

Arrowhead Camp & Retreat Center



213006 – Camp Arrowhead

EMERGENCY ACTION PLAN



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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 Directors, Incident Commander or Safety Officer and shall be based on sound judgment and situational needs.



ARROWHEAD CAMP & RETREAT CENTER

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 **RENTAL FACILITY**, as opposed to a program camp. In ANY and ALL circumstances GROUP LEADERS from rental groups are responsible for all communication with parents/legal guardians. Directors and Emergency Preparedness Coordinator will consult with Group Leader on every incident.

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

Seasonal Operation:

- ✓ Summer Camps Rental
- ✓ Weekend/Seasonal Rental

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” with exceptions of being more than 1000 ft. from the Floodway per DSHS) Only two of the sleeping cabins lie in the floodplain. Three of the sleeping quarters are not in the floodplain, and all of the property (buildings included) lie more than 1000 feet from the FLOODWAY! The legal team at DSHS determined that information for us. (see DSHS)
- Severe thunderstorms and tornadoes
- 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

We receive notifications from BRA (Brazos River Authority) regarding flood warnings and/or controlled water release from Possum Kingdom Lake and Lake Granbury

- We do not offer any river activities and access points are closed to ALL guests.
- Camp Arrowhead has a NO RIVER ACCESS policy for summer campers. Barricades are in place to mark that the area is closed.

Parent Notification of Floodplain

- Directors use email notification to each rental **Group Leader** regarding that our campground lies in the 100-year floodplain BUT we meet the exception of being MORE THAN 1000 feet from the floodway.
- Directors use email to send parent acknowledgement forms to each Group Leader.
- Group Leaders are responsible for sending parents/legal guardian acknowledgement forms which must be returned to Arrowhead Camp 2 weeks prior to the booked event.



ARROWHEAD CAMP & RETREAT CENTER

- Directors use email to send the **Group Leader** the Emergency Action Plan which the Group Leaders will pass on to all parents/legal guardians for their review.
- Group Leader has confirmed that each parent has received a copy of the EAP.
- The Emergency Action Plan is also available on the Camp Website: arrowheadcamp.org.

Parent Communication

Because we are only a rental facility, **ALL** communication with parents will come from **Group Leaders** and only from Camp Director if Group Leader is not able.

Weather Radio:

We have the Perry Weather Station installed at our facility to give us real-time weather alerts through texts and automated PA systems announcements. The Weather Station is Monitored by the Directors and the EPC will be the backup

Internet:

We have Fiber Optic Internet service installed by United Co-Op covering the campground from end to end. And Starlink internet as a redundant backup internet service. The internet is monitored by Directors and the EPC will be the backup.



2. LEADERSHIP, ROLES & RESPONSIBILITIES

Roles and Responsibilities

This section identifies the key emergency response roles and their general responsibilities to support an organized, coordinated, and effective response to emergency events. Detailed duties and procedures for each role are provided in the subsection below. All Staff will be trained on all emergency procedures, and training will be documented.

2.1 Emergency Response Team (ERT)

Roles and responsibilities of Primary positions include:

- **Emergency Preparedness Coordinator/ Incident Commander**

To be contacted via Radio, Cell Phone, Text or verbally by campers, staff or Directors upon any occurrence of any incident. The responsibilities are integrated throughout the EAP “Roles and Responsibilities.”

Job Description:

- **The EPC/IC** is designated by the camp and is responsible for the development, distribution, maintenance, testing, and activation of the Arrowhead Emergency Action Plan, and may serve in **any** Primary role of the ERT (Emergency Response Team). *Emergency Response Coordinator at Arrowhead also serves in the capacity of “**Incident Commander.**”* The IC will report to the Director on a daily basis. The IC is responsible for all aspects of emergency response, including activation of response teams for both camps and retreats.

Response Team:

- **Safety Officer** will be notified immediately by the Director or the IC via Radio, Cell Phone, Text or Verbally.

Job Description:



The Safety Officer is responsible for collecting personnel accountability reports, verifying full accountability, and reporting all findings to the Incident Commander who in turn will notify the Camp Directors via Radio, Cell Phone, Text or verbally. The Safety Officer will also make decisions regarding further safety actions. Who will then contact Group Leader. (Safety Officers will be assigned by Group Leaders upon arrival)

- Medical Officer will be contacted by the IC via Radio, Cell Phone, Text or verbally by either the Director, Group Leader, IC or Safety Officer.

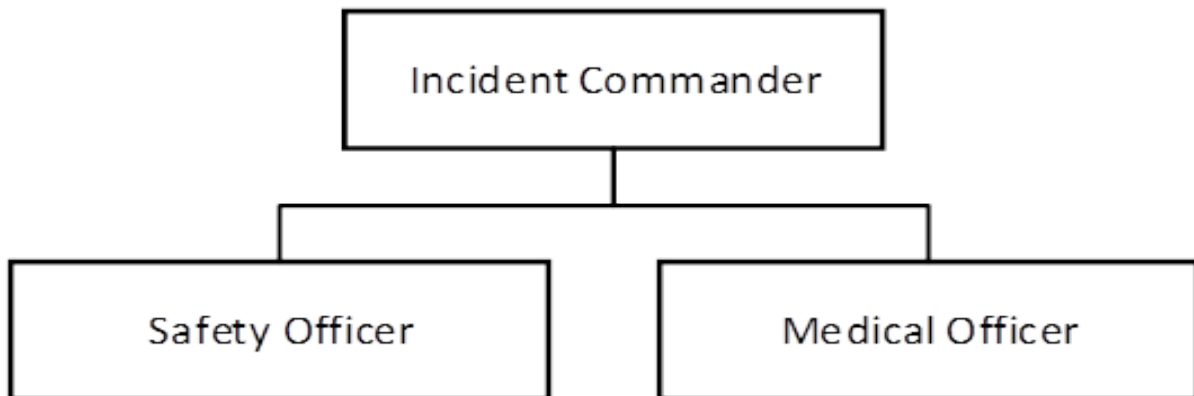
Job Description:

The Medical Officer is responsible for providing medical attention to campers and staff and communicating via telephone with 9-1-1 operator for all medical emergencies and medical support requests.

Roles and responsibilities of Support positions include:

- **All Camp Staff** will be trained to respond and alert nearby campers and staff to incidents or emergencies that require action, staff along with group leaders are to lead campers to the designated assembly area, establishing personnel accountability, and reporting accountability to the Director or the IC.

2.2 Organization Chart (ERT)





2.3 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 9-1-1 operator or EMT or Hospital emergency room. Also included in the plan are examples of possible scenarios and the appropriate responses to these scenarios.

2.4 General Procedures in the Event of a Crisis

- a. Notify Directors. Director or EPC should contact Group Leader and all should go to the scene.
 - b. In any situation if the Director is not present, the Co/Director or IC will be his or her designee to assist Group Leader. The Executive Director or the Incident Commander will assume all further action and communication procedures.
 - c. The IC 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
Group Leader	Liaison between Directors, campers, and parent/legal guardian	To be determined
EPC/IC Coordinator	Oversees emergency response plan, drills, communication systems	R. Chriss Burke II LAT, NREMT-B



2.5 Emergency Command Protocol

During an emergency, the following hierarchy is implemented:

1. **Camp Directors/Group Leader**
2. **Emergency Preparedness Coordinator/Incident Coordinator**
3. **Safety Officer**
4. **Health/Medical Officer (e.g. camp nurse/E.M.T)**

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

Staff Involvement

All staff will go through orientation and training for all emergency activities upon hiring in. Each employee will be given current EAP so they may have all information available to respond to any incidents.

Staff members will go through orientation to receive information regarding every type of incident required in the EAP plan. Every **Group** will also go through an orientation of emergency procedures within the first 48 hours of their arrival.

- Staff will always remain with assigned campers during emergencies
- Assist Group leaders in conducting visual and verbal headcounts at muster points
- Follow command instructions from IC
- Document all emergency actions or injuries for later review



3. COMMUNICATION & ALERTING SYSTEMS

Any and all incidents will be documented and filed in Main Office.

3.1 Internal Emergency Communication Methods

- Two-way radio issued to key personnel and Group Leader
- PA systems for immediate camp-wide alerts
- **Perry Weather station speaker equipped with flashing light to assist hearing impaired**
- Runners used if electronic systems fail

3.2 External Alerts & Warnings

The Directors and IC will monitor the following:

- NOAA/NWS Weather Radio monitoring 24/7 through Perry Weather Station
- Wireless Emergency Alerts (WEA) from local authorities **via cellphone/computer**
- Coordination with Somervell County Fire/EMS and Sheriff
- County Emergency Sirens at the rear entrance of Property

3.3 Emergency Activation Protocol

Upon identifying a threat:

1. Notify Camp Director or IC who will notify GROUP LEADER
2. Initiate internal alert using radios, phone, PA, or weather systems
3. Move into appropriate emergency response procedure

3.4 Parent / Guardian Communication

Camp Director will notify **GROUP LEADER** who will notify parent/legal guardians when:

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

a. **Primary channels:**



- Text alert system
 - Email broadcast
 - Phone call if individual contact is needed
- b. **Backup Communication**
- Battery-powered radios for use during power loss



4. MAPS, MUSTER ZONES & EVACUATION ROUTES

Preliminary Muster Zone

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

All evacuations default to these locations unless otherwise directed.

Primary Muster “Zone 1” (see map on pg. 47)

→ **Trimble Lodge**

Secondary Muster “Zone 2” (see map on pg. 47)

→ **Prentice Cabin**

Evacuation Route Guidance

All cabins, program areas, and facilities must:

- There are **two evacuation routes** identified on Map on pg. 47 and in every building. These routes are illuminated by overhead solar lights providing constant visibility on the route.
- **Evacuation signs** are clearly mounted on outside of buildings and on light poles
- Display **arrows** clearly mark the exit direction

Group Leaders accompanied by predesignated staff members must conduct:

- Headcount at preliminary muster zone
- Headcount upon arrival at muster zone
- Immediately report any missing campers to Director and or IC via radio.

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 group support for campers with disabilities



5. REQUIRED EMERGENCY PROCEDURES

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

EVACUATION PLANS

Group Leaders upon arrival at Camp Arrowhead must assign responsible counselors to assist those with disabilities. Counselor is to be responsible for escorting campers to preliminary muster zones and to final muster zones during any evacuation.

Manual signal devices (i.e. whistles and/or lights will be available if necessary to alert those with hearing or visual impairments.)

For those with physical limitations, medical officer or staff or counselors will assist them to safe zones by means of shuttle vehicle, wheelchair. Or whatever means necessary.

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 designated RALLY POINT (Basketball Court or in the event of adverse weather the Dining Hall)***
2. Director or IC will call 911 and Somervell Emergency Management to inform them there is a fire at Arrowhead Camp & Retreat Center located at 5236 N FM 199, Cleburne, Texas 76033.
3. Alert the guests in nearby cabins/rooms and see that they are assembled at designated RALLY POINT (Basketball Court or in the event of adverse weather the Dining Hall) Once outside, the Group Leader will take a roll call to ensure ALL group members are present.
4. If there is a need for evacuation of the camp property, campers that were bused in will be evacuated from the basketball court by the Glen Rose Sheriff’s Department who will provide buses for evacuation if it is determined that type of evacuation is required.
5. Assemble a team consisting of available staff 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. (See section 5.4)
10. Assemble a 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. IC will work with **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/ FLOODING/TRANSPORTATION or any OTHER Evacuation Plans (See Map on pg. 48)

1. The Executive Director or Incident Commander will monitor adverse weather conditions and **Group Leaders** will be notified using radio, phone, or text of developments. If there are



any sustained injuries to ANY camper, Director, IC and or Group Leader will call 9-1-1 to report the incident.

2. If the camp is in the path of wildfire or flood and is no longer safe to occupy, Arrowhead staff along with Group Leaders will organize and implement the evacuation plan found in section 5.1.

3. Arrowhead Directors will notify Somervell County officials (i.e. Somervell Sheriff's Department, County Fire Dept., and Somervell Emergency Manager.) ***Somervell County will provide buses*** for evacuation when it is determined that evacuation is required. Campers who have their own means of transportation will be directed on a safe route to exit the property in a safe manner. Staff will assist with traffic when and where needed. In a flooding incident Campers will be escorted to a muster zone (See Map attached pg. 47)

4. Arrowhead staff will work with local Emergency Authorities to determine evacuation location and transportation.

5. Arrowhead Director or IC will contact the **Group Leader** who will provide notification to parents and church leaders via telephone or in person.

6. Arrowhead staff will work with Emergency Authorities to determine how facilities / equipment and other resources may be utilized and preserved.

7. The camp Staff will evacuate as directed by Emergency Authorities and Campground 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.

Plan:

1. Notify Executive Director or IC via Radio, Cell Phone, Text or verbally. and he/she will activate the Lost Camper Action Plan.

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 available staff to be notified by radio and ask 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 into search teams. Using maps like the one attached, a search leader will be assigned by the Group Leader to each team and will be designated as "lead" person.

Team 1 led by assigned leader will search the upper left quad "A" of the camp. Team will be issued a radio for communication with IC during search. (BLUE square on map pg. 49)

Team 2 led by assigned leader will search the upper right quad "B" of the camp. Team will be issued a radio for communication with IC during search. (*GREEN square on map pg. 49)

Team 3 led by assigned leader will search lower left quad "C" of the camp. Team will be issued a radio for communication with IC during search. (*PINK square on map pg.49)

Team 4 led by assigned leader will search the lower right quad "D" of the camp. Team will be issued a radio for communication with IC during search. (*YELLOW square on map pg.49)

3. If these searches do not produce results, the Incident Commander will notify the Glen Rose sheriff's department VIA 9-1-1 call, while all persons who had last contact with the missing individual are being assembled at the Camp Office.

Office staff will secure the lost camper's information from Group Leader, to provide personal information to law enforcement 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 with updates. 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** beginning with last known location
3. Secure other campers with supervision
4. If not located within **15 minutes**:
5. Activate 911
 - Camp Director or IC will Notify Somervell County Sheriff's Office (254-897-2242)
 - Camp Director WILL Notify County Emergency Management Coordinator (254-897-2135)
 - Camp Director or IC will contact the Group Leader who will call and respond to all parent/legal guardian questions.
 - Camp Director and/or IC will avail themselves to the Emergency Management Coordinator and Emergency Responders. Directors' office will be established as a command center for Coordination with Emergency management.

All search actions and times are to be recorded.

5.4 Medical Emergency

Minor injury or illness:

- Treat at camp first aid center
- Notify group leader (**via radio, phone**), who in turn will decide if parent or guardian should be contacted as needed via phone call or text

Major injury or illness:



1. Ensure scene safety
2. Begin first aid/CPR as trained
3. Notify IC by radio
4. IC will call **911 AND County Emergency Coordinator (254-396-2242)**
5. IC will notify Group Leader, medical officer and Director **via radio or phone**
6. The IC will notify Somervell County Emergency Management Coordinator as soon as safe to do so.
7. Staff members will go to the entrance, meet, and escort EMS to the scene
8. IC or Medical Officer will document incident details
9. **The Group Leader** will notify families after communicating with medical staff and EMS, as applicable.

If death is suspected or confirmed:

- Camp Director or IC will contact Group Leader. **The Group Leader** will notify families after communicating with law enforcement/EMS, as applicable.
- Camp Director along with IC and Group Leader will serve as the spokespersons for all communications with campers.

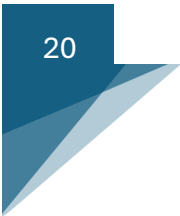
5.5 Unwelcome Visitor Action Plan

A. Threat of Unauthorized Visitor –

Camp receives a notification of an unauthorized person on the property. Visitors WILL BE detained at the gate or escorted to the main office.

- a. Contact the Executive Director and or IC to assess the situation and to determine further actions.
- b. Director or IC will contact the GROUP LEADER to identify the visitor and the camper.
- c. Counselor must stay with the campers until the issue is resolved.
- d. If it is determined that there is a risk Director or IC will contact Sheriff's department.

B. Threat of an Unknown Intruder



a. If an individual shows up at camp, **DO NOT** let them on-site. Do the following:

- Contact Director or IC
- Director or IC will contact Group Leader
 - Do not physically confront the individual unless trained and directed to do so or unless there is no reasonable alternative to protect life
 - Immediately report observations to the Incident Commander, including:
 - Location
 - Physical description
 - Behavior observed
 - Direction of travel

Leaders

- Discretely and calmly move campers away from the area of concern
- Maintain accountability of all campers and staff
- Maintain continuous supervision and keep camper's calm.

B. If not a threat, the GROUP LEADER and IC should inform the group all clear.

C. If determined that they are a threat call 911.

EVACUATION PLANS

Process for Accounting for Campers During an Evacuation

During an evacuation, it is vital to maintain an accurate record of all campers to ensure their safety. The process begins with counselors gathering their assigned campers and conducting a roll call using the attendance roster. Each camper must be visually confirmed and checked off the list.

Once roll call is completed, counselors report their group's status to the designated evacuation coordinator/IC. Any missing campers are immediately reported, and search procedures are initiated. The coordinator compiles the attendance reports from all groups to verify that everyone has been accounted for before proceeding to the evacuation site.

After reaching the evacuation location/Muster Zones, group leaders will take a second roll call and once it is performed group leader will let staff know and staff will confirm



that all campers arrived safely to the IC. This double-check process ensures that no one is left behind and allows for a swift response if discrepancies are found.

Incident Commander (IC)

- Immediately assume command of the incident
- EPC will contact Somervell County Emergency Management Coordinator (Brian Jones 254-898-3920)
- Direct staff assignments and ensure scene safety

Provide information to 911 operator:

IN ANY AND EVERY EMERGENCY EVACUATION Somervell County Emergency Management Coordinator (Brian Jones 254-898-3920) will be notified for evacuation assistance. Somervell county officials have arranged for buses to be delivered to campground to remove campers to safety. In the event of camper relocation “GROUP LEADERS” will notify parents/legal guardians of new locations where campers can be reunited with parents.

5.6 Nuclear Incident Action Plan (See Offsite Evacuation Map on pg. 48)

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. Director or IC will contact the sheriff’s department and coordinate transport.
- c. EPC will call 911 AND County Emergency Coordinator (254-396-2242)
- d. 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.
- e. Outside Communication Liaison - will field calls from outside callers and monitor radio (WBAP 820 AM) for further instructions.
- f. Facility Security Team – will ensure all facilities are empty.



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3. Incident Commander will contact group leaders and notify them of threatening conditions and advise them of emergency procedures.
4. Incident Commander 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 calls 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 Disaster

Emergency Preparedness Coordinator/ (IC)

- **Immediately assume command of the incident**
- **IC will contact Somervell County Emergency Management Coordinator (Brian Jones 254-898-3920)**
- **The IC will direct staff assignments and ensure scene safety**
 - **IC will contact 911 operator :**

IN ANY AND EVERY EMERGENCY EVACUATION Somervell County Emergency Management Coordinator (Brian Jones 254-898-3920) will be notified for evacuation assistance by the Arrowhead Emergency Preparedness Coordinator. Somervell county officials have arranged for buses to be delivered to campground to remove



campers to safety. In the event of camper relocation “GROUP LEADERS” will notify parents/legal guardians of new locations where campers can be reunited with parents.

Cease all outdoor activities and move campers indoors.

1. The Directors or IC will monitor adverse weather conditions.
2. Director or IC 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.

Incident Commander (IC)

- Immediately assume command of the incident
 - IC will contact Somervell County Emergency Management Coordinator (Brian Jones 254-898-3920)
 - Direct staff assignments and ensure scene safety
 - IC will contact and Provide information to 911 operator:
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. Group Leader will notify parents as soon as it is safe to do so.
11. Any interaction with the media should be handled by the Director. Refer to the Media Response Action Plan.

(sec 9.2)

5.8 Flash Flood / Swift Water Emergency (See Evacuation Map on pg. 47)

This camp is adjacent to Brazos River — FEMA Zone A but more than 1000 ft. from floodway. (See map on 52)

Flash Flood Warning

For those with physical limitations, medical officer, staff or counselors will assist them to safe zones via shuttle vehicle, wheelchair, or whatever means necessary.

Monitor weather conditions via weather band radio. Director, IC and camp staff will Monitor conditions continuously through use of Perry Weather Station located on the property. Once a Flood Warning has been Issued Immediate evacuation of low-lying areas:

1. Group Leaders must gather and account for all their campers from all structures in floodplain areas
2. Group Leaders must then evacuate all their campers using vehicles or on foot to high-ground areas (Muster Zones A&B) (see Map on pg. 47)
3. Group Leaders must contact and prepare for potential full relocation or parent pick-up
 - Camp Director or IC will confirm with Group Leader full accountability upon arrival at Muster locations.
 - IC will be responsible for contacting all emergency authorities via 9-1-1 call.
 - Available Camp Staff and volunteers will assist the Group Leader in gathering and escorting campers to safety.
 - Four camp staffers will have designated assignments to dorms and lodge areas to assist Group Leaders in evacuation.
 - IC will call 911 immediately if any camper/staff are unaccounted for

- Group Leaders will be responsible for contacting parents/legal guardians and to reunify camper with parent/legal guardians.
- If necessary, the camp will be evacuated using the routes designated on the Evacuation route map (pg. 47). Somervell County Officials will be notified for evacuation assistance. Somervell county officials have arranged for buses to be delivered to campground to remove campers to safety

River Flash Flood Warning

- Relocate campers away from floodplain zones using evacuation maps that are posted all over campground, also found on (pg. 47.) Escort them by foot or (shuttle, wheelchair or whatever means available for those with physical limitations or disabilities) to muster zones “A” & “B” out of flood plain and flood way. (See Map on pg. 47)

Ladders

Ladders are attached on all sleeping quarters. This is to allow roof access in case of a flash flood and are located as follows.

Arrowhead Lodge – South end of Building (24’ aluminum free standing)

Clegg Dorm – Front of Building (12’ aluminum free standing)

Hill Dorm – West Side of Building (12’ aluminum free standing)

Williams Dorm – West Side of Building (12’ aluminum free standing)

Knox Dorm – Front of Building (12’ aluminum free standing)

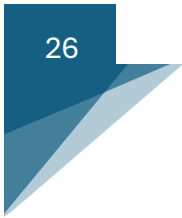
Staff House - (12’ aluminum free standing)

Chapel - (12’ aluminum free standing)

Staff or Counselors are assigned AND TRAINED to know where to find and how to connect ladders to buildings and to attend ladders to give assistance to those with physical limitations. For those with physical limitations medical officer or staff or counselors will assist them to safe zones via shuttle vehicle, wheelchair or whatever means necessary. The EPC will do the training.

Process for Getting Campers onto ladders and up on roofs:

1. Unhook ladder from Building
2. Stand Ladder up against Building



3. Maintain control of campers allowing one climber at a time

4. Medical officer Give assistance to those with physical limitations (See above)

5.9 Aquatic Emergency – Pool/River

Lifeguard

- Immediately initiate a rescue in accordance with RED CROSS training and certification
- Enter the water only if trained and equipped with appropriate rescue equipment
- If direct entry is unsafe, deploy rescue aids (e.g., rescue tube, lifebuoy, life jacket, reaching pole, boat)
- Use whistle or verbal commands to alert nearby staff of the emergency
- Use designated phone at the pool to call 9-1-1

Nearby Staff

- Immediately clear all other campers from the water
- Prevent unauthorized entry into the aquatic area
- Assist lifeguards as directed while maintaining personal safety

In Case of Drowning Lifeguard must first call 9-1-1, then immediately notify the IC via radio.

Incident Commander (IC)

- Immediately assume command of the incident
- IC will contact Somervell County Emergency Management coordinator
- Direct staff assignments and ensure scene safety

Provide information to 911 operator:

- Camp name, address,
- Send staff member to entrance to direct EMS responders to the pool
- Share with the operator the nature of the aquatic emergency
- Number of individuals involved
- Condition of the victim(s)

River Rescue Operations



Arrowhead Camp does NOT offer any activities regarding the use of the Brazos River. The river access is closed to campers by physical barriers, however in the event that a camper disregards rules and policies we have Red Cross trained lifeguards on site. We do not assign staff members to manage or guard the river. However, lifeguards live on site.

Procedures in case of river rescue:

- Assess the situation and ensure your own safety before attempting a rescue.
- Call 9-1-1 for professional help if the situation is beyond your capabilities.
- Use a throw rope (which is located near each access point on the river or rescue buoy) to reach the victim without entering the water.
- Enter the water only if trained and equipped with appropriate rescue equipment
- If direct entry is unsafe, deploy rescue aids (e.g., rescue tube, lifebuoy, throw rope, boat if available.)
- If entering the water is necessary, wear a personal flotation device (PFD) and secure a safety line.
- Approach the victim from downstream to avoid being caught in the current.
- Communicate clearly with the victims to keep them calm and guide them to safety.
- After the rescue, monitor the victim for signs of hypothermia or shock.
- Report the incident to local authorities for further assistance and follow-up.

Incident Commander (IC)

- Immediately assume command of the incident
- Direct staff assignments and ensure scene safety
- Provide information to 911 operator:
- Call County Emergency Officials: 254-396-2242 or 254-898-3920
- Give Camp name: Arrowhead
- Give Address: 5236 n. FM 199 Cleburne, TX 76033
- Send staff member to entrance to direct EMS responders to the river
- Share with the operator the nature of the aquatic emergency

5.10 Wildlife Response Action Plan

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.



1. Sightings of any potentially dangerous wildlife should be reported to ANY full-time staff immediately.
2. If an incident involving an animal occurs, contact the Executive Director or IC who will activate the Emergency Action Plan. (see section 5.4)
3. 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 aggressively or lethargic it could mean something is wrong with them.

ACTION:

1. Have all people leave the area calmly and quietly.
2. Call for assistance to remove animals 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 for staff to remove the animals 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 snakes 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 or IC 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.**

5.13 Transportation Emergency Plan

1. Nearby staff and camp volunteers will ensure safety and assess immediate needs at the scene.
2. Staff will notify the IC by radio cellphone or verbally
3. The IC will notify the Directors, Safety Officer, Camp Leader and Medical Officer by radio
4. If injuries are present, activate the medical emergency plan. (see 5.2)
5. If no injuries are present, remain with those involved until the Director/IC arrives.
6. The IC will notify Somervell County Sheriff and Emergency Management Coordinator.
7. Those involved will be made available to gather information, as requested, to gather information in a designated area as determined by the Directors.
8. The Camp Leader will notify involved camper's parents via phone, text, or email.



6. SHELTER LOCATIONS

Shelter Type	Approved Locations
Severe Weather / Tornado	Dormitories, Lodges and Cabins
Flood Evacuation	High ground – Muster 1 & Muster 2
Intruder / External Threat	Buildings that can be secured from inside

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

6.1 Arrowhead Staff and Group Volunteer Assignments

During flood or tornado activation, Group Leaders accompanied by a staff member and group sponsors will:

- Conduct headcounts upon **departure and arrival**
- Carry radio on person
- Reposition campers away from trees or debris hazards
- Persons with disabilities and functional needs will be assisted by designated leaders
- Maintain group supervision and accountability

6.2 Reunification Procedures

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

- Group Leader will notify parent/guardians via available 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 and filed in camp office



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 contact the Group Leader who will in turn 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 and or the IC immediately.

b. Director will contact the **Group Leader** and patient will be **isolated** in the first aid cabin, until they can be removed from the campground by parent/legal guardian.

c. Medical officer will use PPE (i.e. gloves, mask, eye protection, and sanitizers all located in medical cabinet in First Aid Station) Medical Officer will call county Emergency Coordinator

d. Director or IC will advise Group Leader to contact parents/legal guardians of campers involved.

e. Director or IC will call:

- Texas Department of State Health Services (DSHS) - Leads public health response and coordination. (888-963-7111)
- Local Health Departments - Implement measures at the community level and provide resources. GRMC (254-897-2215)
- Somervell county Emergency coordinator.
- Centers for Disease Control and Prevention (CDC) - Offers guidance and support for national health issues. (800-232-4636)
- Emergency Medical Services (EMS) - Provides immediate medical response and transport. (9-1-1)
- Texas Division of Emergency Management (TDEM) - Coordinates state emergency response efforts. (940-247-9126) Region 2

f. 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. Medical officer should wear gloves, mask and if necessary, eye protection 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.



8. TRAINING, ORIENTATION & DRILLS

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

8.1 Staff Emergency Training

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

- The current Emergency Action Plan
- Evacuation routes and shelter locations
- Ladder locations and procedures
- Communication protocols (radio use, alerts, accountability)
- First aid and CPR (as required by role)
- Aquatic rescue (as required by role)
- Archery and high-risk activity procedures (where applicable)

A **written copy** of the EAP will be presented to each staff member upon employment by the EPC. Any revisions, modification will be provided to each employee upon approval by DSHS. The EPC will contact Local Emergency Coordinator will receive copies of updates

8.2 Camper Emergency Orientation (VIDEO)

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, archery range, pool safety, etc.
- Evacuation locations for severe weather, fire, and flood

In conjunction with the Directors, IC, and Group Leader, the training will be conducted and adapted to the age and developmental age of the campers.



8.3 Required Emergency Safety Training Of Camp Leaders And Campers

The following drills are conducted each session:

Training Type	Frequency	Requirements
Fire	First 48 hours	Fire evacuation, accountability, and rally point locations
Lost Camper	First 48 hours	Training for designated Team Leaders for searcher assignments
Tornado/Severe Weather Training	First 48 Hours	Shelter-in-place locations
Flood Evacuation Training	First 48 Hours	Clearly define and conduct drill showing groups location of gathering areas and “Muster Zones”

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

Tracking and Record Keeping of all training will be the responsibility of the **Emergency Preparedness Coordinator/IC. (Chriss Burke)** All Training records and Documentation will be stored and maintained in the EPC office.

8.4 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.



9. 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.

9.1 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	[254-897-2242]
Nearest Hospital	Glen Rose Medical Center	[254-897-2215]
Somervell County Emergency Manager	Danny Chambers (Director) Brian Jones (Coordinator)	cojudge@co.somervell.tx.us emc@co.somervell.tx.us

Address provided to responders:
5236 N FM 199, Cleburne, TX 76033

Staff assigned to meet emergency responders at entry points:

- Facilities/Incident Coordinator
- Designee if needed

9.2 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 via the camp website and the Group Leader**
- **Supplied Somervell County Emergency Coordinator annually or upon major plan update**

9.3 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

9.4 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.

9.5 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 Arrowhead Camp. 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 Camp’s 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.

9.6 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.
- 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



10. DOCUMENTATION & RECORDKEEPING

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

10.1 Required Documentation

All Training records and Documentation will be stored and maintained in the EPC office by the Emergency Preparedness Coordinator.

The following emergency response records must be maintained:

- **Training Logs** – all staff emergency training dates, topics, and signatures
 - **Training for** – fire, flood, tornado, and lost camper
 - **Incident Reports** – all injuries, illnesses, behavioral, and emergency actions
 - **Parent/Guardian Notification of cabins in Floodplain Logs**
 - **Plan Review Records** – annual review and revision history
-

10.2 Storage & Accessibility

Records will be maintained:

- In the **Camp Office** in a 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)
-

10.3 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.

10.4 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.



11. 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** — Log Templates
- **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, Floodway, Evacuation, Reunification & 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. *

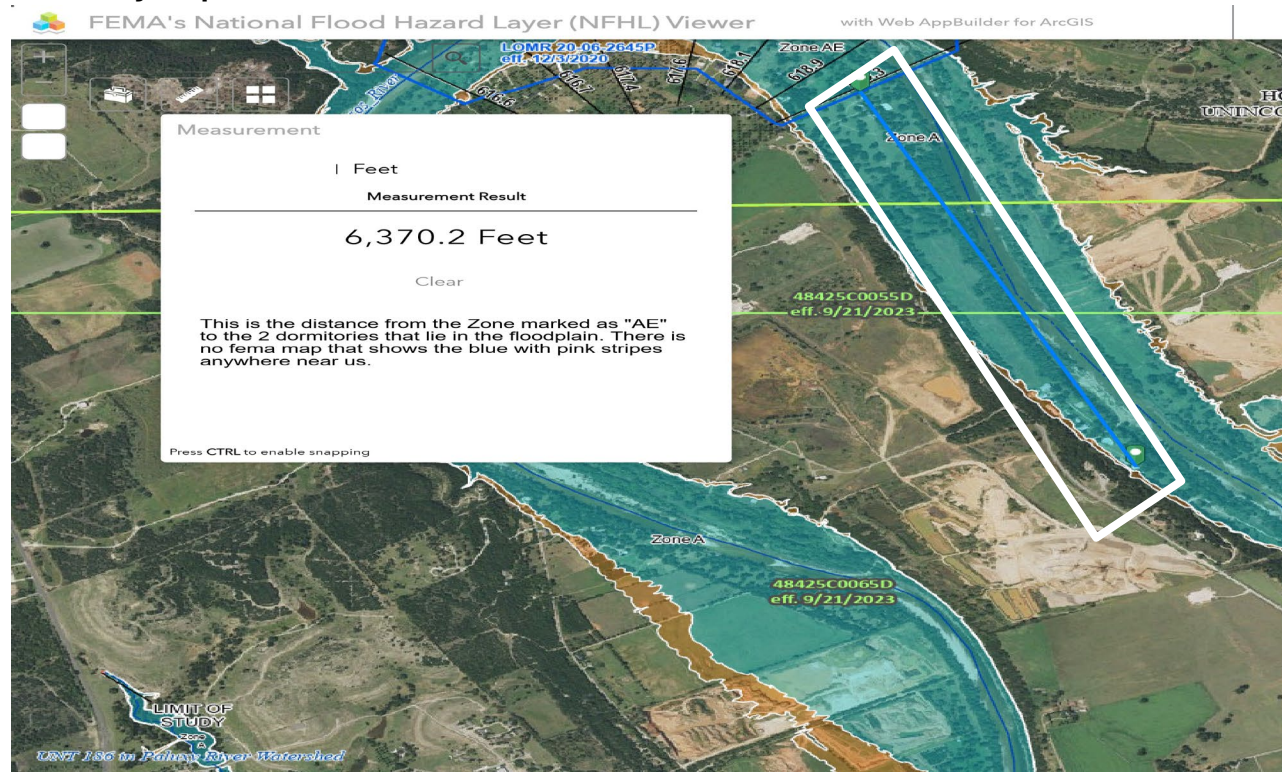
Floodplain Map



WHITE BOX Indicates property boundary

ORANGE LINE Indicates the outer edge of the flood plain.

Floodway Map



Buildings in Floodplain



“A”-Williams Dorm

“B”-Knox Dorm

Williams and Knox are the only 2 cabins located in the floodplain, and both are more than 6,000 ft. from the floodway.

Annual Verification

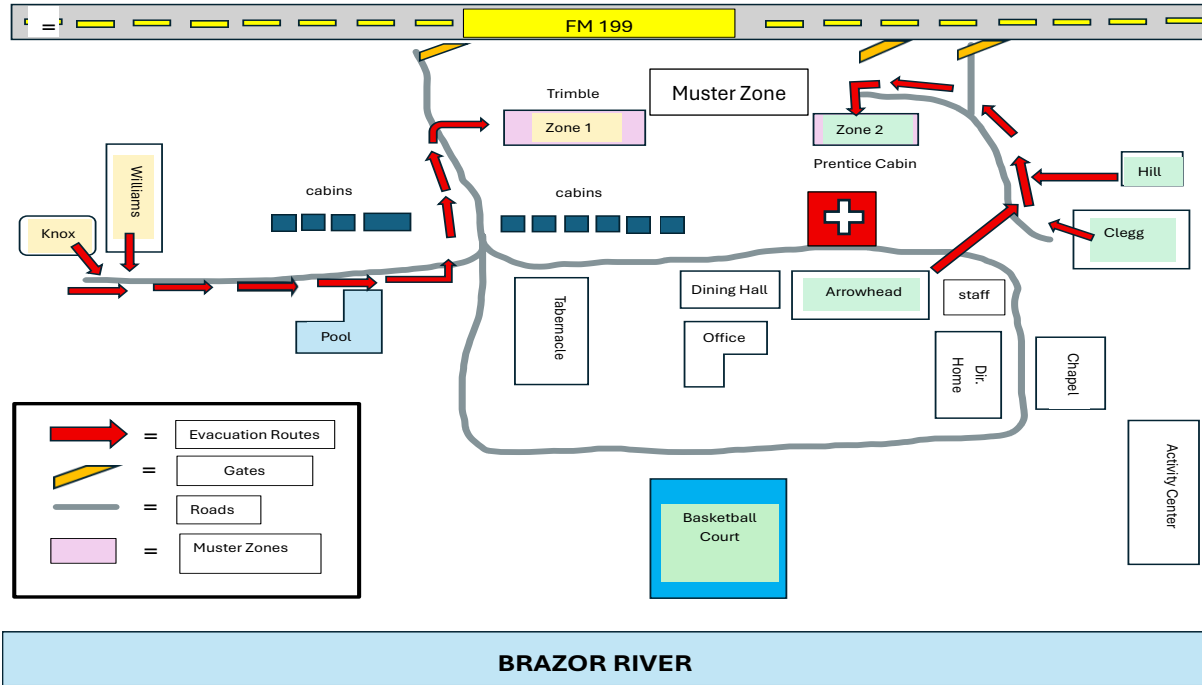
This map must be updated when:

- 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 Map



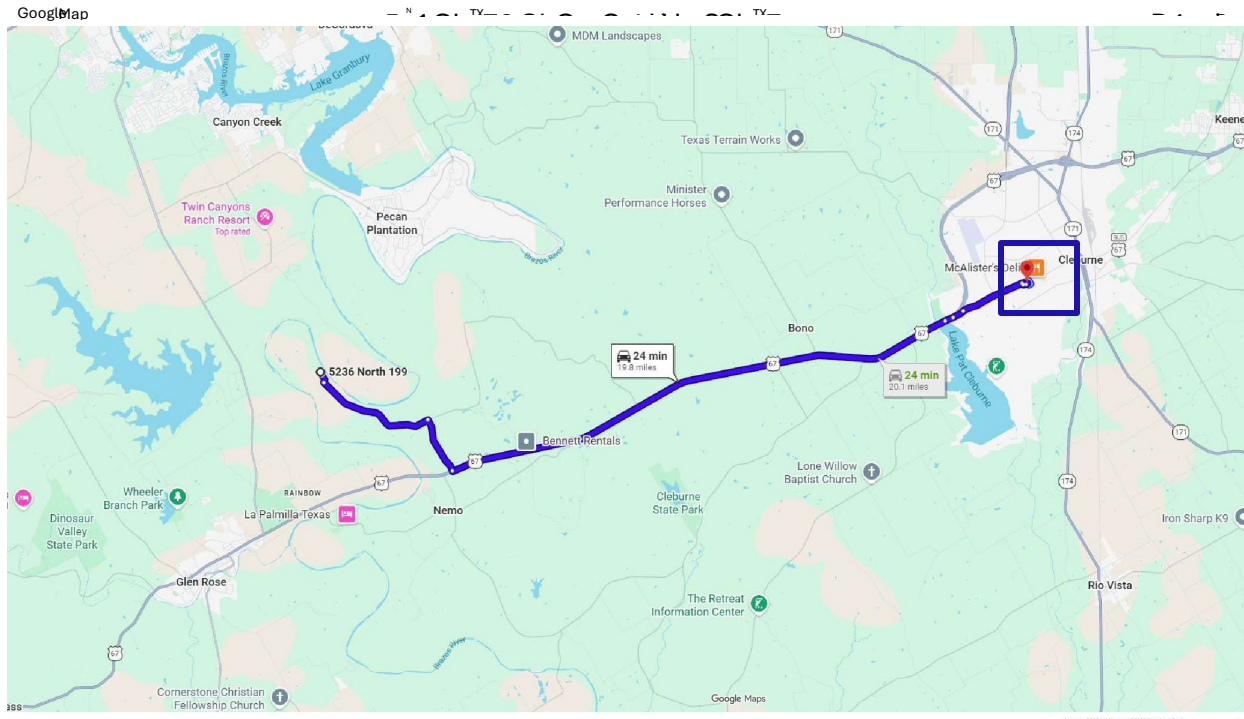
This appendix includes **building-specific evacuation maps** and **standardized posting signs** that must be mounted inside each cabin, sleeping shelter, and primary program spaces.

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
- Both Muster Zones lie more than 100 ft above the floodplain
- Location of **FIRST AID/MEDICAL RESPONSE** equipment

Offsite Reunification Site Map



Arrowhead Camp
5236 N, FM199,
Cleburne, TX 76033

Follow FM199 S to US-67 N in Nemo

6 min (4.4 mi)

Turn Left to US 67 to

Follow US-67 N to U.S. 67 Access Rd in Cleburne.

Take the exit toward US-67BUS/Cleburne from
US-67 N

12 min (13.1 mi)

Take W Henderson St to your destination

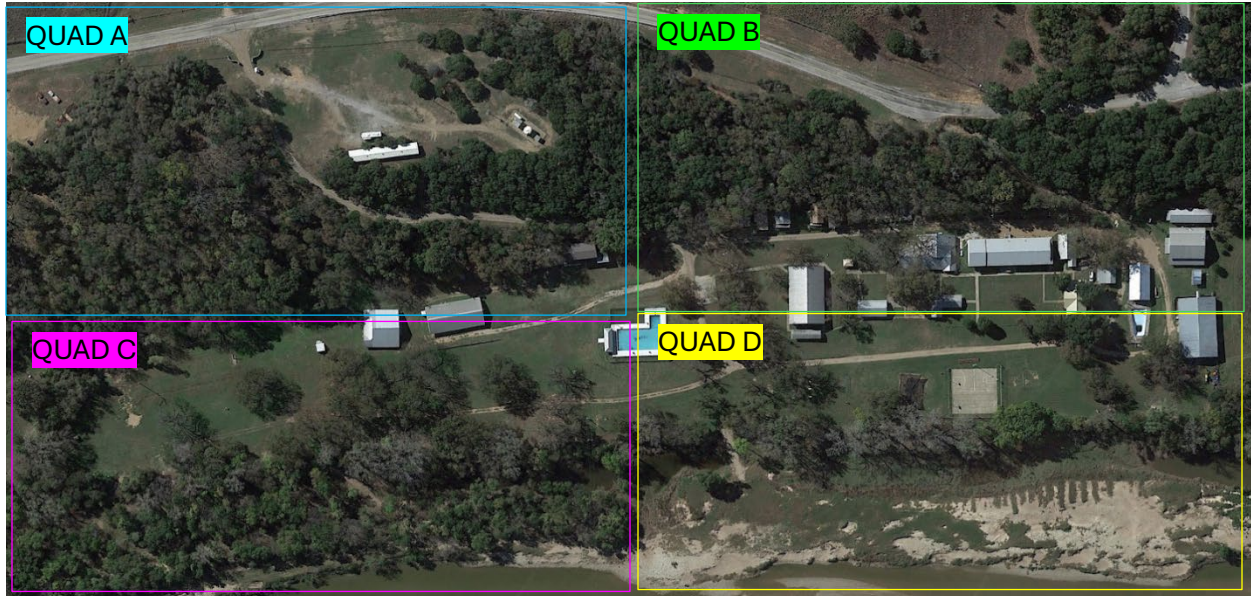
5 min (2.1 mi)

Cleburne Conference Center
1501 W Henderson St
Cleburne, TX 76033

**X = Offsite evacuation and
Reunification Location**

Cleburne Conference Center

Lost Camper Rescue Map



Evacuation Maps are posted:

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

Standard Posting — Emergency Evacuation Route Signs

(There are EVACUATION SIGNS clearly posted on property 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 Training 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			
				Yes / No			

Drill Completion Requirements

- Evacuation Drill: Within first 48 hours of each camp session
- Lost Camper: Within first 48 hours of each camp session
- Severe Weather/Tornado: Within first 48 hours of each camp session
- Flood Evacuation: Within first 48 hours of each camp session

Reviewer: _____

Date: _____



ARROWHEAD CAMP & RETREAT CENTER

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:

- Directors
- Emergency Preparedness Coordinator

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
Emergency Preparedness Coordinator	Chriss Burke	817-584-0245	theburkes@gmail.com

Additional Emergency Numbers



ARROWHEAD CAMP & RETREAT CENTER

<i>Service Type</i>	<i>Phone</i>
<i>Poison Control</i>	1-800-222-1222
<i>Local Weather Information</i>	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. Only 2 sleeping cabins are within a **FEMA Zone A** floodplain, **however all cabins 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



ARROWHEAD CAMP & RETREAT CENTER

- 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.

Parental Acknowledgement of Floodplain

Group Leaders are provided forms from the Director or EPC. The Group Leaders will in turn present form to the parents/guardians who will turn them in to the Emergency Preparedness Coordinator (Chriss Burke) 2 weeks prior to the groups arrival. The forms will be kept on site in a file in the EPC office digitally. The EPC will be responsible for maintaining the records.

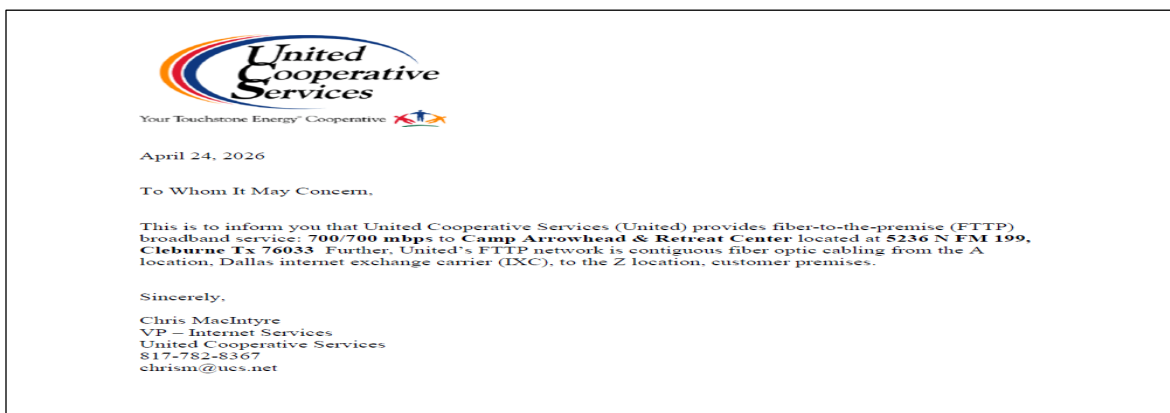
Reunification Procedures

If parent/guardian asked to pick up child early:

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

Internet Service

- **End to End Fiber Optics** Internet provided by *United Co-Op* includes 13 fiber optic routers with end-to-end fiber optic cables.
- **Redundant Internet = Star Link Broadband**
- **ALL Internet Services will be monitored by Director (Sandra Porter).** Any time there is an interruption or loss of signal, Sandra will notify United Coop by phone, text or email when service is not functioning.





External Weather Alerts

- ✓ **Perry Weather Station – Real Time alerts via loudspeaker broadcasts, radio announcements, and texts. System is equipped with battery backup and flashing lights for those who are hearing impaired.**
 - ✓ **PA SYSTEM is operated through “*RADIO FREQUENCY*” with loudmouth speakers that can be heard with speakers installed from end to end of the campground. (NOT operated through internet)**
 - ✓ **The system will be monitored by Director (Sandra Porter). The EPC will be the backup to make sure the PA system is in working order at all times.**
 - ✓ **Alerts will be monitored by Directors and EPC through texts or verbally and real time weather alerts will be announced through Perry Weather station speaker equipped with flashing light to assist hearing impaired and followed up with Radio controlled PA system announcement from EPC. Group Leaders will also be notified by text or Radio communication. ALL SYSTEMS are equipped with battery backups in case of power outage. Director (Terry Porter) will monitor and maintain to make sure system is in operating condition at all times. The EPC will be the back up to the director in this situation.**
-

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

12.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