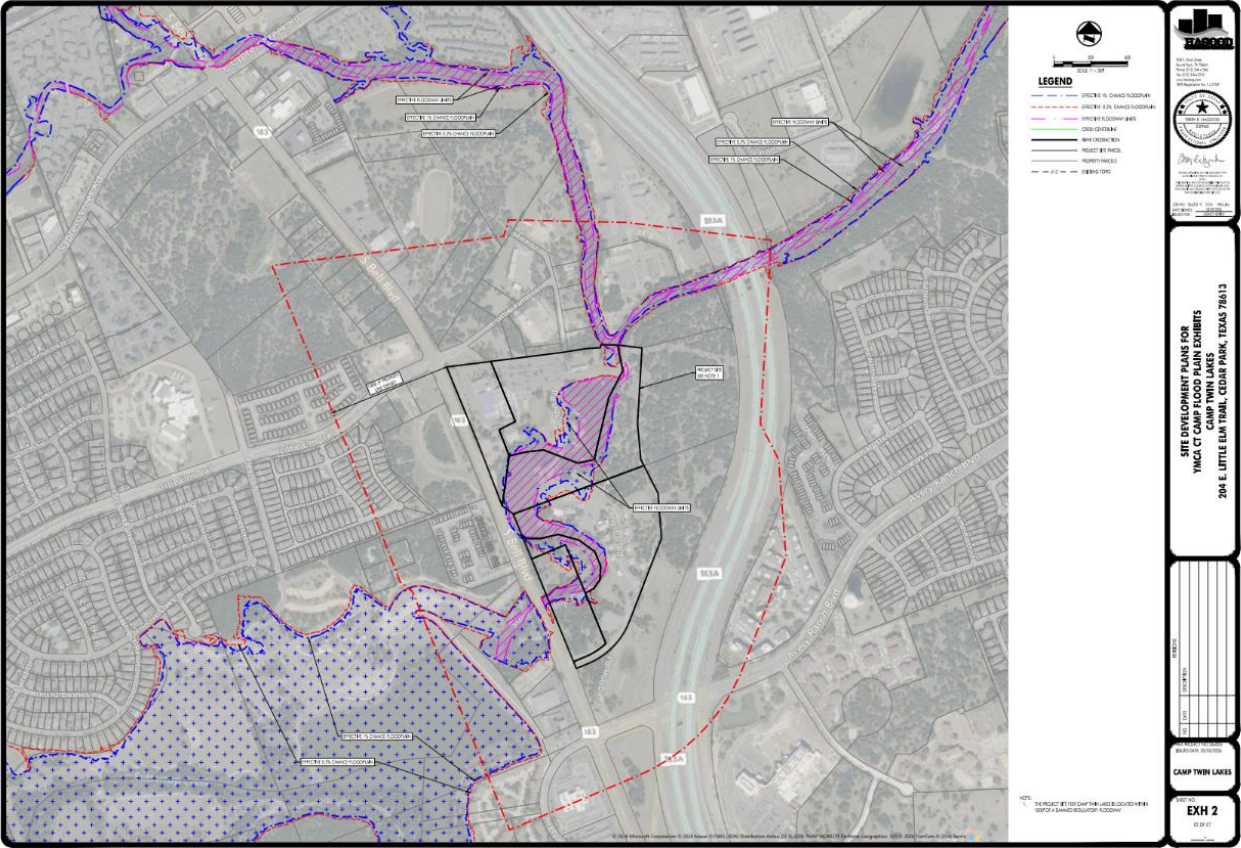
YMCA OF CENTRAL TEXAS  
CAMP TWIN LAKES

# EMERGENCY

PREPAREDNESS PROCEDURES



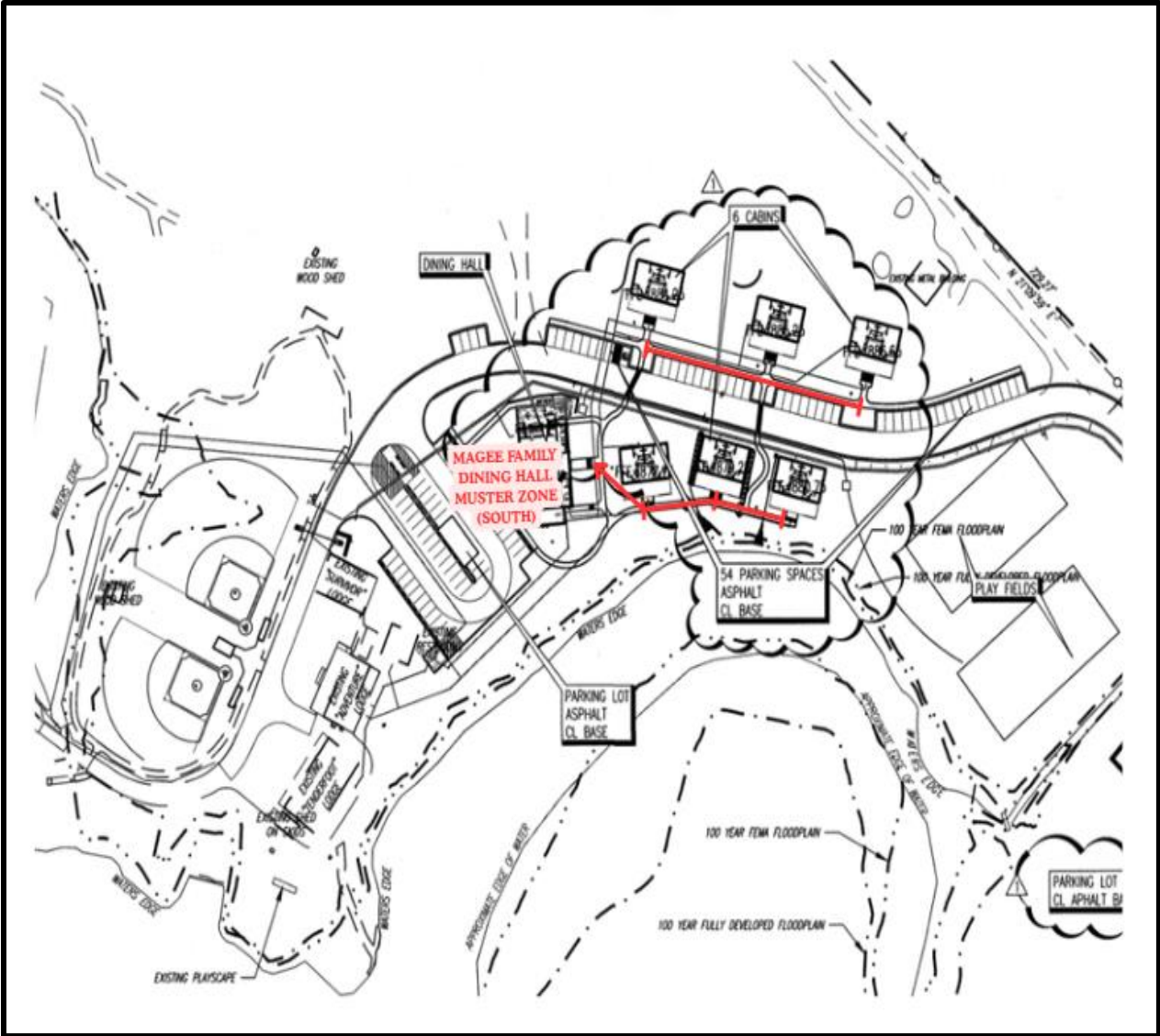
# MAPS- FEMA FLOOD PLAN, MUSTER STATION, EVACUATION



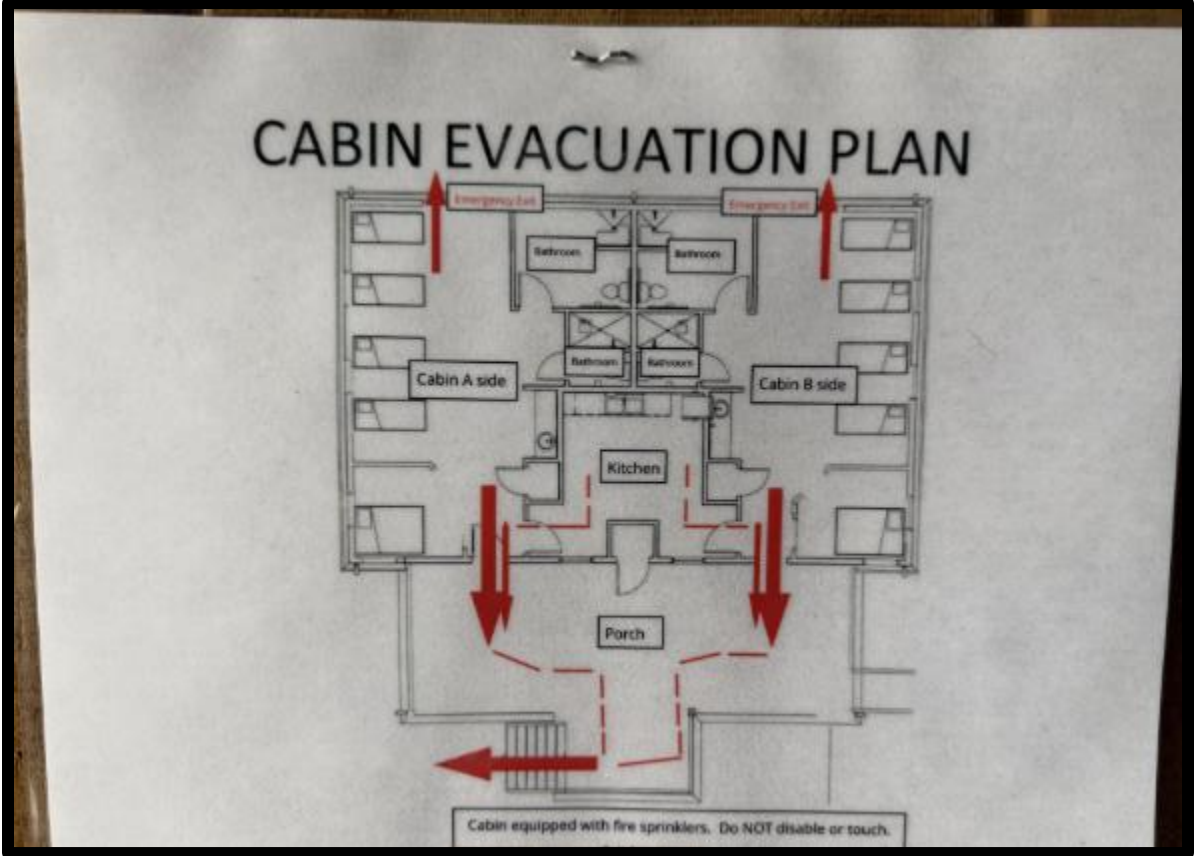
FEMA MAP FOR CAMPUS, INCLUDES 6 CABINS UTILIZED FOR RESIDENTIAL/OVERNIGHT CAMP

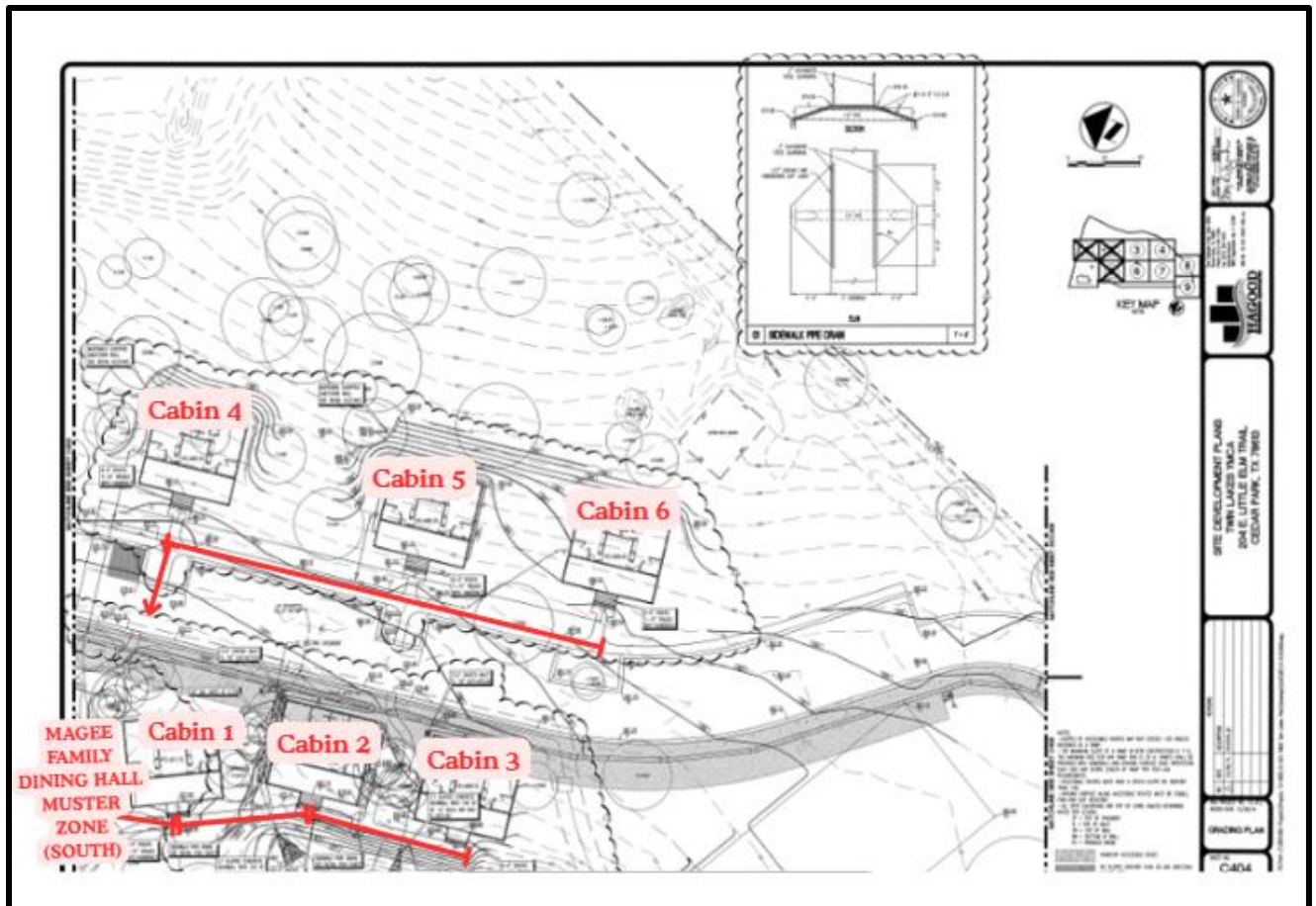
# SATELLITE EVACUATION MAP – CABINS (1-6)



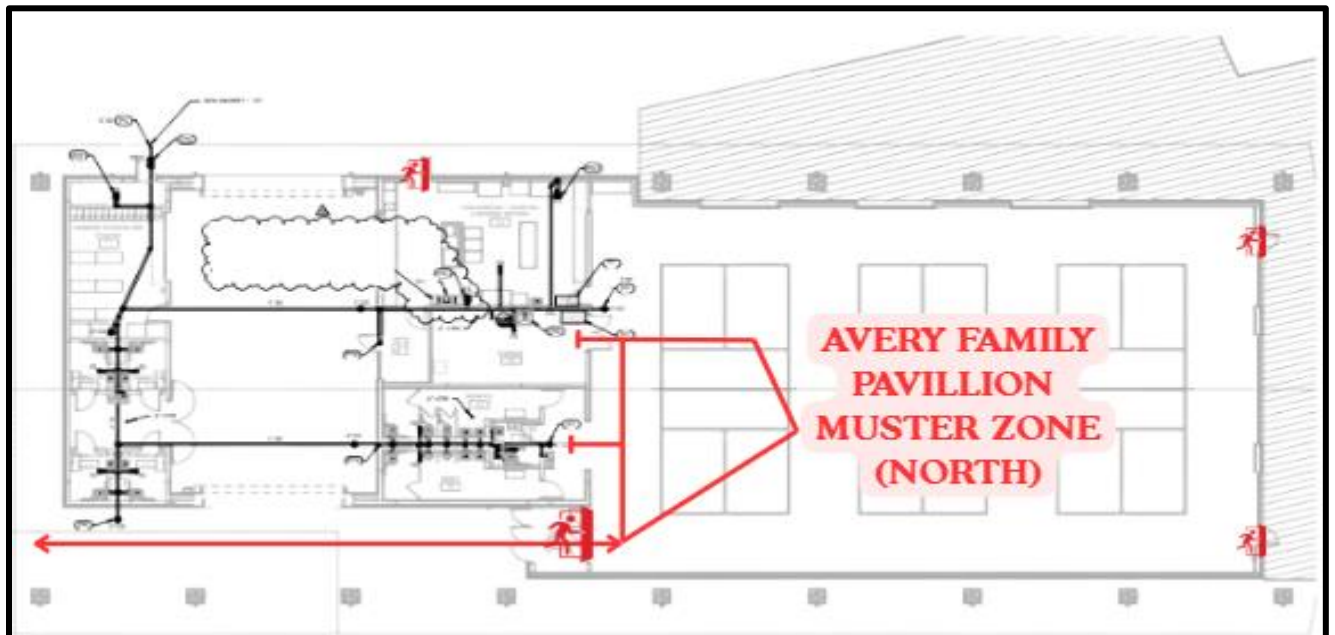


EVACUATION MAP – CABINS (1-6) - POSTED IN ALL CABINS (A + B SIDE)





EVACUATION MAP – CABINS (1-6) - POSTED IN ALL CABINS (A + B SIDE)



ALL CAMPUS MUSTER ZONE MAP



**OFF SITE RELOCATION MAP**



**LOCATION: CEDAR PARK PARKS AND RECREATION MAINTANENCE FACILITY  
207 E LITLE ELM TRAIL CEDAR PARK, TX**

# CAMP INFORMATION

**LOCATION:** 204 E Little Elm Trail Cedar Park, Texas, 78613

**CAMP INFORMATION:** DAYCAMP, OVRNIGHT/RESIDENTIAL CAMP, 6 CABINS (20 CAMPER BEDS PER CABIN + 4 STAFF MEMBER BEDS) 120 ALL PERSON CAPACITY

**HOURS OF OPERATION:**

**OVERNIGHT/RESIDENTIAL CAMP – SUNDAY 2:00PM – SATURDAY 10:00AM**

**DAY CAMP - MONDAY-FRIDAY 7:00AM-6:00PM**

**FLOODPLAIN LOCATION:** FEMA MAP INCLUDED ABOVE

**MUSTER ZONES:** MUSTER ZONE MAP INCLUDED

**FIBER INTERNET:** SPECTRUM\*

**SECONDARY INTERNET:** SPECTRUM\*

**YMCA EMERGENCY PREPAREDNESS COORDINATOR:** EXECUTIVE DIRECTOR

**CONTACT INFORMATION:** [CAMPTWINLAKES@YMCACTX.ORG](mailto:CAMPTWINLAKES@YMCACTX.ORG)

**CITY INFO:** Homeland Security & Emergency Management

**COUNTY EMERGENCY MANAGEMENT COORDINATOR:** JOHN CUMMINS

**BACKUP EMERGENCY MANAGEMENT COORDINATOR:** CHASE HARRIS

**CONTACT INFORMATION:**

**JOHN CUMMINS:** 512.401.5038      **EMAIL:** john.cummins@cedarparktexas.gov

**CHASE HARRIS:** 512.401.5042

**CITY OF CEDAR PARK MAIN LINE:** (512)-401-5000

**FIRE DEPARTMENT/EMERGENCY MANAGEMENT (NON-EMERGENCY):** (512)-401-5038

\*Internet services are monitored by Director of IT and Camp Director

## **CAMP EMERGENCY ACTION PLAN ROLES AND CHAIN OF COMMAND JOB DESCRIPTIONS**

### Emergency Roles and Chain of Command

Texas DSHS Youth Camp Licensing Chain-of-command requirement:

This Emergency Action Plan (EAP) leadership structure is established in accordance with Texas Health and Safety Code Chapter 141, 25 Texas Administrative Code (TAC) §265, and applicable rules adopted under SB 1 (89th Legislature) and related Youth Camp emergency preparedness requirements. The camp designates responsible personnel to ensure implementation, training, documentation, and coordination with local emergency management authorities.

### **Executive Director and Emergency Preparedness Supervisor**

Executive Director Designated Emergency Preparedness Supervisor per Texas Health & Safety Code §141.053

Back-Up: Senior Day Camp Director – Aneesa Royce

**Primary Responsibility:** Overall authority and accountability for development, submission, approval, maintenance, and execution of the Emergency Action Plan, as required by Texas DSHS youth camp regulations.

**Responsibilities:** The Executive Director serves as the primary emergency authority and designated Emergency Preparedness Supervisor. This role ensures that the written Emergency Action Plan is developed, reviewed annually, updated as required, and submitted to the Texas Department of State Health Services (DSHS) in the form and manner prescribed. The Executive Director ensures the EAP includes procedures for evacuation, shelter-in-place, lost camper, fire, severe weather, medical emergencies, epidemics, aquatic emergencies (if applicable), unauthorized persons, transportation emergencies, and fatalities, as required by statute and rule. The Executive Director ensures the plan is posted in required locations, and that staff and campers are instructed on emergency procedures. This role ensures required emergency systems are operable, including weather alert radios and emergency warning systems capable of alerting all occupants. The Executive Director serves as the primary point of contact with local emergency management officials, DSHS inspectors, law enforcement, fire, EMS, and county or municipal emergency management coordinators. The Executive Director ensures timely notification of parents or legal guardians and required regulatory notifications following emergency events.

## **Associate Executive Director – Facilities and Program Support**

Associate Executive Director of Camps (Sky Trail and Avery Family Pavilion)

Back-Up: Executive Director – or Vice President of Operations (West)

Primary Responsibility: Oversight and coordination of emergency preparedness, safety systems, and response procedures specific to Sky Trail and Avery Family Pavilion facilities and associated operations.

Responsibilities: The Associate Executive Director supports implementation of the Emergency Action Plan as it relates specifically to Sky Trail and Avery Family Pavilion infrastructure, operations, and usage. This role ensures that emergency procedures, signage, access routes, and safety systems within these designated areas are maintained in compliance with Texas DSHS requirements and organizational standards. The Associate Executive Director coordinates with the Executive Director and Senior Day Camp Director to ensure alignment of emergency protocols where facility use intersects with camp or program activities. This role supports communication and coordination with external vendors, contractors, or program partners operating within Sky Trail and Avery Family Pavilion during emergency events.

This role includes oversight of risk management and emergency readiness for elevated or specialized activity environments associated with Sky Trail, including challenge course, ropes elements, climbing structures, or similar high-risk recreational infrastructure, ensuring alignment with applicable safety standards, inspection protocols, and emergency response procedures.

The Associate Executive Director ensures that all facility-specific emergency equipment, including fall response systems, rescue access points, communication devices, and first response resources, are maintained, inspected, and readily accessible in accordance with manufacturer guidelines and applicable safety standards.

This role coordinates with certified facilitators, third-party inspectors, and qualified staff to ensure that emergency response capabilities for high-angle or technical rescue scenarios are defined, documented, and integrated into the Emergency Action Plan where applicable.

The Associate Executive Director does not direct or oversee camp program operations or camper supervision but ensures that facility-related emergency readiness, infrastructure, and support systems are maintained and operational.

## **Senior Day Camp Director – Program Operations Lead**

Senior Day Camp Director (Day Camp and Overnight Camp)

Back-Up: OE/Retreats Director

Primary Responsibility: Operational implementation of the Emergency Action Plan across all camp programs and direct coordination of emergency response activities.

Responsibilities: The Senior Day Camp Director activates and implements the Emergency Action Plan in coordination with the Executive Director upon identification of an emergency event. This role coordinates emergency response across all program areas and ensures assigned staff carry out designated emergency duties. The Senior Day Camp Director ensures all staff and volunteers receive required annual EAP training, are provided with the current EAP, and that documentation of training is maintained in accordance with DSHS requirements. This role conducts and documents required emergency drills and ensures campers receive developmentally appropriate instruction on emergency procedures. The Senior Day Camp Director maintains current internal and external emergency contact lists and ensures communication systems are available and functional. Following any emergency, this role ensures incident documentation is completed, and internal reports are submitted for regulatory and organizational follow-up.

### **OE/Retreats Director – On-Site Emergency Response Lead**

OE/Retreats Director Back-Up: As Assigned by Executive Leadership

Primary Responsibility: On-site emergency response leadership for Outdoor Education, Retreats, and assigned camp operations.

Responsibilities: The OE/Retreats Director leads immediate on-site response when the Emergency Action Plan is activated for assigned program areas. This role directs evacuation, sheltering, or relocation to designated muster zones or shelter locations as specified in the EAP. The OE/Retreats Director supervises accountability procedures, including headcounts and staff and participant verification, and ensures orderly movement of groups. This role implements internal emergency communications and provides timely updates to the Senior Day Camp Director and Executive Director. The OE/Retreats Director ensures emergency signage, evacuation routes, and muster locations are visible, posted, and maintained in compliance with DSHS posting and illumination requirements. All emergency actions and lessons learned are documented for continuous improvement and regulatory review.

### **Senior Business Director – Compliance and Documentation Authority**

## Senior Business Director

**Primary Responsibility:** Administrative, financial, and compliance oversight related to emergency preparedness and regulatory documentation.

**Responsibilities:** The Senior Business Director ensures all emergency plans, training records, drill documentation, certifications, and compliance materials are current, properly stored, and readily accessible for DSHS inspections. This role maintains documentation of staff receipt of the Emergency Action Plan and completion of required training. The Senior Business Director budgets for and coordinates procurement of emergency equipment and supplies, including first aid kits, emergency food and water, backup power, and required emergency communication equipment. This role manages insurance coordination and supports required regulatory reporting and legal compliance related to emergency incidents and notifications.

## Summer Leadership Staff

**Primary Responsibility:** Execution of assigned Emergency Action Plan duties and direct supervision of camper and staff movement during emergency events.

**Responsibilities:** Summer Leadership Staff carry out assigned EAP roles, including zone supervision, accountability leadership, buddy system verification, and emergency checklist execution. This role maintains responsibility for assigned camper group safety and movement and provides real-time status updates to the Senior Day Camp Director or designee. Summer Leadership Staff assist with camper communication to maintain calm and order and participate in all required emergency training and drills.

## Summer Camp Counselors

**Primary Responsibility:** Direct implementation of Emergency Action Plan procedures with campers.

**Responsibilities:** Counselors lead campers to designated evacuation, shelter, or muster locations and maintain continuous accountability for assigned campers. Counselors conduct headcounts, buddy checks, and required reporting to Leadership Staff. Counselors assist campers with special needs to ensure safe accommodations during emergencies. Counselors attend required Emergency Action Plan training and briefings and are trained in the use of basic emergency equipment as assigned. Counselors are responsible for maintaining calm, providing reassurance, and ensuring clear communication with campers during emergency events.

## Cross-Role Expectations (All Staff)

All staff and volunteers are required to be familiar with the Emergency Action Plan, receive annual training, participate in required drills, report hazards or equipment deficiencies, and follow the established chain of command during all emergency situations. The Emergency Action Plan is posted as required in occupied buildings, and staff and campers are instructed on emergency procedures in compliance with 25 TAC §265 and Health and Safety Code Chapter 141.

## **NOTIFICATION AND RECEIPT OF EMERGENCY ACTION PLAN**

### **Coordination with Parents/Guardians – Emergency Plan Distribution**

Emergency plans are accessible and available at all times to parents, guardians, and prospective campers through the YMCA of Central Texas website at <https://ymcactx.org/camp/forms-resources/>. These materials are publicly available for review prior to registration, during enrollment, and throughout the camp season.

In addition to website access, emergency plans and key safety information are included in weekly camp welcome emails sent to all registered families prior to the start of each camp session. These communications ensure that families receive timely, direct access to emergency procedures and expectations before participation begins.

The Camp Director and designated administrative staff are responsible for ensuring that emergency plan links and related safety information are included in registration communications and weekly parent emails, and that all materials remain current and accessible.

**STAFF MEMBERS:** Each member of staff will receive emergency plans upon hire and rehire. Additionally, all staff will be given the online link to access the emergency plan at any time on our website: <https://ymcactx.org/camp/forms-resources/>

### **PARENT NOTIFICATION AND RECEIPT OF CAMP LOCATION IN A FLOODPLAIN**

The YMCA requires all parents/guardians to acknowledge and sign during the registration process that they understand the camp may be located within or near a FEMA-designated floodplain. Completion of this acknowledgment is required in order to finalize camper registration.

FEMA floodplain maps and related site information are also available at all times on the camp website for parent/guardian access and review at <https://ymcactx.org/camp/forms-resources/>

The Camp Director, Information Technology Director and Chief Marketing Officer are responsible for maintaining the electronic registration system, including floodplain acknowledgment forms and documentation of completed parent/guardian signatures.

## **Weekly Camper Safety Orientation**

All campers are required to participate in a mandatory safety orientation within the first 48 hours of each camp session. This orientation is designed to be developmentally appropriate based on camper age and comprehension ability, and ensures that all participants understand essential safety expectations and emergency procedures.

The orientation includes instruction on camp boundaries and identified hazards, behavioral expectations during normal operations and emergency events, and clear, age-appropriate guidance on the actions and procedures to follow in the event of an emergency, including severe weather, evacuation, and shelter-in-place situations.

Safety orientation is delivered by designated trained staff, including the Camp Director and/or Camp Leadership team, who are responsible for ensuring instruction is communicated in a manner appropriate to each age group and activity area.

Completion of camper safety orientation is documented and maintained by the Human Resources Department in coordination with camp leadership, using the same recordkeeping process as annual staff training documentation.

### **SAMPLE SAFETY ORIENTATION CURRICULUM:**

#### **Camp Orientation 1:**

**Ages 5–9 - To be conducted every Tuesday Morning at 9 am**

Remember to emphasize listening skills, following the leader, and practicing "The Quiet Walk."

#### **The Two "Safety Spots" or Muster Zones (10 Minutes)**

- **Need To Move Outdoors – (Fire/Evacuation):** Walk out of the building, walk on the sidewalk to the "Avery Family Pavillion or Magee Family Dining Hall". Explain: "This is where we go if the fire alarm sounds."
- **Need To Move Indoors (Flood/Storm):** Walk from all program areas to the **Avery Family Pavillion or Magee Family Dining Hall**. Explain: "If it rains too hard or the weather alarm honks, this is our safe indoor meeting spot".
- **The "Quiet Game":** Practice walking between these spots in total silence. Explain that being quiet helps us hear the counselors' instructions.

### **Name-to-Face & Transitions (10 Minutes)**

- **The Movement Rule:** Explain that every time the group moves (leaving a room, arriving at the gym, or entering the field), the counselor will stop them for a "Name-to-Face" count.
- **Hear & See:** Tell campers: "When your name is called, you must look at your counselor and say 'Here!' so they can see your face and hear your voice.
- **Finding Our Friends:** \* If a camper is missing for 3 minutes, the "ALL CAMP FROZEN" protocol is activated. This requires everyone to stay exactly where they are and remain silent for a full roster check (Name-to-Face)

### **Weather Alerts (10 Minutes)**

- **The "Honk or Car Horn Sound" (Perry Weather):** If they hear the weather alarm, all outdoor/water activities stop immediately.
- **Flood Safety:** In heavy rain, all units combine and move to the **Avery Family Pavillion or Magee Family Dining Hall**.
- **Tornado Move:** If it gets very windy, we move from the gym to the hallway or interior room (the lowest, windowless rooms).

### **Camp Orientation 2:**

**Ages 10–16 - To be conducted every Tuesday Morning at 9 am**

Remember to emphasize responsibility, accountability protocols, and mindfulness.

### **Evacuation & Muster Zones (10 Minutes)**

#### **Primary Locations:**

- **Fire/Immediate Threat:** Walk out of the building, walk on the sidewalk to the "**Avery Family Pavillion or Magee Family Dining Hall**". Explain: "This is where we go if the fire alarm sounds."
- **Flood/Severe Weather:** Evacuate to the **Avery Family Pavillion or Magee Family Dining Hall**.
- **Muster Discipline:** Stress that the **Avery Family Pavillion or Magee Family Dining Hall** is for severe weather safety. If a Tornado Warning is issued, move to the hallways or interior room and avoid the areas with windows.

### **The "Name-to-Face" Requirement (10 Minutes)**

- **Mandatory Checks:** Staff will conduct a "Name-to-Face" count at every movement step: before leaving an area, upon arrival at a new area, and after any large group activity.
- **The Need to Remain Silent:** Explain that during any emergency or movement, absolute silence is required. This allows staff to listen to radio communications and ensures everyone can hear the "Name-to-Face" roll call clearly.

### Situational Response (10 Minutes)

- **Missing Camper:** If a camper is missing for 3 minutes, the "ALL CAMP FROZEN" protocol is activated. This requires everyone to stay exactly where they are and remain silent for a full roster check.

### Active Threat (Run, Hide, Fight):

- **Run/Hide:** If hiding, silence all phones and remain perfectly quiet.
- **Law Enforcement:** When police arrive, remain calm, keep hands visible with fingers spread, and follow instructions without yelling.

**Heat Safety:** Review the **WBGT Flag Index** (Perry Weather). On Red or Black flag days, most activities will transition to the Allen Academy Gym to prevent heat illness.

### Annual Staff Safety Training and Documentation

All staff and volunteers are required to complete annual safety training on the Emergency Action Plan and related emergency procedures prior to or at the beginning of each camp season. This training is led by designated YMCA leadership, including the Executive Director, Human Resources Director, or other trained leadership staff as assigned.

The training includes review of emergency procedures, staff roles and responsibilities, communication protocols, evacuation and shelter-in-place procedures, and location-specific emergency response expectations.

Completion of required training is documented through attendance records, sign-in sheets, and electronic training tracking systems. Training records are collected and maintained by the Human Resources Department, under the oversight of the Chief Human Resources Officer, Human Resources Director, Chief Operating Officer, and Executive Director, and are retained in accordance with YMCA recordkeeping policies.

### SAMPLE ANNUAL STAFF TRAINING AGENDA:

9:00-10:30AM	Human Resources: Association Policies + Procedures
10:30-12:00PM	Redwoods Insurance Policies + Procedures: Supervision- Restrooms, Transitions, Active Supervision
12:00-12:30PM	Lunch
12:30-1:30PM	Camper Health and Safety
1:30-3:00PM	Water Safety
3:00-5:00PM	Emergency Plan: Campus Drills and Practices

5:00-6:00PM	Emergency Plan: Emergency Roles and Chain of Command
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\*Additional trainings completed to include: games, low prop/no prop activities, songs and skits, behavior redirection, customer service, etc.

# 911 Emergency Phone Script

**\*\*\*EMS units should be requested when any of the following conditions exists:**

- Chest pain or respiratory difficulty
- Profuse bleeding or trauma
- Obvious fractures or severe pain associated with movement
- Seizure, disorientation, or loss of consciousness
- Severe burns or shock
- Suspected spinal cord injury
- Severe allergic reaction
- Abdominal pain after a severe blow
- Snake bite

1. Call 9-1-1 from your cell phone or the office phone
  - Camp has TWO entrances, and the Fire trucks cannot cross the bridge.
  - 204 E Little Elm Trail (the YMCA side) is for any need North of the bridge including the Lake, Orr Family Sky Trail and Avery Family Pavillion, Tango Tower, Trailhead, KaBoom or Main check in.
  - 1902 S. Bell Blvd is the address for the South Camp Entrance (across from Caliber Collision) and is for anything South of the bridge including Dining Hall, Overnight Camp, Tactical Tag Field, Survivor, Ball Fields, Adventure Lodge and the Camp and Medics office.
2. Say the following:
  - Address: see above
  - My name is \_\_\_\_\_ .
  - I am a lifeguard or (staff member) at YMCA Camp Twin Lakes
  - We have a (conscious/unconscious) person who is the victim of a \_\_\_\_\_
    - i. Near drowning
    - ii. Suspected spinal cord injury
    - iii. Serious injury to the \_\_\_\_\_
    - iv. Cardiac arrest
    - v. Other
3. The operator will now ask you questions about the victim such as name, past medical history, are they able to move, etc. Answer truthfully and honestly to the best of your ability, if you don't know tell them you don't know.
4. Our phone number at the YMCA is **512-615-7427 (During Business Hours)**
5. "Please send an ambulance to EITHER: the 1. TWIN LAKES FAMILY YMCA or 2. The South Camp Entrance and we will have a staff member direct you to the site of the emergency."
6. Hang up with the operator once you confirm that EMS has arrived.

7. D.O.D (Director On Duty) will assign staff members to go to the front entrance of the YMCA to meet EMS. Direct the truck to the Camp. Another staff member to the Gated entrance of Camp to direct.
8. Check in with the Director on Duty to either help with crowd control or return to duty.

## **SAFETY & EVACUATION PLAN**

### ***CAMP STAFF***

***Your number one priority is the care and safety of your campers. Keep this in mind at all times when you react to any situation. You are “in loco parentis” (acting in place of the parents.) The camper is your **FIRST** responsibility.***

1. Owner of TWIN LAKES PARK: State of Texas, managed by Williamson County Parks Dept. YMCA is the long-term operator.
2. Owner of Business: YMCA of Central Texas
3. **Anytime 911 is called the following protocol must be used:**
  - a. Identify yourself as a staff member of YMCA Camp Twin Lakes and the nature of the call (fire, injury, criminal, etc.)
  - b. Give a clear and concise description of the situation
  - c. Direct dispatcher as to which entrance/location help should arrive and indicate that a staff member will greet them.
  - d. NOTE THAT THE FIRE TRUCK WILL NOT CROSS THE BRIDGE
  - e. Be clear that the North entrance at 204 E. Little Elm Trail OR the South entrance 1902 S. Bell Blvd (near the Avery Ranch & 183 intersection should be used.)
  - f. Stay on the line until directed otherwise.
  - g. Contact Camp Director to inform of incident.
  - h. Director will assure that a staff member is at **BOTH entrances** so that they know where to send the authorities. Remember that fire trucks will not cross the bridge.
    - i. Staff members will also be dispatched to BOTH closed gate at the Camp entrance and near Dining Hall.
  - i. Notify the YMCA Executive or Camp leadership on duty.
  - j. Contact local emergency management and coordinate with local 9-1-1 authorities.
  - k. Make note of when the call was placed
  - l. If the situation involves a specific camper, pull and print camper’s medical form and note parent names/phone numbers.

m. Leadership will contact parents to notify them of the situation

**4. The procedure for reporting a fire or other emergency in this facility.**

*Any employee is authorized to Dial 911 in a fire emergency.*

*The only Camp buildings equipped with a fire alarm system that is monitored by a third party is the Dining Hall and Cabins. In the event of a fire or smoke emergency, audio and visual devices in the building will activate, notifying occupants to evacuate the building. The system, via the third-party monitoring, will contact 911 and dispatch the fire department.*

**LOCAL EMERGENCY MANAGEMENT:**

COUNTY EMERGENCY MANAGEMENT COORDINATOR: JOHN CUMMINS

BACKUP EMERGENCY MANAGEMENT COORDINATOR: CHASE HARRIS

CONTACT INFORMATION:

JOHN CUMMINS: 512.401.5038      EMAIL: [john.cummins@cedarparktexas.gov](mailto:john.cummins@cedarparktexas.gov)

CHASE HARRIS: 512.401.5042

CITY OF CEDAR PARK MAIN LINE: (512)-401-5000

FIRE DEPARTMENT/EMERGENCY MANAGEMENT (NON-EMERGENCY): (512)-401-5038

**Coordination with Local Authorities and Emergency Management**

The YMCA maintains ongoing coordination with local emergency management agencies to support safe and effective emergency response operations. The Camp Director, or designated designee, is responsible for primary communication with local emergency management authorities and serves as the main point of contact during any emergency situation. When a natural disaster, severe weather event, or other emergency occurs, the Camp Director will

notify 911 when immediate life safety threats are present and will simultaneously coordinate with local emergency management agencies as appropriate for situational updates, guidance, and public safety directives. Communication with emergency management will occur as soon as practicable during an active incident and will continue throughout the duration of the emergency response as needed.

In addition, any time the Emergency Action Plan is updated or revised, the Camp Director and responsible administrative leadership will notify local emergency management agencies to ensure they have access to the most current procedures and operational information. This communication will be completed through an established agency contact method- email and documented for recordkeeping purposes.

### **Procedures for Communicating with Parents/Guardians of Campers**

After emergency services have been contacted and the situation is stabilized, the Camp Director will notify campers' parents and guardians using mass text message communication system, primarily through direct text message with email used as a secondary method. Prior to the start of each camp week, Camp Directors load all camper emergency contact information into a group text messaging system to ensure reliable communication during emergencies. Test messages are sent prior to each camp week to verify contact accuracy and confirm successful delivery. Email notifications are also distributed to ensure redundant communication access for all families

## **ACCIDENTS**

### **MOTOR VEHICLE ACCIDENTS**

1. Turn off the vehicle.
2. Check to see if the people in the car need emergency care.
3. Call 911 if you need emergency assistance along with local emergency management.
4. Apply basic first aid if necessary.
5. Call the local police and the leadership staff above. Be prepared to provide basic information regarding the accident (number of passengers, degree of injuries, if known, and names if possible).
6. Exit the car and remove all passengers away from the vehicle and to a safe place out of the roadway.

7. Staff/Counselors conduct Name-To-Face attendance verification once safely away from any hazards.
8. Staff not communicating with Emergency Personnel are to supervise the uninjured and keep all campers away from the road/hazards and remain at a safe distance to ensure all emergency personnel have a safe area to arrive and respond.
9. Maintain a calm demeanor while dealing with all people involved in the accident.
10. The appropriate Director notifies the parents of the passengers.
11. Report incident to YMCA Branch Director, Regional Vice President, and YMCA Administrative Office.
12. Fill out an accident report and submit it to the Human Resources Department within 24 hours.

### **PEDESTRIAN / MOTOR VEHICLE ACCIDENTS**

1. After checking the scene for safety, assist the person who has been hit.
2. Call 911 if the victim needs emergency care.
3. Apply basic first aid if necessary.
4. Call the local police and the Brazos Valley leadership. Be prepared to provide basic information regarding the accident (number of passengers, degree of injuries, if known, and names if possible).
5. Staff/Counselors conduct Name-To-Face attendance verification once safely away from any hazards.
6. Staff not communicating with Emergency Personnel are to supervise the uninjured and keep all campers away from the road/hazards and remain at a safe distance to ensure all emergency personnel have a safe area to arrive and respond.
7. Talk to the driver of the car and check to be sure he or she is fine.
8. Maintain a calm demeanor while dealing with all people involved in the accident.
9. The appropriate Director notifies the parents of the passengers.
10. Report incident to YMCA Branch Director, Executive Vice President, and Allen Academy Administrative Office.
11. Fill out an accident report and submit it to the Human Resources Department within 24 hours.

### **Camp Counselors and Group Leaders**

Camp Counselors and Group Leaders are responsible for maintaining direct supervision of assigned camper groups at all times. They will lead campers calmly and quickly along the designated plan given by Camp Director. Attendance rosters should be brought if safely accessible. Immediate name-to-face headcounts must be conducted upon exit of the vehicle and repeated during any movement or transition. Attendance status must be reported immediately to the Camp Director. Campers must remain together, calm, and supervised until further instruction. Injuries, missing persons, or hazards must be reported immediately.

## **Camp Director**

The Camp Director is responsible for overall coordination of the evacuation and group movement. This includes confirming all groups have reached designated locations, collecting attendance verification from counselors and staff, conducting final site-wide accountability checks, directing movement to alternate locations if conditions change, coordinating communication with emergency responders, overseeing transportation support if relocation is required, and managing family notifications and reunification operations.

No one may leave the group or site unless authorized by the Camp Director or emergency responders.

## **Assistance for Individuals with Disabilities and/or Functional Needs**

During this, camp leadership will provide direct assistance to any campers with disabilities or access and functional needs to ensure safety. Staff responsible for specific groups are trained in supporting inclusive and will remain with assigned individuals until reunification or resolution of the emergency.

## **Coordination with Emergency Services and Transportation Support**

In the event that camp transportation resources are unavailable or insufficient, the Camp Director or designated designee will coordinate directly with 911 and local emergency management agencies to request emergency transportation support. This may include assistance from fire, police, or county emergency management resources to facilitate safe and timely evacuation of all individuals from the affected area. All coordination efforts will follow direction provided by emergency officials.

## **Family / Guardian Notification Process**

Once the situation is stable enough to communicate accurate information, the Camp Director or designated administrative staff will notify parents and guardians using the established emergency mass communication system. Notifications will be sent via text message as the primary method, with email used as a secondary method when appropriate. Initial communication will inform families of the emergency situation, the evacuation status, and any immediate instructions. Follow-up updates will be provided as additional information becomes available.

## **Reunification Plan for Families and Campers**

Following, campers will remain under staff supervision at the designated zone until reunification procedures are initiated. Campers will only be released to authorized individuals listed in emergency contact records, and identification will be required at the time of pickup when feasible. The Camp Director or designee will oversee the reunification process to ensure orderly and secure release of all campers. Families will receive clear instructions regarding pickup location, timing, and procedures through text message and secondary email sent by camp director. Staff will maintain continuous

accountability and supervision of all campers until they are safely reunited with authorized guardians or released under official direction.

## **UNAUTHORIZED INDIVIDUAL RESPONSE PLAN**

An Unauthorized Individual is any person present within YMCA camp operational boundaries who is not clearly identified as YMCA staff or an approved, credentialed visitor. Maintaining a secure, controlled environment is critical to ensuring the safety of campers, staff, and guests.

YMCA camps maintain established procedures to safeguard campers and staff during incidents involving unauthorized individuals. These procedures may include supervision adjustments, movement of campers to secure locations, restricted area control, accountability checks, communication protocols, and coordination with leadership or emergency responders as needed.

### **PREVENTION AND AWARENESS**

All YMCA staff share responsibility for maintaining a secure camp environment.

Best practices include:

Be aware of your surroundings at all times

Monitor entrances, exits, and perimeter areas

Challenge unfamiliar individuals in a calm, professional manner

Ensure all staff are visibly identifiable in YMCA staff shirts

Report any suspicious behavior immediately via radio

### **INITIAL RESPONSE TO AN UNAUTHORIZED INDIVIDUAL**

When an individual is identified who is not wearing YMCA staff identification:

The individual is immediately approached by the nearest staff member

Staff will maintain a calm, professional, and non-confrontational demeanor

The individual is informed:

A YMCA camp program is currently in operation

The area is closed to the public from 7:00 AM – 6:00 PM, or during any YMCA program as determined by on-site staff

If needed to protect campers and staff, Camp Director may implement safeguarding procedures, including directing campers away from the area, increasing active supervision, securing access points, or relocating groups to designated safe areas until the situation is resolved.

### **COMMUNICATION PROTOCOL**

Upon identification of an unauthorized individual:

Staff will immediately relay the following over the walkie-talkie radio system:

Physical description of the individual

Current location

Direction of travel

This ensures entire camp awareness and coordinated response

Leadership staff (Directors/Leads) should acknowledge the call and monitor the situation

### **ESCORT PROCEDURE**

The staff member will always walk with the individual

The individual is escorted out of YMCA operational perimeters

Staff must never leave the individual unaccompanied while within camp boundaries

If the individual refuses to leave or becomes uncooperative:

Notify leadership immediately

Prepare to escalate to emergency services if necessary

### **EXPECTED OR APPROVED VISITORS**

Visitors who are:

Known to staff

Pre-approved

Deemed safe and appropriate

Will be:

Directed immediately to the Camp Main Office or Camp Director

### **VISITOR CLEARANCE REQUIREMENTS**

Before any visit, all non-YMCA staff must complete the following:

National Background Check

Sex Offender Registry Check

Oversight and Documentation:

Managed by the YMCA of Central Texas Human Resources Department

All records are securely maintained on file at YMCA CTX Metro Offices

### **ON-SITE VISITOR PROCEDURES**

If not completed prior to arrival, visitors must:

Sign a standard YMCA CTX visitation waiver

Receive a visitor badge, which must be worn visibly at all times

Be briefed on:

Camp boundaries

Behavioral expectations

Safety protocols

Visitors may only proceed once all steps are completed, and authorization is granted.

### **ESCORT AND ACCESS CONTROL FOR VISITORS**

All visitors must remain within approved areas only  
Visitors may be required to be escorted by staff at all times, depending on visit type  
Visitors are not permitted to interact with campers unsupervised

#### **ESCALATION PROCEDURES**

Immediately escalate to leadership and/or call 911 if:  
The individual refuses to leave camp property  
The individual attempts to access restricted areas  
The individual displays suspicious, aggressive, or erratic behavior  
The individual attempts to interact with campers without authorization

#### **WHEN LAW ENFORCEMENT IS REQUIRED**

Director or EPC will provide the following information:  
Location of the individual  
Physical description  
Behavior and level of cooperation  
Direction of travel  
Any known risks or threats

#### **POST-INCIDENT PROTOCOL**

Notify camp leadership  
Complete an incident report including:  
Timeline of events  
Staff involved  
Actions taken  
Description of the individual  
Leadership will determine if follow-up actions are required

## **ACTIVE SHOOTER**

### **PROFILE OF AN ACTIVE SHOOTER**

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law

enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- If you are outdoors, SHELTER IN PLACE behind anything solid.
- As a last resort, attempt to take the active shooter down.

When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

## **CALL 911 WHEN IT IS SAFE TO DO SO!**

### **HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY**

Quickly determine the most reasonable way to protect your own life and those of your campers. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. When the shooter is outdoors: SHELTER IN PLACE behind a solid barrier (Building, car, earth mound, tree). HIDE
  2. When shooter is indoors;
  3. evacuate if there is an accessible escape path, attempt to evacuate the premises. Be sure to:
    - a. Have an escape route and plan in mind
    - b. Evacuate regardless of whether others agree to follow
    - c. Leave your belongings behind • Help others escape, if possible
    - d. Prevent individuals from entering an area where the active shooter may be
    - e. Keep your hands visible
    - f. Follow the instructions of any police officers
    - g. Do not attempt to move wounded people
    - h. **Call 911 when you are safe**
- 
1. Hide out if evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
    - a. Be out of the active shooter's view
    - b. Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door, behind a mound, rocks or trees)
    - c. Not trap you or restrict your options for movement To prevent an active shooter from entering your hiding place:
    - d. Lock the door
    - e. Blockade the door with heavy furniture

### **HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY**

1. If the active shooter is nearby:
  - a. Lock the door

- b. Silence your cell phone and all devices.
  - c. Turn off any source of noise (cell phones, radios, televisions)
  - d. Hide behind large items (cabinets, desks, trees rocks, cars)
  - e. Remain quiet if evacuation and hiding are not possible.
  - f. Remain calm
  - g. Dial 911, if possible, to alert police to the active shooter's location
  - h. If you cannot speak, leave the line open and allow the dispatcher to listen
2. Take action against the active shooter as a last resort, and only when your life is in imminent danger. Attempt to disrupt and/or incapacitate the active shooter by:
- a. Acting as aggressively as possible toward him/her
  - b. Throwing items and improvising weapons
  - c. Yelling
  - d. Committing to your actions

## **HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES**

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

1. Officers usually arrive in teams of four (4)
2. Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
3. Officers may be armed with rifles, shotguns, handguns
4. Officers may use pepper spray or tear gas to control the situation
5. Officers may shout commands, and may push individuals to the ground for their safety
6. How to react when law enforcement arrives:
  - a. Remain calm, and follow officers' instructions
  - b. Put down any items in your hands (i.e., bags, jackets)
  - c. Immediately raise hands and spread fingers
  - d. Keep hands visible at all times
  - e. Avoid making quick movements toward officers such as holding on to them for safety
  - f. Avoid pointing, screaming and/or yelling
  - g. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
7. Information to provide to law enforcement or 911 operator:
  - a. Location of the active shooter
  - b. Number of shooters, if more than one
  - c. Physical description of shooter(s)
  - d. Number and type of weapons held by the shooter(s)
  - e. Number of potential victims at the location

The first officers to arrive on the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

# ASSAULT

## MANAGING ALLEGED ASSAILANT

In the event that a serious criminal act is reported or observed by a YMCA Staff member, it is the policy of the YMCA to immediately call the police at 911 and take steps to ensure the safety of campers, staff and guests.

Camp Staff should radio for the Director unless the assault has escalated to a dangerous level.

A serious criminal act will be defined as any unlawful act which is likely to result in a death, injury, or damage to property. Examples would include assault, attempted rape, or suicidal attempt/gesture.

1. If life threatening, call 911; otherwise call the appropriate police department.
2. Police and Sheriff Department numbers listed on page 1
3. When safe; provide first aid, if necessary. (SEE FIRST AID / MEDICAL ASSISTANCE)
4. Unless injuries warrant transfer to hospital, keep the victim at scene. If RAPE, ensure victim stays on site until police arrive (unless injuries warrant transfer to hospital).
5. Document all activities, conversations, and decisions.
6. Identify and hold witnesses. If multiple witnesses, try to keep separated. Secure the scene of the assault to aid police if investigation is warranted.
7. Notify Program/Department/Executive Director that is onsite and they will notify:
  - a. Executive Vice President, and President/CEO.
  - b. When appropriate, the Director will convene a crisis team and set up an incident control center.
  - c. Appointed personnel prepare a fact sheet and media statement.
  - d. Brief staff.
8. Police will ensure the family of the victim is notified.

# BOMB/MAIL THREAT

## SUSPICIOUS OBJECT

If you observe a suspicious or potential bomb on site, **DO NOT TOUCH THE OBJECT**. Clear the area and immediately call 911. Refer to steps 1 through 10 below for further instructions.

## PHONE THREAT

Any person receiving a phone call that a bomb or other explosive device has been placed on site is to:

ASK THE CALLER (document answers):

- a. When is the bomb going to explode?
- b. Where is the bomb located?
- c. What kind of bomb is it?
- d. What does it look like?
- e. Why did you place the bomb?

Keep talking to the caller as long as possible.

DOCUMENT:

- a. Caller ID Information
- b. Time of call
- c. Approximate age and sex of caller
- d. Speech pattern, accent
- e. Emotional state
- f. Background noises

Immediately notify Police and supply them with information outlined above. Refer to steps 1 through 10 below for further instructions.

## MAIL THREATS

If the bomb threat is received by mail, do not further handle the letter, envelope, or package. Report to your supervisor and call the Police. Refer to steps 1 through 10 below for further instruction.

1. Immediately notify your program and/or department director and/or manager on duty.
2. Police will conduct a detailed bomb search. Employees are requested to inspect the area for suspicious objects and to report the location to the Police. **DO NOT TOUCH THE OBJECT**.
3. If an evacuation is warranted, Police will activate the building alarm, and appointed personnel will assist in evacuation of all building occupants.
4. Evacuate the building by quickly walking to the nearest exit and calmly direct others to do the same. (Refer to Fire Evacuation)
5. Building marshals will assist in evacuation of all building occupants.
6. Once outside, move to a clear area at least 150 feet away from the affected building. Keep walkways clear for emergency vehicles.

7. To the best of your ability, and without reentering the building, assist Police in their attempt to determine that everyone has evacuated safely.
8. A Police emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have important information to report.
9. Do not return to a building until instructed by Police, even if the alarm has ceased.

## CHILD ABUSE

### SUSPECTED CHILD ABUSE

*By law, known and suspected child abuse must be reported.*

#### Program/Branch/Camp Staff

1. Immediately issue an oral report to your program or department director.
2. Document related information, actions or conversations in writing and immediately submit to your program or department director.
3. Do not attempt to investigate or verify information unless given direction by appropriate administrator or police.
4. Permit interviews with child by authorized, properly identified officials.
5. Do not call parents. Cooperate with the request of officials regarding notice to parents.

#### Program/Department/Camp Directors

1. Immediately issue an oral report to the Child Abuse Hotline (1-800-252-5400) or contact the appropriate police department. Be sure to record CASE NUMBER for future reference.
2. Request immediate written documentation from reporting staff of related information, actions or conversations.
3. Do not attempt to investigate or verify information unless given direction by appropriate administrator or police.
4. Permit interviews with the child by authorized, properly identified officials.
5. Do not call parents. Cooperate with the request of officials regarding notice to parents.
6. Submit written report to the Department of Family and Protective Services within five (5) days of initial report.

## ACCUSATION AGAINST YMCA PERSONNEL

### Program/Branch Staff

1. Assure the safety of any campers in the area.
2. Immediately notify your program/department/Camp director.
3. Do not attempt to investigate or verify information until or unless given direction by appropriate administrator or police.
4. Document related information, actions or conversations in writing and immediately submit to your program or department director.

### Program/Department/Camp Directors

1. Notify appropriate administrators.
2. Do not attempt to investigate or verify information until or unless given direction by appropriate administrator or police.
3. Secure written documentation of any related information, actions, or conversations from the employee(s) involved.
4. Issue report(s) to Child Abuse Hotline (1-800-252-5400) as needed.
5. Notify Human Resources administrators and they will:
  - a. Provide for police investigation and notify parents of procedures.
  - b. Allow time for employee(s) to be interviewed and arrange for substitute.
  - c. Appointed administrators prepare fact sheet and media statement.
  - d. Plan for parental inquiries, staff meetings, and safety measures.

## CHILD NAPPING

### WITNESSED

### Branch/Camp Staff

1. Call 911.
2. Notify your program or department director.
3. Gather facts about abduction and description of abductor and any vehicle. Write them down immediately.
4. Keep all witnesses separated.

### **Branch/Camp Directors**

1. Call 911.
2. Gather facts about abduction and description of abductor and any vehicle. Write them down immediately.
  - i. Contact Local Emergency Management Personnel and YMCA Leadership. Provide contact information for YMCA EPC to coordinate efforts.
- 3.
4. Keep all witnesses separated.
5. If the Child was a YMCA camper, obtain a copy of the registration/medical form.
6. Notify parents of the victim.
7. Notify Chief Marketing Officer (if not done already).
  - a. Appointed administrators prepare fact sheet and media statement.
  - b. Appointed administrators prepare letter to parents.

## **NOT WITNESSED**

### **Branch/Camp Staff**

1. Verify child is missing.
2. Follow Missing Camper procedure.

### **Branch/Camp Directors**

1. Verify child is missing.
2. Follow Missing Camper procedure.
3. Call 911 if child is missing.
  - i. Contact Local Emergency Management Personnel. Provide contact information for YMCA EPC to coordinate efforts.
4. Question child's friends or ensure availability for police questioning.
5. Keep children separated.
6. Notify appropriate administrators.
7. Appointed staff help search neighborhood areas of prudent and with police leadership.
8. Notify parents of the victim.
9. Notify Chief Marketing Officer (if not done already).
  - a. Appointed administrators prepare fact sheet and media statement.
  - b. Appointed administrators prepare letter to parents.
  - c. Plan for parental inquiries, staff meetings, and safety measures.

## **MISSING CAMPER PROTOCOL**

As a counselor you should always know which children are in your group, by face and name. Your ROSTER is the official list of your campers. Learn their names and be able to recognize their faces. DO NOT RELY ON HEAD COUNTS ALONE during the Camp day; also take attendance and match the children from your group to the names on your roster, this is called Name-To-Face.

**Be on the lookout for NEW campers each week.**

Remain focused on our group and always sit in close proximity to your group..

**The YOUNGER your campers, the CLOSER they should be to you.**

Attendance must be taken with your roll sheet and a "Name-To-Face" of every camper for ALL

UNITS at:

- 9:00am, Lunch and 3:30pm(prior to camper departure)
- Before you leave for a rotation and before you depart from the rotation you need to line up and account for all campers.
- After any large group activity or Special Event where campers from multiple Units are together; you need to do a Name-To-Face from the roster before leaving the program area.

**If you are missing a camper, the following must take place IMMEDIATELY:**

**STAFF MEMBER - IMMEDIATELY NOTIFY UNIT LEADERSHIP**

1. Gather all of your campers **and take attendance from your roster and conduct a Name-To-Face identifying each child**. See them and hear them. Notice what campers may be at Swim lessons or other Specialty Program. Be aware of buddy/tag board pairings.
  - a. IF GROUP IS AT THE WATERFRONT the lifeguards must SHUT DOWN the activity, clear all water and be ready for a water search.
2. Ask campers if they have seen or know where the missing camper is. What is the camper wearing? Did they go to the restroom? Join a passing Group?
3. One counselor should retrace the last steps to the location(s) you just came from.
4. Was the camper already released from camp on an "early pick up"?
5. Search the immediate surrounding areas including restrooms, changing rooms, play areas and other groups which your group has been in contact with.
6. **Immediately contact the Unit Coordinator and give the following information:**
  - *Camper Name*
  - *Probable state of mind of the camper.*
  - *The Location camper was last seen.*
  - *Clothing worn, color and type.*

- *Intended destination if known*
- *What other areas have been at that day.*

## **UNIT COORDINATOR IMMEDIATELY following alert -**

1. *Coordinate an attendance Name-To-Face of all Trail Groups in your Unit. Freeze Unit.*
2. *If a camper is not located, notify a Division Lead immediately and ask them to come to your unit.*
3. *Verify with Main Check In/Office that the camper was or was not picked up early and/or in a Specialty program.*
4. *During this time, the Camp Registrar/Business Manager will begin to verify early released camper records and alert Program staff at program areas to verify all of the campers in their location.*
5. *Give the following information:*
  - *The location where the camper was last seen.*
  - *Camper Name*
  - *Probable state of mind of the camper.*
  - *Clothing worn, color and type.*
  - *Intended destination if known*  
*All previous locations on schedule.*
6. *If camper is accounted for, give the all clear over channel 2 on the radio.*
7. *If a camper is not located within this 3 minutes, radio or notify a Director "Now Please". Give the following information reconfirming:*
  - *The Location where the camper was last seen.*
  - *Camper Name*
  - *Probable state of mind of the camper.*
  - *Clothing worn, color and type.*
  - *Intended destination if known*  
*All previous locations on schedule.*

## **DIRECTOR 5-10 minutes after getting alert:**

8. *If this is unsuccessful; A Director will announce "ALL CAMP, ALL CAMP, WE ARE FROZEN". The central PA system will relay the following message: "Attention campers and staff, camp is frozen." Program leaders and Counselors should hold all campers at the location they are in and verify by calling attendance that the correct campers are accounted for (including Branch) and to determine if the missing camper is among them. Then resume activities but do not leave the area.*
9. *SEARCH BEGINS. The director will alert other staff and program areas (see above) to see if the camper has become a part of another group. The Waterfront Director goes to the Waterfront to secure and do a preliminary search. Leadership goes to all program areas, buildings and last known location of any group that has not checked in. As units get counts confirmed, send one(1) staff to the waterfront.*
10. *Camp Leadership is dispatched to Branch to notify Front Desk and do a search of all areas. Call Executive Director and/or Vice President.*

If a Camper is NOT LOCATED within 10 minutes, a **CODE ADAM** will be called for a search of the entire camp.

- i. ASSEMBLE AT ASSEMBLY AREAS.
  1. Field 12 for Tenderfoot, Survivor, Trekker, Ranger, Medic, Overnight Camp
  2. Field 11 for Explorer, Navigator, Voyager, Super Camp
- ii. Sit by Units & Trail Group and take roll. Campers with Specialties need to re-join their Units.
- iii. UC reports to Division Lead
- iv. DLs and Director compare with office and Main check In
- v. Office calls camper parent:
  1. Has the camper been picked up?
  2. If not, explain that the camper is missing and we are initiating a 911 call.
- vi. Immediately after making contact with the parent or guardian, or if the parent cannot be reached within 30 minutes of the initial report of a missing camper, the Camp Director will contact 911 and notify local emergency management personnel through phone call and document with a follow up email.

### **Prevention Steps:**

- A. Every Counselor should know the names and faces of every camper in their group. Always be on the lookout for the NEW camper who has just joined your group.
- B. ALWAYS BE ON THE LOOKOUT FOR SINGLE CAMPERS WANDERING. THIS SHOULD NEVER HAPPEN.
  - a. Know your campers. Do you have additional accommodations or are prone to elopement (leaving the group), walk a bit slower, prefer to be alone.
- C. Tenderfoot, Survivor and Navigator groups must spend Group Time talking with kids about the following:
  - a. Importance of staying with their groups
  - b. How to ask a trusted adult if they become separated or are confused
  - c. When and how we use the restrooms, never alone, always ask first before leaving any area/building and always be with a staff
  - d. Discuss what to do if you do become separated from the groups and feel lost. If lost – sit down, relax, stay put and listen for help, someone will come!
- D. Never send a camper anywhere alone, always use the “Rule of three” and ensure campers aren't alone and you aren't alone with a camper.
- E. Learn the names of your campers right away, and be able to recognize them.
- F. Take attendance BEFORE leaving for an activity and BEFORE DEPARTURE to the next activity.
- G. Do Name-To-Face often; every time in/out of restrooms, arrival and pre departure of program areas, after walking a long distance.
- H. When hiking staff members should be placed in the lead and back positions. No camper gets ahead – no camper falls behind.

- I. *Be especially aware of those campers who are unhappy or disgruntled. Plenty of warning signs are available before someone decides to run away!*
- J. *At the beginning of every activity period take attendance and make sure you have only those campers assigned to you. Any additional campers should be escorted to the appropriate program areas or to the office.*
- K. *Campers NEVER walk around camp alone or with just one buddy. If you see this anytime, anywhere; ask the campers why they are not with their group and have them join YOUR GROUP until you can re-unite them.*

## **DEATH ON SITE**

## **SUICIDE**

### **DEATH OF MEMBER / STAFF / PARTICIPANT**

1. *Call 911.*
2. *Clear people from the area. Protect the crime scene.*
3. *Detain any witnesses and keep witnesses separated.*
4. *Notify the Camp Director by radio saying that you need the Director at your location immediately.*
5. *The director then begins to log activities, conversations, and decisions.*
6. *Notify the Department Director, Executive Vice President, and President/CEO.*
7. *Police will ensure the family of the deceased is notified.*

## **FIRST AID / MEDICAL INSTRUCTIONS**

### **FIRST AID / MEDICAL ASSISTANCE**

*In the event of an injury or illness on site, radio the Camp Director with your location and a brief description of the situation. Provide your name, the nature and severity of the medical issue, and the exact location of the victim.*

#### **For severe injuries or life-threatening conditions:**

*Any staff member is authorized to call 911 immediately. After 911 has been contacted, notify the Camp Director as soon as it is safe to do so. The Camp Director will then notify the YMCA leadership team and contact the local Office of Emergency Management by phone, followed by written documentation via email.*

*While awaiting emergency responders, take the following actions:*

- *Ask the victim, "Are you okay?" and "What is wrong?"*
- *Check pulse and breathing; begin CPR or rescue breathing if necessary.*
- *Control serious bleeding using direct pressure and elevation.*

- *Keep the victim still, calm, and comfortable; have them lie down if appropriate.*

*Continue assisting the victim until help arrives. Determine the extent of the injury or possible cause of illness, protect the victim from further harm, and avoid moving them unless absolutely necessary. Look for emergency medical identification, gather information from witnesses, and provide all details to EMS and/or Police/Fire upon arrival.*

#### **For minor injuries or illnesses:**

*Provide appropriate first aid using the nearest available supplies (see First Aid Instructions for detailed guidance). After treatment, if further medical care is recommended, advise the individual to seek attention from their physician.*

*Under no circumstances should staff transport a victim to the hospital. All transports must be conducted by EMS.*

#### **BROKEN BONES**

*Keep them from moving-use padding to pad gaps and provide stabilization*

*Do not change their position*

*Wait for professional help to splint and transport*

#### **BURNS**

*Make sure the site of electricity has been turned off before helping a victim.*

*Check the victim from head to toe. A victim with a chemical burn is likely to have another in- jury (ex: head injury, breathing).*

*Loosely cover the burned area with dry sterile bandages.*

*Never put an electrical burn under water.*

#### **EYE INJURIES**

*Pad and bandage both eyes*

#### **FAINTING AND UNCONSCIOUSNESS**

*Have victim lie down and rest.*

*Keep victim comfortable, not hot or cold. Elevate the victim's feet about 6 inches if conscious. If unconscious, place the victim on their side.*

*Ask or look for emergency medical I.D.*

*Treat other injuries as necessary.*

#### **SUSPECTED CONTAGEOUS DISEASE**

*If a camper or staff member is suspected of having a contagious disease, the Camp Director (or designee) will immediately implement appropriate precautions, including the use of personal protective equipment (PPE) such as gloves, masks, and face shields, based on the situation. The Camp Director (or designee) will ensure the individual is separated from others and escorted to a designated isolation area in the infirmary office located in the youth gym, away from other campers and staff. The individual will be monitored there until they can safely leave the site or receive further medical care.*

*Any staff member who observes symptoms of a suspected contagious disease or becomes aware of a possible exposure must immediately report the concern to the Camp Director and complete an incident report form as soon as possible, but no later than the end of the same program day. The Camp Director will assess the situation, document symptoms, possible exposures, and recent close contacts, and determine whether additional response measures are necessary. The Camp Director will also notify the YMCA Human Resources Department as soon as possible, but no later than the end of the same program day.*

*The camper's parent/guardian will be notified promptly by direct phone call, followed by text message or email if needed. Notification will occur as soon as practical, and no later than one hour after the determination that the camper must be picked up or excluded from activities. Prompt pick-up will be coordinated when required. If the affected individual is a staff member, their emergency contact may be notified when appropriate, and return-to-work guidance will be provided.*

*The Camp Director or designated personnel will notify local health authorities and/or emergency management when warranted based on symptoms, diagnosis, exposure risk, outbreak potential, or applicable public health guidance. Notification will occur by phone or email as soon as practical, and no later than the same business day once reporting criteria are met. If two or more related suspected cases occur, or if directed by health authorities, the Camp Director will coordinate additional mitigation measures, which may include enhanced cleaning, cohort separation, activity modification, or temporary closure of affected areas.*

*Families/guardians of campers and staff who were or may have been exposed will be notified in a timely manner, consistent with privacy requirements and guidance from health authorities. Notification will generally occur within the same day once a credible exposure risk has been identified. Areas used by the symptomatic individual will be cleaned and disinfected in accordance with current health and sanitation guidance.*

*All actions taken, notifications made, and instructions received from health authorities will be documented and maintained with incident records. YMCA CTX HR and/or the Camp Director will follow up with health authorities the next business day for further guidance, if applicable.*

## **HEART ATTACKS**

*Help victim to find a comfortable position. Give rescue breathing or CPR as necessary. Keep victim comfortable, not hot or cold. Ask or look for emergency medical I.D.*

*Ask if victim has medication and assist in administration of medication if requested.*

## **POISONING AND OVERDOSE**

*Find source of poisoning and get sample (drugs, chlorine, cleaning agent) Call Poison Control Number 1-800-222-1222.*

*Treat for shock*

*Do not induce vomiting or try to dilute with fluids*

## **SEIZURES**

**If seizure occurs on land:** *Clear immediate area. Protect victim from injuring self. Do not restrain victim. Loosen any restrictive clothing, place towel under person's head.*

**If seizure occurs in water:** *Clear water of patrons. Move person away from hazards such as side of pool. Stand behind victim, place hands on both sides of victim's head to keep their head above water. When the seizure has ended, remove the victim from the water. After the seizure, stay with the victim until EMS takes over. Never permit someone who has had a seizure to go in the water for the remainder of the day.*

## **SEVERE BLEEDING AND WOUNDS**

*Apply direct pressure on wound. Use clean cloth or hand with gloves.*

*Apply pressure to blood vessel if necessary.*

*Add more cloths if blood soaks through. Never remove bandage once applied.*

*Keep pressure on wound until help arrives.*

*Open wounds: Cover protruding wounds with thick moist dressing*

## **SHOCK**

*Shock can and will occur as a result of any medical trauma, regardless how small*

*Position victim according to injury-lay them down on the ground if they have no breathing problems*

**\*Give nothing to eat or drink**

*Cover victim enough to prevent loss of body heat but not to overheat*

*Reassure the victim that help is on the way*

*\*Shock can become life threatening, so monitor victim at all times*

**SPRAINS**

*Apply ice*

*Keep from moving*

*Elevate injury if possible*

**THERMAL AND CHEMICAL BURNS**

*Immerse burned area in cold water.*

*Flood chemical burn with cool water for 15-30 minutes. Loosely cover the burned area with dry sterile bandages. Keep victim comfortable.*

**DIABETIC EMERGENCY**

*Suspect if person has a sudden change of mental status. Skin may be pale, cool or sweaty*

*You may also notice a fruity smell to their breath*

*Give sweet juice or candy (do not use anything with artificial sweetener)*

*If there is no response to the sugar after 15 minutes call 911*

**SEVERE ALLERGIC REACTION**

*Wheezing or difficulty breathing-swelling of lips or hands-hives*

*Call 911-loosen any tight clothing, comfort and calm person*

*If the person has an epinephrine pen use it*

**STROKE**

*Numbness or weakness of the face, arm, leg, confused, change in speech, altered balance*

*Smile-Hold up both arms-speak a simple sentence*

*Call 911 and bring over the AED monitor until EMS arrives*

**BITES & STINGS**

*Wash the area with soap and water*

*Snake Bites: Apply direct pressure, do not move the person, you can wrap a pressure bandage wrap towards the body*

**HEAT EXHAUSTION**

*Heavy sweating-pale cool skin-vomiting-nausea-headache-dizzy*

*Stop activity move to a cool dry place, have the person lie down and put legs up 6-12 inches*

*Spray cool water or wet clothes to forehead and body-use fans to speed process*

*Encourage person to drink fluids*

**NOSE BLEED**

*Have the person sit straight up with their head forward and chin down. Pinch the nose with your thumb and index finger and hold for about 10 seconds. Ice can be applied if needed*

**INJURED TOOTH**

*Have the person spit into a cup and put the tooth in a cup. Sports drink, contact solution, and milk can also be used. Report to a dentist within 30 minutes.*

## CPR/RESCUE BREATHING

# Rescue Breathing

### Unresponsive-Not breathing, and Has a Pulse

1. CALL 911
2. Place the victim on their back
3. Tilt the head back to open the airway (neck injury do a jaw thrust)
4. Adult: 1 rescue breath every 5-6 seconds
  - a. Child 1 rescue breath every 2-3 seconds "1 one thousand, 2 one thousand, breath in and breath out on count 3"
5. Reassess pulse after 2 minutes
6. If not pulse is found begin CPR
7. If breaths do not go in check airway for obstruction by pulling jaw and looking into airway

## CPR

### Unresponsive-Not breathing, NO Pulse

1. CALL 911
2. Place the victim on their back
3. Check the pulse for no longer than 10 seconds
  - a. Do CPR if Child/Infant has less than 60 BPM
4. CPR

Adult	Child	Infant
Check pulse no longer than 10 seconds	Check pulse no longer than 10 sec: Do CPR if BPM is less than 60	Check pulse inside of upper arm no longer than 10 sec: Do CPR if BPM is less than 60
2 hands on center of chest (2 inches) 100-120/min	1 hand on center of chest (2 inches) 100-120/minute	2 fingertips on breastbone above nipple line (1 ½ inches) 100-120/min
<b>30 compressions/2 rescue breaths</b>	<b>30 compressions/2 rescue breaths</b>	<b>30 compressions/2 rescue breaths</b>
	Team/Two Rescuers CPR: 15 compressions/2 breaths	Team/Two Rescuers: 15 compressions/2 breaths

5. Follow each set of 30 compressions with 2 rescue breaths, make the chest clearly rise over one second, take a fresh breath between breaths
6. Repeat cycles of 30 compressions and 2 rescue breaths
7. **Don't stop** until an AED is ready, another provider takes over, or they shows signs of life or if you are too tired to continue.

## Choking and Airway Obstruction for Adults/Children

### Conscious Choking

1. If victim is coughing, or is able to speak allow/encourage victim to cough up the object
2. If unable to speak or cough, position yourself behind the victim (child you can kneel behind them)
3. Make a fist with one hand and place the thumb side up against the abdomen, just above the navel and below the ribs. Grasp fist with one hand
4. Give thrusts inward and upward into abdomen (REPEAT) until the patient can breathe normally

### Unconscious Choking

1. If victim becomes unconscious lower them to the ground
2. Activate EMS
3. Begin CPR beginning with compressions (30 compressions)
4. Look into the mouth for an object after each set of compressions before giving breaths
5. Continue until they show obvious signs of life

## Choking and Airway Obstruction for Infants

### Conscious Choking

1. If infant is silent, unable to cry or has blue lips-act quickly
2. Activate EMS
3. Straddle infant face down over your forearm with head lower than the chest (support head by holding the jaw)
4. Using the heel of other hand, give 5 back blows between shoulder blades-sandwich them between forearms and turn them onto their back. Place 2 fingers on the breastbone and give 5 chest thrusts. Repeat until infant can breathe normally.

### Unconscious Choking

1. Carefully lower to the ground. Position face up on a flat surface.
2. If alone provide at least 2 minutes of care before beginning CPR
3. Begin CPR with compressions
4. Look in mouth for object after each set of compressions before giving 2 rescue breaths

5. *Continue until infant shows signs of life or another care provider takes over*

## **AQUATIC EMERGENCY PLAN**

### **Emergency Response and Communication Plan**

#### **1. Emergencies Outside the Pool/Waterfront Area**

1. *All non-aquatic staff are trained in basic CPR and first aid and serve as the primary responders for emergencies outside the pool or waterfront area.*
2. *Lifeguards are responsible for supervising the pool/waterfront area. A lifeguard must never leave the area unattended or unsecured to respond to an outside emergency.*

#### **2. Non-Life-Threatening Emergency (First Aid Needed)**

1. *The first person to identify the situation notifies lifeguards and on-deck safety team members.*
2. *The down guard or another on-deck safety team member responds and provides care.*
3. *If advanced care is needed:*
  - a. *Activate the Campus Aquatic Emergency Action Plan (EAP) with one long whistle blast.*
  - b. *Clear the pool and use the designated emergency phone. Send someone to notify the front desk and camp director.*
  - c. *Supplemental responders assist by waiting for EMS, escorting EMS, controlling crowds, and bringing additional emergency equipment.*

#### **3. Life-Threatening Emergency (Examples: Water Rescue, Cardiac Arrest)**

1. *Activate the EAP.*
2. *Retrieve the victim.*
3. *Clear the pool and surrounding area.*
4. *Provide emergency care.*
5. *Await EMS and direct responders to the scene.*
6. *Complete all required incident reports.*

### **Lifeguard Expectations**

#### **Active Lifeguard Duties**

- *Practice preventative lifeguarding.*
- *Continuously scan assigned zones using a 20-second response standard (bottom, middle, top).*

- *Keep head and eyes visibly moving at all times.*
- *Anticipate possible emergency scenarios.*
- *Recognize early warning signs.*
- *Remain ready to enter the water and perform a rescue.*
- *Communicate concerns or observations immediately.*

### **General Lifeguard Standards**

- *Oversee all pool activities and ensure participant safety.*
- *Enforce aquatic rules and policies consistently.*
- *Follow rotation procedures.*
- *Be prepared to act as a primary responder for injury, illness, or accidents.*
- *Complete injury/incident reports promptly.*
- *Follow uniform policy.*
- *Maintain a professional attitude and monitor patron behavior.*
- *Secure a qualified substitute when needed with supervisor approval.*
- *Do not perform unrelated duties while actively guarding.*
- *Keep the pool area orderly and monitor locker rooms.*
- *Participate successfully in scheduled and random drills.*
- *Ensure proper use and storage of aquatic equipment. Report broken or unsafe equipment immediately.*
- *Attend four hours of monthly in-service training.*
- *Maintain all required certifications.*
- *Track certification expiration dates and renewal requirements.*
- *Notify the Aquatic Coordinator or Director 90/60/30 days before expiration.*
- *Make yourself available for required training.*

### **Aquatic Supervisor Expectations**

*In addition to standard lifeguard duties:*

- *Ensure proper performance of all lifeguards on duty.*
- *Resolve pool-related conflicts.*

- *Oversee opening/closing procedures.*
- *Supervise pool setup for programs and special events.*
- *Ensure participant safety at all times.*
- *Enforce aquatic rules and policies.*
- *Ensure proper rotation procedures are followed.*
- *Serve as a primary responder when needed.*
- *Complete required reports.*
- *Maintain a professional presence and monitor participant behavior.*
- *Secure qualified substitute staff if necessary.*
- *Lead and participate in drills and audits.*
- *Inspect rescue equipment and first aid supplies daily.*
- *Report broken, missing, or unsafe equipment immediately.*
- *Attend monthly in-service meetings and annual association training.*
- *Maintain all required certifications.*

### **Camp Counselors and Group Leaders Responsibilities During Aquatic Emergency Response**

*Camp counselors and group leaders must maintain direct supervision of assigned campers at all times. In the event of an aquatic emergency, counselors must lead campers calmly and quickly away from the emergency area to the designated location as directed by the camp director or designated leadership staff member. Counselors must bring attendance rosters if safely accessible and conduct immediate name-to-face headcounts before leaving the aquatic area and during every transition. Camp counselors must report attendance status immediately to the Camp Director and must keep campers together, calm, and supervised until further instruction.*

### **Assistance for Individuals with Disabilities and/or Functional Needs**

*Camp leadership will provide direct assistance to campers with disabilities or access/functional needs during relocation from aquatic emergency. Inclusive support procedures will be followed to ensure safety and accessibility.*

### **Family / Guardian Notification Process**

*For victim of aquatic emergency, the Camp Director or Camp Administration will contact the parent/guardian immediately via phone call.*

## **Communication & Coordination with Emergency Services and Emergency Management**

*In the event of an aquatic emergency, staff will take immediate action to protect life safety and ensure appropriate coordination with external agencies. Staff will call 911 immediately in any situation involving an imminent threat to life, serious injury, drowning, or any circumstance requiring law enforcement, fire, or emergency medical response.*

*The Camp Director, or designated designee, will serve as the primary point of contact for coordination with external agencies. The local Office of Emergency Management will be contacted by the Camp Director (or designee) as soon as possible following a 911 call in any major aquatic incident, including but not limited to a fatality, multiple victims, a missing person in the water, or situations requiring extended emergency response or operational support. This notification will be made by phone and followed by a written email to document the incident and support ongoing coordination.*

*Camp leadership will follow all instructions issued by emergency management and public safety officials and will incorporate those directives into on-site operational decisions.*

## **HOSTILE & HOSTAGE SITUATIONS**

### **GANG ALTERCATION**

1. *Provide first aid to injured. **If life threatening, call 911**; otherwise, call appropriate police department.*
2. *Police and Sheriff Department numbers listed on page 1*
3. *Assess danger: injuries, people involved, location of altercation, and presence of weapons.*
4. *Notify Camp Director.*
5. *If warranted, advise staff by verbal command to secure building doors.*
6. *Reestablish order with assistance from staff/crisis team.*
7. *Notify Program/Department Director, Executive Vice President, and President/CEO.*

### **HOSTAGE SITUATION**

1. *Call 911.*
2. *If police advise, evacuate the building quickly and quietly.*
3. *Notify Departmental Director, Executive Vice President, and President/CEO.*
4. *When appropriate, YMCA leadership will convene a crisis team, and set up an incident control center.*

### **HOSTILE CITIZENS / EMPLOYEES**

1. *Offer responsive service. Notify the Camp Director to handle the situation, Carry on with your campers.*
2. *Treat angry person(s) with respect and friendly sensitivity.*
3. *Offer alternatives such as talking to another staff member or supervisor.*
4. *Do not make promises you cannot keep.*
5. *Watch for warning signs or triggers that signal rising tempers.*
6. *If life threatening, call 911; otherwise, call appropriate police department:*

<i>Cedar Park</i>	<i>512-260-4600</i>
<i>Round Rock</i>	<i>512-218-5500</i>
<i>Williamson County Sheriff</i>	<i>(512)943-1300</i>

7. *Document all conversations.*

8. *Identify and hold witnesses. If multiple witnesses, try to keep separated.*
9. *Notify Program/Department Director, Executive Vice President, and President/CEO.*

## **WARNING SIGNS OF POTENTIALLY VIOLENT EMPLOYEES**

1. *Unexplained increase in absenteeism.*
2. *Over-reaction to changes in procedures.*
3. *Threats against the organization or individuals.*
4. *Depression/withdrawal.*
5. *Increased mood swings.*
6. *Insubordination.*
7. *Defiance and blatant violation of company rules and procedures.*
8. *Alcohol/drug abuse.*
9. *Bringing weapons to work.*
10. *Occurrence of precipitating event: discharge, discipline, or demotion.*

## **THEFT / VANDALISM / ROBBERY**

### **THEFT / VANDALISM**

1. *Upon arrival at your work space, if any doors are unlocked, open or it looks like there has been a break in, location.*
2. *Do not enter a building that has been vandalized. Immediately contact the Camp Leadership staff .*
3. *If you realize a building has been vandalized once inside, get out of the building and contact the Camp Leadership staff*
4. *Secure the area and leave it intact for investigation.*
5. *Report incident to YMCA Camp Director,*
  - a. *Executive Vice President, and Williamson County Administrative Office.*
6. *Record the type and extent of damage; file report with police.*
7. *Fill out an incident report and submit it to the Human Resources Department within 24 hours.*

### **ROBBERY**

1. *Remain calm.*
2. *Do not resist.*
3. *Note the direction of travel when the robber leaves and try to obtain a description of his vehicle. (Do this without exposing anyone to harm.)*
4. *Call 911—stay on the phone with the police operator. They will ask questions like:*
  - a. *The direction of travel of the robber is...*
  - b. *The description of the robber is...*
  - c. *The description of the weapon is...*
5. *Preserve the scene for evidence. Do not touch anything the robber may have touched.*
6. *Ask witnesses to remain at the scene.*
7. *Lock the doors—do not allow anyone to enter or leave.*

8. Have everyone write down what they saw, including the robber's description. DO NOT compare notes.
9. Notify Program/Department Director, Executive Vice President, and President/CEO.
10. When appropriate, YMCA leadership will convene a crisis team, and set up an incident control center.

## **FIRE EVACUATION PLAN**

Any employee is authorized to call 911 in the event of a fire or suspected fire. Staff should notify the Camp Director immediately. The Camp Director will then inform the YMCA leadership team notify local emergency management personnel by phone, followed by written documentation via email.

### **Fire Alarm or Observed Fire Emergency Procedures**

In the event of a fire alarm or observed fire emergency, all campers and staff shall evacuate immediately to the designated assembly area:

#### **Procedure for When Outdoors**

Counselors are responsible for collecting their assigned group of campers, maintaining calm and orderly movement, and escorting them directly to the muster zone. Attendance must be verified before leaving the area and rechecked once the group arrives at the designated muster zone.

#### **Procedure for When Indoors:**

Camp Counselors will direct campers to the nearest safe exit.

Any injured person shall be evacuated to the nearest safe area when it is safe to do so. Emergency medical aid should be provided until first responders arrive.

The building shall not be re-entered until fire authorities give official clearance.

All staff are expected to assist as needed under the direction of Camp Leadership or Emergency Management Personnel.

### **Procedures for Accounting for Employees and Occupants After Evacuation**

Camp counselors and group leaders will account for all campers immediately upon arrival at the evacuation site using attendance rosters and headcounts. Camp director will confirm attendance for each group.

Camp director will access to the PAYCOM system to verify which employees are clocked in at the time of the emergency.

### **Assistance for Individuals with Disabilities and/or Functional Needs**

During evacuation, Camp Leadership will provide direct assistance to any campers, staff, or visitors with disabilities or access and functional needs to ensure a safe and timely evacuation.

Staff assigned to specific groups are trained to support inclusive evacuation procedures and will remain with assigned individuals until reunification or the emergency has been resolved.

### **Family / Guardian Notification Process**

Once immediate life safety actions have been completed and the situation is stable enough to communicate accurate information, the Camp Director or designated administrative staff will notify parents and guardians using the established emergency mass communication system.

Notifications will be sent by text message as the primary method, with email used as a secondary method when appropriate.

Initial communication will include:

- Nature of the emergency situation
- Evacuation status
- Immediate instructions for families

Follow-up updates will be sent as additional verified information becomes available.

### **Reunification Plan for Families and Campers**

Following evacuation, campers will remain under staff supervision at the designated area until reunification procedures begin.

Campers will only be released to authorized individuals listed in emergency contact records. Identification may be required at pickup when feasible.

The Camp Director or designee will oversee the reunification process to ensure the safe, orderly, and secure release of all campers.

Families will receive clear pickup instructions regarding location, timing, and procedures through text message and secondary email communication.

*Staff will maintain continuous accountability and supervision of all campers until they are safely reunited with authorized guardians or released under official direction.*

## **SEVERE WEATHER AND NATURAL DISASTER EVACUATION PLAN**

*The YMCA is committed to protecting the safety and well-being of campers, staff, and visitors during natural disasters and severe weather emergencies. Natural disasters may include tornadoes, severe thunderstorms, flooding, extreme heat, wildfire smoke or fire conditions, winter weather, and other adverse weather events applicable to the camp location.*

### **Monitoring Responsibility and Schedule**

*The Camp Director and Unit Coordinator are responsible for actively monitoring weather conditions and safety alerts through the Perry Weather system. At each program site, the Camp Director, or a designated supervisor in their absence, serves as the primary weather monitor. Additional trained leadership staff may be assigned as backups to ensure continuous coverage.*

*In addition to digital monitoring systems, a NOAA Weather Radio is maintained on-site as a secondary alert system. The IT Director is responsible for maintaining the weather radio and ensuring it remains operational. The Camp Director will test the weather radio on a weekly basis to confirm proper function.*

*Weather alerts are automated and continuous; however, conditions must also be manually checked at the start of each operational day before outdoor activities begin, at minimum hourly during all outdoor programming, and continuously during periods of elevated risk such as thunderstorms, heat advisories, or active alerts.*

### **Alert Response and Communication Process**

*When the Perry Weather system or NOAA Weather Radio issues an alert, including lightning, severe weather, extreme heat, or other hazardous conditions, the designated monitoring staff will immediately assess the alert level and determine required action based on YMCA safety thresholds and protocols.*

*Upon identification of an alert, the Camp Director will immediately notify program leadership, including the Unit Coordinator or Branch Leadership as applicable. The Camp Director will then communicate the alert and any required actions to all camp staff via the walkie-talkie radio system to ensure full camp awareness.*

*Program leadership will relay instructions to all affected staff through radio communication, in-person notification, or approved mobile communication systems. If required, outdoor activities will be paused or suspended, and participants will be moved to designated safe shelter areas in accordance with established emergency procedures.*

*Staff will continue to monitor conditions and alerts in real time until an official all-clear is issued.*

## **EMERGENCY WEATHER WARNING SYSTEM**

**The YMCA of Central Texas uses Perry Weather monitoring software, on-site weather stations, and/or local weather reporting stations as the exclusive source for inclement weather and all weather tracking. All outdoor activity decisions are based on real-time WBGT readings. The National Weather service defines WBGT as; (WBGT) is a measure of the heat stress in direct sunlight, which takes into account: temperature, humidity, wind speed, sun angle and cloud cover (solar radiation).**

*The Perry Weather Outdoor Warning System is used to alert individuals outdoors to hazardous conditions such as lightning, severe weather, and other weather-related threats. The system uses on-site weather monitoring and national detection networks to identify hazards in real time and automatically issue alerts based on pre-configured safety thresholds. Alerts will be communicated through outdoor sirens, optional voice announcements, visual strobe indicators, and mobile notifications to staff. The system does not record audio or monitor individuals. Its sole purpose is to provide timely weather warnings and operational guidance. In the instance of a*

participant who is deaf, hard of hearing, there will be visual strobe indicators. If there is a camper or staff member who is blind or visually impaired, the system will alert through sirens and voice announcements. Additionally, the camp leadership staff member will receive the Perry Weather notification and will ensure the alert is relayed to those staff members and campers.

## **PUBLIC ADDRESS (PA) / EMERGENCY NOTIFICATION SYSTEM**

The UniFi AI Horn is a network-connected public address (PA) speaker designed exclusively for broadcasting announcements and emergency notifications. It operates using Power over Ethernet (PoE) and is centrally managed through system software, functioning similarly to a modern paging system.

The device does not continuously monitor or record audio. It serves solely as an output speaker, playing pre-approved messages that are either manually initiated by Camp Director or other authorized leadership or automatically triggered by system events such as scheduled announcements or safety alerts. Its use is limited to communication, safety notifications, and operational guidance.

The UniFi AI Horn can also be triggered through webhook integrations with the Perry Weather automated system and is capable of operating without dependence on an internet connection.

## **Accessibility for All Occupants**

The emergency warning system is designed to ensure all occupants are alerted during an emergency, including individuals who are deaf or hard of hearing. In addition to audible announcements through the PA system, emergency notifications are supported through visual alerting methods (such as strobe/visual indicators integrated with the emergency alert system) and multi-channel notification methods used by staff to ensure timely awareness and response. Staff are trained to provide direct verbal and visual communication support when needed to ensure all individuals receive and understand emergency instructions.

## **System Operability and Reliability**

The UniFi AI Horn system operates on a local network using Power-over-Ethernet (PoE) and does not rely on continuous internet connectivity to function for emergency or manual broadcast operations once the system is configured. Emergency messages and pre-programmed alerts can be activated locally through authorized devices and remain operable during internet outages, provided the local network and power supply remain functional.

## **System Maintenance**

The emergency warning system is maintained by designated information technology staff responsible for ensuring operational readiness, including routine inspections, software/system updates, and functionality testing of all PA devices. Any identified issues are reported immediately and corrected in a timely manner to ensure continuous system reliability.

## **Activation Responsibility and Backup Coverage**

Upon hearing Perry Weather alert, the primary responsibility for activating the emergency action plan system lies with the Camp Director (or designated on-duty supervisor in their absence). This individual is responsible for initiating emergency announcements and coordinating messaging during any emergency situation.

In the absence of the primary operator, a trained designated backup staff member (typically Unit Coordinator or trained senior leadership staff) is authorized to activate and operate the system. Multiple staff members are trained in system activation procedures to ensure redundancy and uninterrupted emergency communication capability at all times.

## **Communication & Coordination with Emergency Services and Emergency Management**

In the event of a natural disaster or severe weather emergency, staff will take immediate action to protect life safety and ensure appropriate coordination with external agencies.

Staff will contact 911 immediately when there is an imminent threat to life, injury, or any situation requiring law enforcement, fire, or emergency medical response.

The Camp Director, or designated designee, will serve as the primary point of contact for coordination with local emergency management agencies, including county or city emergency management offices, as appropriate. This coordination includes obtaining evacuation orders or shelter-in-place guidance, and receiving wildfire updates, evacuation zone information, air quality alerts, and other public safety directives related to disaster response.

Camp leadership will follow all instructions issued by emergency management and public safety officials and will integrate those directives into all on-site operational decisions.

## **Family / Guardian Notification Process**

*In the event of a natural disaster, staff will first ensure that appropriate emergency services have been contacted and that immediate life safety actions are underway. Once the situation is stabilized and accurate information is available, the Camp Director is responsible for initiating communication with campers' parents and guardians.*

*The Camp Director/Human Resources and/or Chief Marketing officer will notify parents and guardians primarily through a mass text messaging system using a pre-loaded emergency contact group. Prior to the start of each camp week, all camper emergency contact information is entered into the system to ensure timely communication. Test messages are sent before the start of each week to confirm successful delivery and verify the accuracy of contact information. Email notifications will also be sent as a secondary method of communication when appropriate.*

*Initial notification will be sent as soon as the situation is confirmed and immediate life safety actions are underway. Follow-up updates will be provided at regular intervals as additional information becomes available. A final communication will be issued once the situation is resolved, including either an "all clear" notice or specific reunification instructions as applicable.*

## **What is WBGT and Why Do We Use It?**

*At the YMCA of Central Texas, the safety of our campers and participants is our highest priority — especially during hot weather. To make informed decisions about outdoor activities, we use a science-based measurement called **WBGT**, which stands for **Wet Bulb Globe Temperature**.*

*WBGT is a nationally recognized standard for measuring heat stress on the human body during outdoor activity in direct sunlight (National Weather Service, NOAA). WBGT is more accurate than a standard temperature reading or "heat index" because it reflects how the body actually experiences heat during physical activity in real outdoor conditions (National Weather Service, NOAA).*

*According to the National Weather Service, WBGT takes into account multiple environmental factors that directly affect the body's ability to cool itself, including (National Weather Service, NOAA):*

- *Wind speed*
- *Air Temperature*
- *Humidity (moisture in the air)*
- *Sun angle*
- *Cloud cover and direct sunlight (solar radiation)*

*By considering all of these factors, WBGT provides a more complete picture of heat stress risk than temperature alone (National Weather Service, NOAA). For this reason, WBGT is widely used by the National Weather Service, U.S. military, OSHA, athletic organizations, schools, and occupational safety programs to guide safe activity levels in hot weather (National Weather Service; OSHA).*

## **How the YMCA of Central Texas Uses WBGT:**

*The YMCA of Central Texas uses Perry Weather monitoring software, on-site weather stations, and local weather reporting stations as our exclusive sources for heat and weather tracking. This allows us to monitor real-time WBGT conditions directly on our property, rather than relying only on general area forecasts (OSHA; National Weather Service).*

*On-site WBGT monitoring is considered best practice because heat conditions can vary significantly based on sunlight, cloud cover, wind, and surface type, which may not be accurately reflected by off-site weather stations (OSHA).*

WBGT data is used to:

- Monitor real-time heat stress conditions on site
- Track rising heat trends throughout the day
- Support proactive safety decisions
- Communicate real-time alerts to on-site staff

All outdoor activity decisions are based on current WBGT readings, not just air temperature (National Weather Service; OSHA).

## What the Color Flags Mean

Colored heat safety flags are based on WBGT levels and indicate the relative risk of heat stress for that day (National Weather Service WBGT guidance).

Based on the flag level:

- **Water breaks are always required between EVERY program activity**
- Campers are strongly encouraged to **bring and carry water bottles while at camp**
- Activities may be modified to reduce heat exposure
- On **Red and Black Flag days**, alternate indoor activities will be used to limit time in extreme heat

Unlike a standard thermometer reading, WBGT reflects how difficult it is for the body to cool itself during physical activity in the sun (National Weather Service). High humidity, low wind, and strong sunlight can all significantly increase heat stress — even when the air temperature alone does not seem extreme (National Weather Service; OSHA).

Using WBGT allows us to take a more conservative, evidence-based approach to heat safety and helps ensure we are making the safest possible decisions for children and staff (National Weather Service; OSHA).

## Heat Safety Flag Index | Official Platform: Perry Weather | Metric: WBGT

The YMCA of Central Texas uses Perry Weather monitoring software, on-site weather stations, and/or local weather reporting stations as the exclusive source for heat and all weather tracking. All outdoor activity decisions are based on real-time WBGT readings. The National Weather service defines WBGT as; (WBGT) is a measure of the heat stress in direct sunlight, which takes into account: temperature, humidity, wind speed, sun angle and cloud cover (solar radiation).

**Be aware of the color flag that is flying indicating the relative Heat index.** We require water breaks between EVERY PROGRAM ACTIVITY and campers should bring and carry water bottles. During Red & Black Flag days, there will be alternate indoor activities.

Perry Weather Use:

- Monitor real-time WBGT -The WetBulb Globe Temperature on property

- Track hourly trends and rising heat conditions
- Support proactive safety decisions
- Communicate real-time alerts to on-site staff

Flag Color	WBGT (°F)	WBGT (°C)	Operational Guidelines
WHITE	Below 82°F	Below 27.8°C	Full outdoor programming. Routine hydration hourly. Standard shade and rest.
GREEN	82-85°F	27.8-29.4°C	Water breaks every 30 min. Shade for 15 min every hour. Reduce activity intensity.
YELLOW	85-88°F	29.4-31.1°C	Mandatory shaded rest + hydration every 20-30 minutes. Shortened activities. Avoid prolonged exertion.
RED	88-90°F	31.1-32.2°C	Move strenuous activities indoors. Cooling breaks every 15 minutes Hydration every 20-30 minutes. Heightened monitoring.
BLACK	Above 90°F	Above 32.2°C	Suspend non-essential outdoor activities. Prioritize Indoor programming. Continuous hydration and cooling.

**Flag Authority:** Flag level is determined by using the Perry Weather Monitoring system and corresponding flag level is set by designated leadership staff and communicated to all program areas. Leadership may increase restrictions based on camper age, health needs, or activity intensity.

**Heat Illness Watch:** Dizziness, confusion, headache, nausea or vomiting, muscle cramps, excessive fatigue, hot, flushed, or pale skin. Follow camp medical and emergency response protocols immediately

Hourly hydration, sunscreen application reminders, and heat index updates are conducted and documented by the on-site director team and/or camp leadership (if applicable).

# TORNADO / VIOLENT WEATHER – SHELTER-IN-PLACE PLAN

The YMCA prioritizes the immediate safety of all campers, members, and staff during tornadoes and severe or violent weather events. Shelter-in-place procedures are activated upon issuance of a National Weather Service Tornado Warning, Perry Weather severe weather alert, or direction from local emergency management or on-site leadership, whichever occurs first.

## Tornado Watch and Tornado Warning Definitions

A Tornado Watch, issued by the National Weather Service (NOAA), indicates that weather conditions are favorable for the development of severe thunderstorms capable of producing tornadoes. During a Tornado Watch, all staff must remain alert, monitor conditions continuously, and prepare to take immediate protective action if conditions worsen.

A Tornado Warning, issued by the National Weather Service (NOAA), indicates that a tornado has been sighted or detected by radar and is imminent or occurring. A Tornado Warning requires immediate protective action and sheltering.

## General Preparedness and Response Actions

Upon notification of a Tornado Watch, the Camp Director will alert all staff. Camp Counselors will ensure all participants remain alert and prepared for rapid sheltering and will begin moving outdoor participants indoors as conditions warrant. Maintenance staff and/or other designated camp staff will secure loose outdoor equipment and objects when time and conditions safely permit to reduce the risk of flying debris.

When a Tornado Warning or shelter-in-place directive is issued through Perry Weather, the National Weather Service, or local emergency management, staff will immediately initiate shelter procedures without delay.

## Shelter-in-Place Locations

Designated shelter-in-place locations are pre-identified safe areas within facility structures- interior, windowless rooms located on the lowest available level with reinforced structural walls when possible. Locations below:

CAMP SHELTER IN PLACE AREAS	During TORNADO / VIOLENT WEATHER – SHELTER-IN-PLACE all UNITS combine into the indoor areas:
<i>Dining Hall Restrooms</i>	<i>Trekker &amp; Navigator</i>
<i>Creekside Lodge</i>	<i>Any Group on the back sports field(s)</i>
<i>Survivor Lodge</i>	<i>Survivor</i>
<i>Adventure Lodge</i>	<i>Tenderfoot, Ranger, &amp; CIT</i>
<i>Cabins</i>	<i>Overnight Campers</i>
<i>Campers in Pool</i>	<i>Twin Lakes Locker Rooms</i>
<i>Avery Family Pavilion Restrooms</i>	<i>Super Camp, Association field trips, any groups at Tango Tower/Waterfront, Explorer</i>

Upon activation of a Tornado Warning or shelter-in-place order, Camp Director or designated supervisors will immediately direct staff to escort all campers to the nearest designated shelter area using established interior routes. Staff will maintain full group supervision at all times, ensuring calm, orderly, and efficient movement. All outdoor groups will be brought indoors immediately and transitioned to assigned shelter locations.

### **Staff Roles and Accountability in Shelter**

*Once in the shelter area, Camp Counselors and Group Leaders are responsible for maintaining direct supervision of assigned groups and conducting immediate name-to-face headcounts upon arrival and any transition. Camp Director is responsible for overall coordination, confirming all groups are accounted for, and collecting attendance verification from staff. Headcounts will be continuously maintained throughout the duration of the event.*

### **Shelter Procedures and Conduct**

*Once sheltered, all individuals will be instructed to sit facing interior walls away from windows, with heads lowered and hands covering head and neck as appropriate. Staff are responsible for maintaining calm, providing clear instructions, and ensuring continuous supervision. In the event of power loss, staff will provide verbal directions to maintain order and safety. Weather radios or approved alert systems will be used to monitor ongoing conditions and provide updates.*

### **EMERGENCY COMMUNICATION AND ESCALATION**

*The Camp Director is responsible for initiating emergency response communication. The Camp Director will call 911 in any situation involving injury, entrapment, structural damage, or other life-threatening conditions. Immediately following a 911 call, the Camp Director will contact the local Office of Emergency Management to report the situation, request support if needed, and receive guidance. This communication will be documented via follow-up email for recordkeeping.*

*If conditions escalate rapidly and there is an immediate life-threatening emergency, any staff member may call 911.*

*The Camp Director or designated designee will serve as the primary point of contact for ongoing coordination with local emergency management agencies and will continue communication as conditions evolve.*

### **Communication with Parents and Guardians**

*Communication with parents and guardians will be initiated once immediate life safety actions are underway and accurate information is available. The Camp Director or designated administrative staff will send notifications using the approved mass communication system via text message with email as a secondary method.*

*Initial communication will provide information regarding the emergency situation, shelter status, and general camper safety. Follow-up updates will be provided as conditions change. A final communication will be issued once the event has passed, including either an "All Clear" notification or reunification instructions if applicable.*

### **All Clear and Recovery**

*Shelter-in-place procedures will remain in effect until an official "All Clear" is issued by the National Weather Service, Perry Weather system, or local emergency management authorities.*

*Once cleared, staff will follow direction for resuming normal operations or implementing additional emergency procedures if required. Families will receive final communication regarding the outcome of the event and any next steps.*

## **Lightning Procedures**

### **During Activities**

*When lightning, thunder, or a severe weather alert is issued or observed near water activity areas, all activities will immediately cease. All participants and staff will evacuate the area and proceed indoors as directed by YMCA staff.*

*Activities may resume only after the Perry Weather system 30-minute all-clear countdown has expired without additional alerts and YMCA staff have issued formal clearance. The countdown resets with each new occurrence. During closure, staff will secure the area and ensure doors remain locked until reopening is authorized.*

### **Campers / Staff Outside a Building**

*When alerted by the National Weather Service or Perry Weather system, all members and staff outdoors must immediately seek shelter in a structurally sound building when available.*

*If shelter is not available, individuals must take protective action based on the hazard. For tornadoes, individuals must not remain in vehicles and should instead seek low-lying ground, lie flat, and cover their head and neck. For lightning events, individuals should*

remain in vehicles when possible or move to an open area away from trees, water, and tall isolated objects, crouching low and minimizing group contact to reduce lightning risk.

Staff are responsible for maintaining group accountability and conducting headcounts whenever possible. 911 or local emergency management should be contacted when necessary. YMCA leadership will notify appropriate administrators and front desk personnel, and families will be informed through established communication systems. Media inquiries will be directed to the designated spokesperson per YMCA policy.

**POOL AREAS** - When lightning/thunder or severe weather alarm is sounded, lightning is sighted or heard in the pool/lake vicinity, the pool/lake must be cleared. Patrons and staff must proceed indoors as directed by YMCA staff. Please avoid all metal areas, umbrellas, or tall objects during a lightning alert. The pool may be re-opened and normal operation may resume after the 30 minute Perry Weather Alert System countdown expires and YMCA staff give the all clear. The countdown reset with every occurrence. During this time staff please lock the aquatics doors and wait outside in the hallway.

<b>CAMP EVACUATION AREAS</b>	<b>During LIGHTNING ACTIVITY all UNITS combine into the indoor areas:</b>
<i>Dining Hall</i>	<i>Trekker &amp; Navigator</i>
<i>Creekside Lodge</i>	<i>Any Group on the back sports field(s)</i>
<i>Survivor Lodge</i>	<i>Survivor</i>
<i>Adventure Lodge</i>	<i>Tenderfoot, Ranger, &amp; CIT</i>
<i>Cabins</i>	<i>Overnight Campers</i>
<i>Campers in Pool</i>	<i>Teen Zone or Gym</i>
<i>Avery Family Pavilion</i>	<i>Super Camp, Association field trips, any groups at Tango Tower/Waterfront, Explorer</i>

## Flood Evacuation Plan

### 1. HEAVY RAIN (NO ALARM YET – ELEVATED AWARENESS PHASE)

#### Camper & Staff Actions

1. Stay indoors unless a counselor or leadership tells you otherwise.
2. Keep shoes, a flashlight, and a full water bottle at your bed.
3. Stay quiet so counselors can hear radio updates.
4. Tell a counselor immediately if you see water entering or pooling in any area.
5. Stay with your assigned buddy and counselor at all times.

#### Staff Duties (Branch and/or Camp Director or appointed staff)

1. Monitor Perry Weather System and NOAA Radios, county alerts, and dam notifications.
2. Staff/Counselors immediately do Name-To-Face attendance - Confirm accurate attendance for anyone on site.
3. Visually check creek lines for rising water.
4. Conduct cabin-area drainage checks every 30 minutes.
5. Report unsafe conditions to leadership immediately.

## **2. ALARM DURING THE DAY (IMMEDIATE EVACUATION INITIATED)**

### *Camper Actions*

1. *Stop all activity immediately.*
2. *Put on shoes and gather only instructed essential gear at the alarm.*
3. *Stay with your counselor and buddy—no one moves alone.*
4. *Report any visible water near cabins, activity areas, or trails.*
5. *Walk in single file and avoid puddles, flowing water, and soaked ground.*
6. *Hold hands with your buddy or counselor if told.*
7. *Do not run.*

### *Movement & Evacuation Protocol*

1. *Follow counselors to the assigned Muster Zone North (Avery Family Pavilion) or Muster Zone South (Magee Family Dining Hall).*
2. *Avoid creek crossings, low trails, and drainage paths.*
3. *Staff complete immediate name checks on arrival.*
4. *Stay quiet for fast communication.*

## **3. ALARM AT NIGHT (HIGH-RISK CONDITIONS)**

### *Camper Actions*

1. *Sit up immediately when the alarm sounds.*
2. *Put on shoes and gather only instructed essential gear at the alarm.*
3. *Stay with your buddy and counselor—do not leave your bunk alone.*
4. *Shine your flashlight at the floor and trail to look for water or obstacles.*
5. *Report any water inside the cabin.*

### *Movement Protocol (Night)*

1. *Evacuate in a single file using illuminated evacuation trails to Muster Zone South (Magee Family Dining Hall)*
2. *Staff/Counselors immediately do Name-To-Face attendance - Staff included.*
3. *Move slowly but steadily toward high-ground muster zone.*
4. *Staff conduct roll calls upon arrival.*
5. *Stay silent until instructions are given.*

## **Water inside or directly outside a cabin (IMMEDIATE EVACUATION)**

### *Camper Actions*

1. *Stay calm and tell your counselor right away.*
2. *Put on shoes and gather only instructed essential gear at the alarm*
3. *Do not step into water unless a staff or counselor says it is safe.*

### *Evacuation Procedure*

1. *Counselors choose the safest exit route, even if it isn't the main door.*
2. *Move in buddy pairs, holding hands or using the rope line.*
3. *Walk slowly because water may hide debris or unstable ground.*
4. *Go directly to the high-ground Muster Zone South (Magee Family Dining Hall)*
5. *Staff/Counselors immediately do Name-To-Face attendance, twice.*

6. *Wait there until leadership or responders give further directions.*

#### *Higher-Level Response*

1. *Leadership contacts EMS and YMCA leadership*
2. *Ensures master attendance accounts for all participants, staff, any guests. CONFIRM.*
3. *Local Response, YMCA Leadership and Facility team documents levels and inspects structural risks.*
4. *Cabins stay evacuated until fully cleared.*

#### *5. DAM OR RESERVOIR FAILURE – BRUSHY CREEK LAKE PARK DAM (DAM 7)*

##### *Threat Profile*

1. *Floodwater may reach camp within 15–30 minutes of a breach.*
2. *Water could carry debris, mud, and fast currents.*
3. *Roads may become impassable quickly.*

##### *Evacuation Procedure – Day*

1. *Move immediately to Muster Station (Avery Family Pavilion) or Muster Station Two (Magee Family Dining Hall) high-ground areas using designated routes.*
2. *Staff/Counselors immediately do Name-To-Face attendance*
3. *Follow: Cabin Area →Avery Family Pavillion → US-183.*
4. *Complete full evacuation within 30 minutes.*
5. *Staff/Counselors immediately do Name-To-Face attendance.*

##### *Evacuation Procedure – Night*

1. *Use illuminated evacuation routes.*
2. *Move to internal high-ground muster points within 15–20 minutes.*

##### *If Roads Flood*

1. *Switch to on-foot evacuation to the nearest high ground.*
2. *Stay tightly grouped with a buddy system enforced. Staff/Counselors immediately do Name-To-Face attendance.*
3. *Leadership coordinates with responders for extraction.*

#### *6. FAILURE OR OVERTOPPING OF MUIR LAKE / SCS SITE 6 RESERVOIR*

##### *Threat Overview*

1. *SCS Site 6 is an upstream flood-control dam.*
2. *A breach could send fast-moving water toward camp.*
3. *Floodwater could arrive in 10–20 minutes.*
4. *Water will follow creek beds and low areas into camp.*

#### *A. Warning Triggers Requiring Immediate Action*

- 1. County emergency management notification.*
- 2. Perry Weather Alert System*
- 3. Automated dam monitoring alert.*
- 4. Rapid, unexpected creek level rise.*
- 5. Audible rushing water from upstream.*
- 6. Staff reports of abnormal water movement.*
- 7. Any trigger initiates instant full-scale evacuation.*

#### *B. All-Times Evacuation Protocol (Day or Night)*

- 1. Alarm activates immediately.*
- 2. Counselors gather campers in under 1 minute.*
- 3. Staff/Counselors immediately do Name-To-Face attendance.*
- 4. Put on shoes and gather only instructed essential gear at the alarm.*
- 5. Move straight uphill away from creek channels.*
- 6. Avoid any trails heading toward the reservoir.*
- 7. Maintain tight formation and buddy integrity.*
- 8. Staff/Counselors immediately do Name-To-Face attendance every 3 minutes.*

#### *C. Daytime Evacuation Timeline*

- 1. Leave cabins within 2 minutes.*
- 2. Reach Muster Station One or Two in 10–15 minutes.*
- 3. Staff conduct Name-To-Face upon arrival and every 5 minutes after.*
  
- 4. Remain sheltered until “all clear” from Executive Director/Camp Director*

#### *D. Nighttime Evacuation Timeline*

- 1. Wake put on shoes and gather only instructed essential gear at the alarm*
- 2. Use pre-lit routes and rope lines.*
- 3. Arrive at high-ground muster points in 15 minutes.*
- 4. Staff conduct Name-To-Face upon arrival and every 3 minutes after.*

#### *E. If Water Is Already Entering Lower Camp*

- 1. Use the nearest uphill route to muster station two (Tactical Tag Field).*
- 2. Do not cross any visible water.*
- 3. Stay silent so counselors can hear radio updates.*
- 4. Climb to the highest internal muster point.*
- 5. Staff conduct Name-To-Face upon arrival and every 3 minutes after.*

#### *F. If Roads Are Impassable*

- 1. Evacuate to internal high-ground shelters..*
- 2. Emergency responders extract once waters stabilize.*

*BUDDY RULES (UNIVERSAL, NON-NEGOTIABLE)*

- 1. Always stay with your buddy and your counselor.*
- 2. Never leave the group for any reason.*
- 3. If separated, stay exactly where you are and call for your counselor and blow your whistle.*
- 4. Counselors report missing buddies immediately.*

**EVACUATION ROUTE MAP AND PROCESS**

*\*EVACUATION MAPS WILL BE POSTED IN ALL BUILDINGS*

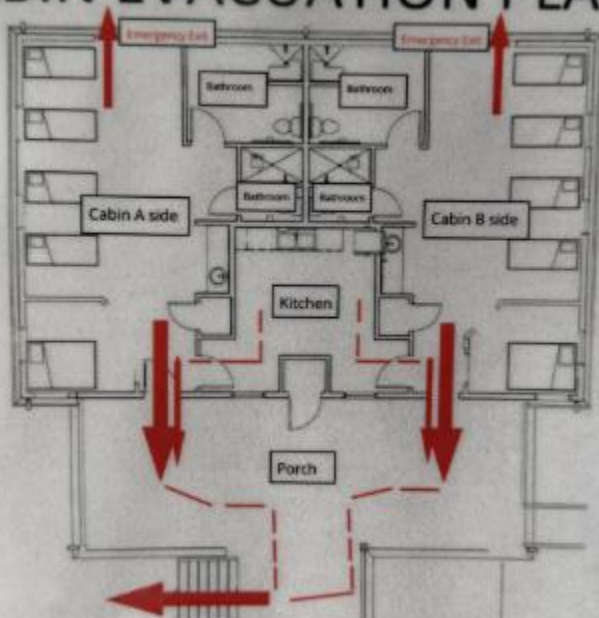
*\*EACH MUSTER ZONE HAS A PHYSICAL SIGN IDENTIFYING IT AS A MUSTER ZONE*

**SATELLITE EVACUATION MAP – CABINS (1-6)**

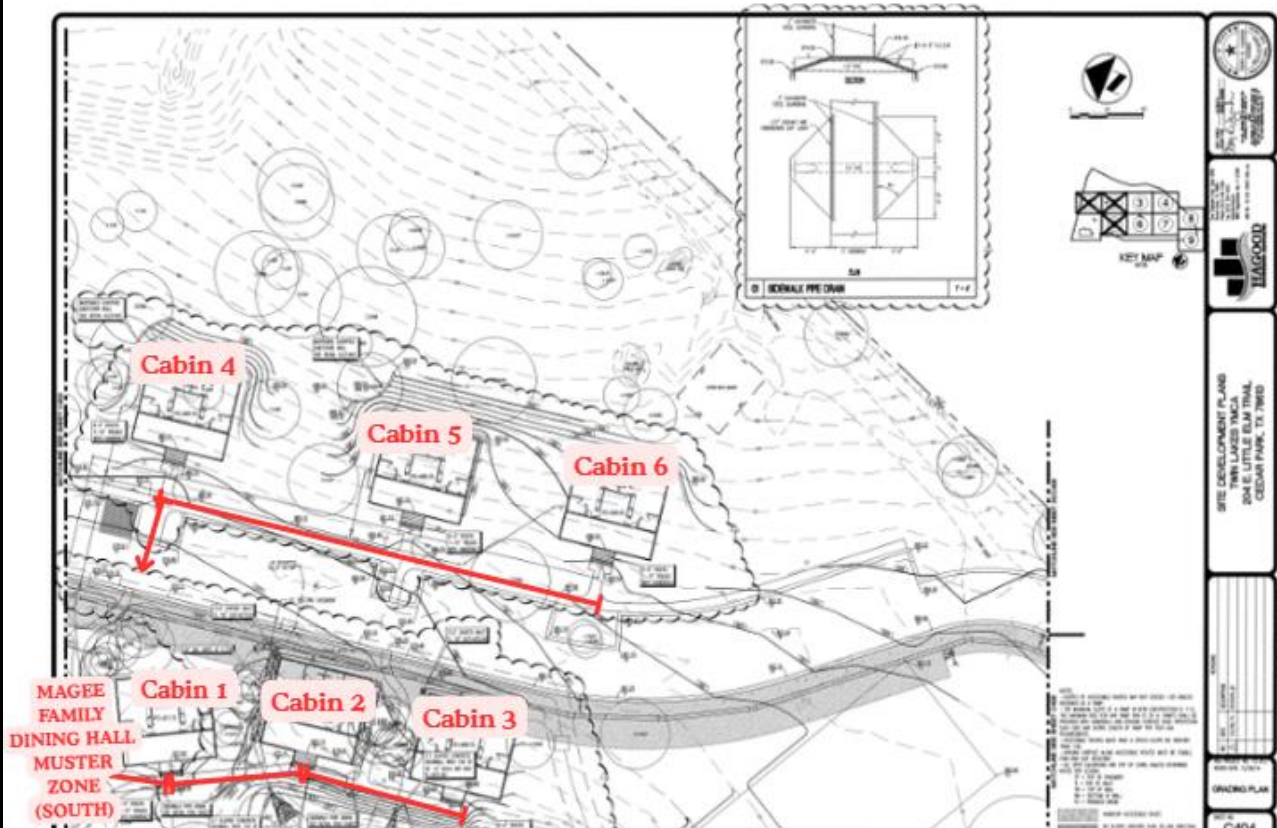




# CABIN EVACUATION PLAN



Cabin equipped with fire sprinklers. Do NOT disable or touch.



  
**BLAGOOD**  
 ENGINEERS  
 1000 WEST 10TH AVENUE  
 DENVER, CO 80202  
 (303) 733-1100  
 www.blagood.com

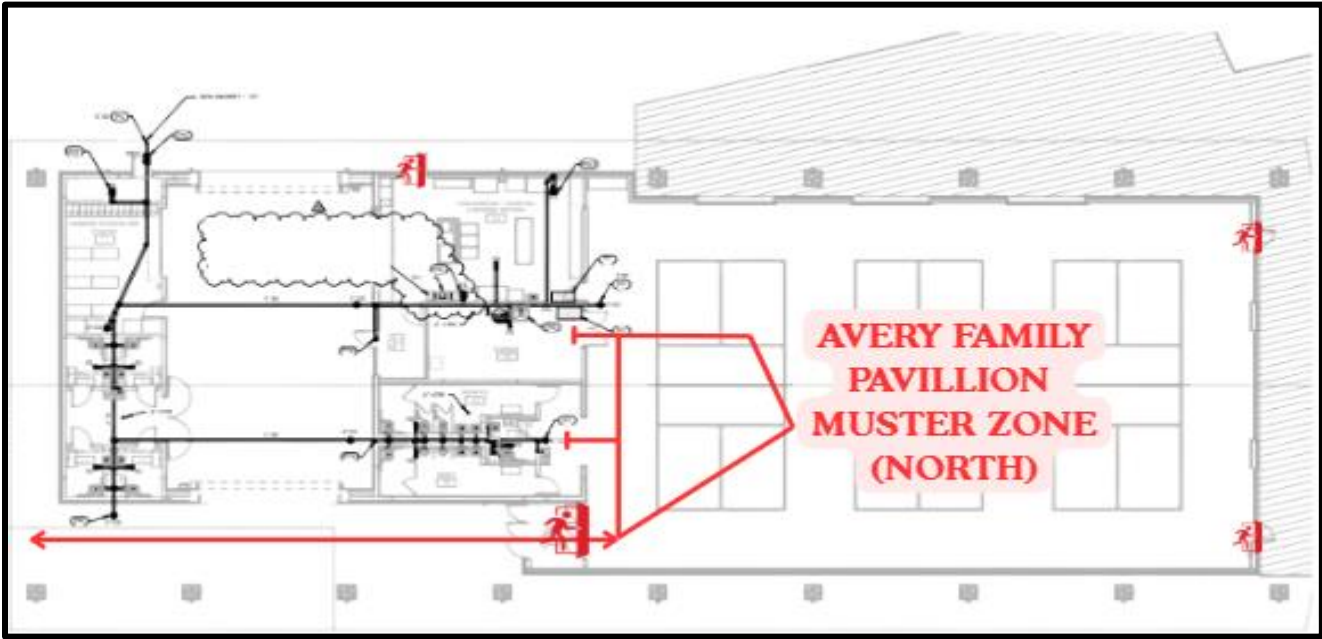
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SITE DEVELOPMENT PLANS  
 TRINITY LAKES YMCA  
 3000 SOUTH 10TH AVENUE  
 DENVER, CO 80202

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SHEET NO. 0104  
 OF 0104

EVACUATION MAP – CABINS (1-6) - POSTED IN ALL CABINS (A + B SIDE)



ALL CAMPUS MUSTER ZONE MAP



## OFF SITE RELOCATION MAP



**LOCATION: CEDAR PARK PARKS AND RECREATION MAINTENANCE FACILITY  
207 E LITTLE ELM TRAIL CEDAR PARK, TX**

*This Emergency Evacuation Plan establishes procedures for the safe and orderly evacuation of campers, staff, and visitors during emergencies requiring movement to designated muster stations or shelter locations. The plan prioritizes life safety, accountability, communication, and reunification with families.*

### **Evacuation Routes and Muster Zone**

#### **Primary Evacuation Routes**

*Each camp building will have clearly posted primary evacuation routes leading to exits*

### **Muster Zones**

*Designated muster zones will be located internally at the Avery Family Pavilion for the North side of camp and the Magee Family Dining Hall for the South side of camp. The Off-Site Muster Zone location is located at the Cedar Park, Parks and Recreation Maintenance Facility - 207 E Little Elm Trail, Cedar Park Texas, 78613, - Latitude: 30.49587, Longitude: -97.80853. Each Muster Zone has a physical sign identifying it as a muster zone.*

**Maps identifying evacuation routes and muster zones will be posted in all buildings, included in the Action Plan provided to all new hires and rehires, and incorporated into staff training.**

### **Camp Counselors and Group Leaders**

*Camp Counselors and Group Leaders are responsible for maintaining direct supervision of assigned camper groups at all times. They will lead campers calmly and quickly along designated evacuation routes. Attendance rosters should be brought if safely accessible. Immediate name-to-face headcounts must be conducted upon arrival at the muster zone and repeated during any movement or transition. Attendance status must be reported immediately to the Camp Director. Campers must remain together, calm, and supervised until further instruction. Injuries, missing persons, or hazards must be reported immediately.*

### **Camp Director**

*The Camp Director is responsible for overall coordination of the evacuation. This includes confirming all groups have reached muster locations, collecting attendance verification from counselors and staff, conducting final site-wide accountability checks, directing movement to alternate locations if conditions change, coordinating communication with emergency responders, overseeing transportation support if relocation is required, and managing family notifications and reunification operations.*

*No one may leave the group or site unless authorized by the Camp Director or emergency responders.*

### **Assistance for Individuals with Disabilities and/or Functional Needs**

During evacuation, camp leadership will provide direct assistance to any campers, staff, or visitors with disabilities or access and functional needs to ensure safe and timely evacuation. Staff responsible for specific groups are trained in supporting inclusive evacuation procedures and will remain with assigned individuals until reunification or resolution of the emergency.

### **Coordination with Emergency Services and Transportation Support**

In the event that camp transportation resources are unavailable or insufficient during an evacuation, the Camp Director or designated designee will coordinate directly with 911 and local emergency management agencies to request emergency transportation support. This may include assistance from fire, police, or county emergency management resources to facilitate safe and timely evacuation of all individuals from the affected area. All coordination efforts will follow direction provided by emergency officials and will prioritize life safety and efficient evacuation from hazard zones.

### **Family / Guardian Notification Process**

Once immediate life safety actions have been initiated and the situation is stable enough to communicate accurate information, the Camp Director or designated administrative staff will notify parents and guardians using the established emergency mass communication system. Notifications will be sent via text message as the primary method, with email used as a secondary method when appropriate. Initial communication will inform families of the emergency situation, the evacuation status, and any immediate instructions. Follow-up updates will be provided as additional information becomes available.

## Reunification Plan for Families and Campers

Following evacuation, campers will remain under staff supervision at the designated muster zone until reunification procedures are initiated. Campers will only be released to authorized individuals listed in emergency contact records, and identification will be required at the time of pickup when feasible. The Camp Director or designee will oversee the reunification process to ensure orderly and secure release of all campers. Families will receive clear instructions regarding pickup location, timing, and procedures through text message and secondary email sent by camp director. Staff will maintain continuous accountability and supervision of all campers until they are safely reunited with authorized guardians or released under official direction.

## MEDIA INQUIRIES

*All requests from media representatives should be directed immediately to the **Chief Marketing Officer***

*If the Chief Marketing Officer is not accessible (i.e. away on business, out due to illness or not responsive to contact requests), inquiries should be directed to the **President/CEO**.*

*In every case, also report the inquiry to your supervisor.*

## EMERGENCIES AND THE MEDIA

- 1. If you are approached by a media representative in person or by telephone, politely assure them that you will direct them to the appropriate administrator. Inquire as to the nature of the request, and communicate the information (if provided) to the designated administrator prior to transferring the call.*
- 2. Always announce inquiries to the administrator prior to directing the media to the designated administrator. Unless escorted by the appropriate administrator, all media representatives visiting YMCA locations must remain in the lobby or in a designated area of a program site completely separated from children.*
- 3. There are times when the media will want an immediate response. Under no circumstances is anyone at the branch or a school site authorized to give any details or information about a crisis or incident. A response that will work in most situations is, "I do not have any details about what has happened at this time. If you will please give me your name and phone number, I assure you that someone from our Association Office will contact you as soon as possible to give you what information we can." Do not ever say, "No comment."*
- 4. Do not engage in casual conversation with a media representative. Remember, any comment you make could be quoted in a media story. **There is no such thing as "off the record."***

## ACCIDENT/INCIDENT REPORT FORMS

- *YMCA Incident Report Forms are BLUE and MUST be filled out anytime you observe or are involved in an incident such as: altercations, assaults, accusations, theft, vandalism, accident with no injury, etc.*
  - *Turn form into Camp Director*
- *YMCA Report of Injury or Illness Forms are YELLOW and must be filled out anytime a camper or staff is injured or goes to the Medics office due to illness, accident, injury. **YOU ARE RESPONSIBLE FOR THE FORM.***
  - *Turn the form into the Camp Director or to the Medic.*

