



Camp Strake Emergency Action Plan



Prepared by the Sam Houston Area Council SAFE Scouting Committee

Table of Contents

1.0	Purpose
2.0	Scope
3.0	Emergency Response Framework
4.0	Communication
5.0	Conflicts and Deviations
6.0	Plan Distribution & Maintenance
7.0	Training & Drills
8.0	References
9.0	Glossary
10.0	Appendices
	Appendix A – Camp Information
	Appendix B – Contacts
	Appendix C – Building Evacuation and Muster Areas
	Appendix D – Lost Camper Procedure
	Appendix E – Fire Emergency Procedure
	Appendix F – Severe Injury, Illness, Accident or Death Procedure
	Appendix G – Aquatic Emergency Procedure
	Appendix H – Epidemic Response Procedure
	Appendix I – Unauthorized or Unknown Person Procedure
	Appendix J – Transportation Emergency Procedure
	Appendix K – Severe Weather Emergency Procedure
	Appendix L – Communication
	Appendix M – Revision Log

1.0 Purpose

The purpose of this plan is to guide Camp Strake's response to emergencies by providing clear procedures that protect people, reduce property damage, and support fast, coordinated action. It outlines how to report emergencies, evacuate or shelter, account for campers, and work with first responders so staff can act confidently and without confusion.

This plan supports the safety of campers, staff, and council resources by defining responsibilities, ensuring staff training, and maintaining essential emergency equipment. It applies to all emergencies reasonably expected to occur at Camp Strake and is designed to meet compliance with the *Texas Youth CAMPER Act*, *the Heaven's 27 Camp Safety Act*, and *Texas Health and Safety Code §141.0091*.

2.0 Scope

This document addresses emergencies that the Sam Houston Area Council may reasonably expect. This plan applies to all camp employees, staff, volunteers, and campers.

The provisions of this plan are applicable to periods where the camp is operated by the council with a complete staff (i.e., summer and winter camps). Only limited portions apply when the camp is being used for unit level overnight or short-term camping.

3.0 Emergency Response Framework

This plan outlines the emergency priorities and procedures used while the camp is under the operational control of the council. During an emergency, Camp Strake will operate under a structure consistent with the National Incident Management System (NIMS) and the Incident Command System (ICS), the national standards for incident management and coordination.

If an emergency escalates to the point that external emergency authorities assume control of the scene, camp staff will transition to and operate under the responding agency's incident command structure.

This plan also designates staff members who remain behind to care for essential operations until their evacuation becomes necessary. Essential operations may include the monitoring of power and water supplies.

3.1 Priorities

During any emergency at Camp Strake, staff follow a consistent set of response priorities to ensure a safe, organized, and effective outcome. These priorities guide decision making when time is limited and conditions are evolving.

Camp Strake - Emergency Action Plan

1. Protect Life and Safety

- Safeguard campers, staff, and visitors above all else.
- Remove people from immediate danger, if safe to do so.
- Provide first aid and medical support.
- Account for all campers and maintain supervision.

2. Stabilize the Situation

- Take actions that prevent the emergency from worsening.
- Secure the area.
- Shut down utilities or equipment if needed.
- Contain hazards when safe to do so.
- Follow emergency-specific procedures (e.g., fire, weather, lost camper, etc.).

3. Protect People and Property

- Reduce the potential for additional harm or damage.
- Move groups to safer locations.
- Protect critical facilities and equipment when feasible.
- Preserve access routes for emergency responders.

4. Support Operational Continuity

- Maintain essential camp functions and restore normal operations as soon as safely possible.
- Coordinate with first responders.
- Communicate clearly with staff and leadership.
- Document actions and decisions.
- Transition to recovery and post-incident review.

3.2 Roles and Responsibilities

This section outlines the primary emergency response roles at Camp Strake and the responsibilities assigned to each position to ensure a coordinated, organized, and effective response during any emergency. The detailed duties and step-by-step actions by emergency type for each role are provided in the appendices.

Camp Strake - Emergency Action Plan

3.2.1 Emergency Plan Manager - Camp Director

The Camp Director shall

- Manage the Emergency Action Plan for Camp Strake.
- Maintain all training records pertaining to this plan.
- Schedule routine tests of the Camp Strake emergency notification system with the appropriate authorities.
- In the absence of the Camp Director, the Camp Ranger will perform the duties of the Emergency Plan Manager.
- Coordinate with local public resources, such as the fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan, and other supporting policy and procedure manuals.
- Part of the “stay behind” team in the event an evacuation is necessary.

3.2.2 Camp Emergency Preparedness Coordinators - Camp Rangers, Program Directors

The Camp Strake emergency preparedness coordinators (all program directors) are as follows:

- Aquatics – Aquatics Emergency Plan Coordinator (AEPC)
- Climbing – Climbing Emergency Plan Coordinator (CEPC)
- Shooting Sports – Range Emergency Plan Coordinator (REPC)
- STEM – STEM Emergency Plan Coordinator (SEPC)
- Conservation – Conservation Emergency Plan Coordinator (CEPC)
- Camp Rangers during non-long term camp operations

The emergency plan coordinators are responsible for:

- Institute the procedures in this plan in their designated areas in the event of an emergency.
- Accounting for all staff/campers/visitors after an evacuation has occurred.
- Ensuring their program areas are secured, protected, and shut down in an orderly manner if needed.
- Designating additional staff within their program areas to be responsible for assisting other staff and participants during an evacuation who have disabilities or who may not speak English. This list may be posted in the program area.
- Part of the “stay behind” team in the event an evacuation is needed.

Camp Strake - Emergency Action Plan

3.2.3 Health Officer

The Health Officer shall:

- Provide medical attention to injured campers or staff.
- Communicate with 9-1-1 for medical emergencies.
- Be available at all times.
- Have constant access to radio and phone for communication needs.

3.2.4 Management

The Sam Houston Area Council will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of injury to employees in the event of an emergency. The council management (Director of Support Services or Enterprise Risk Management Staff Advisor) will ensure proper adherence to this plan through regular review.

3.2.5 Supervisors

Supervisors shall themselves follow and ensure that their employees are trained in the procedures outlined in this plan.

3.2.6 Area Director

The Camp Director will appoint Area Directors during long-term camps to help implement this plan. These Area Directors are responsible for the following:

- Posting evacuation plans/diagrams in their buildings that clearly show evacuation routes out of the buildings and / or area.
- Stocking supplies that might be needed in the event of a shelter in place order.
- Ensure adequate communication (e.g., land line, cell phone, radio) equipment is in place so that contact can be established during emergencies.

3.2.7 Staff members

Staff members are responsible for:

- Following the procedures described in this plan.
- Attend all required training courses described in this plan.
- Help campers during all phases of an emergency.
- Act as Evacuation Guides

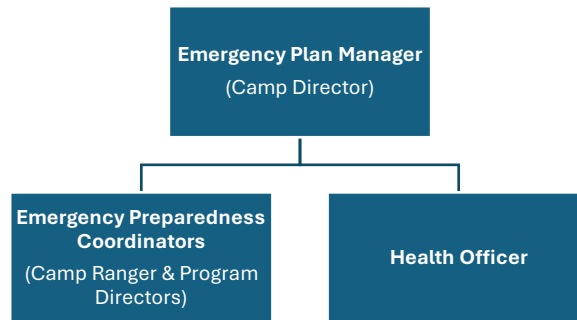
Camp Strake - Emergency Action Plan

3.2.8 Contractors/Guests

Contract employees and Guests are responsible for:

- Following the procedures described in this plan.
- Attend all required training courses described in this plan.

3.2.9 Emergency Response Team (ERT)



4.0 Communication

This section defines the communication framework and procedures used before, during, and after an emergency at Camp Strake. It outlines how information will be shared internally and externally to support timely decision-making, coordinate response actions, and ensure the safety and accountability of campers, staff, and visitors.

4.1 Internal Communications

4.1.1 Staff

When an emergency or potential emergency is identified, camp staff will immediately report it to the Emergency Preparedness Coordinator (EPC) or designee using the fastest available communication method. Reports will include, at a minimum:

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

Upon receiving the report, the EPM will assess the situation and activate the appropriate emergency procedures. The ERT (as needed) will assume their roles. The EPC will issue instructions to staff using established primary and backup communication methods (e.g., radios, mobile phones, public-address systems), including role assignments when necessary.

Staff will acknowledge and carry out assigned instructions and will relay updated information through the established response organization. If normal communication systems are unavailable, staff will implement alternate communication procedures to maintain coordination and accountability.

As required by Texas Health and Safety Code § 141.0092, the camp maintains two broadband internet connections from separate service providers to ensure reliable communication capability during emergencies.

4.1.2 Camper

Once emergency procedures are activated, camp staff will promptly communicate clear, calm, and age-appropriate instructions to campers. Staff will:

- Direct campers to follow established emergency actions (e.g., evacuate, shelter-in-place, remain with assigned groups)

Camp Strake - Emergency Action Plan

- Use pre-identified signals or verbal commands, as appropriate
- Maintain supervision and accountability of campers at all times
- Provide reassurance to reduce fear or confusion

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

4.2 External Communications

4.2.1 Emergency Assistance

When emergency assistance is needed, the Emergency Plan Manager or their designee will immediately contact the appropriate external response agencies (e.g., 9-1-1, law enforcement, fire services, emergency medical services). The caller will provide, at a minimum:

- The camp's name and physical address
- The type of emergency and current conditions
- The number of individuals involved or affected
- Any known injuries or hazards
- Specific access instructions for responding agencies

Upon the arrival of external responders, the Emergency Plan Manager or designee will coordinate all communications with those agencies and continue providing updates as requested.

4.2.2 Media

If contacted by the media, all camp staff and volunteers will immediately refer the inquiry to the designated camp spokesperson, typically the Camp Director. Only the authorized spokesperson is permitted to provide statements or release information to the media. This ensures accurate, consistent messaging and protects the privacy of campers, staff, and volunteers.

4.2.3 Family

As soon as it is practicable following an emergency involving campers, the Emergency Plan Manager or their designee will initiate notifications to parents or legal guardians. These notifications will:

- Provide verified, factual information

Camp Strake - Emergency Action Plan

- Include any instructions for family actions (e.g., pick-up procedures)
- Be updated as additional confirmed information becomes available

Family notifications will be coordinated with emergency responders when applicable and will be delivered in a manner that protects privacy and confidentiality.

4.3 Emergency Communications Equipment and Monitoring

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

4.3.1 Equipment

At a minimum, the following emergency communication equipment will be onsite, maintained, and fully operable:

- Mission Critical Communication Tools (Portable Radios and Cellular devices)
- Weather-alert radio that:
 - Receives real-time alerts from a professional weather service (e.g., NWS, NOAA).
 - Has a reliable backup power source.
 - Check daily for operation
 - Maintained by the Emergency Plan Coordinators
 - The Plan Coordinator(s) or their designee will ensure on a daily basis that the weather radio is powered on and set to receive NWS Alerts 24 hours a day.
 - The Plan Coordinator(s) or their designee will monitor on a 24-hour basis all National Weather Service Alerts by weather radio (independent of the internet).
- Emergency warning/PA system that:
 - Operates independently of internet connectivity to ensure reliability
 - Includes backup communication methods (e.g., radios, whistles, air horns, runners, vehicle PA systems) to ensure alerts can still be delivered if the primary system is unavailable

OmniWarn is Camp Strake's primary emergency warning and public-address system. During an emergency, OmniWarn is used to:

- Deliver camp-wide or zone-specific alerts utilizing CommanderOne®
- Broadcast prerecorded emergency messages for rapid, consistent communication

Camp Strake - Emergency Action Plan

- Provide live voice announcements from trained staff
- Support clear, audible instructions across program areas, campsites, and facilities

CommanderOne® is a cloud-based platform that enables users to monitor and control warning sirens from any desktop or mobile device. It provides real-time data and actionable insights, facilitating quick decision-making during critical situations. The system features an intuitive map interface displaying the status and location of each warning device, and supports both manual and automatic activations, including weather-based polygon alerts from the National Weather Service. This system is capable of working independently without internet service.

CommanderOne® is designed to be compatible with all warning systems, enhancing their functionality without necessitating complete infrastructure replacement. Security measures include IPSEC over SSL with multi-layered authentication, ensuring secure communications. Additionally, the platform offers mobile applications for iOS and Android devices, providing flexibility and accessibility for users.

Federal Signal's Lightning Alerting is added to our siren activation and monitoring system. It enhances weather capabilities by enabling the camp to define a Lightning Point and choose up to 2 radii for customized emergency communication.

4.3.2 Storage and Accessibility

- Communications equipment is stored in designated, known locations accessible to authorized staff.
- Equipment locations are communicated during staff training and orientation.
- Portable equipment may be staged or redistributed based on operational needs.
- Fire extinguishers are conspicuously placed in buildings and structures to ensure quick access during fire emergencies.

4.3.3 Maintenance

- Communications equipment is reviewed at least annually.
- Quantities and locations are updated whenever equipment is added, replaced, or removed.
- Inventory records are maintained separately from this plan.

4.3.4 Monitoring

The Emergency Plan Manager (EPM) or designee will continuously monitor National Weather Service (NWS) watches and warnings during camp operations, including

Camp Strake - Emergency Action Plan

overnight when campers are present. In addition, CommanderOne® will be in place at all time.

4.3.5 Testing, Documentation, and Certification

Required emergency communication equipment will be tested on a regular schedule and again prior to each camp session. Backup power sources will be maintained in a ready-for-use condition. All tests, deficiencies, and corrective actions will be documented.

Camp Strake certifies that it will maintain the required equipment and monitoring procedures in compliance with applicable SB1/HB1 requirements and implementing rules.

5.0 Conflicts and Deviations

Any conflicts, requested changes, or deviations from the procedures in this plan must be coordinated with the Camp Strake Emergency Plan Manager.

If any part of this plan conflicts with applicable laws or regulations, the governing law or regulation will take precedence and override the conflicting portion of the plan.

6.0 Plan Distribution & Maintenance

6.1 Distribution

This plan, whether accessed electronically, in printed form, or through online posting, will be provided to each of the following groups detailed below:

Group	Timeframe	Outcome
Camp Strake Staff	Annually and when major revisions are made to the plan	Acknowledgement form completed
Local Emergency Authorities	Prior to the 1 st day of camp	Receipt confirmed with Camp Director
Parents	Prior to the 1 st day of camp	Acknowledgement form completed
Texas Department of State Health Services	Submitted ahead of summer camp season	Acceptance prior to the first day of camp
Volunteers	Prior to the 1 st day of camp	Acknowledgement form completed

6.2 Maintenance

This plan will be reviewed and updated at least annually by the Emergency Plan Manager, the Council ERM Committee Chair, and the Council ERM Committee Staff Advisor. Additional updates will be made whenever an emergency, drill or exercise, personnel change, operational change, regulatory update, or any other significant change occurs that may affect the effectiveness of the plan. Any modifications to the plan must be reported to the Texas Department of State Health Services.

All reviews and revisions to this Emergency Action Plan are documented in a dedicated revision log located in the appendix of this document. The appendix serves as the official record of all updates, including revision dates and a brief description of changes.

7.0 Training & Drills

7.1 Staff Training

All camp staff shall receive instructions on this Emergency Action Plan as part of new-employee orientation upon hire. This training will be conducted by the Emergency Plan Manager or Emergency Plan Coordinator(s) or their designee. This training will be provided in person with an electronic option if needed or requested. Additional training shall be provided:

- When there are any changes to the plan and/or facility;
- When an employee's responsibilities change; and

Camp Strake - Emergency Action Plan

- Annually as refresher training.

Items to be reviewed during the training include:

- Proper housekeeping;
- Fire prevention practices;
- Fire extinguisher locations, usage, and limitations;
- Threats, hazards, and protective actions;
- Means of reporting fires and other emergencies;
- Names of the emergency action plan manager and coordinators;
- Individual responsibilities;
- Alarm systems;
- Escape routes and procedures;
- Emergency shutdown procedures;
- Procedures for accounting for staff members and visitors;
- Sheltering in place;
- Severe weather procedures; and
- Emergency plan availability.

The Sam Houston Area Council will ensure an adequate number of staff members are always available during working hours to act as Evacuation Guides so staff members and campers can be swiftly moved from the danger location to the safe areas.

Generally, one Evacuation Guide for every 20 staff/campers in the camp should be able to provide adequate instructions and management during an emergency. The staff members selected or who volunteer to serve as Evacuation Guides should be trained in the complete camp layout and the various alternative escape routes from the buildings/camp.

All Evacuation Guides and fellow staff members should be made aware of staff members and campers with a disability who may need extra assistance, such as using the buddy system, and of hazardous areas to be avoided during emergencies.

Before leaving, Evacuation Guides should check rooms and other enclosed areas of the camp for staff members and campers who may be trapped or otherwise unable to evacuate. After the desired degree of evacuation is complete, the Evacuation Guides should be able to account for, or otherwise verify, that all staff members and campers are in the safe areas.

7.2 Camper Safety Orientation

The camp will conduct a safety orientation within 48 hours of the start of each camp session. The orientation will be age-appropriate and will include, at a minimum:

- Identification of camp boundaries and potential hazards
- Expectations for camper behavior during an emergency
- Guidance on the actions campers should take during an emergency, consistent with this Emergency Action Plan

The safety orientation may include walkthroughs, demonstrations, or drills to help campers become familiar with emergency procedures, evacuation routes, and designated assembly areas. All activities will be supervised by trained staff and conducted in a manner that minimizes fear or distress. Completion of the safety orientation will be documented.

7.3 Drills

Fire/evacuation drills shall be conducted at least annually and in coordination with local police and fire departments. Additional drills shall be conducted if physical properties of the camp change, processes change, or as otherwise deemed necessary.

During long-term camps, the emergency alarm system will be tested at least once each week. These drills will test the camper assembly, accountability, and reporting responsibilities of both staff members and campers.

7.3.1 Drill Evaluation

Following each drill, key camp staff, EPM, and EPC's (Camp Director, Camp Ranger, Camp Health Officer, Program Directors) shall evaluate the drill for effectiveness and weaknesses in the plan and shall implement changes to improve the same.

8.0 References

8.1 Regulatory References

This document is intended to comply with the following required standards and regulations:

- OSHA’s public page at www.osha.gov
- [Occupational Safety and Health Administration’s \(OSHA\) Emergency Action Plan Standard](#), 29 CFR 1910.38, and Fire Prevention Plan, 29 CFR 1910.39.
- [Scouting America NCAP Standards](#) FA-703, FA-713, FA-714, AO-805, and AO-808
- [Texas Health & Safety Code §141.0091](#) – Additional Health and Safety Standards, Emergency Plan
- 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)

8.2 Camp Strake Procedure References

This plan is augmented by additional Camp Strake policies and procedures, including the following:

- Camp Strake Health Policy and Procedure Manual – contains information related to the operation of the Health Lodge, medical treatment of injuries and illness, and emergency medical evacuation.
- Camp Strake Shooting Sports Policy and Procedure Manual
- Camp Strake Climbing Policy and Procedure Manual
- Camp Strake Aquatics Policy and Procedure Manual
- Camp Strake STEM Facility Policy and Procedure Manual
- Camp Strake Operations Policy and Procedure Manual

8.3 Health and Safety Resources

Helpful health and safety resources for camp operations:

- Center for Disease Control (CDC) [website](#) on emergency preparedness
- City of Houston - Run. Hide. Fight [video](#)
- FEMA, Active Shooter: What You Can Do [course](#)
- National Incident Management System ([NIMS](#)) info and training

9.0 Glossary

9.1 Terms

Accountability	Confirming and documenting the location/status of all campers, staff, and visitors during/after an incident.
All Clear	Formal notification (by the IC/authorities) that the threat has ended, and normal operations may resume.
Communicable Illness/Disease	A sickness that can spread from one person to another through close contact, droplets, bodily fluids, or shared surfaces.
Emergency	Event requiring immediate action to protect life, health, or property.
Evacuation	Organized relocation from an unsafe area to a designated safe location using planned routes.
Medical Emergency	Condition requiring immediate medical assessment and possible EMS activation
Muster Areas	Pre-designated locations where groups gather after evacuation for accountability and instructions.
OmniWarn	Camp Strake’s primary emergency warning and PA system.
Outbreak	When multiple cases of the same communicable illness appear within the camp community in a short period of time.
Reunification	Controlled process for releasing campers to authorized parents or guardians following an incident.
Shelter in Place	Staying inside the nearest safe building or enclosed space and remaining there until it is safe to leave.

9.2 Acronyms

AED	Automated External Defibrillator
EAP	Emergency Action Plan
EMS	Emergency Medical Services
EPC	Emergency Plan Coordinators
EPM	Emergency Plan Manager
ERT	Emergency Response Team
HB1	Texas House Bill 1
IC	Incident Commander
ICS	Incident Command Structure
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
PPE	Personal Protective Equipment
SB1	Texas Senate Bill 1
STEM	Science Technology Engineering & Math
THSC	Texas Health & Safety Code

Appendix A – Camp Information

This plan is specific to and intended for use only at Sam Houston Area Council’s Camp Strake. The procedures, roles, and site-specific information contained in this EAP apply exclusively to that camp’s location, operations, staffing, and facilities and are not intended to be used for any other camp or site without formal review and adaptation.

Camp Name	Camp Strake
License Number	250949
Phone	936-522-8873
Address	2020 Camp Strake Road, Coldspring, TX 77331
Access / Entry Details	The official entrance used for all camp access—including staff, visitors, and emergency responders—is on Camp Strake Road, which connects directly to FM 945 near the main gate area.



Appendix B – Contacts

This section provides a quick-reference list of internal and external emergency contacts to support timely notification, coordination, and response during an emergency. Internal contacts identify designated camp personnel responsible for activating and managing the Emergency Action Plan. External contacts include local emergency response agencies and other critical partners (e.g., law enforcement, fire services, EMS) that may be needed for assistance. This information should be always kept current and readily accessible to staff.

B.1 Internal Contacts – Emergency Response Team Roster

Camp Strake Contacts	Emergency Plan Manager (EPM)	Ryan McMillan - Camp Director (936) 522-8873
	Camp Emergency Preparedness Coordinators	Ted Hunn - Program Director (936) 522-8873 Benton Cole - Business Director (281) 686-8606 Michael Kubala - Camp Facilities Ranger (281) 622-0606
Sam Houston Area Council Contacts	Council Scout Executive	Marvin Smith – CEO/Scout Executive (713) 756-3333
	Council Deputy Scout Executive	Thomas Franklin – COO/Deputy Scout Executive (713) 756-3365
	Council Director of Support Services	Vacant – Director of Support Services (713) 659-8111
	Council Health Supervisor	Dr. Timothy E. Irvine M.D. 21309 Foster Rd., Suite 100 Spring TX 77388 (281) 587-1700
	Sam Houston Area Council Office	Sam Houston Area Council 2225 North Loop West Houston, Texas 77008 (713) 659-8111

B.2 External Contacts

Medical Services	EMS – Coldspring Volunteer Fire Department (936) 653-2302 For Emergencies dial 911
Hospitals	Huntsville Memorial Hospital 110 Memorial Hospital Dr, Huntsville, Texas 77340 (936) 291-3411
	Conroe Regional Medical Center 504 Medical Center Blvd, Conroe, Texas 77304 (936) 539-1111
Police	San Jacinto County Sheriff’s Department 75 W. Cedar Avenue Coldspring, Texas 77331 (936) 653-4367 For emergencies dial 911
Fire Department	Punkin Evergreen Volunteer Fire Department 11 FM-2693 E New Waverly, Texas 77358 (936) 767-4662 For emergencies dial 911
National Forest Service	Sam Houston National Forest 394 FM 1375 West New Waverly, Texas 77358 (936) 344-6205
County Emergency Management	San Jacinto County Emergency Management 1 TX-150, Coldspring, TX 77331 (936) 653-3395

Appendix C – Building Evacuation and Assembly Areas

This appendix provides the official site maps and drawings that identify primary and alternate evacuation routes and the designated assembly areas for the Camp Strake. These maps specify campsites, cabin, program area, and common facility, where campers and staff will evacuate and where they will assemble for accountability and further instructions during an emergency event requiring evacuation.

C.1 Evacuation Route Maps and Assembly Area Assignments

For each cabin and activity area, the maps in this appendix clearly identify:

- The assigned primary assembly area and alternate assembly area
- The primary evacuation route and alternate route(s) to reach the assembly area, and
- Key reference points (e.g., roads, gates, water features, landmarks) to support rapid orientation and responder access

C.2 Posted Evacuation Routes in Cabins

In accordance with applicable SB1/HB1 implementing rules, the camp will ensure that the evacuation route maps applicable to each cabin are posted inside that cabin in a location that is clearly visible to campers and staff (e.g., near the main exit and/or common gathering area). Posted maps will be maintained in legible condition and updated promptly whenever routes, assembly areas, or facility layouts change.

C.3 Illumination of Evacuation Routes

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

C.4 Initial Evacuation Procedures

- Emergency Plan Coordinate will notify 911
- Emergency Plan Coordinator will notify San Jacinto County Emergency Management
- Emergency Plan Coordinator will direct the staff and appointed Evacuation Guides to begin evacuation.

C.5 Staff / Evacuation Guides Responsibilities

When evacuation is directed, staff and appointed Evacuation Guides will:

- Initiate evacuation using the posted routes for the cabin or area

Camp Strake - Emergency Action Plan

- Lead campers along the primary route unless conditions require use of an alternate route
- Maintain supervision and keep groups together
- Conduct headcounts at the designated assembly area and report personnel accountability status to the Emergency Preparedness Coordinators, and
- Remain at the assembly area until further instructions or an “all clear” is issued

- Remain with Campers throughout the evacuation until parent / guardian reunification

C.6 Evacuation Procedures for Campers with Special Needs or Disabilities

- Emergency Plan Manager will designate specific staff to assist campers with special needs and disabilities.
- Designating staff will identify campers with special needs and disabilities within their program / camping areas.
- Designated staff will to be responsible for assisting other staff and participants during an evacuation who have special needs or disabilities or who may not speak English.

C.7 Notification and Reunification

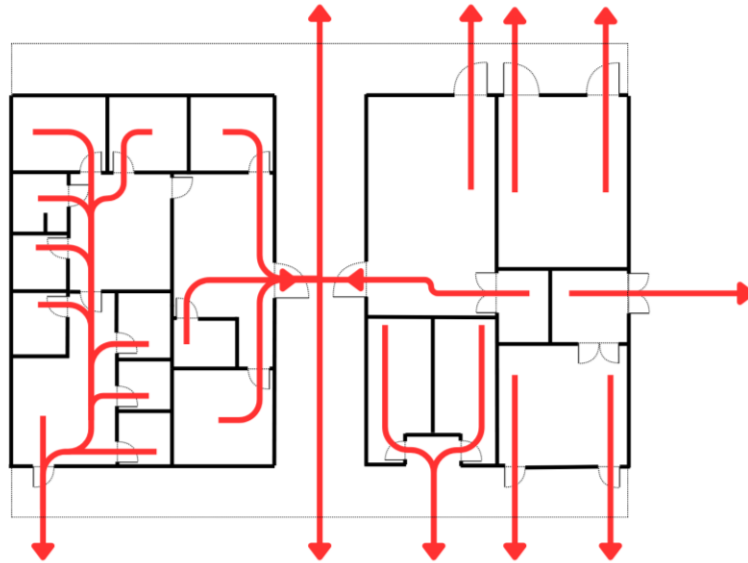
- The Emergency Plan Manager is responsible for ensuring contact is made with parents or guardians or next of kin concerning an evacuation to a reunification point following an evacuation.
- This notification can be made by phone with the assistance of staff members or other council professionals.
- The Emergency Plan Manager must also inform the Scout Executive or his designee of any evacuations and provide a list of missing and /or unaccounted persons.
- The Emergency Plan Manager must inform San Jacinto County Emergency Management of missing and / or unaccounted persons.

C.8 Training, Drills, and Updates

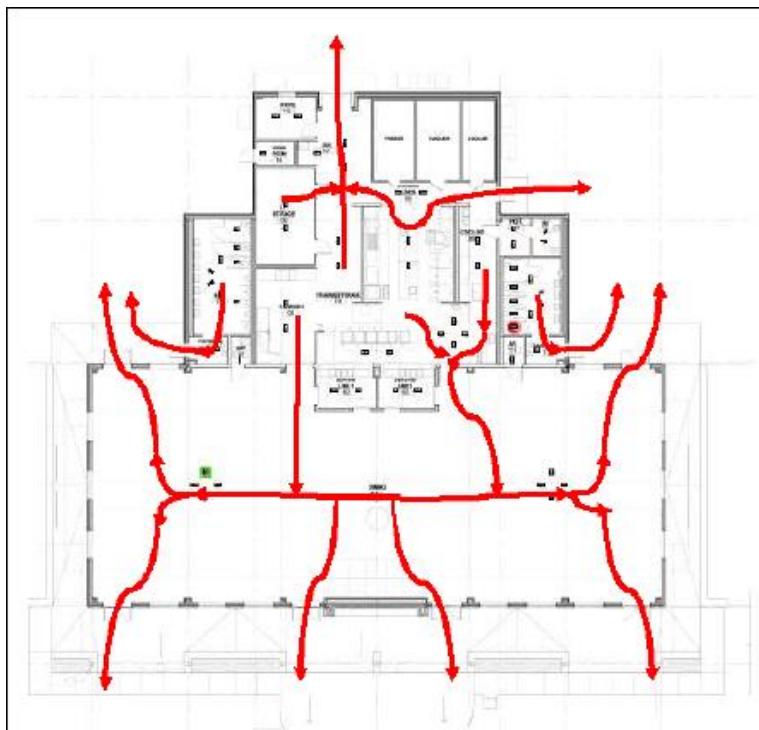
Evacuation routes and assembly area assignments will be incorporated into staff training and camper safety orientation/drills. This appendix will be reviewed and updated whenever camp facilities, access points, or program areas change, and at least annually as part of the EAP review process.

C.9 Building Evacuation Maps

The following maps show primary and second evacuation routes from Camp Strake's major buildings.

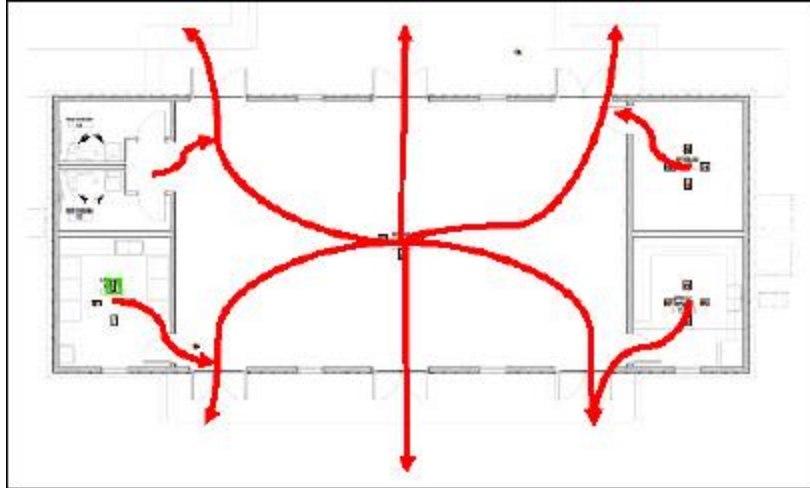


Administration Building

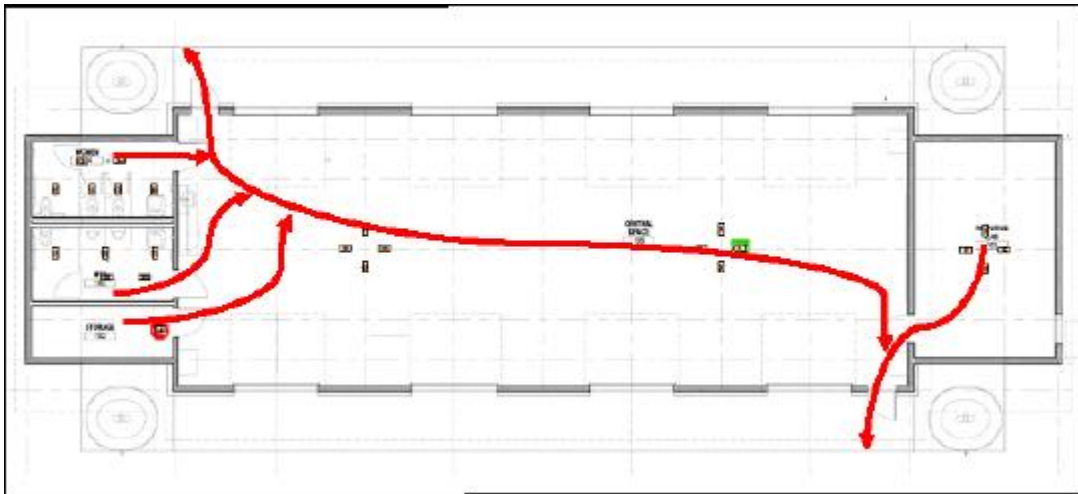


Dining Hall

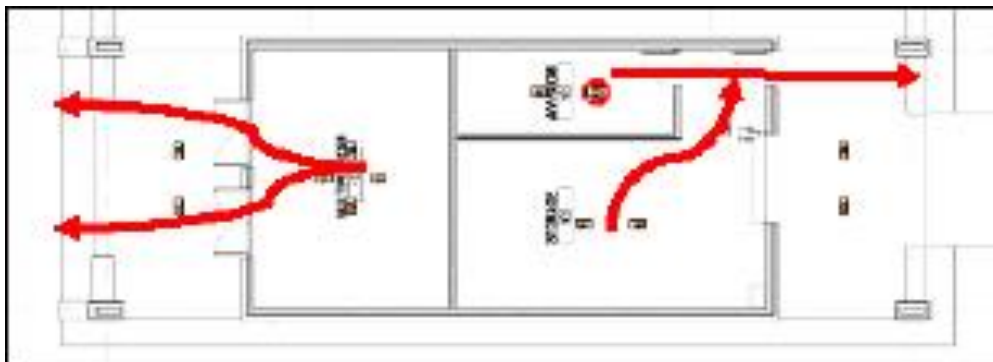
Camp Strake - Emergency Action Plan



Staff Lodge

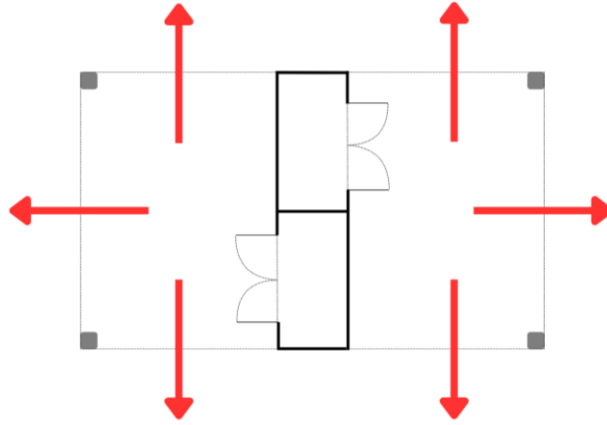


STEM Building

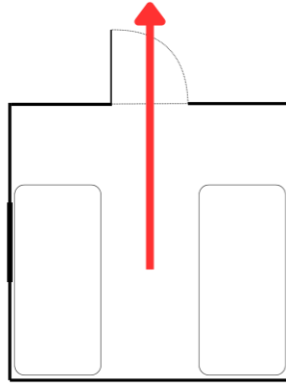


Grand Pavilion

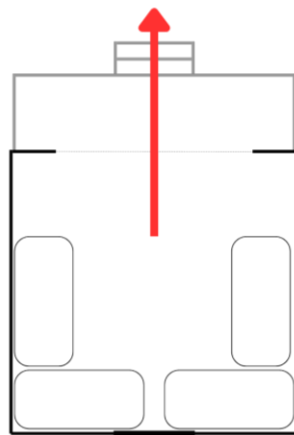
Camp Strake - Emergency Action Plan



Program Pavilions



Staff Housing

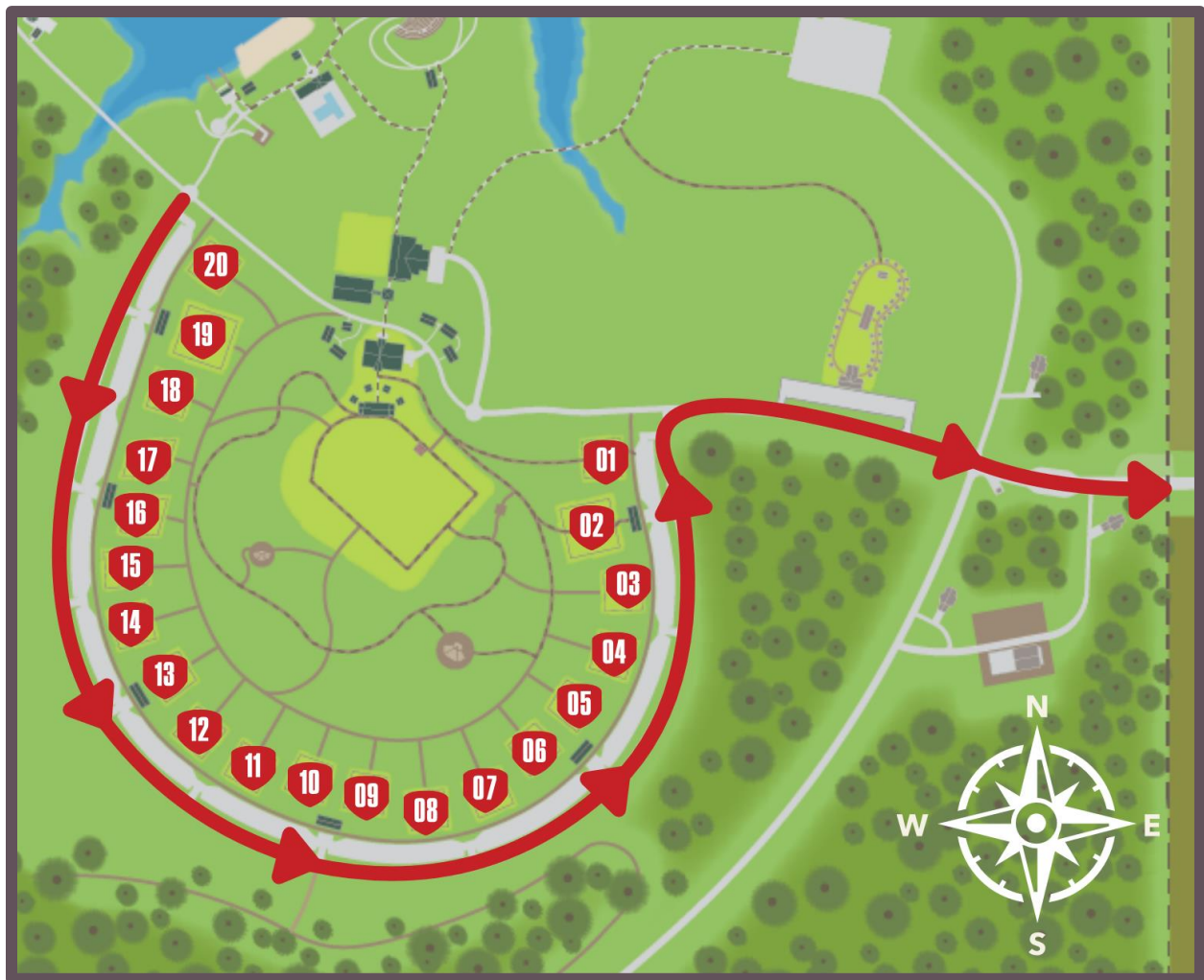


Camper Cabins (Adirondacks)

C.10 Campsite Evacuation Map

Leave from the designated campsite assembly area, exit the campsite parking lot, follow road till Campsite Loop meets Camp Strake Road. Go East on Camp Strake Road and depart the property following highlighted route.

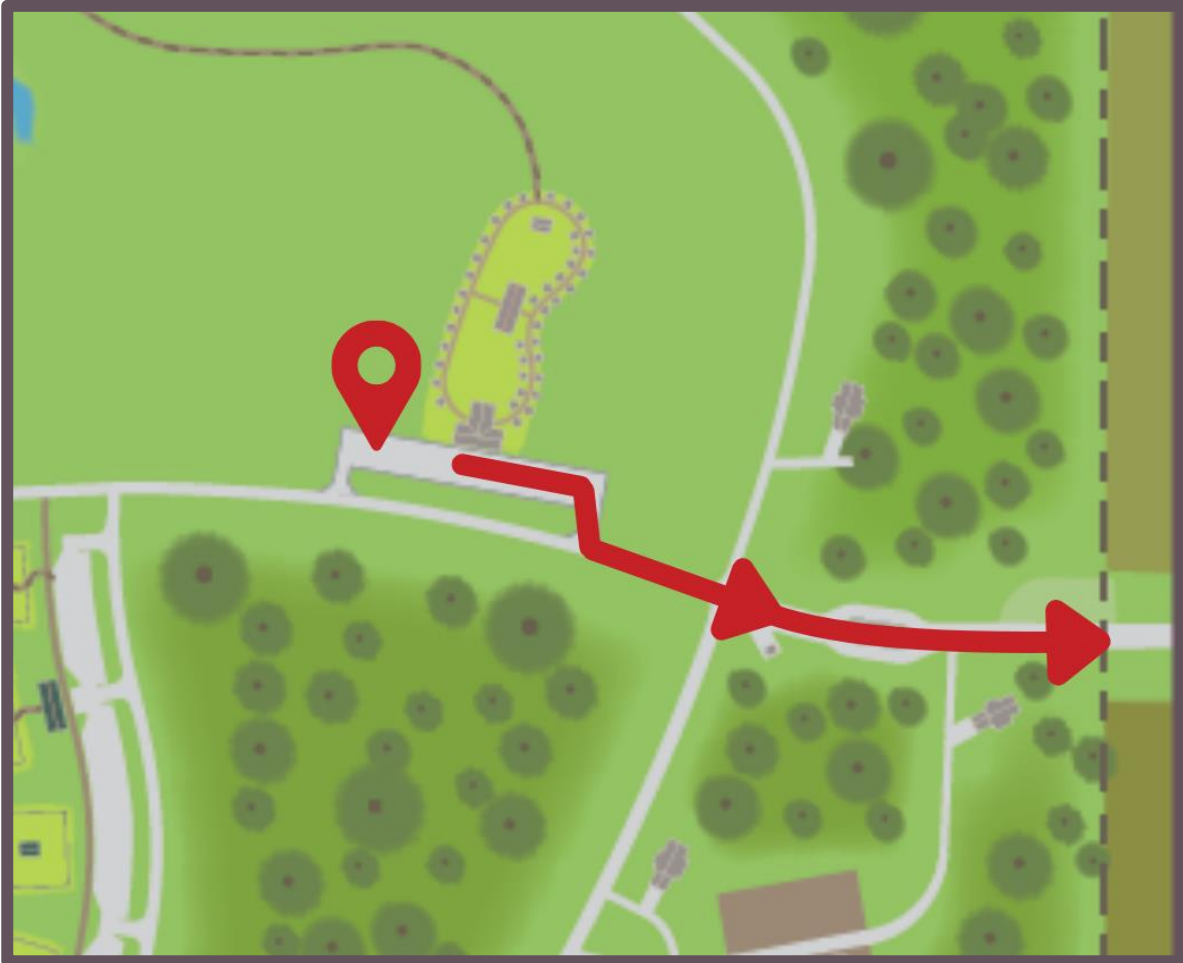
NOTE: This route is illuminated with Green Lighting to mark routes back to the exit of the property.




C.11 Staff Area Evacuation Map

Leave from the designated staff assembly area, exit the staff parking lot from the East driveway, follow East on Camp Strake Road and depart the property following route.

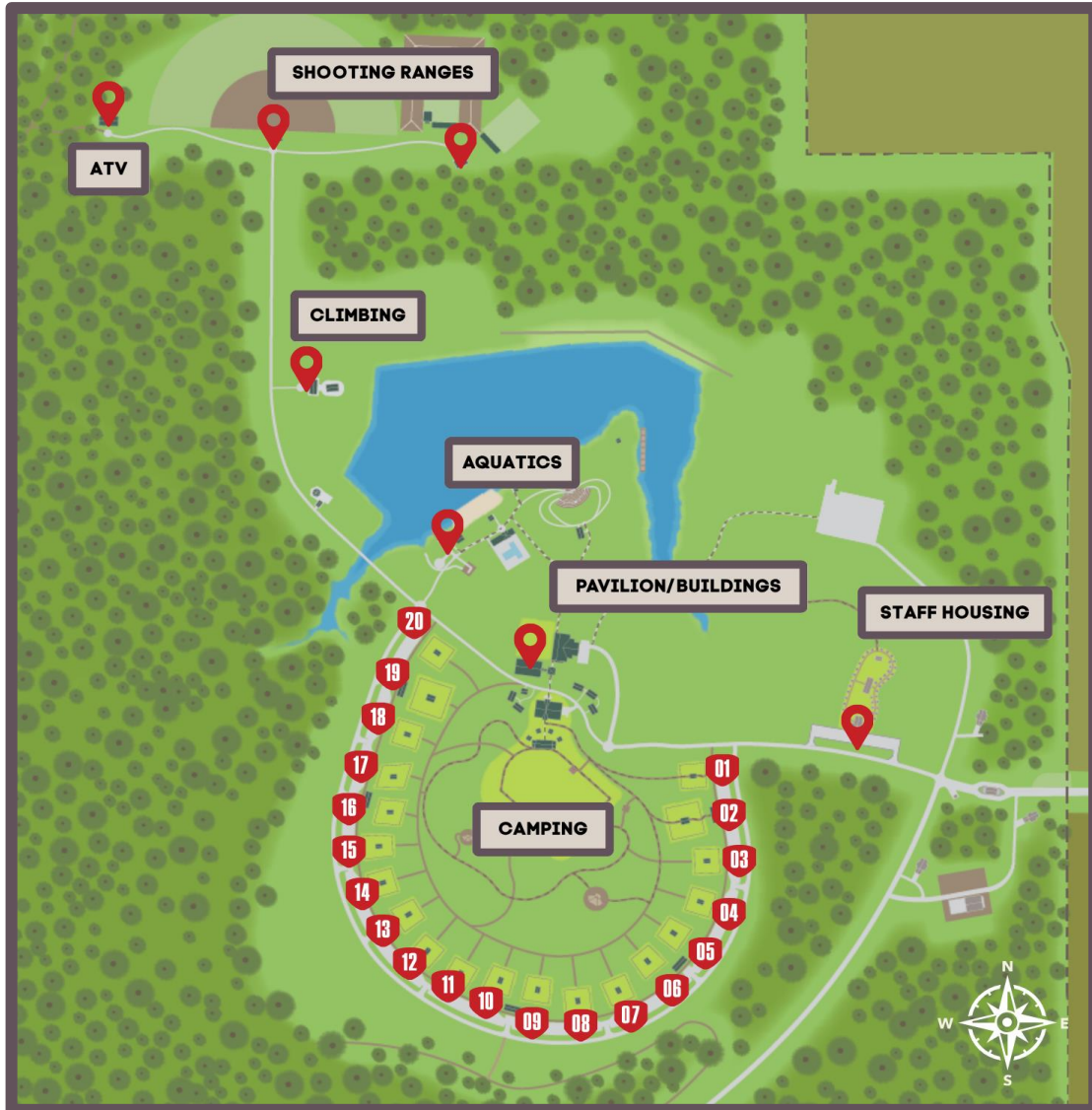
NOTE: This route is illuminated with Green Lighting to mark routes back to the exit of the property.



C.12 Assembly Area Locations (Muster points)

The following map shows the assembly area locations (muster points) throughout the property. This map shows assembly areas for buildings, camp sites, and program areas. All assembly locations are marked by a campsite sign or with this symbol - 

NOTE: All assembly area locations (Muster points) are illuminated with Blue Lighting to mark location.




Area	Primary Muster Zone Point
Campsites	Campsite parking areas
Staff Housing	Staff Parking lot
Program areas	Roads, parking lots, open fields near areas

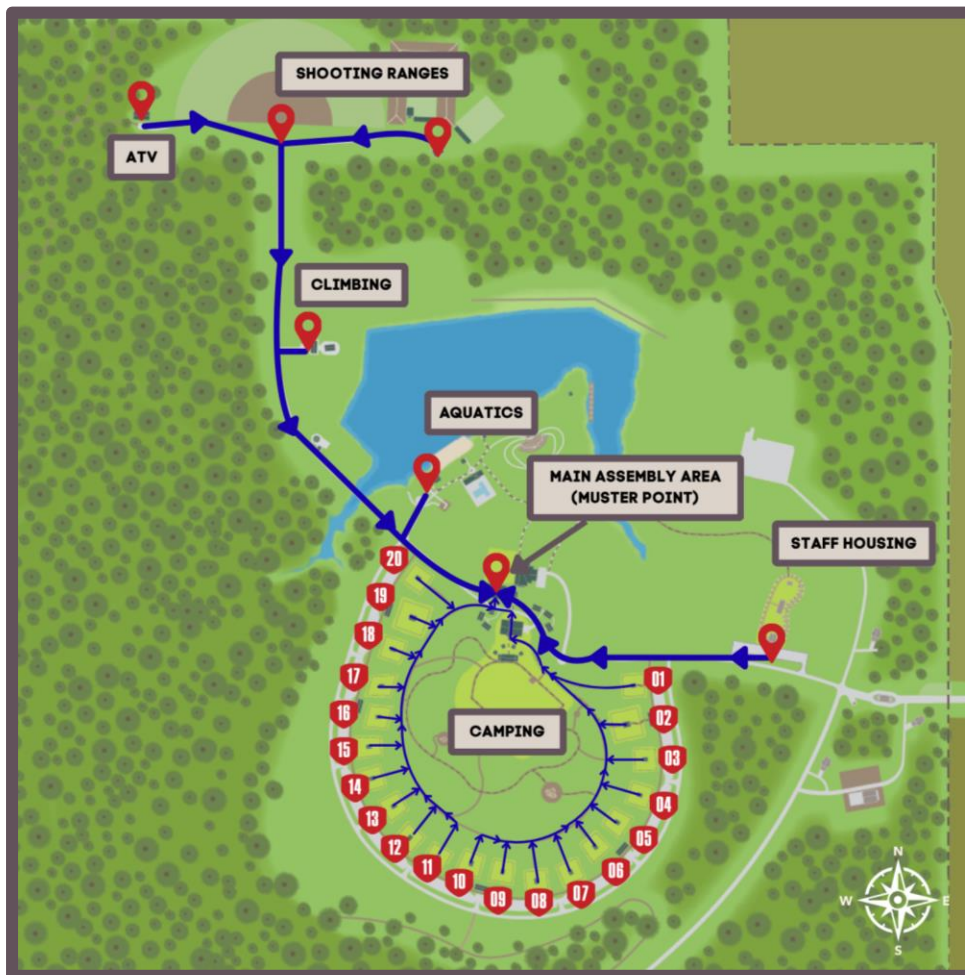
Camp Strake - Emergency Action Plan

Administrative Area and Dining Hall	Grand Pavillion
--	-----------------

C. 13 Main Assembly Area Route

The following map shows the main assembly area (muster point) routes throughout the property. This map shows routes from buildings, camp sites, and program areas to the main assembly area (muster point). All assembly locations are marked by a campsite sign or with this symbol - 

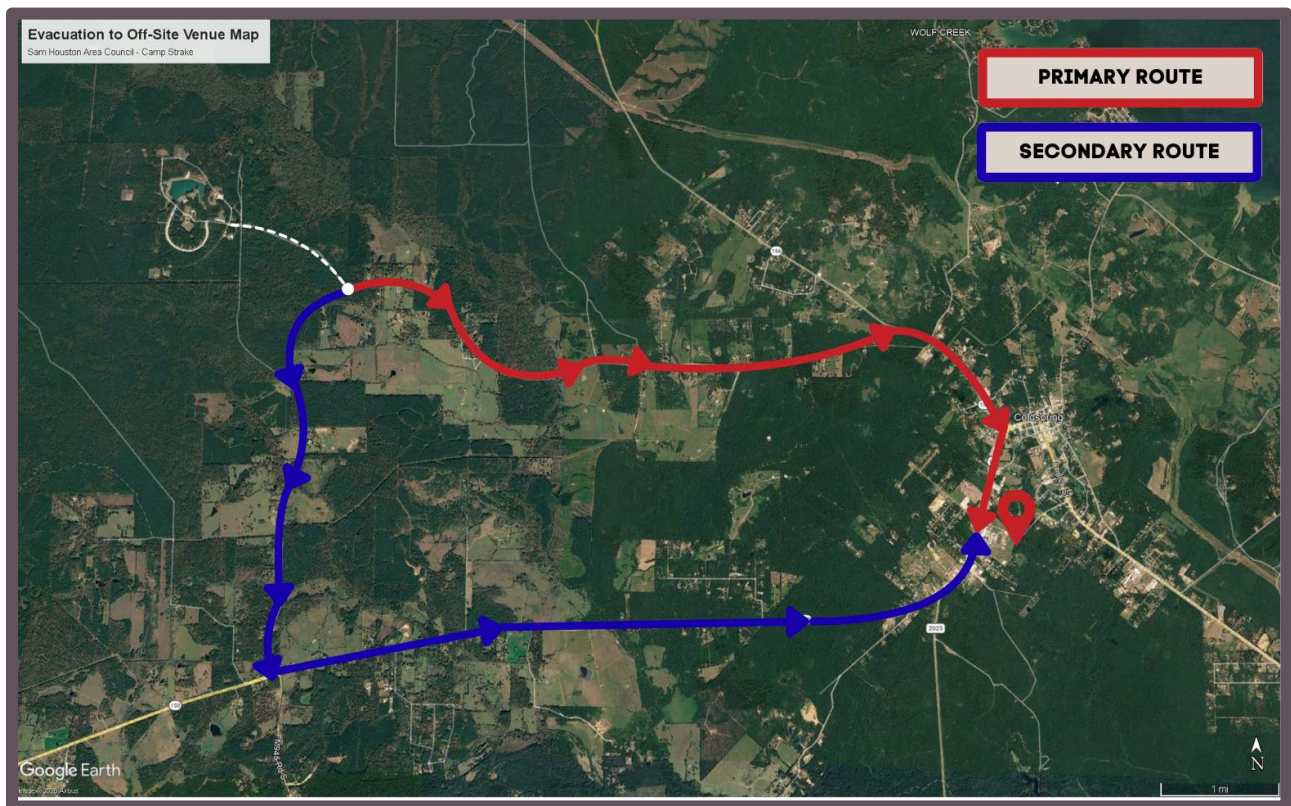
NOTE: These routes are illuminated with Blue Lighting to mark the route to the main assembly area (muster point). The main assembly area (muster point) is the Grand Pavilion.



C.14 Evacuation to Off-Site Venue

If a full-camp evacuation is ordered, the first option for evacuation is by utilizing the private vehicles on camp belonging to campers and volunteers who brought the campers. Staff member vehicles may be used if necessary to transport remaining campers to the reunification location, Coldspring-Oakhurst High School. 14100 TX-150, Coldspring, TX 77331 is the reunification location or other as directed by local authorities.

Should the primary route be blocked, the Emergency Preparedness Coordinator will order the evacuation take place via the secondary route as defined in the attached map.



Appendix D – Lost Camper/Staff Member Procedure

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

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

D.1 Immediate Notification

Staff with Assigned Group (Camp Staff)

Upon identifying a missing camper, staff will immediately notify the Emergency Preparedness Coordinator (EPC) and provide, at a minimum:

- Camper name and age
- Physical description (clothing, distinguishing features)
- Last known location and activity, and
- Time the camper was last seen

Upon notification, the EPC will activate the Emergency Response Team (ERT) and request additional support, as needed.

D.2 Initial Search

Nearby Staff / Assigned Search Team

- Conduct a rapid, safe search of the immediate area where the camper was last seen
Maintain constant communications with the Emergency Plan Manager.
- Staff shall not separate from assigned groups or search alone unless directed and trained to do so.

Camp Staff

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

D.3 Expanded Search

Emergency Plan Manager

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

- Deploy additional staff to conduct a systematic search using designated search zones identified on the camp map
- Assign search team leaders and establish check-in intervals
- Notify local emergency services (9-1-1) if the camper is not located within a short period of time, or if environmental, medical, or safety risks are present, and
- Coordinate all search and response activities

Emergency Preparedness Coordinators

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

D.4 Personnel Accountability

Emergency Plan Manager

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

Emergency Preparedness Coordinators

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

D.5 Medical Preparedness

Health Officer

- Staff member(s) or Emergency Plan Manager or Emergency Coordinator(s) that identify medical need contact health officer by radio or phone or in person.
- Remain on standby at the designated base or assembly area
- Prepare to assess and treat camper upon recovery, including care for dehydration, hypothermia, injuries, or trauma
- Provide medical support to staff involved in the search, if needed

D.6 Parent / Guardian Notification

Emergency Plan Manager or designee

Camp Strake - Emergency Action Plan

- Notify parents or legal guardians in accordance with camp policy, particularly if the search extends beyond the initial phase or if local authorities are engaged
- Provide factual, verified updates as information becomes available

D.7 Recovery and Post-Incident Actions

Emergency Plan Manager

Once the camper is located, the EPM will:

- Coordinate reunification with the group and ensure medical evaluation, as appropriate
- Notify local authorities and parents/guardians of the resolution
- Conduct staff debrief to review the incident, timeline, and response effectiveness
- Document the incident in accordance with camp and regulatory requirements, and
- Implement corrective actions or updates to procedures, as needed

All staff

- Provide reassurance and emotional support to campers
- Resume normal operations only after authorization from the EPM

Appendix E – Fire Emergency Procedure

This procedure will be activated immediately when smoke is detected, a fire is observed, or a fire alarm is activated.

E.1 Alert and Activate

Staff Who Discover the Fire

- Immediately shout “Fire!” to alert nearby staff and campers
- Activate the nearest fire alarm, if available
- Notify the Emergency Plan Manager immediately using radio or phone, providing the location and nature of the fire

E.2 Evacuate Campers

Camp Staff

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

Note: Only buildings or areas affected by the fire alarm or directed by camp leadership or emergency responders should be evacuated. Campers and staff in unaffected buildings should remain in place and continue normal supervision unless otherwise instructed.

E.3 Personnel Accountability

Camp Staff

- Conduct a headcount at the assembly area using attendance rosters or headcount sheets.
- Immediately report the status of all campers and staff to the Emergency Preparedness Coordinators as
 - Accounted for
 - Missing, or

Camp Strake - Emergency Action Plan

- Injured

Emergency Preparedness Coordinators

- Verify accountability reports from Camp Staff
- Report consolidated accountability status to the Emergency Plan Manager

E.4 Emergency Services Notification

Emergency Plan Manager

- Call 9-1-1 without delay and provide, at a minimum:
 - Camp name and physical address
 - Exact location of the fire
 - Number of people on site
 - Known injuries or individuals unaccounted for, and
 - Access instructions for responding agencies
- Coordinate with emergency responders upon arrival

E.5 Fire Suppression (Only if Safe)

Trained Staff Only

- Use a fire extinguisher only if:
 - The fire is small and contained
 - The staff member has been trained, and
 - A clear exit path is available
- No staff or campers shall enter burning structures or take unnecessary risks

E.6 Medical Support

Health Officer

- Staff member(s) or Emergency Plan Manager or Emergency Coordinator(s) that identify medical need contact health officer by radio or phone or in person.
- Identify any injured campers or staff
- Coordinate treatment according to medical protocols
- Request Emergency Medical Services, as appropriate

E.7 Communication

Emergency Plan Manager

- Maintain communication with camp leadership, Emergency Response Team, and emergency responders
- Determine the need for parent/guardian notification and initiate notifications in accordance with camp policy.

Camp Strake - Emergency Action Plan

All Staff

- Provide status updates to the EPM as conditions change

Appendix F – Severe Injury, Illness, Accident or Death Procedure

This procedure will be activated immediately when any of the following occur:

- A camper, staff member, or visitor sustains a severe injury or is suspected of severe injury (e.g., head, neck, back, major bleeding, severe burns, fracture with deformity, loss of consciousness)
- A severe illness is suspected (e.g., difficulty breathing, seizure, severe allergic reaction, heat stroke, chest pain, severe dehydration)
- A serious accident occurs that may threaten life or require Emergency Medical Services (EMS) Transport, or
- A death is suspected or confirmed

F.1 Scene Safety and Initial Notification

First Staff on Scene

- Ensure the scene is safe before approaching (remove bystanders; eliminate hazards, if possible)
- Immediately notify the Emergency Plan Manager by radio or phone and provide the following information
 - Location
 - Nature of incident
 - Number of people involved, and
 - Whether EMS is likely needed

Camp Staff

- Move uninvolved campers away from the scene and maintain calm supervision

F.2 Medical Response and Patient Care

Health Officer

- Staff member(s) or Emergency Plan Manager or Emergency Coordinator(s) that identify medical need contact health officer by radio or phone or in person.
- Respond immediately and assume medical care of the patient
- Perform primary assessment and provide care within scope of training
- Direct staff to retrieve AED/first-aid equipment and assist, as needed
- For life-threatening conditions, initiate appropriate interventions (e.g., CPR/AED, bleeding control, epinephrine per protocol, seizure precautions, cooling/warming measures)

F.3 Emergency Medical Services (EMS) Activation

Camp Strake - Emergency Action Plan

Emergency Plan Manager

- Call 9-1-1 immediately for any life-threatening conditions, suspected serious injuries, altered mental status, difficulty breathing, seizure, anaphylaxis, severe bleeding, suspected spine injury, or suspected death
- Provide, at a minimum:
 - Camp name and address / exact location
 - Patient age and condition
 - Care being provided
 - Access instructions and best entry point, and
 - Callback number

Runner / Access Control Staff (assigned by the EPM)

- Ensure all gates, entryways, assembly area routes are clear and opened
- Meet EMS at the designated entry point and escort responders to the scene

F.4 Supervision Continuity and Area Control

Emergency Plan Manager

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

Camp Staff

- Maintain supervision and personnel accountability of all campers not involved in the incident
- Relocate groups as needed to preserve privacy and reduce stress
- Prevent photography, video recording, and unnecessary gathering

F.4 Communication

Emergency Plan Manager

- Notify camp leadership promptly
- Notify parent/guardian of the affected camper as soon as practicable with factual, verified information and instructions (e.g., where to go, pickup/medical facility details if transport occurs)
- If death is suspected or confirmed:
 - Do not notify families until coordinated with law enforcement/EMS, as applicable
 - Designate a single spokesperson for all communications

All Staff

- Refer all media or external inquiries to the designated spokesperson

F.5 Reporting and Documentation

Emergency Plan Manager

- Document the incident timeline, staff actions, communications, witnesses, and any operational impacts
- Ensure required reports are completed as per camp policy and applicable regulatory requirements

Health Officer

- Document patient assessment, care provided, time of key actions, and disposition (returned to activity, sent to clinic, transported by EMS, etc.)

F.6 Post-Incident Actions

Emergency Plan Manager

- Conduct a staff debrief to identify lessons learned and corrective actions
- Coordinate additional support services, if needed (crisis support, staffing adjustments, activity changes)

All Staff

- Monitor campers and staff for emotional distress and refer to leadership or designated support resources

Appendix G – Aquatic Emergency Procedure

This procedure will be activated immediately when any of the following occur:

- A camper or staff member is observed in distress in a swimming pool or aquatic area
- A lifeguard or staff member observes unusual behavior, panic, submersion, or a person floating face down, or
- An emergency whistle, alarm, or signal is activated during aquatic activities

G.1 Alert and Initiate Rescue

Lifeguard / Trained Aquatic Staff

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

Nearby Camp Staff

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

G.2 Establish Command and Request Emergency Assistance

Emergency Plan Manager

- Immediately assume command of the incident
- Direct staff assignments and ensure scene safety
- Call 9-1-1 immediately for life-threatening incidents and provide, at a minimum:
 - Camp name, address, and exact location
 - Nature of the aquatic emergency
 - Number of individuals involved
 - Condition of the victim(s), and
 - Access instructions for emergency responders
- Ensure rescue and medical equipment is available

G.3 Evacuation and Safety of Others

Camp Staff

- Escort all non-involved campers to the pre-designated safe area

Camp Strake - Emergency Action Plan

- Maintain calm, order, and supervision
- Conduct a headcount and report accountability to the Emergency Plan Manager

G.4 Medical Support

Medical Officer

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

G.5 Personnel Accountability

Emergency Preparedness Coordinators

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

G.6 Communication

Emergency Plan Manager

- Maintain continuous radio or phone communications with staff involved in the response
- Provide status updates regarding the victim(s) and overall safety conditions
- Coordinate parent or guardian notifications once the situation is stabilized and accurate information is available

G.7 Post-Incident Procedures

Emergency Plan Manager

- Ensure the area is secured and aquatic activities are suspended until cleared
- Document the incident in detail, including timeline, actions taken, and outcomes
- Conduct a staff debrief to evaluate response effectiveness and identify corrective actions
- Coordinate emotional support for campers and staff, as needed

All Staff

- Monitor campers for signs of emotional distress and provide support
- Assist with restoring or securing equipment, signage, and safety barriers

Appendix H – Epidemic Response Procedure

This procedure will be activated when any of the following occur:

- Multiple campers or staff exhibit similar symptoms (e.g., fever, vomiting, diarrhea, rash, cough, sore throat, flu-like symptoms)
- A contagious illness is suspected or confirmed by medical staff or a healthcare provider, or
- Notification is received from a parent, guardian, or public health authority regarding potential exposure prior to or during camp.

H.1 Identify and Isolate

Health Officer

- Staff member(s) or Emergency Plan Manager or Emergency Coordinator(s) that identify medical need contact health officer by radio or phone or in person.
- Immediately assess symptomatic individual(s)
- Move affected campers or staff to the designated isolation area, separate from the general population
- Use appropriate personal protective equipment (PPE), including gloves and masks, as indicated
- Initiate a symptom monitoring log documenting time of onset, symptoms observed, and severity

Camp / Activity Staff

- Escort campers calmly to the medical or isolation area when directed
- Reassure remaining campers and maintain normal supervision
- Discourage speculation, panic, or the spread of rumors

H.2 Communication

Health Officer

- Notify the Emergency Plan Manager of suspected or confirmed communicable illness.
- Provide details including:
 - Number of affected individuals
 - Symptoms observed, and
 - Approximate onsite times
- Coordinate medical treatment and/or emergency medical services as needed

Emergency Plan Manager

- Activate the Communicable Disease Protocol

Camp Strake - Emergency Action Plan

- Assess whether the illness appears isolated or may represent a broader outbreak
- Arrange communications with parents or guardians

H.3 Contain and Prevent Spread

Camp Staff

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

Support / Maintenance Staff

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

Emergency Plan Manager

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

H.4 Personnel Accountability

Camp Staff

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

Health Officer

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

H.5 External Notification and Guidance

Emergency Plan Manager

- Contact local or state health authorities when required or recommended
- Follow public health guidance regarding testing, quarantine, isolation, dismissal, or closure
- Notify parents or guardians of affected campers with factual information
- Provide instructions regarding monitoring, medical evaluation, pickup, or return-to-camp criteria, as applicable

H.6 Staffing and Operational Adjustments

Camp Strake - Emergency Action Plan

Emergency Plan Manager

- Reassign staff as needed if personnel are ill or quarantined
- Ensure staff-to-camper supervision ratios remain compliant
- Prepare contingency plans for reduced group sizes, modified programming, or early dismissal if directed by health authorities

H.7 Post-Outbreak Procedures

Emergency Plan Manager

- Document the incident, including timelines, actions taken, and communications
- Conduct a review of the response to identify improvements or required updates to procedures

Health Officer

- Confirm return-to-camp criteria for affected individuals in accordance with medical and public health guidance

All Staff

- Reinforce illness-prevention practices and hygiene education with campers • Provide reassurance and support as normal routines resume

Appendix I – Unauthorized or Unknown Person Procedure

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

- An unknown or unauthorized individual is observed on camp property
- An individual exhibits suspicious behavior, refuses to identify themselves, or violates established access or check-in procedures
- Threatening behavior, verbal threats, or suspected or visible weapon is observed
- A report is received from a camper, staff member, or visitor regarding a potential security concern

I.1 Observe, Report, Do Not Confront

All Staff

- Do not physically confront the individual unless trained and directed to do so or unless there is no reasonable alternative to protect life
- Immediately report observations to the Emergency Plan Manager, including:
 - Location
 - Physical description
 - Behavior observed
 - Direction of travel

Camp Staff

- Discreetly and calmly move campers away from the area of concern
- Maintain accountability of all campers and staff
- Maintain continuous supervision and keep campers calm

I.2 Activate Emergency Response

Staff Observing the Intruder

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

Emergency Plan Manager

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

I.3 Lockdown, Controlled Movement, or Shelter-In-Place

Emergency Plan Manager

- Determine and announce the appropriate protective action (lockdown, controlled movement, or shelter-in-place)

Camp Strake - Emergency Action Plan

Camp / Activity Staff

- Secure campers in the safest available location by:
- Locking or barricading doors when possible
- Turning off lights
- Moving campers out of sight of doors and windows, and
- Maintaining silence if instructed
- Conduct and maintain headcounts

I.4 Personnel Accountability

Camp Staff

- Immediately perform and maintain personnel accountability and report findings to the Emergency Plan Manager

Emergency Plan Manager

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

I.5 Communication

Emergency Plan Manager

- Restrict radio traffic to emergency use only
- Relay instructions to staff
- Prepare parent or guardian communications

I.6 Medical Response

Health Officer

- Staff member(s) or Emergency Plan Manager or Emergency Coordinator(s) that identify medical need contact health officer by radio or phone or in person.
- Stand by during the incident
- Provide immediate medical care, if needed, only after the scene is secured
- Coordinate Emergency Medical Services, as needed

I.7 Post-Incident Procedures

Emergency Plan Manager

- Issue an “all clear” only after confirmation from responding authorities
- Document the incident in detail and conduct a review of security protocols
- Coordinate reunification or controlled movement procedures if campers were relocated

Camp Strake - Emergency Action Plan

- Determine the need for early dismissal, activity cancellation, or additional security measures

All Staff

- Provide reassurance and emotional support to campers, as needed
- Resume normal activities, only when authorized

Appendix J – Transportation Emergency Procedure

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

- Vehicle accident (minor or major)
- Mechanical failure or vehicle breakdown
- Medical emergency during transport
- Missing camper during loading/unloading or transit, or
- Severe weather or unsafe road conditions affecting travel

J.1 Stop and Secure the Scene

Driver / Staff in Charge

- Bring the vehicle to a safe stop as soon as conditions allow, clear of other traffic, if possible
- Turn off the engine, engage hazard lights, and secure the vehicle
- Maintain accountability of all vehicle occupants
- Do not move injured individuals unless there is immediate danger (e.g., fire, traffic, flood)

Accompanying Staff (if present)

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

J.2 Assess Impacts

Driver or First Responding Staff

- Conduct an immediate visual assessment of all campers and staff

Health Officer (if present or contacted)

- Staff member(s) or Emergency Plan Manager or Emergency Coordinator(s) that identify medical need contact health officer by radio or phone or in person.
- Provide first aid within scope of training for minor injuries
- Identify serious injuries and advise Emergency Medical Services activation and care priorities

J.3 Request Emergency Assistance

Driver / Staff in Charge

- Call 9-1-1 immediately if:
 - Injuries have occurred

Camp Strake - Emergency Action Plan

- The vehicle cannot be safely moved, or
- Roadway or environmental conditions are unsafe
- Provide, at a minimum:
 - Exact location (mile marker / cross street / GPS if available)
 - Nature of the incident
 - Number of campers and staff involved, and
 - Known or suspected injuries

Emergency Plan Manager

- If incident occurs on campgrounds:
 - Dispatch additional staff, vehicles, or resources needed
 - Coordinate emergency response services, as needed
- If incident occurs offsite:
 - Maintain communication with driver and/or accompanying staff
 - Provide support, as needed (e.g., replacement transportation vehicle)

J.4 Supervise and Protect Campers

Staff in Charge

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

J.5 Personnel Accountability

Driver or Staff in Charge

- Confirm that all campers are present and accounted for
- Report any injuries to the Emergency Plan Manager

Emergency Plan Manager

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

J.6 Communication

Driver / Staff in Charge

- Maintain ongoing communication with the Emergency Plan Manager via phone or radio

Emergency Plan Manager

- Notify camp leadership
- Notify parents/guardians if a delay, injury, route change, or change in pickup/drop-off is anticipated

Camp Strake - Emergency Action Plan

- Provide calm, factual, verified updates only

J.7 Transportation Continuity

Emergency Plan Manager

- Arrange a replacement vehicle or alternate transportation, if needed
- Determine whether the trip will continue, return to camp, or be cancelled

Staff in Charge

- Do not resume travel until the vehicle is confirmed safe and authorization has been provided by the Emergency Plan Manager

J.8 Post-Incident Procedures

Emergency Plan Manager

- Document the incident fully (time, location, driver, passengers, sequence of actions taken)
- Complete required accident reports and insurance documentation
- Review transportation safety procedures and implement corrective actions, as needed

All Staff

- Monitor campers for delayed symptoms (physical or emotional)
- Resume activities only after clearance by camp leadership

Appendix K – Severe Weather Emergency Procedure

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

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

K.1 Alert and Notify

Emergency Plan Manager

- Continuously monitor NWS watches/warnings and other official alerts (including local emergency management and, if applicable, river authority alerts).
- Issue immediate notifications to staff and campers using the PA system, radios, or other established communication methods
- Determine and announce the required protective action based on the trigger: tornado shelter-in place or flood evacuation to higher ground

Camp Staff

- Immediately notify campers and provide calm, clear instructions
- Begin movement to designated shelter or higher ground locations as directed by the EPM

K.2 Shelter-in-Place or Evacuation

Emergency Plan Manager

- Confirm all areas are secured and that sheltering/evacuation actions are underway
- Redirect staff and campers to alternate shelter or evacuation locations if conditions change or primary routes become unsafe

Camp Staff

- Lead campers to designated safe locations using pre-assigned routes:
 - Lightning / Severe Thunderstorm (Shelter-in-Place)
 - Move campers immediately to interior of buildings, under pavilions, or structured camping shelters
 - Keep campers away from windows and exterior doors
 - If directed, move to interior rooms or hallways, as deemed necessary by EPM

Camp Strake - Emergency Action Plan

- Tornado (Shelter-in-Place)
 - Move campers immediately to interior rooms or hallways on the lowest level, away from windows and exterior doors
 - Position campers low and protected (e.g., seated against interior walls), as feasible
- Flood (Evacuation to Higher Ground)
 - Move campers from low-lying or flood-prone areas to designated higher ground or identified safe interior areas
 - Do not allow campers or staff to enter or cross moving water
 - Ensure campers remain together, move calmly, and remain under direct staff supervision at all times

Important!

- Lightning within 5 miles from camp center will automatically trigger shelter-in-place
- NWS Tornado Warnings will automatically trigger shelter-in-place alert
- NWS Flash Flood / Flood Warnings will automatically trigger an evacuation to higher ground

K.3 Personnel Accountability

Emergency Plan Manager

- Collect and verify headcount reports from all groups
- Immediately address accountability discrepancies and initiate additional actions if anyone is unaccounted for

Camp Staff

- Conduct an immediate headcount upon arrival at shelter or evacuation locations
- Report personnel accountability results to the EPM, including any missing or injured individuals

K.4 Medical Support

Emergency Plan Manager

- Ensure staff do not take unnecessary risks
- Maintain supervision, order, and adherence to safety procedures

Health Officer

- Staff member(s) or Emergency Plan Manager or Emergency Coordinator(s) that identify medical need contact health officer by radio or phone or in person.

Camp Strake - Emergency Action Plan

- Stage in or near shelter/assembly areas with first-aid supplies
- Be prepared to respond to injuries or medical needs during the event (including storm-related trauma, hypothermia, or heat/cold exposure)

K.5 Communication

Emergency Plan Manager

- Maintain communication with local emergency management agencies and first responders as conditions warrant
- Issue updated instructions as new information becomes available (e.g., escalation from watch to warning; flood impacts to routes)
- Ensure communication channels remain operational and use backup methods if needed
- Initiate parent/guardian notifications if evacuated, extended sheltering, relocation, or early dismissal is required

K.6 Post-Event Procedures

Emergency Plan Manager

- Determine when it is safe to end sheltering or evacuation and issue an “all clear” when appropriate
- Coordinate relocation, cleanup, or suspension of activities as needed
- Provide parents/guardians with status updates and instructions regarding pickup, schedule changes, or continued sheltering

Emergency Preparedness Coordinators

- Assess facilities and grounds for damage, hazards, or unsafe conditions (downed power lines, debris, weakened trees, flooding impacts, structural issues)

Camp Staff

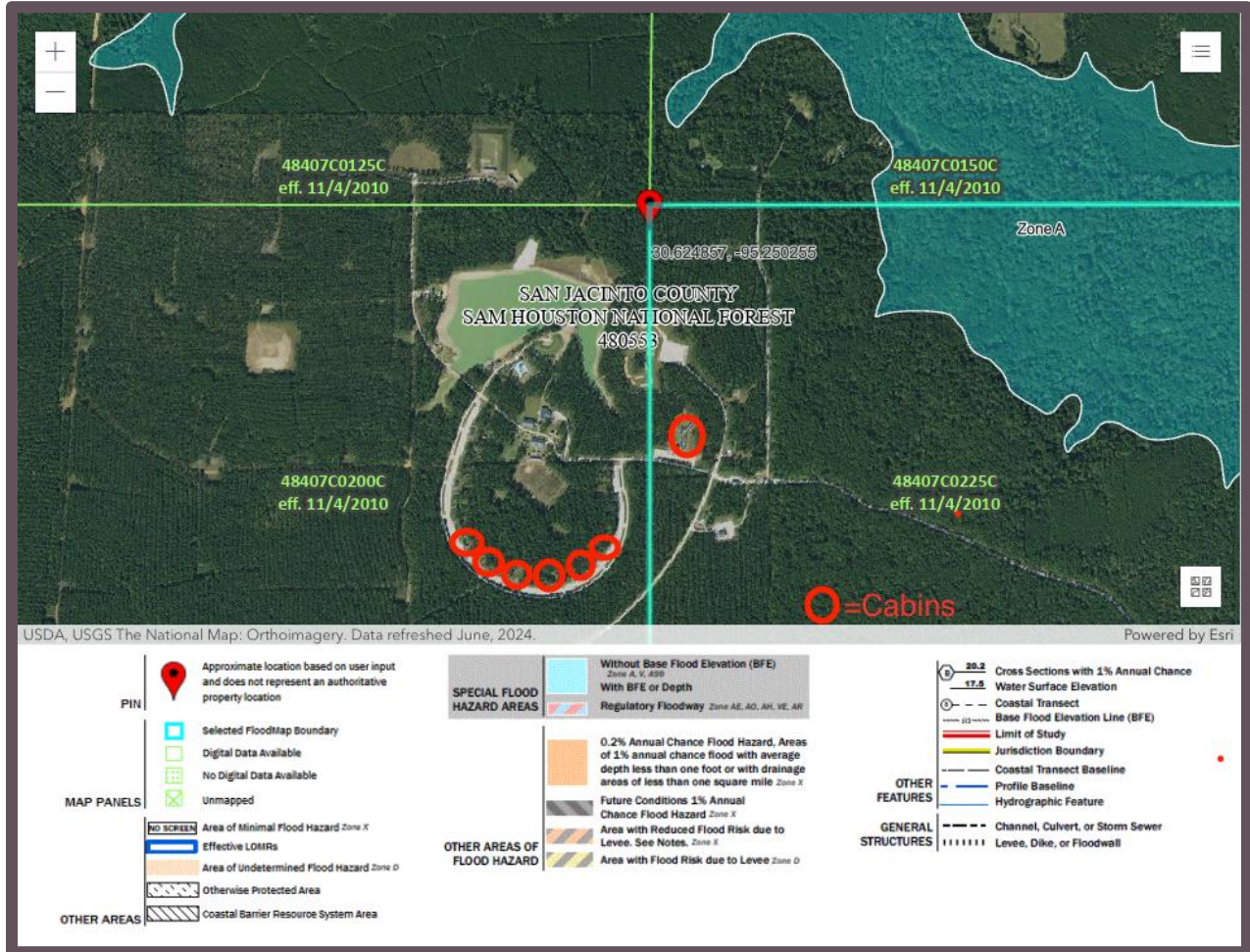
- Reconduct headcounts to ensure full personnel accountability
- Assist campers with reassurance and transition back to normal operations or dismissal procedures

Health Officer

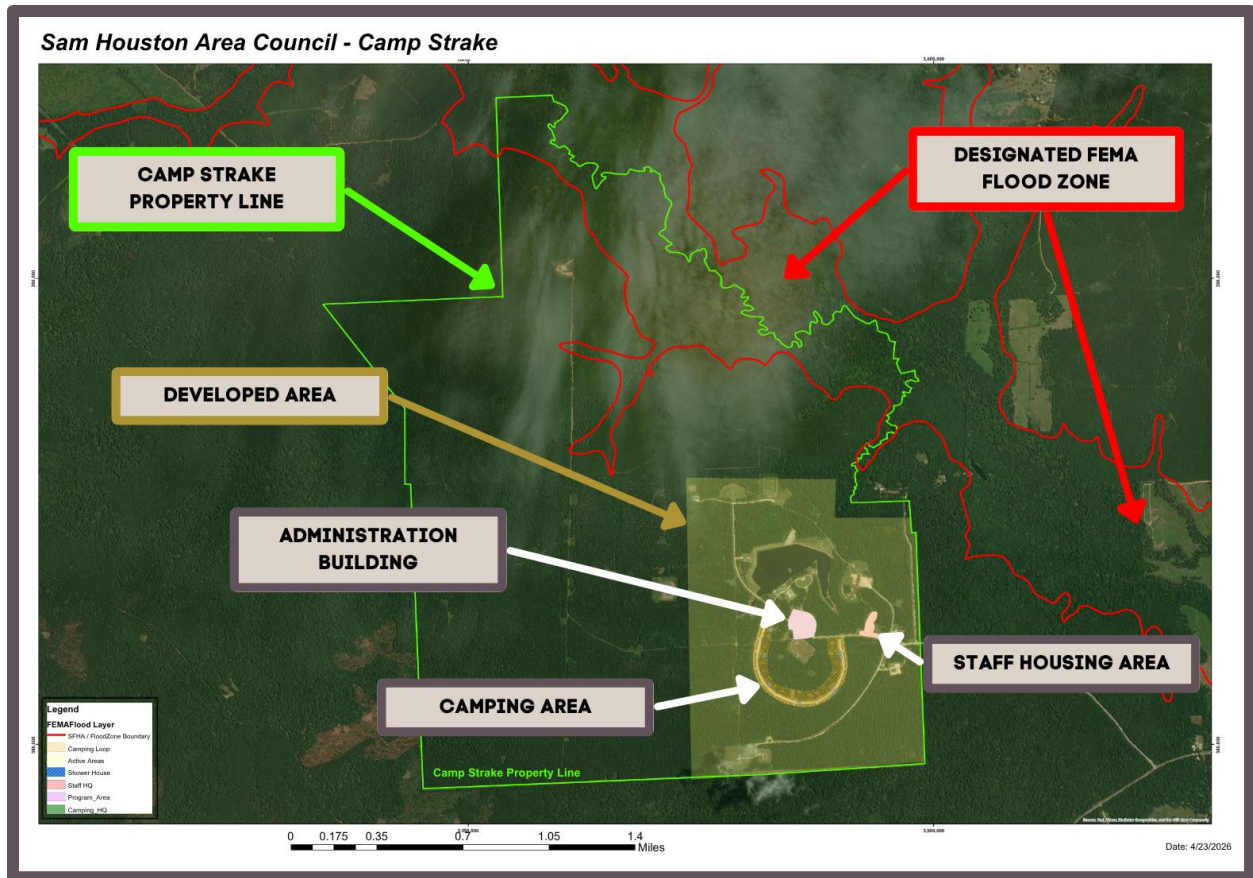
- Staff member(s) or Emergency Plan Manager or Emergency Coordinator(s) that identify medical need contact health officer by radio or phone or in person.
- Assess and treat any injuries sustained during the event and monitor for delayed symptoms

K.8 Flood Plain Map

OFFICIAL FEMA MAP



Camp Strake - Emergency Action Plan



The above map overlays Camp Strake and the FEMA flood zones. As stated in the map, no portion of the developed areas encroach into the FEMA flood plain

K.9 Flood Plain Ladders in Cabins

- None of the Cabins or Developed Areas of Camp Strake are located within the flood plain therefore no ladders are not needed.

Appendix L – Communication

This appendix identifies the communication systems, equipment, redundancy measures, and management practices used at Camp Strake to support effective emergency response operations.

L.1 Primary Communication Systems

System	Description	Notes
OmniWarn System	Fixed camp-wide announcements	Operable without internet
Two-way radios	Handheld radios used for onsite staff communications	Primary onsite system
Mobile phones	Cellular devices used for external and backup communications	Used for offsite coordination
Private Network Infrastructure	Networking infrastructure used for external and backup communications	Enabled for camper and staff use

L.2 Backup and Alternative Communication Methods

Method	Description
Runners	Staff assigned to physically relay messages
Vehicles/vehicle PA system	Staff verbally warning campers from vehicles
Audible alert devices	Whistles, air horns, or similar devices

L.3 Emergency Communications Equipment Inventory

L.3.1 Onsite Communications Equipment

Equipment	Quantity	Primary Location	Backup Power
Two-way radios	25	Administration Building	Spare batteries
Radio charging stations	25	Administration Building	Battery
OmniWarn System	1	Administration Building	Yes, battery
NOAA/ NWS weather alert radio	1	Administration Building	batteries
Lightning Detector	1	Administration Building	Yes, battery

L.3.2 Power and Connectivity Resources

Resource	Description	Notes
Spare radio batteries	Battery backup for radios	Maintained charged
Portable power packs	Support critical devices	As needed
Generator(s)	Extended power outages	Fuel maintained
Broadband connection #1	Primary internet service	Eastex Telephone Cooperative
Broadband connection #2	Redundant internet service	Starlink

NOTE:

The camp maintains two broadband internet connections through distinct service providers in compliance with Texas Health and Safety Code § 141.0092. The broadband internet connections and services will be monitored by the Emergency Response Coordinator(s).

The equipment including all radios will be monitored and maintained by the Emergency Response Coordinator(s).

Appendix M – Revision Log

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

Date	Revision #	Revision Summary
May 12, 2026	1.0	Restructured entire document to meet new requirements of the THSC after Camp Mystic tragedy
May 20, 2026	1.1	Updates per Texas DSHS emailed response. Including addressing revisions from pre-camp inspection.