

LONE STAR CAMP AND CONFERENCE CENTER EMERGENCY OPERATIONS PLAN

Last revised May 28, 2026



LONE STAR
CAMP & CONFERENCE CENTER

EMERGENCY PHONE NUMBERS	7
Annual Staff Training and Maintain Training Records	8
Drowning or Unresponsive Swimmer	10
Missing Swimmer	10
Capsized Watercraft	11
Water Rescue (Distressed Swimmer)	11
Notification of Family/Guardian	11
Camper Accountability	11
Camper Safety Training	13
Communication with Local Emergency Management	14
Communication with Parents/Guardians	15
Emergency Plans to Staff	16
Emergency Warning System / Public Address System	16
Epidemic Plan	16
Evacuation Plan/Flash Flood Warning: CODE WHITE	18
Evacuation Plan	20
Phase 1 – Immediate Action	20
Phase 2 – Decision-Based Evacuation	20
Phase 3 – Decision-Based Evacuation-Transportation	20
Phase 4 – Reunification	20
Evacuation Routes Posting	21
Fire Plan: CODE ORANGE	21
All CAMP Assemble for Fire – Immediate Action	22
Alternative Decision-Based Evacuation	23
Floodplain location information	24
Lone Star Camp hereby certifies that its facilities and operations are in full compliance with the Texas Department of State Health Services (DSHS) requirements regarding camp floodplain locations, as outlined in the Texas Administrative Code.	24
In accordance with state safety standards, Lone Star Camp affirms that no cabins or sleeping quarters are located within a designated floodway. Furthermore, the body of water situated on the premises is a dammed lake, managed in compliance with applicable safety and drainage regulations to ensure the continued protection of all campers, staff, and infrastructure.	24
Illuminated Evacuation Routes	28
Internets Service / Broadband Service	29
Lost Camper Plan: CODE PINK	29
Transition to Law Enforcement	31
Staff Guidelines for "The Assembly"	31

Monitoring Safety Alerts	32
Muster zones.....	32
Natural Disaster Plan (tornado and adverse weather events): CODE White	33
Operable Weather Radio	36
Parent Notification of Floodplain	36
Severe Injury / Severe Illness / Serious Accident / Death Plan: CODE BLUE	39
Transportation Emergency Plan	42
Unauthorized Individual Plan : Code Yellow	42
Identification: Visitor Tag	43
Disgruntled or Hostile Individuals	44
Examples of Specific Scenarios	46
Weapon on Property	46

Lone Star Camp and Conference Center

6829 FM 317

Athens, Texas 75752

903-675-4876

Summer Camp Director:

Jason North jnorth@swrgc.org 317-600-1080

Emergency Preparedness/Operations Coordinator/Facilities manager:

Bob Allen/ ballen@swrgc.org 585-329-4084

Emergency Operations Planner:

Angelina Allen Angelina.allen903@gmail.com 719-494-9233

Chief Executive Officer:

Dr. Carlton Byrd- cbyrd@swrgc.org 404-626-4897

Please contact the camp administrative staff team for missing / injured persons, serious threat of harm, and any emergency situation that causes damage to the facility.
Camp administrative staff may be reached at 903-675-4876.

DISASTER AND EMERGENCY PLAN FOR *Lone Star Camp and Conference Center*

I. Purpose

This emergency plan has been developed to assist Lone Star Camp and Conference Center of Southwest Region Conference of Seventh-Day Adventists in protecting the health and safety of all property occupants should a disaster or emergency, if it is natural or deliberate, affect the facility, operation, or its community. The safety of everyone is the primary goal of Lone Star Camp and Conference Center.

II. Emergency Preparedness Coordinator

For the purpose of facilitating in Texas Health and Safety Code, Chapter 141. Lone Star Camp manager, Robert Allen, together with outsourcing disaster preparedness coordinator, Angelina Allen, developed a plan of action for facilitating camp education, protocols, and documentation for a Disaster and Emergency Plan 2026. This plan will be maintained by a Lone Star Camp Facilities Manager and Implemented by the Summer Camp Director.

III. Assignment of Responsibilities

Southwest Region Conference and all employees thereof, including but not limited to, Lone Star Camp administrative staff are responsible for knowing and implementing the disaster and emergency plan and ensuring the safety of the adults and children on the premises. This plan will facilitate a protocol that will need to be updated, posted, and taught annually to all summer camp staff.

Annual Staff Training

Emergency plans will be provided to staff and volunteers: All staff will be provided with a hard copy of the EOP. It is the responsibility of all staff to understand their roles and responsibilities, muster stations, location of EOP, and the location of the supplies in the event of an emergency. Onsite staff training will be conducted annually by the Summer Camp Director. Completion of training will include a written acknowledgement,

III. Camper Safety Training

Camper safety education will be provided by the summer camp director. An All Camp drill will be performed by all camp members at DAY-ONE evening program. Camp director will document education and store records and the Southwest Region Conference of Seventh-Day-Adventists, Dallas, TX. In addition, campers will be instructed on the daily use of Buddy System, Line Calls, and Head Counts as they pertain to daily activities for utilization in emergency situations. **Parent Emergency Plan Provision:** Digital Copies of Lone Star Camp EOP will be available to parents through our online registration portal.

IV. Maintains Training Records

All employees will be provided with a hard copy and an acknowledgement of understanding is required by written signature for all staff participating in summer camp. Summer Camp Director is responsible for providing documentation, educating and updating all staff, and collecting signatures of new hires as part of their onboarding for work. EOP acknowledgements gathered annually will be stored with all staff onboarding training at the Southwest Region Conference of Seventh Day Adventist, Dallas, TX.

V. Emergency Warning System/Public Address System

Lone Star Camp acknowledges it has a camp-wide PA system maintained by the Facility Manager and available to the Summer Camp Director for cross camp broadcasting and Emergency Alerts. The PA system is independent and runs on a rf frequency band. In the event the Summer Camp Director is unavailable, the roles of communication assign to the Facility Manager and the Assistant summer Camp Director.

VI. Monitoring Safety Alerts

It is the responsibility of the Facility Manager to monitor safety alerts and relay immediately to the Summer Camp Director by Radio or Cell Phone.

VII. Operable Weather Radio

IT is the responsibility of the Facilities Manager to maintain an operable weather radio and receive real-time weather alerts from the National Weather Service and relay dangerous weather to the Summer Camp Director Immediately. Weather radios are held in the main office at the Welcome Center, the onsite home of the Camp Facilities Manager, and the onsite home of the Assistant Manager.

VIII. Internet Service/ Broadband

Lone Star Camp uses a fiberoptic internet service throughout the campground. In addition, there is an automatic backup ATT broadband data service that turns on if fiber internet goes down. It is the responsibility of the Facilities Manager to maintain internet services.

IX. Communication with Local Emergency Management

It is the responsibility of the Summer Camp Director to provide Local Emergency Management, HENDERSON COUNTY SHERIFFS OFFICE, with a digital copy of our EOP and an alert to any changes annually prior to Lone Star Camp's Summer Camp Session. Summer Camp director will confirm Receipt of EOP to Local Emergency Management and document for records at Southwest Region Conference of Seventh-Day-Adventist, Dallas, TX.

X. Camp Administrative and Medical Services Staff Notification

It is the responsibility of the Summer Camp Director to provide UT HEALTH EAST TEXAS- ATHENS with a digital copy of our EOP and an alert to any changes annually prior to Lone Star Camp's Summer Camp Session. Summer Camp director will confirm Receipt of EOP to Local Emergency Management and document for records at Southwest Region Conference of Seventh-Day-Adventist, Dallas, TX.

XI. Location of Emergency Operations Plan, and Emergency Contacts

It is the responsibility of the Camp Facilities Manager to provide a copy of the emergency operations plan to each of the three Muster Stations: Welcome Center, Gymnasium, and Horse Barn.

EMERGENCY PHONE NUMBERS

Emergency Police/Fire/Ambulance.....	911
Athens Fire Department(non-emergency).....	903-677-6636
Athens Police Department(non-emergency).....	903-675-5454
Henderson County Sheriff's Department.....	903-675-5128
Texas State Highway Patrol(local office in Tyler).....	903-939-6000
Texas Child/Elder Abuse Hotline.....	1-800-252-5400
UT Health Athens (closest hospital).....	903-676-1000
American Red Cross - East TX Chapter, Tyler Office.....	903 581-7981
Texas DOT.....	903) 675-4196
Henderson County Health Department.....	903-677-2400

EMERGENCY OPERATIONS PROCEDURES

ANNUAL STAFF TRAINING AND MAINTAIN TRAINING RECORDS

Emergency plans are made available to all staff during staff training before camp sessions each year. All staff are trained on the plan and training is documented as drill logs and staff training records.

Staff must:

- Train before camper arrival
- Complete drills with campers within first 48 hours of arrival.
- Practice:
 - Primary evacuation
 - Alternate routes
 - Night scenarios
- Code Blue Medical Emergency/Aquatic Emergency (Location)
- Code Pink Missing Camper
- Code White Storm/Bad Weather
- Code Red Report to Directly to Muster (Station)
- Code Orange Fire (Location)
- Code Green Animal/Snake (Location)
- Code Yellow Unauthorized Person (Location)
- Code Silver Weapon/Active Threat (Location)

AQUATIC EMERGENCY PLAN: CODE BLUE

Any staff member may call **911** if safety is at risk or if a hazardous event is occurring or imminent. However, **leadership staff**—the Camp Director, Director of Operations, or Emergency Coordinator—hold primary responsibility for contacting 911 and providing critical information to emergency responders during any life-safety or property-threatening incident.

Coordination with **local emergency management** will depend on the scope of the incident and the resources required. The leadership team will contact emergency management for any large-scale incident or whenever the need for personnel, equipment, or support exceeds what the camp can provide on its own.

To provide clear procedures and staff responsibilities for responding to aquatic emergencies at the camp lakefront and pool, including drownings, missing swimmers, capsized watercraft, and water rescues. This plan ensures rapid response, coordination with emergency services, and timely notification of parents or legal guardians.

When to Call 9-1-1

- Unresponsive or non-breathing swimmer
- Missing swimmer not located within 1 minute
- Serious injury requiring EMS
- Multiple victims or mass-casualty event
- Any situation where staff are unsure of severity

Information to Provide

- Camp name, address, and GPS coordinates
- Nature of emergency (drowning, missing swimmer, capsized boat, etc.)
- Number of victims and their conditions
- Exact location on the lakefront
- Best access point for EMS vehicles or boats
- Staff member who will meet responders at the entrance

Coordination Steps

- Waterfront Director remains incident commander until EMS arrives.
- Radio CODE BLUE to Camp Staff
- Provide Location
- Camp Director meets responders and escorts them to the scene.
- Staff continue assigned roles until relieved by authorities.
- After EMS arrival, camp staff support as directed.

Role	Responsibility
Waterfront Director	Takes command of scene. Confirms 911 has been called. Assigns duties to staff. Communicates with Camp Director.
Lifeguards	Immediately activate emergency plan, alerts by blowing whistle or radio code. Perform water entry and rescue and remove victim from water. Conduct primary assessment and initiate CPR/AED if needed. Direct bystanders away from rescue zone.
Camp Director	Oversees communication with emergency responders, parents/guardians, and camp administration. Ensures documentation and incident reporting are completed.

Drowning or Unresponsive Swimmer

1. Lifeguard performs rescue and begins care.
2. Waterfront Director confirms 9-1-1 is called.
3. AED and first aid equipment brought to scene.
4. CPR initiated until EMS arrives.
5. Camp Director begins parent/guardian notification process.

Missing Swimmer

- Immediate water clearance — all swimmers exit the water.
- Lifeguards perform visual sweep and shoreline scan.
- Waterfront Director initiates Lost Swimmer Subsurface Search Pattern.
- If swimmer is not found within 1 minute, call 9-1-1.
- Counselors conduct head counts and verify last known location.
- Continue coordinated search until relieved by emergency responders.

Accountability (The "Headcount"): Counselors and group leaders must perform a "Face-to-Name" check of all children.

- a. Camp Counselors need to make sure all camp attendees and staff are present.
- b. Report status to the Director in person or via radio: *"Appaloosa Cabin, all 10 accounted for."*

Capsized Watercraft

1. Lifeguard or trained boating staff respond using rescue boat or board.
2. Prioritize:
 - a. Counting all occupants
 - b. Providing flotation
 - c. Removing individuals from water
3. If any camper is missing, activate **Missing Swimmer Protocol**.
4. Provide first aid for hypothermia, shock, or injuries.

Water Rescue (Distressed Swimmer)

1. Lifeguard performs appropriate rescue.
2. Remove swimmer from water and assess condition.
3. Provide first aid and notify Waterfront Director.
4. Document incident and notify parents if medical care is required.

Notification of Family/Guardian

It is the responsibility of Lone Star Camp Summer Camp Director to provide phone calls and email notification to families involved in aquatic rescues. Documentation to be completed and maintained at the Southwest Region Conference of Seventh-Day-Adventist, Dallas, TX

CAMPER ACCOUNTABILITY

Counselors are responsible for accountability of campers of each cabin as assigned. Summer camp director and assistant responsible for over all accountability of campers and staff. Camp Director responsible for overseeing accountability procedures. It is the responsibility of the Camp Director to keep an electronic roster AS WELL AS a hard copy of the daily roster providing accurate headcounts for each individual on the grounds and their daily schedule for area accountability. Camper accounting process is as follows:

1. LINE CALL: LSC call four all-camp line calls, three held before meals and one prior to evening dismissal to cabins. Line call will be organized in cabin order with 2 camp counselors presenting all cabin members.

2. **BUDDY CHECK:** All cabin members will pair up with another cabin members and provide consistent accountability throughout daily camp activities. If a camper is without a buddy due to cabin numbers, a counselor will be assigned to carry the roll. "Buddy Check" will be called by cabin counselors prior to leaving the cabin, upon arrival to activity, and at departure from activity. It will be the responsibility of the counselors to maintain head counts at each "Buddy Check."
3. **Activity Scheduling:** Camp Director and Area Activity Directors will be responsible for maintaining their assigned activity and are provided with a daily schedule for all camper movements.

Required at all times: During an Emergency

- Continuous supervision is required for all campers.
- ALL CAMP will respond to the Muster Zone as called out by the Camp Director through:
 - PA Broadcast
 - 2Way Radios
 - Internal Cellular Camp Chat platform.
- Cabin Grouping through LINE CALL enforced by Boys and Girls Director and must report directly to Camp Director. Counselors must be able to provide headcount on request.
- Buddy System is enforced by cabin counselors.
- Camper Accountability will be documented at all transitions by Camp Director through a Hard Copy Roster:
 1. Before movement: Activity Rosters and schedules maintained in office by Camp Director and posted in each activity area, in the camp office, and in cafeteria.
 2. Arrival at Muster Zone: An immediate Line Call will be ordered by the Camp Director and carried out by a face-to-name method with Boys and Girls director. Counselors report to boy's and girl's director who report accountability directly to the Camp Director who will document on Hard Copy Roster.
 3. At evacuation: An immediate Line Call will be ordered by the Camp Director and carried out by Boys and Girls directors. Counselors report to boy's and girl's director who report accountability directly to the Camp Director who will document on Hard Copy Roster.
 4. Bus Loading: Camp Director will load by Cabin and verbally call out a Face-Name confirmation, camper will be asked to reply "present." Camp Director will document on Hard Copy Roster.

5. At evacuation Site: Camper cabin units will be enforced by counselors through head counts and buddy checks. Upon arrival of last evacuation bus, Camp Director will call an immediate Line Call, A verbal confirmation of camper's presence will be made by face-to-name in each cabin unit, camper will be asked to reply "present". The Camp Director who will document on Hard Copy Roster.

CAMPER SAFETY TRAINING

Camp Boundaries and Hazard Awareness

- Description of camp boundaries: Campers are instructed that camp boundaries are limited to buildings/facilities (cabins, dining hall, gym, etc) and activity areas (pool, lake, horse barn, climbing wall, sports fields). Activity areas are not to be accessed outside of activity hours or when an activity/program director/designee is not present.
- Specific natural or environmental hazards are explained to campers including water areas, wildlife, steep terrain, and restricted zones.

Behavioral Expectations During Emergencies

Campers are instructed on:

- Expected behavior during drills and real emergencies
 - Staying with assigned groups and following staff directions
 - Remaining calm and listening for instructions

Emergency Actions and Procedures

Campers receive developmentally appropriate instruction on:

- Evacuation procedures
- Shelter-in-place procedures
- Waterfront emergency actions
- Severe weather response
- Fire response
- Lost camper protocol (camper perspective): Refer to Lost Camper Section

4. Staff Roles and Responsibilities

Identify the staff responsible for delivering and updating the training:

- **Primary Staff Responsible for Camper Safety Training:** Summer Camp Director
- **Additional Supporting Staff:** Summer Camp Assistant Director
- **Additional Supporting Staff:** Program and Activity staff are responsible for safety training/briefings at each activity site.

COMMUNICATION WITH LOCAL EMERGENCY MANAGEMENT

Local emergency management will be provided with annual documentation reporting the following:

- Camp name, address, and GPS coordinates if able (especially lakefront access points)
- Primary and secondary emergency contacts (Camp Director, Assistant Director, Conference Officials)
- Dates and hours of operation
- Number estimates of campers/occupants and staff on site during peak weeks
- Types of activities offered (swimming, boating, ropes course, archery, horseback, etc.)
- Any high-risk areas (lake, remote trails, floodplain zones, infrastructure issues)

This task will be accomplished by sending local emergency management a copy of the most recent edition of the Lone Star Camp and Conference Center Emergency Operations Plan. Additionally, emergency management staff are invited for site walk-throughs as necessary.

Communication with local emergency management during an incident will occur when the scope of the incident is deemed beyond the management capability of camp staff and emergency responders. Communication with local emergency management will also occur at the time of high-risk incidents, such as missing persons, weather-related events, fire events, mass casualty incidents, etc.

COMMUNICATION WITH PARENTS/GUARDIANS

- Primary communication method: Phone Call/Text
- Backup method: Alternate emergency contact, Email
- Timeframe for notification: 1-3 hours depending on incident.

Upon registration or check in of campers, parents/guardians will receive the following notification or similar as it pertains to contact methods for emergencies.

[letterhead]

Dear Parent / Guardian:

In the event of an emergency situation, Lone Star Camp, has outlined the below response plan. Please know that Lone Star Camp will make every attempt to notify you, so it is vital that you keep your emergency contact information up-to-date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

Evacuation / Relocation

1. If the emergency is confined to the immediate area at the Lone Star Camp and in case of localized emergency, such as building fire, and the children can stay on the premises, the children will be gathered at established safe zones and meeting points on the campgrounds. The children and staff will remain at this location until it is safe to return normal activity. You or your emergency contact will be notified of the situation.
2. If the emergency is more widespread and encompasses a larger area due to an environmental threat, e.g. flood, wildfire, and the children cannot remain on the premises, they will be transported to Henderson County Fair. The children and staff will remain at this location while you or your emergency contact is notified of the situation.

Notification

1. Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.

Please rest assured that Lone Star Camp staff will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

Jason North

Executive Secretary

EMERGENCY PLANS TO STAFF

Emergency plans are made available to all staff during staff training before camp sessions each year. Copy of plan will be kept at Welcome Center and available to access by staff at all times. Each Muster Station will also hold a copy. As needed, plan may also be emailed to staff for reference.

EMERGENCY WARNING SYSTEM / PUBLIC ADDRESS SYSTEM

Lone Star Camp utilizes portable radios for camp-wide notification in addition to a Camp PA system for cross camp broadcasting. Internal cellular messaging will also provide an additional warning. All emergency warning system notification will be provided by the Summer Camp Director.

EPIDEMIC PLAN

Any staff member may call **911** if safety is at risk or if a hazardous event is occurring or imminent. However, **leadership staff**—the Camp Director, Director of Operations, or Emergency Coordinator—hold primary responsibility for contacting 911 and providing critical information to emergency responders during any life-safety or property-threatening incident.

Coordination with **local emergency management** will depend on the scope of the incident and the resources required. The leadership team will contact emergency management for any large-scale incident or whenever the need for personnel, equipment, or support exceeds what the camp can provide on its own.

Standing orders

All medical personnel on property while summer camp is in sessions must abide by the standing orders as outline and signed annually by the Summer Camp Physician as well as operated within their scope of practice as defined by their credentials. As per the Lone Star Camp Standing orders, In the case of sick or potentially contagious illness:

Isolation required for sick individuals and PPE

- RN or Provider on Site will be responsible for isolating individuals who present with fevers, determined by the standing orders as $\geq 101.5^{\circ}\text{F}$ or 38.3°C .
- Febrile illnesses will be housed in the camp sick bay. Standard Precautions are to be maintained by medical staff with use of mask and gloves (PPE). It is the responsibility of nurse to ensure that the counselor or non-medical staff are protected from illness spread.
- RN or Provider has the right to refer to UT HEALTH ATHENS ER (9.4 miles away) at any time he/she feels the situation requires further evaluation.
- **For fevers or illnesses greater than 24 hours:** or for fevers not reduced by antipyretics, ill individuals are required to see a physician at UT HEALTH ATHENS ER. At that time a physician may instruct camper and Camp Nursing Staff on the best course of action for the health of the camper.
- RN or Provider on site will be responsible for reporting potential individuals to the Summer camp Director for roster updates both for sick bay numbers and off site.
- RN will defer to UT HEALTH Athens Diagnosis in regard to reportable contagious illnesses. All testing will be conducted at that location (9.4 miles away). Potential community risks will be handled by the facility.

Communication with Family/Guardians

- Individuals testing positive for viral illnesses may not return to camp. It is the responsibility of the Nurse to report medical finding in accordance with HIPPA to the parents/guardians of a camper. For accountability The Camp Nurse may report to the Camp Director the necessity of a camper to leave camp and document that family has been informed and will be arriving to collect camper.
- Cabins with multiple camper fevers will be quarantined within their cabin until viral testing can be performed off site.
- In the event of multiple cabin closures, the Summer Camp Director may choose to terminate the remainder of the camp days in favor of health. At that point, the Summer Camp Director would Send out an all Camp Email to Guardians/Providers stating the necessity for camp closure and facilitate that exodus.

- Lone Star Summer Camp RN/Medical Staff do not have the authority to declare epidemic status and will act within their scope for treating individual illnesses as they present.

EVACUATION PLAN/FLASH FLOOD WARNING: CODE WHITE

Any staff member may call **911** if safety is at risk or if a hazardous event is occurring or imminent. However, **leadership staff**—the Camp Director, Director of Operations, or Emergency Coordinator—hold primary responsibility for contacting 911 and providing critical information to emergency responders during any life-safety or property-threatening incident.

Coordination with **local emergency management** will depend on the scope of the incident and the resources required. The leadership team will contact emergency management for any large-scale incident or whenever the need for personnel, equipment, or support exceeds what the camp can provide on its own.

Facilities Management Alert

- Weather Alerts will be monitored by Facilities Manager for the Duration of Summer Camp. Weather Radios are at Welcome Center, Facilities Managers onsite home, and Assistant Managers onsite home.
- It is the responsibility of the Facilities Manager to Alert Summer Camp Director to inclement weather.
- Code White
- It is the Responsibility of the Summer Camp Director to implement the distribution of information over:
 - PA
 - 2 way Radio
 - Cellular Phones

Floodplain Information

- Floodplain areas on property: Flood zone A is located on southeast corner of property. There are no cabins or sleeping quarters located in this floodway. There are no evacuation routes through this floodway.

- Lone Star Camp has NO CABINS WITHIN A FLOOD PLAIN. Cabin ladder requirements are not applicable.
- Assembly area: Safe Zones A, B, and C.
- Transportation needs: 3 Athens ISD Busses
- Parent notification: Parent/guardian notifications will be followed as detailed in Communication with Parents section.
- Primary evacuation route: Gym > Main Road > FM 317 > Cardinal direction of travel: West on FM 317.
- Secondary evacuation route: Horse Barn > North Utilities Exit
- Accountability procedure: Counselors responsible for accountability of each cabin as assigned. Summer camp director and assistant responsible for over all accountability of campers and staff. Camp Director responsible for overseeing accountability procedures.
- Re-entry criteria: Building or area involved in the flood must be cleared and declared safe by responders, fire marshal, or emergency management before re-entry. Building or area will be marked to identify entry is not permitted until otherwise stated.



EVACUATION PLAN

Phase 1 – Immediate Action

- All campers → Zone A (Gymnasium)
- Cabin groups remain intact
- Headcount conducted

Phase 2 – Decision-Based Evacuation

Option A (Primary)

Gym → FM 317

Option B

Relocation to Zone B

Option C (Archery and Equestrian Activities)

Move to Zone C

Exit via Northern Utilities

Phase 3 – Decision-Based Evacuation-Transportation

- Camp Director will communicate with 911 and Emergency services to determine necessity to evacuated campground occupants.
- Camp Director to coordination for emergency off site transport to Henderson County Fairgrounds
Athens ISD 903-677-6912
- Evacuation and Accountability maintained in Cabin Unit and Buddy System, physical and/or digital camp master roster to be held with Camp Summer Camp director.
- Camp Director to Communicate with parents and guardians when safe.
- Nursing or Medical care to be provided when safe to do so and as needed.

Phase 4 – Reunification

- Cabin units are to be maintained at evacuation site.
- Camp Director will coordinate reunification, delegating additional directors for phone calls.
 - Email- General information, location, and plan including pickup information.
 - Phone- Camper specific or emergent need.

- Camp Director will discharge campers individually from camp care and responsibility through digital or physical roster by maintaining camper safety and confirming guardianship by legal identification.
- Camp Director will maintain incident records and documentation at the Southwest Region Conference of Seventh-Day-Adventists, Dallas, TX

EVACUATION ROUTES POSTING

- Locations where maps are posted: Evacuation routes are posted in each cabin/lodge, gym, dining hall, Welcome Center, and activity areas.
- Staff responsible for updates: Camp Director, Assistant Director
- Frequency of review: Annually.

FIRE PLAN: CODE ORANGE

Any staff member may call **911** if safety is at risk or if a hazardous event is occurring or imminent. However, **leadership staff**—the Camp Director, Director of Operations, or Emergency Coordinator—hold primary responsibility for contacting 911 and providing critical information to emergency responders during any life-safety or property-threatening incident.

Coordination with **local emergency management** will depend on the scope of the incident and the resources required. The leadership team will contact emergency management for any large-scale incident or whenever the need for personnel, equipment, or support exceeds what the camp can provide on its own.

Standard Employee duties:

- First on scene: R.A.C.E.
 - R- Rescue and remove: if safe to do so, ensure all human lives can be assisted from immediate danger
 - A- Alarm/alert method: Radio out to all camp. Ensure Camp Manager or Camp director received transmission and are mobilized to site as they will be responsible for calling 911 if situation warrants. Camp Manager and/or Camp Director will need to verbalize radio transmission “received, code Orange, (Location).”
 - CODE ORANGE
 - Location

- C- Confine and Contain if possible. Close doors and windows.
- E- Extinguish or Evacuate. Extinguish the fire or remove self from area and await local emergency Management.
 - P.A.S.S.
 - P-Pull the pin
 - A-Aim the nozzle
 - S-Squeeze the handle to release the agent
 - S-Sweep the nozzle from side to side.

Facility Manager/ Camp Director:

- Receive and reply to Code Orange Transmission
- Call out “CODE ORANGE” over PA and (Location)
- Respond to location and secure human life and relocate any campers to safest muster zone. Determine necessity to cease all area activities and move all campers and staff to a Muster Zone.
- Report to Local Emergency Services as need,
- Radio to camp “Code Orange All Clear” when safe to do so.
- **Camp Director** has the duty determining the necessity of and communicating with parents and guardians in a formal letter or direct phone call.

Evacuation in a Fire

- Evacuation routes: Major roads on camp property are prioritized for evacuation routes. Minor or side roads may be used in the event major roads are obstructed.
- Staff roles (sweepers, escorts, accountability): Counselors responsible for accountability of campers in their cabin by the buddy system and head count. Counselors are also responsible for sweeping cabins and areas currently occupied by the campers assigned to them.
- Assembly area: Gym or Field just South of Adult Pavilion, location chosen based on space and ease of egress should evacuation become necessary.
- Re-entry criteria: Building or area involved in the fire must be cleared and declared safe by responders, fire marshal, or emergency management before re-entry. Building or area will be marked to identify entry is not permitted until otherwise stated.

All CAMP Assemble for Fire – Immediate Action

-  All campers → Zone A (Gymnasium)
-  Cabin groups remain intact
-  Headcount conducted and buddy system ensured by counselors

- ☞ Camp Director calls all camp Line Call and uses the name-to-face method for accountability and documents on a hard copy roster.
- ☞ Camp Director will communicate with local emergency responders to determine the "All Clear" or "Evacuate Camp"

Alternative Decision-Based Evacuation

- Option A (Primary): Gymnasium
- Option B: Relocate to Zone B at Welcome Center Parking
- Option C (Archery and Equestrian Activities)
Move to Zone C
Exit via Northern Utilities

Accountability (The "Headcount"): Counselors and group leaders must perform a "Face-to-Name" check of all children.

- c. Camp Counselors need to make sure all camp attendees and staff are present.
- d. Report status to the Director in person or via radio: *"Appaloosa Cabin, all 10 accounted for."*

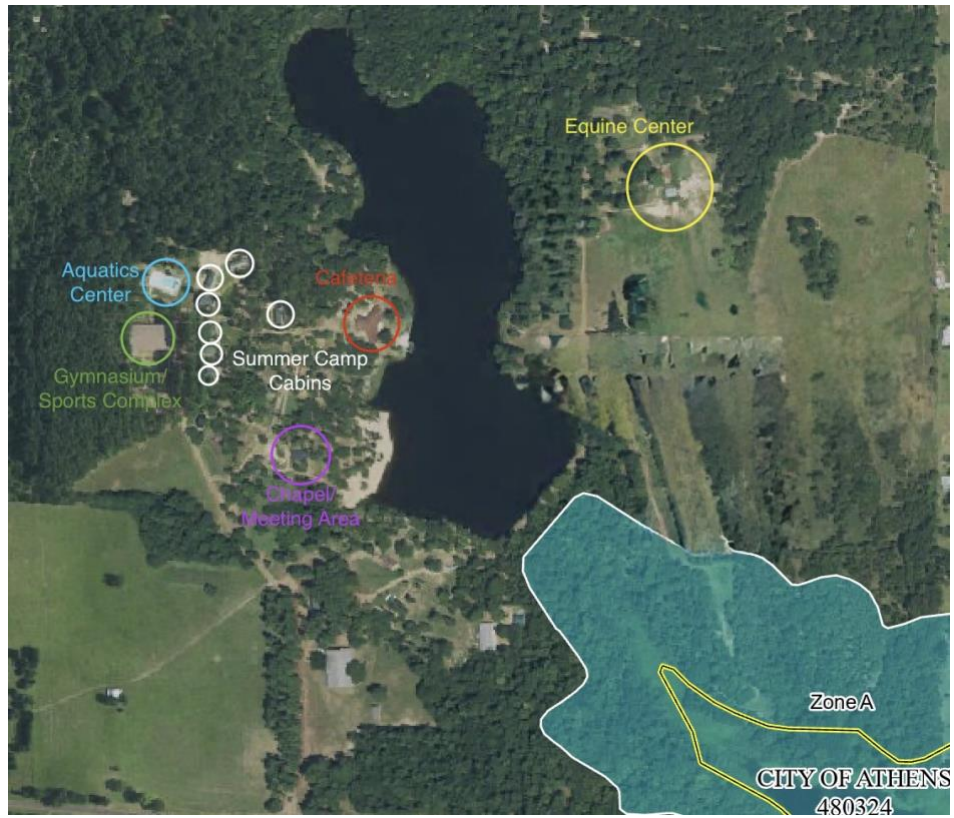
FLOODPLAIN LOCATION INFORMATION

Lone Star Camp hereby certifies that its facilities and operations are in full compliance with the Texas Department of State Health Services (DSHS) requirements regarding camp floodplain locations, as outlined in the Texas Administrative Code.

In accordance with state safety standards, Lone Star Camp affirms that no cabins or sleeping quarters are located within a designated floodway. Furthermore, the body of water situated on the premises is a dammed lake, managed in compliance with applicable safety and drainage regulations to ensure the continued protection of all campers, staff, and infrastructure.

- Floodplain areas on property: Floodzone A is located on southeast corner of property. There are no cabins or sleeping quarters located in this floodway. There are no evacuation routes through this floodway.
- According to NCEI.noaa.gov - during the timeframe of 5/1/1990 - 5/31/2025 there have been 10 recorded flood events and 50 recorded flash flood events in Henderson county totaling over 1.5M in property damage. During this timeframe, no injuries or deaths were reported associated with these events. (Source: National Oceanic and Atmospheric Administration, National Centers for Environmental Information. (2025). Storm Events Database. Retrieved October 14, 2025, from <https://www.ncei.noaa.gov/stormevents/>)

See FEMA Floodplain Mapping below.



National Flood Hazard Layer FIRMette



95°44'55"W 32°14'29"N



0 250 500 1,000 1,500 2,000 Feet 1:6,000

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS	Without Base Flood Elevation (BFE) Zone A, X, AE
	With BFE or Depth Zone AE, AO, AH, VE, AR
	Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD	0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
	Future Conditions 1% Annual Chance Flood Hazard Zone X
	Area with Reduced Flood Risk due to Levee. See Notes, Zone X
	Area with Flood Risk due to Levee Zone D
OTHER AREAS	NO SCREEN Area of Minimal Flood Hazard Zone X
	Effective LOMRs
	Area of Undetermined Flood Hazard Zone D
GENERAL STRUCTURES	Channel, Culvert, or Storm Sewer
	Levee, Dike, or Floodwall
OTHER FEATURES	Cross Sections with 1% Annual Chance Water Surface Elevation
	Coastal Transsect
	Base Flood Elevation Line (BFE)
	Limit of Study
	Jurisdiction Boundary
OTHER FEATURES	Coastal Transsect Baseline
	Profile Baseline
MAP PANELS	Hydrographic Feature
	Digital Data Available
	No Digital Data Available
	Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

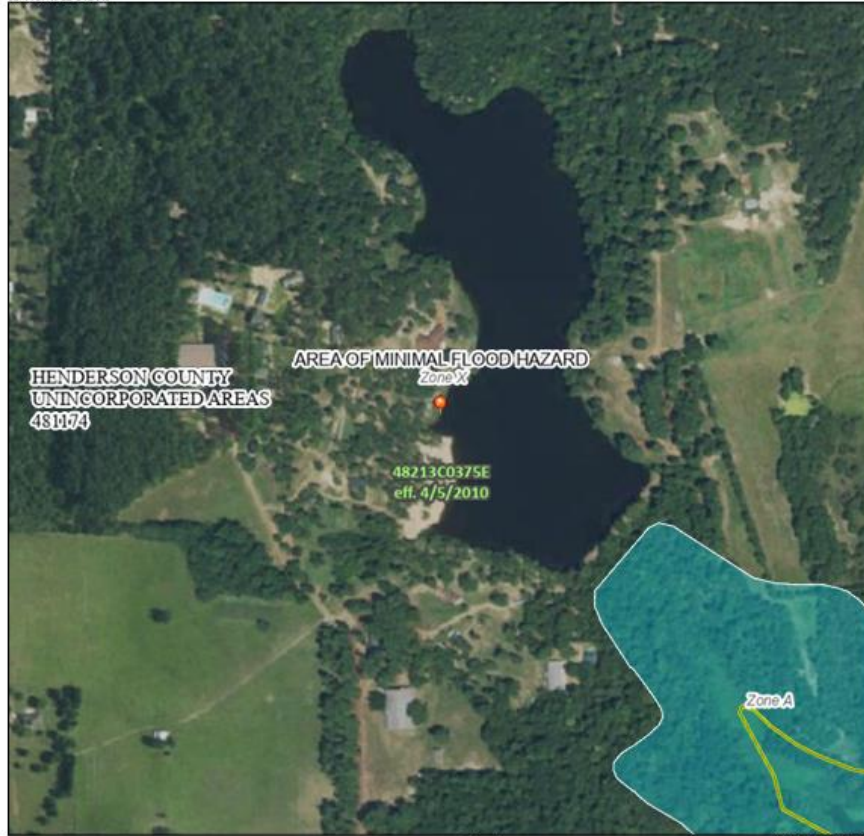
The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 4/22/2026 at 9:23 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

National Flood Hazard Layer FIRMette



89°44'57"W 32°14'34"N



0 250 500 1,000 1,500 2,000 Feet

1:6,000

95°44'20\"/>

Basemap Imagery Source: USGS National Map 2023

Legend

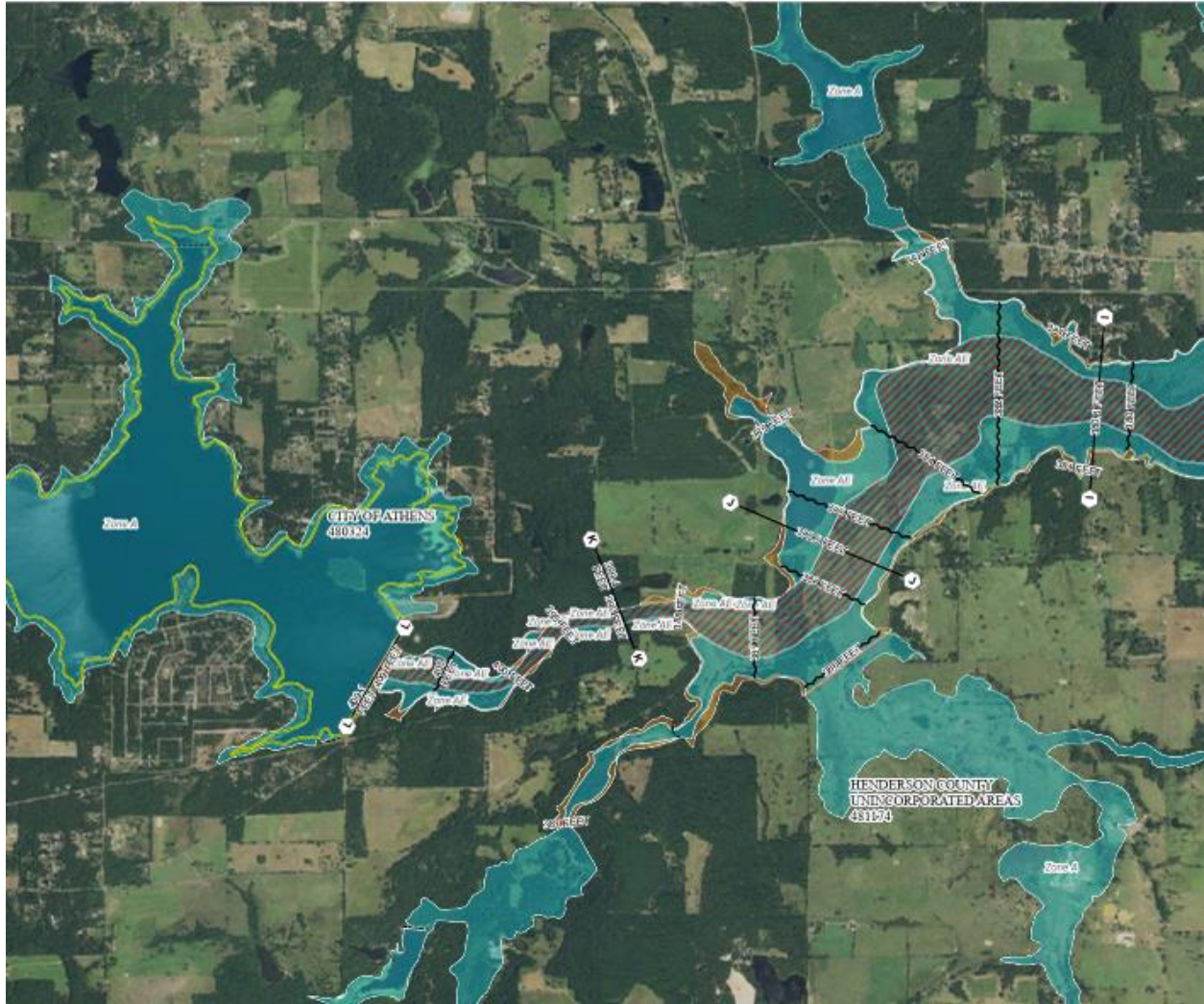
SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, X, APF
		With BFE or Depth Zone AE, AO, AH, VE, AP
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
OTHER FEATURES		Levee, Dike, or Floodwall
		Cross Sections with 1% Annual Chance Water Surface Elevation
MAP PANELS		Digital Data Available
		No Digital Data Available
MAP PANELS		Unmapped
		The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 4/22/2026 at 9:24 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



FEMA FIRM – National Flood Insurance Program Map Number: 48213C0375E Panel: 0375 Effective Date April 05, 2010. Taken 4/22/2026.

ILLUMINATED EVACUATION ROUTES

The camp's main road, which serves as the primary evacuation route, is illuminated to ensure safe passage at all times and clear visibility for staff and campers during an evacuation. This road leads from the main roadway FM 317, the primary access point to the camp property, to camp facilities. The main camp entrance from the roadway, FM 317, into the camp is marked, illuminated, and unobstructed, allowing emergency vehicles and responders to enter quickly and safely.

INTERNETS SERVICE / BROADBAND SERVICE

- Provider/Service: Lonestar Camp and Conference Center is equipped with fiber optic cable for internet service.
- Backup communication plan if service fails: Radios, Loudspeakers
- Camp Director is responsible for maintaining and monitoring internet service.

LOST CAMPER PLAN: CODE PINK

Account for all individuals within 15 minutes and involve law enforcement immediately if a child is suspected missing or abducted.

Any staff member may call **911** if safety is at risk or if a hazardous event is occurring or imminent. However, **leadership staff**—the Camp Director, Director of Operations, or Emergency Coordinator—hold primary responsibility for contacting 911 and providing critical information to emergency responders during any life-safety or property-threatening incident.

Coordination with **local emergency management** will depend on the scope of the incident and the resources required. The leadership team will contact emergency management for any large-scale incident or whenever the need for personnel, equipment, or support exceeds what the camp can provide on its own.

Phase I: Internal Verification (The First 5 Minutes)

1. **Immediate Search:** The person reporting the absence checks the last known location (e.g., restroom, cabin, or the lake).
2. **The "Hasty" Report:** If the person is not found within 5 minutes, the staff member radios: "**Code Yellow - [Name], [Age], [Last Seen Location], [Clothing Description].**"
3. **Kitchen Check:** Kitchen staff must immediately check walk-in freezers, dry storage, and loading docks. These are common "hiding spots" for adventurous children.

Phase II: Full Camp Mobilization (Code Red)

If the "Hasty Search" fails, the Director alerts to Code Red via radio or loudspeaker.

Accountability (The "Headcount"): Counselors and group leaders must perform a "Face-to-Name" check of all children.

- a. Camp Counselors need to make sure all camp attendees and staff are present.
- b. Report status to the Director in person or via radio: *"Appaloosa Cabin, all 10 accounted for."*

Staff Roles:

- **Counselors:** Move all remaining campers to the **Central Assembly Point (Gym)**. Perform a "Face-to-Name" headcount. **Stay with your group.** Do not leave children to join the search.
- **Maintenance/Program Staff:** Activity staff search their respective areas, (wranglers search horse barn, lifeguards search water, sports staff search gym and equipment storage areas, archery staff search archery area, etc). Once completed, report to the Office to mark your area searched and receive secondary search assignments.
- **Kitchen Staff:** Lock all exterior kitchen doors.
- **Entrance Gate.** They must record the license plate and description of any vehicle attempting to leave the property.

Phase III: Search Grid

The Site Manager divides the camp into search zones. Searchers work in pairs and move through zones systematically.

- **Zone A:** Waterfront and Pool (Highest priority).
- **Zone B:** Cabins and Bathhouses (Under beds, behind curtains).
- **Zone C:** Wooded trails and high-grass areas.
- **Zone D:** Outbuildings, sheds, and the Kitchen.

Camper/Guardian Communication

Lone Star Camp Summer Camp Director is responsible for all parent/guardian communications regarding missing, lost, and recovered campers. Direct phone calls will be made by summer Camp Director.

SPECIAL PROTOCOL: SUSPECTED KIDNAPPING/ABDUCTION

If a child is seen being taken, or if a witness reports a suspicious person/vehicle:

Any staff member may call **911** if safety is at risk or if a hazardous event is occurring or imminent. However, **leadership staff**—the Camp Director, Director of Operations, or Emergency Coordinator—hold primary responsibility for contacting 911 and providing critical information to emergency responders during any life-safety or property-threatening incident.

Coordination with **local emergency management** will depend on the scope of the incident and the resources required. The leadership team will contact emergency management for any large-scale incident or whenever the need for personnel, equipment, or support exceeds what the camp can provide on its own.

1. **Call 911 Immediately:** Do not wait for an internal search. State: *"Possible child abduction in progress at [Camp Address]."*
2. **Provide the "S.C.U.M." Description:**
 - a. **S - Sex/Age** of the suspect.
 - b. **C - Clothing** (color, hat, glasses).
 - c. **U - Unusual features** (tattoos, scars, limp).
 - d. **M - Means of escape** (Vehicle make, model, color, license plate).
3. **Secure the Scene:** If an abduction occurred from a specific cabin or tent, "freeze" the area. Do not let anyone enter; it is now a crime scene for forensic evidence.

Transition to Law Enforcement

Once police arrive, the Site Manager becomes the **Liaison**. Provide the following "Emergency Packet" (prepared pre-season):

- A recent photo of the missing person.
- Medical records (including height, weight, hair/eye color).
- A detailed map of the camp property.
- A list of all staff and guests currently on site.

Staff Guidelines for "The Assembly"

During a missing person event, the children at the assembly point will be anxious.

- **No Speculation:** Do not tell campers "someone is missing." Tell them: *"We are doing a surprise safety drill to make sure our radios are working."*
- **Engagement:** Keep them busy with quiet songs or seated games to prevent them from noticing the search activity.

- **Media/Phones:** Strictly prohibit staff or guests from posting to social media. All communication must come from the Camp Director to ensure accuracy and prevent parent panic.

Note on Kitchen Safety: During a lockdown or search, kitchen staff must ensure all knives and heavy utensils are secured. In an abduction scenario involving an intruder, the kitchen can be a source of weapons; keep the area locked and restricted.

MONITORING SAFETY ALERTS

- Alert systems monitored: National Weather Service, IPAWS, Local Law Enforcement, Local Emergency Management, Local Emergency Management.
- Staff responsible: Monitoring situational safety and weather alerts will be the responsibility of the Camp Director, Assistant Director, designee, and/or event coordinators.
- Frequency of checks: Daily situational safety and weather checks will be made during summer camp and associated events. During severe weather outlooks or pending any situational safety threats, checks will be made to respective sources hourly at minimum to maintain awareness and plan for implementation of safety measures.

MUSTER ZONES

Safe Zones (Map Based)

- Zone A – Gymnasium (#7)
-Primary assembly
-Centralized accountability
- Zone B – Welcome Center (#1)
-Secondary Relocation
- Zone C – Horse Barn (#31)
-Highest elevation/final fallback
- Camp Director controls messaging
- Parents/guardians notified as appropriate

NATURAL DISASTER PLAN (TORNADO AND ADVERSE WEATHER EVENTS): CODE WHITE

Any staff member may call **911** if safety is at risk or if a hazardous event is occurring or imminent. However, **leadership staff**—the Camp Director, Director of Operations, or Emergency Coordinator—hold primary responsibility for contacting 911 and providing critical information to emergency responders during any life-safety or property-threatening incident.

Coordination with **local emergency management** will depend on the scope of the incident and the resources required. The leadership team will contact emergency management for any large-scale incident or whenever the need for personnel, equipment, or support exceeds what the camp can provide on its own.

- Weather Alerts will be monitored by Facilities Manager for the Duration of Summer Camp. Weather Radios are at Welcome Center, Facilities Managers onsite home, and Assistant Managers onsite home.
- It is the responsibility of the Facilities Manager to Alert Summer Camp Director to inclement weather.
- Code White
- It is the Responsibility of the Summer Camp Director to implement the distribution of information over:
 - PA
 - 2 way Radio
 - Cellular Phones

Definitions & Monitoring: CODE WHITE

Facilities Manager on duty is responsible for monitoring a NOAA/NWS alerts when severe weather is forecasted.

- **Tornado Watch:** Conditions are favorable for tornadoes. **Action:** Be alert.
- **Tornado Warning:** A tornado has been sighted or indicated by radar. **Action:** Take shelter immediately.

Phase I: Tornado Watch (Preparation)

When a **Watch** is issued for the county, the following steps must be taken:

- **Notification:** Inform all group leaders and counselors via radio or PA system. "We are currently under a Tornado Watch. Please keep your groups together and stay within a 5-minute walk of your designated shelter."
- **Site Prep:** Secure loose outdoor equipment (canoes, sports gear, patio furniture).
- **Staff Briefing:** Review the adverse weather plan and appropriate shelter sites with all current staff.

Phase II: Tornado Warning (Immediate Action) SHELTER- IN- PLACE

Immediate Procedures:

2. **Stop All Activities:** Cease all lake, ropes course, or trail activities immediately.
3. **Move to indoors:**
 - a. Move to lowest level and inner most part of building away from windows and doors.
 - b. **If Outdoors/Remote:** Lie flat in a nearby ditch or depression and cover your head with your arms. Stay away from trees and vehicles.
4. **Accountability (The "Headcount"):** * Counselors and group leaders must perform a "Face-to-Name" check of all children.
 - a. Retreat leaders must verify all guests are present.
 - b. Report status to the Director via radio: *"Cabin 4, all 10 accounted for."*

Phase III: Post-Storm Recovery

Do not leave the shelter until an "All Clear" is officially announced by the Site Manager.

- **Damage Assessment:** Maintenance staff will survey for downed power lines, gas leaks, or structural damage before allowing anyone to exit.
- **Medical Check:** Provide First Aid as needed. Contact emergency services if serious injuries occur.
- **Communication:** The Director will coordinate a mass message to parents (for summer camp) or emergency contacts (for retreats) once everyone is confirmed safe.

Severe Thunderstorms

Monitoring & Thresholds

The **Site Manager** or **Program Director** is responsible for monitoring the weather.

- **Severe Thunderstorm Watch:** Conditions are favorable for storms with high winds and hail.
- **Severe Thunderstorm Warning:** A severe storm is occurring or imminent.
- **The 30/30 Rule:** If thunder is heard within 30 seconds of a lightning flash, the storm is within 6 miles. All outdoor activities must stop. Wait 30 minutes after the last clap of thunder before resuming outdoor programs.

Phase I: Storm Watch (Alert Status)

When a **Watch** is issued, the camp remains operational but prepares for rapid changes.

- **Communication:** Alert all staff via radio/internal messaging. Retreat leaders should be briefed on "Plan B" indoor spaces for their sessions.
- **High-Risk Areas:** Staff at the **Waterfront, Ropes Course, and Archery, Trails, Horses** must prepare to evacuate to the main campus immediately.
- **Equipment:** Secure lightweight program equipment (archery targets, life jackets, craft supplies).
- **Flash Flood Check:** Waterfront, creek or low-lying trail, ensure no groups are scheduled in those areas.

Phase II: Storm Warning (Active Status)

Immediate Actions by Area:

- **Waterfront & Pool:** All swimmers out of the water immediately. Move to the nearest permanent, enclosed building. **Do not** seek shelter under a picnic pavilion or trees.
- **High Ropes/Climbing:** Immediate "Down-and-Clear." Participants are moved to the designated storm assembly point.
- **Campgrounds/Tent Sites:** Evacuate tents. Tents offer zero protection from falling limbs or lightning. Move to the nearest "Hard-Sided" building (Dining Hall, Lodge, or Bathhouse).
- **Horses:** Dismount horses, walk to barn.

Safety Protocols:

1. **Avoid Conductors:** Stay away from electrical appliances, landline phones, and plumbing (no showering during the storm).
2. **Window Safety:** Close all windows and stay away from glass. Draw curtains to prevent glass shards from flying if a window breaks due to wind or hail.

Phase III: Post-Storm & Resumption

The "All Clear" will be given by the Site Manager via radio or PA system.

- **Hazard Sweep:** Maintenance must check for "widow-makers" (hanging broken branches), downed lines, or flooded paths before groups leave buildings.
- **Health Check:** Ensure no campers are showing signs of hypothermia if they were caught in cold rain.

Equipment Check: Inspect ropes courses and waterfront docks for damage before reopening.

OPERABLE WEATHER RADIO

A operable weather radio, capable of receiving real-time weather alerts from NWS will be kept on site and maintained. Camp Director is responsible for maintenance and ensuring operability each camp session. The weather radio will be kept at the Welcome Center. The Facilities Manager and Summer Camp Director are responsible for monitoring the weather radio for alerts and communicating appropriately.

PARENT NOTIFICATION OF FLOODPLAIN

In accordance with state safety standards, Lone Star Camp affirms that no cabins or sleeping quarters are located within a designated floodway. Furthermore, the body of water situated on the premises is a dammed lake, managed in compliance with applicable safety and drainage regulations to ensure the continued protection of all campers, staff, and infrastructure.

Parents will be provided with a copy of the emergency plan containing this information.

- Floodplain areas on property: Flood Zone A is located on southeast corner of property. There are no cabins or sleeping quarters located in this floodway. There are no evacuation routes through this floodway.

1. Process for Maintaining Forms and Acknowledgments

- Lone Star Camp maintains all parent/guardian floodplain notifications and signed acknowledgments in accordance with state youth camp safety standards and internal record-keeping policies.

A. Collection of Acknowledgments

- Each parent or legal guardian receives the Floodplain Notification Form during the registration process or prior to the camper's arrival.
- A signed acknowledgment is required for each camper before participation in camp activities.

B. Storage and Record Maintenance

- Completed forms are collected and stored by the **Camp Registrar** or designated administrative staff.
- All acknowledgment forms are retained for the duration of the camper's enrollment and for the period required by state record-retention guidelines.

C. Oversight and Responsibility

- The **Director of Operations** is responsible for ensuring that all parents/guardians receive the required notification and that acknowledgments are properly collected.
- The **Camp Director** oversees long-term storage, compliance tracking, and verification during inspections or audits.
- The **Emergency Coordinator/Planner** ensures that the floodplain information included in the notification remains accurate and updated annually or whenever property conditions change.

2. Process for Notifying Parents/Guardians if Any Part of the Camp Is Located Within a Floodplain

- Lone Star Camp follows a standardized communication process to ensure parents and guardians are informed whenever any portion of the camp property is located within a designated floodplain.

A. Annual Notification Requirement

- Parents/guardians are notified **prior to the start of each camp season** if any part of the property lies within a FEMA-designated floodplain (e.g., Flood Zone A).
- Notification is included in the registration packet.

B. Content of Notification

- The notification includes:
- Identification of the floodplain area(s) on camp property

- Assurance that **no cabins, sleeping quarters, or evacuation routes** are located within the floodplain
- Information regarding the dammed lake and its regulatory compliance
- A statement that parents will receive access to the Emergency Operations Plan sections addressing floodplain safety

C. Method of Distribution

- Notification may be distributed via email, parent portal, printed registration materials, or mailed documents.
- Acknowledgment forms must be signed and returned before the camper's arrival.

D. Updates and Changes

- If floodplain boundaries change, or if new information becomes available, the **Camp Director** will issue an updated notification to all affected families within a reasonable timeframe.
- Updated acknowledgments may be required if changes materially affect camper safety.

E. Documentation of Notification

- Records are reviewed before each session to ensure all campers have compliant documentation on file.

Lone Star Camp

Parent/Guardian Floodplain Notification Form

Purpose of Notification

In accordance with Texas Youth Camp safety standards and emergency planning requirements, Lone Star Camp is providing written notice to all parents and legal guardians regarding the presence of designated floodplain areas on camp property.

1. Floodplain Information

Lone Star Camp contains a Flood Zone A area located on the southeast corner of the property. This area is identified as a floodplain under FEMA mapping standards.

- *No cabins, sleeping quarters, or camper housing are located within this floodzone or within any designated floodway.*
- *No evacuation routes used by campers or staff pass through this floodzone.*
- *Floodplain areas are monitored as part of the camp's Emergency Operations Plan (EOP), and response procedures are reviewed annually.*

2. Waterbody and Infrastructure Safety

Lone Star Camp affirms the following:

- *The body of water on camp property is a dammed lake.*
- *The lake and surrounding infrastructure are managed to ensure the ongoing protection of campers, staff, and camp facilities.*
- *Families will receive a copy of the camp's Emergency Plan sections relevant to floodplain safety and aquatic emergency procedures.*

3. Emergency Planning and Safety Assurance

Lone Star Camp maintains a comprehensive Emergency Plan that includes:

- *Floodplain monitoring and response procedures*
- *Evacuation and shelter-in-place protocols*
- *Coordination processes with local emergency management*
- *Staff training requirements for emergency response*

Parents and guardians will be provided access to the portions of the Emergency Operations Plan that describe floodplain information and related safety measures.

Parent/Guardian Acknowledgment

I acknowledge that I have received and reviewed the Lone Star Camp Floodplain Notification, including information regarding:

- *The presence of Flood Zone A on the southeast corner of camp property*
- *Confirmation that no cabins, sleeping quarters, or evacuation routes are located within the floodplain*
- *Safety measures related to the dammed lake and camp infrastructure*
- *Availability of the Emergency Operations Plan for parent review*

Camper Name: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

SEVERE INJURY / SEVERE ILLNESS / SERIOUS ACCIDENT / DEATH PLAN: CODE BLUE

Any staff member may call **911** if safety is at risk or if a hazardous event is occurring or imminent. However, **leadership staff**—the Camp Director, Director of Operations, or Emergency Coordinator—hold primary responsibility for contacting 911 and providing critical information to emergency responders during any life-safety or property-threatening incident.

Coordination with **local emergency management** will depend on the scope of the incident and the resources required. The leadership team will contact emergency management for any large-scale incident or whenever the need for personnel, equipment, or support exceeds what the camp can provide on its own.

MEDICAL EMERGENCY

- First on scene
 - Address personal safety or concerns for being harmed at the scene

- If safe to do so, ensure all human lives can be assisted from immediate danger.
- Alarm/alert method: Radio out to all camp. Facilities Manager or Camp Director are to be mobilized to site.
 - CODE Blue
 - Location
- Camp Director will be responsible for calling 911 if situation warrants. Camp Manager and/or Camp Director will need to verbalize radio transmission “received, code Blue, (Location).”
- Camp Nurse will be responsible for primary medical care and direct medical operations as per their training and scope.
- All staff are provided training in First Aid/CPR/AED during their staff training. Staff may be utilized by Nurse and Emergency Services in an emergency in accordance with their training.

Camp Director:

- Receive and reply to Code Blue Transmission
- Call out “CODE BLUE” over PA and (Location)
- Respond to location and secure human life and relocate any campers to safest muster zone. Determine necessity to cease all area activities and move all campers and staff to a Muster Zone.
- Report to Local Emergency Services as need,
- Radio to camp “Code Blue All Clear” when safe to do so.
- **Camp Director** has the duty determining the necessity of and communicating with parents and guardians in a formal letter or direct phone call. Documentation and records will be the responsibility of the Camp director to maintain at the Southwest Region Conference of Seventh-Day-Adventists.

Death on Property (Staff/Camper/Guest)

Immediate Response (The First 10 Minutes)

The person who discovers the individual must remain as calm as possible to avoid alerting nearby children.

1. **Check for Vital Signs:** If the person is unresponsive, check for breathing and a pulse.
2. **Initiate Basic Life Support:** CPR/AED, First Aid. Only first responders, hospital staff, medical directors are able to pronounce death, until then, attempt any and all lifesaving measures as it is safe to do so.
3. **Radio/Emergency Call:**
 - a. **Call 911.** State: *"We have a medical emergency at [Camp Address]. We need an ambulance and police immediately."*

- b. **Internal Alert:** Use a discreet radio code (e.g., "**Code Blue - Location**") to summon the Camp Nurse and Site Manager. **Never use the word "death" or "dead" over the radio.**

Scene Management

Once it is determined that the individual cannot be revived, the area becomes a legal scene.

- Move all campers and guests away from the area immediately. Use staff to form a human barrier if necessary.
- Do not move the body, touch nearby items, or "clean up" the area. Cover the individual with a clean sheet or blanket only if they are in a public view and cannot be moved.
- Any staff member who witnessed the event or discovered the body must be moved to a quiet area to write down exactly what they saw while the memory is fresh.

Legal and Official Notifications

The **Camp Director** or **Conference Administration** are the only ones authorized to handle notifications.

1. **Local Law Enforcement (Athens Police Department or Henderson County Sheriff Department):** The police or coroner is responsible for the official pronouncement of death.
2. **The Family/Next of Kin: * For Children:** The Director or Conference Administration calls the parents immediately. This must be done via phone, never text or email.
 - a. **For Adults:** Coordinate with the police; often, they prefer to deliver this news in person with a chaplain.
3. **Insurance and Legal:** Notify the camp's legal counsel and insurance carrier within 4 hours.

Communication

- Timely notification for parent/guardians before news is leaked.
- All media inquiries must be directed to the Camp Director and Conference Administration. Staff are strictly prohibited from speaking to reporters or posting on social media.
- **Announcement:** * *To Campers:* Keep it age-appropriate. *"There has been a very sad accident. [Name] has passed away. We are all very sad, and we have counselors here to talk to you."*
 - *To Parents:* Send a formal email to all camp families within 2-4 hours of the incident confirming that a death occurred and that all other children are safe.

Support

- Lone Star Camp will facilitate a staff debrief and grief counselors/chaplains for those affected.

Entity	Responsibility
Emergency Services	Pronouncement and necessary investigation.
Camp Director	Primary point of contact for information

Conference Administration	Management of media and legal aspects
Camp Chaplain/Pastor/Counselor	Spiritual and emotional support

TRANSPORTATION EMERGENCY PLAN

Staff Responsibilities: During any transportation emergency—including a vehicle accident, disabled vehicle, or medical issue—the driver will stop in a safe location, assess for injuries, and contact **9-1-1** when needed. On-board staff will account for all campers, provide first aid within their training, maintain order, and notify camp administration. Camp leadership will coordinate support, arrange alternate transportation, and manage communication.

Coordination With Local Authorities: The driver or staff will call **9-1-1** immediately for injuries, hazards, or unsafe conditions. Camp administration will work with responding law enforcement, fire/EMS, and emergency management, providing rosters, medical information, and any needed support.

Parent/Guardian Notification: Once immediate safety is ensured, the camp will notify parents or legal guardians as soon as practical. Communication will include a brief description of the incident, camper status, location, and next steps. All notifications will be documented.

UNAUTHORIZED INDIVIDUAL PLAN : CODE YELLOW

Any staff member may call **911** if safety is at risk or if a hazardous event is occurring or imminent. However, **leadership staff**—the Camp Director, Director of Operations, or Emergency Coordinator—hold primary responsibility for contacting 911 and providing critical information to emergency responders during any life-safety or property-threatening incident.

Coordination with **local emergency management** will depend on the scope of the incident and the resources required. The leadership team will contact emergency management for any large-scale incident or whenever the need for personnel, equipment, or support exceeds what the camp can provide on its own.

Identification: Visitor Tag

All authorized guests must wear a **visible camp lanyard or guest pass**.

- If a staff member sees someone without a pass, they will approach using this method:
 - **Greet:** "Hello! Welcome to Lone star Camp."
 - **Question:** "Are you looking for the Main Office to check in? I don't see your guest pass."
 - **Escort:** "I'd be happy to walk you to the office so we can get you registered."
- If the individual is evasive, refuses to go to the office, is found near cabins/bathhouses, or is carrying a suspicious item, the staff member must **disengage immediately** and radio for help.

Phase I: Observation & Notification

If the individual appears suspicious or refuses to identify themselves:

1. **Radio Alert:** Use the code: "**Code Yellow - Unauthorized Person at [Location].**"
2. **Description:** Provide the **S.C.U.M.** details:
 - a. **Sex/Age.**
 - b. **Clothing** (e.g., "blue hoodie, camo pants").
 - c. **Unusual features** (e.g., "carrying a backpack," "appears intoxicated").
 - d. **Movement** (e.g., "heading toward the waterfront").
3. **Visual Contact:** A designated staff member (usually Maintenance) should maintain visual contact from a safe distance (30+ feet). **Do not attempt to physically restrain the person.**

Phase II: Response & Containment

Once a **Code Yellow** is called, the following actions occur:

Counselors will:

- Quietly move campers into the nearest building or to a central, high-visibility area.
- Verify all children are present.
- Do not tell children there is an "intruder." Say: *"We are doing a quick huddle to hear a special announcement."*

Buildings/kitchen staff:

- Lock doors, remain inside.

Management:

- Two senior staff members will meet the individual.
- **State the following or similar:** *"This is private property and a youth-occupied facility. You are trespassing. You must leave via the main gate immediately."*

Phase III: Escalation : CODE SILVER

If the unauthorized person becomes aggressive, brandishes a weapon, or attempts to grab a child:

1. Any staff who witnesses can announce **"Code Silver"** (Active Threat).
2. 911 is called immediately.
3. All buildings are locked; campers moved away from windows.

DISGRUNTLED OR HOSTILE INDIVIDUALS

- **Level 1 (Disgruntled):** An individual is vocally unhappy, complaining loudly, or being rude, but is not making threats.
- **Level 2 (Hostile/Verbally Abusive):** An individual is shouting, using profanity, making vague threats, or refusing to leave a "camper-only" area.
- **Level 3 (Immediate Threat):** An individual has a weapon, is making specific threats of violence, or is physically assaulting someone.

Phase I: Initial Contact & De-escalation

If a staff member encounters a disgruntled parent or person:

1. Politely ask to move the conversation: *"I want to give you my full attention. Let's walk over to the Office/Porch so we can talk privately."* * **Goal:** Get the individual away from children and the general public.
2. **Maintain Body Language:** * Keep a "social distance" (5–6 feet).
 - a. Keep hands visible and at your sides (not crossed or on hips).
3. **Active Listening (EAR Method):**
 - a. **Empathy:** *"I can see that you are frustrated."*
 - b. **Attention:** *"Tell me exactly what happened so I can understand."*
 - c. **Respect:** Maintain a calm, low-volume voice even if they shout.

Phase II: Escalation (Level 2)

If the individual refuses to calm down or move to a private area:

- **The "Two-Staff Rule":** No staff member should be alone with a hostile person. Use a radio or phone to call for a "Director/Manager to my location" immediately.
- **Set Boundaries:** Use a firm, calm voice. *"I want to help you, but I cannot continue this conversation while you are shouting at me/using that language."*
- **Camper Protection:** If the incident is happening near children, nearby counselors should immediately lead their groups to an alternate activity area (e.g., *"Cabin 4, let's head to the Dining Hall for a surprise snack!"*) to shield them from the conflict.

Phase III: Immediate Threat (Level 3)

If the individual becomes violent or a weapon is seen:

1. **Code Word:** Use the camp's designated emergency code over the radio (e.g., **"Code Silver to the Office"**) to alert all staff that 911 is being called.
2. **Lockdown:**
 - a. Counselors move children into the nearest lockable building (Cabins/Lodge, Kitchen, Gym).
 - b. Close and lock all doors/windows.
 - c. Keep children on the floor and out of sight.
3. **Evacuate:** If you are outdoors and can safely move away from the individual, lead the group into the woods or to a remote part of the camp.
4. **911 Call:** Clearly state: *"We have a hostile intruder at Lone Star Camp. They are [Description] and have a [Weapon Type]. We have [Number] children on site."*

Examples of Specific Scenarios

A. Disgruntled/Fired Employee

B. The "Custody Dispute" Parent

Post-Incident Protocol

- **Incident Report:** Every Level 2 or 3 incident must be documented in writing within 2 hours. Include quotes, names of witnesses, and the timeline.
- **Counseling:** If children witnessed the event, the Camp Nurse or a mental health professional should provide a brief "check-in" to debrief and reassure them.
- **Review:** The leadership team will review the incident to determine if security measures (gates, cameras, or check-in procedures) need to be updated.

Signal	Meaning	Action
"Manager to [Location]"	Level 1/2 Support	Manager reports to assist with de-escalation.
"Code Silver"	Level 3/Violence	Lockdown immediately; Call 911.
"All Clear"	Situation Resolved	Resume normal activities; debrief staff.

WEAPON ON PROPERTY

Scenario A: Weapon Present (No Active Threat)

Definition: A staff member or guest sees a weapon (firearm, large knife, etc.) in a cabin, vehicle, or on a person, but no one is being threatened.

Immediate Actions:

1. **Do Not Confront Alone:** If you see a weapon, do not attempt to confiscate it or challenge the individual.
2. **Discreet Notification:** Use a landline or cell phone (avoid radio if the person is nearby) to contact the **Site Manager**.
 - a. *State:* "I am at [Location]. I have observed a [Type of Weapon] in the possession of [Description of Person/Location]."

3. **Maintain Distance:** Quietly move campers or guests out of the immediate vicinity under the guise of a "new activity" or "scheduled transition."
4. **Administrative Intervention:**
 - a. Two senior staff members (Director/Site Manager) will approach the individual in a non-confrontational manner.
 - b. **The Script:** *"As a reminder, our camp is a weapon-free zone for the safety of the children. We need you to secure that [item] in your locked vehicle or turn it over to the office for safekeeping until you depart."*
5. **Law Enforcement:** If the individual refuses to comply or becomes agitated, retreat immediately and call 911.

Scenario B: Weapon with Active Threat

Definition: An individual is brandishing a weapon, making specific threats, or has discharged a firearm/used a weapon.

Immediate Actions (The "Code Silver" Protocol):

1. **Sound the Alarm:** Use the radio code "**Code Silver - [Location]**".
2. **Initiate "Run, Hide, Fight":**
 - a. **RUN:** Lead campers into the deep woods or away from the threat.
 - b. **HIDE:** Lock down in the nearest sturdy building. Barricade doors with heavy bunks or kitchen equipment.
 - c. **FIGHT:** As a last resort, use camp equipment (bats, fire extinguishers, heavy tools) to protect lives.
3. **Emergency Services:** Call 911. Provide the **S.C.U.M.** description (Sex, Clothing, Unusual features, Means of escape/Weapon type).

Emergency Operations Plan (EOP)

Acknowledgment

4. Staff Acknowledgment of Receipt and Understanding

I acknowledge that I have received, reviewed, and understand the Camp Emergency Operations Plan (EOP). I understand that the EOP contains important policies, procedures, and responsibilities related to emergency preparedness, response, evacuation, sheltering, communication, missing camper incidents, medical emergencies, severe weather, fire emergencies, transportation incidents, and other emergency situations.

I agree to:

- Familiarize myself with the contents of the Emergency Operations Plan.
- Participate in required emergency preparedness training and drills.
- Follow established emergency procedures and chain-of-command protocols.
- Immediately report emergencies, hazards, injuries, and safety concerns to camp leadership.
- Perform assigned duties during emergency situations to the best of my ability.
- Comply with all camp policies, applicable state regulations, and accreditation standards.

I understand that emergency procedures may be updated periodically and that I am responsible for reviewing any revisions provided by camp administration.

Employee/Volunteer Information

Name (Printed): _____

Position: _____

Cabin/Program Area: _____

Phone Number: _____

Acknowledgment Statement

I certify that I have received access to the Camp Emergency Operations Plan and understand my responsibilities under the plan.

Signature: _____

Date: _____

Supervisor Verification

I certify that the above individual has received Emergency Operations Plan orientation and has been provided an opportunity to ask questions regarding emergency procedures.

Supervisor Name (Printed): _____

Supervisor Signature: _____

Date: _____

Annual Review Record

Year Employee Initials Date Reviewed Supervisor Initials

Document Retention: This acknowledgment shall be maintained in the employee or volunteer personnel file for the duration of service and according to camp record-retention policies.

Camp Name: _____

EOP Version/Revision Date: _____

This format aligns well with common requirements from the **American Camp Association (ACA)**, overnight camp risk management practices, and staff training documentation standards.

