

Arrowhead Camp & Retreat Center



EMERGENCY ACTION PLAN

Table of Contents

1. Camp Overview & Risk Profile
2. Leadership, Roles & Responsibilities
3. Communication & Alerting Systems
4. Maps, Muster Zones & Evacuation Routes
5. Required Emergency Procedures
6. Flood & Tornado Plan
7. Training, Orientation & Drills
8. Coordination with Authorities & Plan Submission
9. Documentation & Recordkeeping
10. Appendices
11. References Regulatory References
 - Heaven’s 27 Camp Safety Act, Texas S.B. No. 1 (2025)
 - Youth Camp Alert, Mitigation, Preparedness, and Emergency Response (Youth CAMPER) Act, H.B. No. 1 (2025)
 - Texas Health & Safety Code § 141.0091
 - Texas Government Code § 418.1015

Arrowhead Camper Safety

Our first priority is the care and wellbeing of children and teens. We are licensed by the State of Texas and undergo detailed inspections at both local and state levels. Every adult counselor and leader is vetted by their church, background checked, and trained in approved Child Protection protocols before serving on site.

Flexibility Disclaimer:

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

1. Camp Overview & Risk Profile

Camp Name: Arrowhead Camp & Retreat Center

Address: 5236 N FM 199, Cleburne, TX 76033

Property Size: 65 acres

Environment: Rural riverfront property adjacent to the Brazos River

Program Description

Arrowhead Camp & Retreat Center is a resident youth camp serving children and teens. The facility also offers year-round lodging for adult retreats, leadership programs, outdoor recreation, and group events.

Seasonal Operation:

- ✓ Summer Camps
- ✓ Weekend/Seasonal Programs

Facilities & Activity Areas

- Overnight Lodging
- Dining Hall & Kitchen
- Swimming Pool
- River Access Zone
- Archery/Projectile Sports Area
- Activity Fields
- Trails & Outdoor Gathering Areas
- Maintenance/Utility Buildings

Population Served

Typical session capacity:

- Campers: up to 450
- Staff: 5-16

Primary Hazards Identified

- Brazos River Flood Risk (FEMA Zone A)
- Severe thunderstorms and tornados
- Heat illness risk in summer season
- Aquatic emergencies (pool and river)

- Wildlife hazards native to the region
- Illness or outbreak in group lodging
- Lost camper potential due to wooded terrain
- Fire hazards in cabins and wooded areas

High-Risk Zones

- **Floodplain Areas** along the Brazos River
- Restricted access required during flood warnings
- Campers and staff are relocated to high ground early.

2. Leadership, Roles & Responsibilities

Emergency Response Policy

This policy was designed to guide the emergency procedures that should take place at Arrowhead Camp in the event that a crisis should occur. Included in the plan are guidelines for actions to be taken internally by the camp staff as well as communicating externally with outsiders such as the media. Also included in the plan are examples of possible scenarios and the appropriate responses to these scenarios.

General Procedures in the Event of a Crisis

- a. Notify Directors. Director should go to the scene.
 - b. In any situation if the Director is not present, the Co/Director or Operations Director will be his or her designee. The Executive Director or his designee will be the Incident Commander and will assign all further action and communication procedures.
 - c. The Incident Commander will bring the situation under control, if possible. Always protect people first and property second.
 - d. Gather as much preliminary information as possible, who, what, where, when, why, how, and what's next.
 - e. With this information, determine if the crisis requires an emergency response from the staff.
 - i. Is there a death?
 - ii. Are many campers injured?
 - iii. Are all campers at risk by the emergency?
1. Are guns or explosives involved?
 2. Is there a harmful chemical or gas being released into the environment?
 3. Is there danger of fire?
 4. Is the drinking water contaminated?
 5. Are the building structures unsafe due to storm damage, etc.

- f. Call 911 at request of Incident Commander.
- g. Get staff to the scene at the request of the Incident Commander.
- h. Administer first aid.
- i. Close security gate and position someone at the guard house if necessary.
- j. Clear uninvolved people from the scene and return them to their cabins or other places of safety.
- k. Gather all facts and determine exactly what took place.
- l. Work with Executive Director and group leader to notify parents.
- m. Any interaction with the media should be handled by the Directors. Refer to the Media Response Action Plan.

Emergency Leadership Structure

Arrowhead Camp & Retreat Center maintains a clear chain of command for all emergency operations.

Position	Primary Responsibility	Contact
Camp Directors	Overall authority during emergencies; final decisions regarding evacuation, reunification	Terry Porter Sandra Porter
EAP Coordinator	Oversees emergency response plan, drills, communication systems	Terry Porter

Emergency Command Protocol

During an emergency, the following hierarchy is implemented:

1. **Camp Director/Co-Director**
2. **Emergency Preparedness Supervisor**
3. **Health/Medical Lead (E.g. camp nurse)**
4. **Facilities/Operations Lead**

If a higher authority is unavailable, responsibility shifts to the next position on the list.

Staff Involvement Expectations

All Staff/Counselors will:

- Always remain with assigned campers during emergencies
- Conduct visual and verbal headcounts at muster points
- Follow command instructions from incident leadership
- Document all emergency actions or injuries for later review

No staff member may self-deploy or abandon supervisory duties.

3. Communication & Alerting Systems

Internal Emergency Communication Methods

- Two-way radios issued to key personnel
- PA systems for immediate camp-wide alerts
- Runners used if electronic systems fail

External Alerts & Warnings

- NOAA/NWS Weather Radio monitoring 24/7
- Wireless Emergency Alerts (WEA) from local authorities
- Coordination with Somervell County Fire/EMS and Sheriff

Emergency Activation Protocol

Upon identifying a threat:

1. Notify Camp Director or Emergency Preparedness Supervisor
2. Initiate internal alert using radios and signal systems
3. Move into appropriate emergency response procedure

Parent / Guardian Communication

Arrowhead Camp will notify families when:

- Any emergency affects camp operations
- Medical care beyond basic first aid is required
- Evacuation or relocation occurs
- Early pickup will be necessary

Primary channels:

- Text alert system
- Email broadcast
- Phone call if individual contact is needed

Backup Communication

- Battery-powered radios for use during power loss
- Manual signal devices (whistles, flags if necessary)
- Printed rosters for accountability checks

4. Maps, Muster Zones & Evacuation Routes

Preliminary Muster Zone

→ **Dining Hall Front Lawn/Williams Dorm/Chapel Parking lot**

All evacuations default to this location unless otherwise directed.

Primary Muster Zone A

→ **Trimble Lodge & Hilltop**

Primary Muster Zone B

→ **Prentice Cabin**

Evacuation Route Guidance

All cabins, program areas, and facilities must:

- Have at least **two evacuation routes** identified
- Post **evacuation signage** inside each lodging unit
- Display **arrows** clearly marking the exit direction

Staff must conduct:

- Headcount at departure
 - Headcount upon arrival at muster zone
 - Immediate report of missing persons to leadership
-

Shelter-in-Place Locations

Used during severe weather or external threats:

- **Dining Hall Interior Rooms**
 - **Reinforced Cabin Areas** (away from windows)
-

Maps

The following maps are included in Appendices:

- Appendix A — **Floodplain & Camp Map**
- Appendix B — **Evacuation Maps** for each building/cabin

*Note: Map updates occur when site layout changes.

Accessibility Accommodation

Evacuation plans include:

- Mobility assistance assignments
- Additional staff support for campers with disabilities

All staff/counselors are responsible for ensuring **safe and equal evacuation** for every camper.

5. Required Emergency Procedures

Arrowhead Camp & Retreat Center maintains standardized response procedures for all emergency types. Staff must follow these steps immediately and without delay.

5.1 Fire Emergency

If fire or smoke is detected:

Alert campers and activate alarms then notify leadership via radio: “Fire, [Location]”

1. Evacuate the building and surrounding area immediately. Have everyone assembled at the Basketball Court or the Dining Hall in adverse weather conditions.
2. Alert the guests in nearby cabins/rooms and see that they are evacuated, if necessary. Once outside, the group leader will take a roll call to ensure all group members are present.
3. If you were bused in, the Glen Rose Sheriff’s Department will provide buses for evacuation if it is determined that type of evacuation is required.
3. Call 911 and inform them there is a fire at Arrowhead Camp & Retreat Center located at 5236 N FM 199, Cleburne, Texas 76033.
4. Notify Executive Director as soon as possible. He or his representative will obtain the Emergency Action Plan and serve as Incident Commander.
5. Assemble team consisting of full-time staff to be available to assist the injured and support emergency responders.
6. If safe, send one staff member with a radio to gate to open gate and give directions to emergency responders and another to the office to monitor phones.
7. In the case of a building collapse clear uninjured from the scene if it is safe to move them without further injury.
8. Once a complete evacuation has taken place and all guests are accounted for:
 - a.) Gather all facts regarding injuries, status and current conditions.
 - b.) Make sure guests and staff are all accounted for.
9. In case of injuries notify trained Arrowhead Staff and/or emergency personnel as soon as possible.
10. Assemble fire suppression team if fire department has not arrived.
 - a. Establish perimeter of no less than 50 yards around building

- b. Turn off propane supply to building if applicable.
- c. Turn off power to the building
- d. If safe, staff may enter the building to utilize fire suppression (fire extinguishers located in meeting rooms)
- e. Send staff members to well house to turn well to manual control on.
- f. Once fire personnel arrive on scene, they will take control/command of the fire. Assist in removing Arrowhead equipment as requested.

11. Work with Incident Commander and group leader to notify parents / family of guests.

12. Any interaction with the media should be handled by the Executive Director. Refer to the Media Response Action Plan.

Do NOT re-enter any structure until cleared by Fire/EMS.

5.2 Wildfire Evacuation Plan

1. The Arrowhead staff will monitor adverse weather conditions and apprise group leaders of developments.
 2. The Executive Director or his representative will serve as Onsite Incident Commander.
 3. If the camp is in the path of wildfire and is no longer safe to occupy, Arrowhead staff will organize the evacuation of the property.
 4. If you were bused in the Glen Rose Sheriff's Department will provide buses for evacuation if it is determined that evacuation is required.
 5. Arrowhead staff will work with local Emergency Authorities to determine evacuation location and transportation.
 6. Arrowhead Director will provide a statement to be sent to parents and church leaders.
 7. Arrowhead staff will work with Emergency Authorities to determine how facilities / equipment and other resources may be utilized and preserved.
 8. The camp will not be reoccupied until local Emergency Authorities have determined it is safe.
-

5.3 Lost / Missing Camper

A camper is considered missing if not located within **5 minutes** during activities or transition.

Procedure:

1. Notify Executive Director or his representative and he/she will obtain the Emergency Action Plan and activate the Lost Camper Action Plan and serve as Incident Commander.

2. Incident Commander will organize initial search of immediate campgrounds and they will:

a. Seek information by meeting with the camper's counselor and the last one(s) seeing him/her to find out person's last known whereabouts as well as who might have been with them, seen them, or know where they went.

b. Seek a description of the person and their attire.

c. Notify all staff will be notified by radio and asked to bring their radios and flashlights (if dark) with them. The initial meeting place will be the office.

d. Will designate one person to walk through camp with megaphone calling camper's name.

e. Designate one staff member with a radio to gate to man the gate and give directions to emergency responders. Advise them to not let anyone else in or out without approval from the Incident Commander.

f. Will divide staff into four teams. Using maps like the one attached. A full-time staff will be assigned to each team and will be designated as "lead" person.

Team 1 will search the upper right quadrant of the camp. (*BLUE square on next page)

Team 2 will search the bottom left quadrant of the camp. (*GREEN square on next page)

Team 3 will search bottom right quadrant of the camp. (*ORANGE square on next page)

Team 4 will search the upper left quadrant of the camp. (*RED square on next page)

3. If these searches do not produce results, the Incident Commander will notify the Glen Rose sheriff's department, while all persons who had last contact with the missing individual are being assembled at the Camp Office.

· Office staff will acquire the lost camper's forms from Group Leader, or if an employee obtains file from the Camp office so as to provide personal information to law personnel.

4. If search of immediate campgrounds does not yield results, an immediate search of the more outlying, yet immediate area will be conducted; including driving down portions of FM

199 and CR 319. A second search of the immediate campgrounds shall be conducted while this more expanded search is taking place.

5. The Group Leader will contact the parents/guardians of the camper and seek further relevant information; advising them to remain where they are and close to a phone so that they may be contacted further. If necessary or recommended by law officials, parents/guardians will be extended an invitation to come to camp and remain in the Executive Director's Office until more information is known.

6. As much information as is possible will be given to the law authority when they arrive and follow their recommended procedures; keeping the parents/guardians advised.

1. Notify Camp Director immediately
2. Conduct a **site-specific search** of last known location
3. Secure other campers with supervision
4. If not located within **15 minutes**:
 - Notify **Somervell County Sheriff**
 - Issue camp-wide search based on assigned zones

All search actions and times are to be recorded.

5.4 Medical Emergency

Major injury or illness:

1. Ensure scene safety
2. Begin first aid/CPR as trained
3. Activate **911**
4. Notify medical lead and Director
5. Assign staff to meet EMS at entrance
6. Document incident details

Minor injury or illness:

- Treat at camp first aid center
- Notify parent/guardian as needed

Unwelcome Visitor Action Plan

A. Threat of Unauthorized Removal of Camper –

Camp receives a call threatening to take a child from camp without legal consent. If the threatening individual calls refer to point a. If the threatening individual arrives at camp refer to “point f”.

- a. Contact the Executive Director and he or his representative will activate the Emergency Action Plan and serve as Incident Commander.
- b. Close security gate and have a staff person in the guard house.
- c. Work with the group leader to identify the camper.
- d. Notify parent(s) or legal guardian of the child.
- e. Have a counselor stay with the child until the issue is resolved.
- f. Notify Sheriff’s department of situation.
- g. If the individual shows up at camp, **DO NOT** let them on-site. Do the following:

B. If not a threat, the group leader and Incident Commander should inform the adult that the child cannot be taken without legal consent. If the adult refuses to leave, call 911. If the individual leaves, get a description of their vehicle and update the Sheriff’s department

C. If they are a threat call 911.

5.6 Nuclear Incident Action Plan

1. If an incident at Comanche Peak Nuclear Power Plant occurs, they will activate Outdoor Warning System (steady siren tone). If this is heard, contact the Director and he or his representative will activate the Nuclear Evacuation Plan and serve as Incident Commander.

2. Incident Commander will obtain the Emergency Action Plan and will appoint staff to fill the following roles:

- a. Guest Group Liaison – will serve as the intermediary between the Incident Commander and the guest groups.
- b. Sheriff Department Liaison – will contact the sheriff’s department and coordinate transport.
- c. Front Gate Attendant - will be stationed at the front gate to give directions to the evacuation route as well as directions to any incoming transport.

- d. Outside Communication Liaison - will field calls from outside callers and monitor radio (WBAP 820 AM) for further instructions.
 - e. Facility Security Team – will ensure all facilities are empty.
3. Incident Commander will contact group leaders and notify them of threatening conditions and advise them of emergency procedures.
 4. Incident will release all non-essential staff and take roll of remaining staff.
 5. All groups will gather in the Activity Center to receive further information.
 6. All group leaders will take roll call to ensure all group members are present.
 7. If the group has its own transportation, they will register with the Guest Group Liaison before departure. Maps and directions will be given to Group Leaders as well as each car that exits the camp.
 8. If you were bused in, Glen Rose Sheriff's Office will provide buses for evacuation.
 9. We are in "Zone 2E" and our evacuation route is FM 199, turn right at stop sign, turn left onto Hwy 67. The rally point is Cleburne Civic Center 1501 W. Henderson Street, Cleburne, Texas 76033.
 10. When external transportation arrives the Incident Commander along with the Guest Group Liaison will organize the loading of all individuals. All luggage and other large personal items will be left behind.
 11. The Facility Security Team will make a final sweep of all buildings to ensure full evacuation, report to the Incident Commander, and evacuate.
 12. Once all Guest groups have been evacuated the Incident Commander will ensure the evacuation of all remaining staff and evacuation.

5.7 Weather & Natural Hazards

Cease all outdoor activities and move campers indoors.

1. The Arrowhead staff will monitor adverse weather conditions. Executive Director will be notified of any serious weather conditions.
 2. Executive Director or representative will contact group leaders and notify them of threatening conditions and advise them of emergency procedures
- Groups are to remain in cabins/lodges until further notice. If outside, go to nearest enclosed facility.
 - While in the facilities, the group leader will take a roll call to ensure that all group members are present.

- **In case of a tornado**, NWS Tornado Warnings will automatically trigger shelter in place. Guests should shelter in reinforced interior rooms on lowest floor of cabin. Sit with back to an interior wall with knees-to-chest, protect head/neck and if possible, be covered with a mattress on the floor in cabins.
 - 3. Once weather passes notify all guests of all clear and have them assemble at the Basketball Court or Dining Hall.
 - 4. Gather all facts in regard to injuries, status, and current conditions. Make sure guests and staff are all accounted for.
 - 5. In case of injuries notify trained Arrowhead staff and/or emergency personnel by calling 911 as soon as possible.
 - 6. Assemble team consisting of full-time staff to be available to assist the injured and support emergency responders.
 - 7. If safe, send one staff member with a radio to gate to give directions to emergency responders and another to the office to monitor phones.
 - 8. In the case of a building collapse clear uninjured from the scene if it is safe to move them without further injury.
 - 9. An evaluation of the safety of any buildings should be made before they are re-occupied.
 - 10. Work with Executive Director and group leader to notify parents
 - 11. Any interaction with the media should be handled by the Executive Director. Refer to the Media Response Action Plan.
-

5.8 Flood / Swift Water Emergency

This camp is adjacent to Brazos River — FEMA Zone A

Flash Flood Warning

Monitor weather conditions via weather band radio. Monitor conditions continuously. Once a River Flood Warning has been Issued Immediate evacuation of low-lying areas:

1. Move campers from any structures in floodplain areas
2. Move all campers to high-ground areas (Muster Zones A&B)
3. Prepare for potential full relocation or parent pick-up
 - Confirm full accountability upon arrival
 - Call 911 if any camper/staff are unaccounted for

River Flood Warning

- Proactively restrict river access
- Relocate campers away from floodplain zones to muster zones “A” & “B” out of flood plain and flood way.

No entry to flooded areas — risk of drowning and entrapment.

5.9 Aquatic Emergency – Pool or River

1. Activate whistle and remove all swimmers from water
2. Lifeguard initiates rescue if safe to do so
3. Contact **EMS** for any submersion or unconsciousness
4. Maintain supervision of remaining campers
5. Document incident and notify parents

River zones require:

- Staff stationed at downstream safety points
 - No entry during strong currents
 - Barriers will be placed at river access points
 - Sponsors must check out throw bags from main office when they are going to access the river.
-

5.10 Wildlife Response Action Plan

1. Occasionally, campers, guests and staff will encounter various forms of wildlife on campus. Staff must respond in a manner that will best ensure the safety of everyone and in a way to create confidence in the campers and guests.
2. Sightings of any potentially dangerous wildlife should be reported to full time staff immediately.
3. If an incident involving an animal occurs, contact the Executive Director and he or his designee will activate the Emergency Action Plan and serve as Incident Commander.
4. Small animals such as foxes, raccoons, opossums, dogs, cats, etc.

Most of these animals will run away when encountering people. At times, when they do not leave or if they are acting either aggressive or lethargic could mean something is wrong with them.

ACTION:

1. Have all people leave the area calmly and quietly.
2. Call for assistance to remove animal from populated areas. Use discernment when reporting to others so you won't create panic. A snare is available in the Director's office. This should only be used by full-time staff.
3. Observe the animal from a safe distance until help arrives.
4. If a guest or staff is harmed by a wild animal, initiate the Health-Related Action Plan and secure the animal in the event it is rabid.
5. If it is unsafe to staff to remove the animal call the sheriff's department for assistance.

SNAKES

There are several snake species on and around the campus. If a snake is sighted or if campers/guests report a sighting, take the following steps:

Action:

1. Have all people leave the area calmly and quietly.
2. Call for assistance to remove snake from populated areas. Use discernment when reporting to others so you won't create panic. A snake grabber is available in the Director's office. This should only be used by full-time staff. When reporting on the radio, use the "Code 2" to indicate snake.
3. Observe the snake from a distance until help arrives.
4. Look around, there may be other snakes.
5. If a guest or staff is harmed by a snake, initiate the Health Related Action Plan and secure the snake until the species is identified.

5.11 Archery / Projectile Safety Incident

1. **Cease fire** order immediately
2. Secure bows/arrows or other equipment
3. Provide first aid and call EMS if needed
4. Notify Director and document incident

5. Review range safety before resuming activity

All Emergency Actions Must Be Documented. Complete an incident report within 24 hours

5.12 Power Outage Action Plan

- **Check** other areas of camp to see if it is more than just one facility.
 - If it is just the cabin / room, check breaker panel and if tripped, reset breaker.
 - Also, check the power disconnect outside of the building to make sure it was not turned off.
 - If it is more than one location contact Maintenance Director, Operations Director and/or Executive Director.
 - If power outage occurs director will contact United Cooperative at 817-556-4000.
-

6. Shelter Locations

Shelter Type	Approved Locations
Severe Weather / Tornado	Dormitories, Lodges and Cabins
Flood Evacuation	High ground – Trimble Lodge & Prentice Evac Site
Intruder / External Threat	Buildings that can be secured from inside

Maps for these areas are included in **Appendix B**.

6.1 Staff Assignments

During flood or tornado activation, staff will:

- Instruct sponsors to conduct headcounts upon **departure and arrival**

- Carry radios on person
 - Reposition campers away from trees or debris hazards
 - Maintain group supervision and accountability
-

6.2 Reunification Procedures

If evacuation to a secondary or off-site location is required:

- Camp Director will notify guardians via official communication channels
- Pick-up location instructions will be communicated
- Valid ID is **required** for camper release
- Sign-out logs must be completed for every child

7. Health Related Action Plan

1. When an injury or illness is reported determine what response is needed by Arrowhead staff by the following:

2. If an illness is reported:

- a. With the help of the Group Leader and any qualified health personnel (Camp Health Officer), determine the severity of the illness:
- b. If it is severe enough to warrant a visit to the emergency room help the Group Leader arrange transport and give directions to the local ER. If an ambulance is needed refer to ambulance procedure below.
- c. If the individual is underage, advise the Group Leader to contact their Parent or Guardian.
- d. If it is not severe enough to warrant a visit to the emergency room, work with the Group Leader to determine if the individual should leave camp. If it is believed to be

an infectious illness, please assist the Group Leader in arranging for the individual to go home. Suggest they follow up with their local physician.

3. If an injury is reported:

a. With the help of the Group Leader and any qualified health personnel, determine the severity of the injury.

b. If qualified, render first aid as appropriate for the injury.

In case of snake bite, make sure victim is safe, kept calm and still. Keep location of bite lower than the heart. Look around to make sure there are no other snakes. Try to find the snake to determine what kind it is to report to health officials.

c. If it is severe enough to warrant a visit to the emergency room assist the Group Leader in either calling 911 or arranging transport and giving directions to the local ER. If an ambulance is needed refer to the ambulance procedure below.

d. If it is not severe enough to warrant a visit to the emergency room, work with the Group Leader to determine what the next step should be. Arrowhead can either secure a doctor's appointment with a local doctor, or the individual could return home to visit his/her own doctor.

e. If the individual is underage, advise the Group Leader to contact their Parent or Guardian.

f. Have the Group Leader fill out an Accident Report form for our records.

4. If the injury requires a visit to the emergency room or any other severe accident notify the Executive Director as soon as possible.

5. Epidemic on camp

a. Notify the Executive Director immediately.

b. With the help of the Group Leader and any qualified health personnel, isolate all sick campers to specific building(s).

C. Contact parents of campers involved.

d. Contact local medical authorities for assistance

e. Any interaction with the media should be handled by the Executive Director. Refer to the Media Response Action Plan.

6. Body Fluid Spills:

a. Block off area to prevent contact.

- b. Gloves should be worn at all times when taking care of body fluid spills.
 - c. Use Red Z powder to neutralize odor and to dry fluids into powder.
 - d. Sweep up and dispose of it.
 - e. Wash and sanitize all items used to clean the area (brooms, dustpans, etc)
 - f. Wash hands, as well as any other part that may have touched body fluid, thoroughly with soap and water.
-

7.1 Training, Orientation & Drills

Consistent training and practiced emergency response procedures are required for all staff and campers at Arrowhead Camp.

7.2 Staff Emergency Training

All staff must be trained **annually** on:

- This Emergency Action Plan
- Evacuation routes and shelter locations
- Communication protocols (radio use, alerts, accountability)
- First aid and CPR (as required by role)
- Aquatic rescue (if supervising pool or river areas)
- Archery and high-risk activity procedures (where applicable)

New hires receive emergency preparedness training **before** supervising campers.

7.3 Camper Emergency Orientation

Within the first **48 hours** of attendance, campers must be instructed in:

- Boundaries and off-limit areas
- Alarm signals and radio command words
- Muster points and expectations during evacuation
- Reporting of hazards, illness, or unsafe behavior
- Rules for river access, archery range, pool safety, etc.

7.4 Required Emergency Drills

The following drills are conducted each session:

Drill Type	Frequency	Requirements
Fire Drill	First 48 hours + additional as needed	Full evacuation + accountability
Lost Camper Drill	Each session	Timed response and search protocol
Tornado/Severe Weather Drill	Each session	Shelter-in-place practice
Flood Evacuation Drill	As determined by leadership	Movement to high ground

Records of each drill must be stored in **Appendix C – Drill Log**.

7.5 Evaluation & Improvement

After each drill or emergency event:

- Leadership will review actions taken
- Identify corrective actions and improvements
- Communicate updates to affected staff
- Update EAP as needed to prevent recurrence

Continuous improvement ensures the safety of every camper and staff member.

8. Coordination with Authorities & Plan Submission

Arrowhead Camp & Retreat Center maintains active coordination with local emergency services and complies with state requirements for youth camp safety planning.

8.1 Local Emergency Services

Primary external emergency response agencies:

Service	Agency	Phone
Fire & EMS	Somervell County Fire/EMS	911
Sheriff's Department	Somervell County Sheriff	911
Sheriff's Department	Somervell County Sheriff	Non- Emergency

Service	Agency	Phone
Nearest Hospital	Glen Rose Medical Center	[254-897-2215]

Address provided to responders:

5236 N FM 199, Cleburne, TX 76033

Staff assigned to meet emergency responders at entry points:

- Facilities/Operations Lead
- Designee if needed

8.2 Government Notification Requirements

This EAP will be:

- Submitted to the **Texas Department of State Health Services (DSHS)** annually or upon major plan update
- Made available to **parents/guardians upon request**
- Supplied to emergency services if requested for coordination

8.3 Emergency Response Coordination

Regular outreach includes:

- Verification of access routes for EMS/fire vehicles
- Facility familiarization for responders
- Review of muster zones and flood evacuation routes
- Collaboration on drills when possible

8.4 Documentation Availability

Copies of this EAP are stored:

- With Camp Director
- In Camp Office

- Digitally on secure administration systems

Staff may reference the plan at any time.

8.5 Suspected Child Abuse Action Plan

Child Abuse has become a nationwide issue since about the mid-1980's. Schools, camps, churches, and other youth organizations have come under intense scrutiny. We must be sensitive and well informed in order to protect our children and to avoid having potential difficulties in this area.

We cannot be too careful in the area of sexual, physical, or emotional abuse. Even the appearance of wrong or a false allegation can cause irreparable damage to the reputation of the accused, the church involved and Riverbend Retreat Center. Therefore, all leaders must be cautious in order to avoid doing anything that could be interpreted as sexual, physical, or emotional abuse.

Procedures for Arrowhead Camp

A. FOR A CHILD ABUSED AT Arrowhead Camp

- 1.If child abuse is suspected, Executive Director, the Summer Camp Director, and the church leader of the people involved **MUST** be informed at once. The Executive Director or his/her designee will activate the Emergency Response Plan and serve as Incident Commander.
- 2.To the extent possible, the name of the child and the nature of their accusation shall be kept confidential.
- 3.The child should be removed from ALL contact with the accused.
- 4.The Incident Commander, Summer Camp Director and church leader will interview the suspected child abuser.
5. If the above-mentioned persons have reason to believe that any child abuse has or will occur, they shall report him/her to the proper authorities.
- 6.The Summer Camp Director will contact the parents to inform them of the situation.

B. FOR A CHILD ABUSED BEFORE COMING TO Arrowhead Camp.

If a child is determined to be an abused child, either by observation or through confiding in a sponsor, staff member, or other leader that he/she has been abused, the following steps should be taken:

1. The sponsor or leader should counsel the child according to the guidelines set forth in “Helping a Victim of Child Abuse” (letter C. below).
2. The sponsor or leader should inform ONLY the Arrowhead Camps Director, Group Leader and the child’s church leader of the situation.
3. The Arrowhead Camp Director, and the church leader will then follow legal procedures for informing the proper authorities, i.e. the Texas Health and Human Services or the local authorities.

C. HELPING A VICTIM OF CHILD ABUSE

After it has been disclosed that a child has been abused, certain steps should be taken to help the child.

1. Listen — don’t panic or overreact. Give the child permission to talk about the abuse to you. Listen carefully to everything the child says and note his/her behavior. Do not fill in words for them. Do not ask leading questions. Have another adult present when you talk to the child.
2. Believe — Never criticize the child or claim that the child has misunderstood what happened. Support the child for disclosing. It is not your responsibility to determine whether the allegation is true. Children seldom lie about abuse.
3. Protect — Take the child to a private place with either the Arrowhead Camps Director, Group Leader, Camp Health Officer, or the child’s church leader. Discuss the situation only with these individuals. Try to avoid repeated interviews about the incident. Never promise that everything will be okay. You can promise that you will do what you can.
4. Affirm — Children who have been victimized may feel sad, angry, fearful, anxious, and depressed. Accept and understand the child’s feelings. Avoid telling the child how he or she “should feel.” Rather, emphasize that the child is not to blame for what happened. Praise him/her for courage and honesty and promise that you will get help.
5. Refer — DO NOT attempt to handle the problem alone. This is important for the wellbeing of the child as well as for your own protection. As a childcare custodian, you are mandated by law to report child abuse.

8.6 Media Response Action Plan

- 1.) If an incident occurs that may require interaction with the media the Executive Director will activate the Emergency Action Plan and will serve as the only contact with the media.

All other staff will refer all interviews and reporters to him or her using the following statement:

“Thank you for contacting Arrowhead Camp. All questions regarding the recent incident should be directed to the Executive Director. I will be happy to let you leave a message on his voicemail or take your name and number for him to return your call.”

2.) The Executive Director may institute a “closed campus” status and only allow authorized individuals to enter the camp during the incident.

3.) While being interviewed the Executive Director will:

- Only give the details that are known (i.e. time, place, location of accident, and numbers of victim(s)- and names as long as you have been cleared to release the names by the police and/or next of kin.
- Tell what the victims were doing when the accident occurred (i.e. driving to a particular location, swimming, etc.)
- DO NOT try to assess why the accident happened and how it could have been prevented.
- DO NOT assign blame.
- If asked questions in a live interview, never make “off-the-record” comments and never answer a question with “no comment.” If you won’t comment on the situation, you can be sure someone else will. If you don’t know the answer to a particular question, say “You don’t know and that you will find out the answer and get back to the reporter.”
- Here are more appropriate responses when we do not have or are not at liberty to give certain information.
 - o “We’ve just learned about the situation and are trying to get more complete information now.”
 - o “All our efforts are directed at bringing the situation under control, so I’m not going to speculate on the cause of the incident.”
 - o “I am not the authority on the subject. Let me have _____ call you right back.”
 - o “We are preparing a statement on that now. Can I fax it to you in about two hours?”
- Keep a log of media calls and return calls as promptly as possible. This can help you keep track of issues being raised by reporters and give you a record of which media showed the most interest.
- DO NOT use the situation to make a statement that could be interpreted as an over spiritualization. Comments that the Christian community understands might be misinterpreted by the public.

ARROWHEAD CAMP & RETREAT CENTER

- DO NOT answer questions involving money estimates of damage or insurance coverage
 - Prepare a written press statement about your camp with generic information that reporters can use as background.
 - If the media contact you before you have had a chance to assess the situation and decide on a response, let them know when you expect to have more information, and honor your own deadline.
 - Work quickly to dispel rumors in the media.
- 4.) Be sure to notify the following people ASAP:
- Arrowhead's CEO (make sure he/she does not issue an independent statement)
 - Arrowhead Attorney
 - Arrowhead Insurance Agent
 - Prepare a statement for the media based on input from above individuals

9. Documentation & Recordkeeping

Proper documentation is essential for legal compliance, internal accountability, and continuous improvement in emergency preparedness.

9.1 Required Documentation

The following emergency response records must be maintained:

- **Training Logs** – all staff emergency training dates, topics, and signatures
- **Drill Logs** – fire, flood, tornado, and lost camper drills
- **Incident Reports** – all injuries, illnesses, behavioral, and emergency actions
- **Parent/Guardian Notification Logs** – communication during emergencies
- **Plan Review Records** – annual review and revision history

*The **Appendix C** templates support standardized tracking.

9.2 Storage & Accessibility

Records will be maintained:

- In the **Camp Office** secure file system
- Digitally on the **administrative server or cloud** as approved
- Printed in the **Master EAP Binder** for inspection

Records must be:

- Readily accessible during emergencies
 - Confidential (HIPAA and privacy compliant)
-

9.3 Retention Schedule

Documentation will be retained for a minimum of:

3 years — or longer if required by:

- Insurance provider
- State licensing review
- Incident legal follow-up

- Internal policy update cycles

Leadership must review this schedule annually.

9.4 Review & Revision

This Emergency Action Plan is reviewed:

- **Annually**, before the operational season
- After **any major emergency event**
- After updates to facility layout, muster zones, or floodplain maps
- After emergency drills identifying improvement needs

Updated plans are redistributed to staff and made available to parents upon request.

10. Appendices

The following appendices provide supporting documents, maps, logs, and communication content that are required for emergency preparedness and inspections.

Appendices Included:

- **Appendix A** — Floodplain & Camp Map
- **Appendix B** — Evacuation Maps & Signage
- **Appendix C** — Drill Log Template
- **Appendix D** — Emergency Contact List
- **Appendix E** — Parent/Guardian Emergency Preparedness Letter
- **Appendix F** — References Regulatory References

**Appendices must be reviewed and updated annually.*

Appendix A — Floodplain & Camp Map

Brazos River — FEMA Zone A Flood Hazard Area

Arrowhead Camp & Retreat Center is located adjacent to the Brazos River. Portions of the property fall within **FEMA Zone A**, indicating areas with a high risk of flooding during heavy rain, dam releases, or other water rise events.

Flood hazard map and camp layout have been reviewed to identify:

- **Low-lying and high-risk areas**
- **Safe evacuation routes**
- **High-ground shelter locations**

*During **Flash Flood Warnings**, immediate evacuation to **one of the two designated muster points (Trimble/Prentice)** is required.*



Annual Verification

This map must be updated when:

- FEMA issues revised flood boundaries
- Camp structures or routes change
- High-water impact is documented on-site

Verified By: Rev. Terry Porter

Date: 3/1/2026

Appendix B — Evacuation Maps & Signage

This appendix includes **building-specific evacuation maps** and **standardized posting signs** that must be mounted inside each cabin, sleeping shelter, and primary program spaces.

Evacuation Map Requirements

Each evacuation map must clearly show:

- **Primary exit route** marked with arrows
- **Secondary route** if primary is blocked
- **Primary Muster Zone:** Trimble Lodge
- **Secondary Muster Zone:** Prentice Cabin

- Location of first aid/medical response equipment

Maps must be posted:

- On the **interior side of every cabin**
- At central points in major facilities (Dining Hall, Activity Buildings)

Standard Posting — Emergency Evacuation Route Signs

(clearly posted on posts directing campers to muster zones)

EMERGENCY EVACUATION

Follow the posted arrows to **muster zones**

Remain with your assigned group and await instructions

Do **NOT** re-enter any building until cleared by staff or emergency responders

Appendix C — Drill Log Template

All required drills must be documented using this log. One form may be used per operational year.

Emergency Drill Log

Date	Time	Type of Drill Fire/Flood/Tornado/ Lost Camper	Location	Accountability Confirmed?	Outcome Notes	Corrective Actions Needed	Staff Initials
				Yes / No			
				Yes / No			
				Yes / No			
				Yes / No			
				Yes / No			
				Yes / No			

ARROWHEAD CAMP & RETREAT CENTER

Date	Time	Type of Drill Fire/Flood/Tornado/ Lost Camper	Location	Accountability Confirmed?	Outcome Notes	Corrective Actions Needed	Staff Initials
				Yes / No			

Drill Completion Requirements

- Fire Drill: Within first 48 hours of each camp session
- Lost Camper: Each session
- Severe Weather/Tornado: Each session
- Flood Evacuation: As determined appropriate by leadership

Reviewer: _____

Date: _____

Appendix D — Emergency Contact List

This list must be updated each session and posted in all primary staff areas, including the Camp Office and Nurses Station.

Local Emergency Services

Service	Contact	Phone
Fire & EMS	Somervell County Fire/EMS	911
Law Enforcement	Somervell County Sheriff	911
Nearest Hospital	Glen Rose Medical Center	[254-897-2215]

Camp Address to Provide:

Arrowhead Camp & Retreat Center
 5236 N FM 199
 Cleburne, TX 76033
 254-897-2323

Emergency entry access should be coordinated by:

- Facilities/Operations Lead
- Or assigned designee

Internal Leadership Contacts

Role	Name	Phone	Email
Camp Director	Terry Porter	806-570-0419	terry@arrowheadcamp.org
Camp Director	Sandra Porter	806-274-8917	sandra@arrowheadcamp.org

Additional Emergency Numbers

Service Type	Phone
Poison Control	1-800-222-1222
Local Weather Information	NOAA / NWS Alerts

Appendix E — Parent/Guardian Emergency Preparedness Letter**Arrowhead Camp & Retreat Center**

5236 N FM 199 • Cleburne, TX 76033

[254-897-2323] • [info@arrowheadcamp.org]

Dear Parents and Guardians,

At Arrowhead Camp & Retreat Center, the safety and well-being of every camper is our highest priority. We maintain a fully developed and regularly reviewed Emergency Action Plan (EAP) that is designed to protect children, staff, and visitors during any emergency situation.

Our emergency preparedness program includes:

- Defined **evacuation routes** and **muster locations**
- Coordination with **local emergency responders**
- **Severe weather, tornado,** and **flood** preparedness
- **Fire, medical,** and **lost camper** response protocols

- Required **drills** practiced during each session
- Staff trained in **first aid/CPR** and **emergency management**

Arrowhead Camp is located near the Brazos River. Some areas of camp are within a **FEMA Zone A** floodplain, **however**, we are **more than 1000 feet from the floodway**. If flooding threatens, campers and staff will move to **higher ground** and shelter inside reinforced structures. We will update parents immediately if evacuation or early pickup becomes necessary.

How We Will Contact You in an Emergency

We use multiple communication methods, including:

- Text alerts
- Email notifications
- Phone calls if needed for individual circumstances

Please ensure your **phone numbers and email addresses** are accurate on your camper's registration form.

Reunification Procedures

If you are asked to pick up your child:

- Bring **photo ID** for verification
- Follow staff direction for safe reunification
- Sign your camper out before leaving

Appendix F — References & Regulatory References

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

We appreciate your trust in Arrowhead Camp & Retreat Center and are committed to providing every camper with a **safe, positive, and memorable** experience.

If you have any questions about this plan, please contact us anytime.