

Solid Rock Camps Emergency Action Plan (EAP)

Purpose:

To provide clear procedures to protect the safety, health, and welfare of campers, visitors, volunteers, and staff during any emergency event. All staff must know and follow these procedures immediately upon notification of an emergency.

Camp Administrative and Medical Services Staff Notification

Communicate via phone and radio

Role	Name	Job Title	Contact Number
Emergency Preparedness Coordinator/Camp Director	Hannah Rinehart	Director of Operations	254-273-8797
Camp Health Officer	Alayna Baker	Camp Health Officer	254-647-3200
Camp Director	Bryan Wilson	Executive Director	254-273-8799

This section identifies camp staff members designated to serve in key emergency response team roles. These assignments establish clear leadership, decision making authority, and responsibilities for coordinating emergency actions under this emergency action plan. The table above will be maintained as current and updated whenever staffing or role assignments change. Approved EAPs will be posted on camp website and sent to local OEM with receipt confirmation.

Evacuation Maps

- Evacuation maps are posted in all buildings accessible to campers and guests, including dorms
- All evacuation maps are conspicuously illuminated at night
- All evacuation routes are illuminated at night with lighting as well as automatic solar powered floodlights in the event of a power outage that will come on automatically

Disabled or person needing special accommodations

- Camp leadership will designate a team leader or church leader responsible for said individual in emergency situations

Camper/Guest/Staff Accountability

- Refer to the camper accountability procedure

Parent/Guardian Notification

- Refer to the parent/guardian notification procedure

Evacuation of Campgrounds

- Refer to the wildfire procedure for the evacuation process

Notification of Authorities

- The Emergency Preparedness Coordinator or camp director will contact local authorities and notify 9-1-1 in emergencies

Reunification Plan

- The Emergency Preparedness Coordinator and camp director will contact parents and work with church leaders to reunify campers with their families

Cabin Ladder

- N/A

Floodplain Notification to Parents

- N/A

EAP Distribution

Group	Timeframe	Outcome
Camp Staff	Annually or when substantive changes are made to the plan	Acknowledgement form completed
Parents	Prior to first day of summer camp via website and/or email	Made available to all parents prior to camp
Team Leaders	Prior to first day of summer camp	Made available to all team leaders prior to camp
Texas Department of State Health Services	Submitted by March 31	Acceptance prior to first day of camp
Local Emergency Planning	Prior to first day of summer camp	Receipt confirmed

Camper Safety Training

Campers and church leaders will receive safety training on the first day of camp during the scheduled orientation time by the EPC. It will also include camp boundaries, hazards, and behavioral expectations of guests. The camp will administer training that is age, reading level, and comprehension appropriate for 6-12 year olds and 13-18 year olds. A camp director is responsible for administering training. Church leaders will also be provided with a paper and digital copy of the EAP before attending camp and upon arrival on the first day of camp by the Emergency Preparedness Coordinator.

All staff and church volunteers will sign a document that will be kept in staffing and church records in the office, affirming that they have completed Emergency Safety

Training. Training will be administered prior to the first day of camp for staff and on the first day of camp for church leaders and campers provided by the Emergency Preparedness Coordinator.

All staff are provided with a paper copy of the emergency action plan provided by the Emergency Preparedness Coordinator.

Training is updated anytime there is a change to the EAP.

If a camper misses initial training during orientation, they will immediately be trained upon arrival by the EPC before they attend any activities.

All training is developmentally appropriate for each camper.

Communication

Staff

Upon identification of an emergency or potential emergency condition, camp staff will immediately notify the emergency to the Emergency Preparedness Coordinator (EPC) and Camp Health Officer or designee using the fastest available communication method via radio. Reports should include, at a minimum:

- The name of the person reporting the incident
- The location of the incident
- The type of incident, and
- Known or suspected injuries or hazards

Upon receipt of the report, the EPC will assess the situation and activate the appropriate emergency procedures. The Camp Director and Camp Health Officer (if required) will assume their positions. The EPC will communicate instructions to staff using established primary and backup communication methods (e.g., radios, mobile phones, public address systems, etc.), including role designations, as necessary. Staff will acknowledge and carry out assigned instructions and will relay updated information. If normal communication systems are unavailable, staff will implement alternate communication procedures to maintain coordination and accountability.

Equipment

Emergency Warning System/PA System

At a minimum, the following emergency equipment will be onsite, maintained, and operable which will be monitored by camp director as designated staff member if director is unavailable:

- Maintain at minimum Fixed wireless broadband internet access through New Source Broadband and redundant internet access with Starlink
- Weather-alert radio (Midland NOAA Radio) that
 - Provides real-time weather alerts by a professional weather service (e.g., NWS, NOAA, etc.)
 - Has a backup power source
- Emergency warning/PA system (Perry Weather Station and Warning System) that:
 - Operates without internet connectivity (battery backup, cellular connection via private vpn not reliant on wifi or ethernet)
 - Has a backup system/method (e.g., radios, air horns, runners)
 - Has a high visibility strobe light that alerts individuals who are deaf or hard of hearing

Monitoring

- The Camp Director, Emergency Preparedness Coordinator, or designee will continuously monitor NWS for watches and warnings during camp operations (including overnight when campers are present)

1. Wildfire Evacuation Procedures

Trigger:

Notification from local authorities or direction from the Emergency Management Director. If visible smoke appears near the camp, the director initiates communication with local authorities for further direction.

Actions:

1. The Emergency Preparedness Coordinator will alert all staff and campers via PA System/Perry Weather Text/Staff Radios/Buddy System.
2. Team leaders evacuate everyone immediately
 - a. Meet at muster zone (Dining Hall)
 - b. Team leaders gather and verify that all campers, staff, volunteers, and visitors are accounted for.
 - c. The Emergency Preparedness Coordinator will give direction to church leaders assigned transportation duties during orientation, gather transportation vehicles at the dining hall, and enter at the entrance closest to the condos.
 - d. Load transportation by team with the team leader.
 - e. All transportation exits the camp to meet at the off-site rally point (to be defined)
 - f. If the fire is south, the rally point is Eastland Walmart parking lot (1410 E Main St, Eastland, TX 76448)
 - g. If the fire is west, the rally point is Love's Travel Stop in Ranger (6950 I-20, Ranger, TX 76470)
 - h. If the fire is east, the rally point is Eastland Walmart parking lot (1410 E Main St, Eastland, TX 76448)
 - i. If the fire is north, the rally point is Love's Travel Stop in Ranger (6950 I-20, Ranger, TX 76470)

- j. If the fire starts at the camp entrance and there is no way to exit safely, everyone will congregate on the fairway of hole one on the golf course, and the director will turn on the sprinklers.
 - k. Once the rally point has been reached, the staff have verified that all campers, staff volunteers, and visitors are accounted for, the director will notify local authorities that the camp has been safely evacuated. Church leaders, camp staff, and parents will work together to ensure all campers get home safely.
3. No one returns until cleared by the Fire Department or Emergency Management.
 4. Immediately after 911 has been contacted, the camp director will notify the parent/legal guardian via phone number and email listed in the camper's emergency contact information in accordance with camp policy.
 - Provide factual, verified updates as information becomes available

Camp will coordinate with local emergency management and 911 services as required.

Primary muster zone (Dining Hall)

2. Shelter-in-Place Procedures (Tornado or Emergency Order)

Trigger:

Thunderstorm/Tornado watches and/or warnings or instructions from the Emergency Management Director.

Actions:

1. Alert all staff and campers via PA System/Perry Weather Text/Staff Radios/Buddy System to move to the designated shelter location determined by EMD.
 - a. Lightning strike with no tornado watch- once lightning is identified within 10 miles of camp, move all campers indoors. EMD will determine whether the shelter place is The Rock, Rose Lodges, Oak Lodges, or the main building
 - b. Lightning strike with tornado watch- EMD will determine whether to move all campers to Rose Lodges, Oak Lodge, or the main building
 - c. Tornado warning activated - If in lodges, move to bathrooms. If in the main building, move to the dining room bathrooms, grill bathrooms, behind the bar area in the dining room, the kitchen hall, kitchen pantry, kitchen bathroom, or behind the grill bar.
2. Close all doors and windows.
3. Camp leaders perform headcounts by teams and report to the director.
4. Have flashlights, first aid, and radios available.

Remain sheltered until the "all clear" is given by local authorities.
5. After the event: Check for injuries and building damage; report conditions to the camp director.
6. Immediately after 911 has been contacted, the camp director will notify the parent/legal guardian via phone number and email listed in the camper's emergency contact information in accordance with camp policy.

- a. Provide factual, verified updates as information becomes available

Camp will coordinate with local emergency management and 911 services as required.

3. Lost Camper Procedures

Actions:

1. Team Leader is to notify Camp Director via radio immediately with the child's name, physical description, and last known location and activity
2. The Camp Director will notify all team leaders via radio to bring all campers to the dining room muster zone.
3. A camp director will instruct campers to break into teams, and have team leaders perform a roll call using rosters. Roll calls are performed by team leaders calling each camper by name and checking off each name on the roster.
 - Each camper is accounted for via a roster that is printed and sent digitally to a team leader. Team leaders radio in to the camp director when all campers have been checked off via the roster provided to them at every check-in time/station.
 - Roll calls will be performed every 15 minutes to ensure camper accountability
4. The camp director will walk to each team, and the team leaders will notify the camp director by speaking to them if they have all the campers.
5. If the camper is still not found:
 - Emergency Preparedness Coordinator (EPC) activates search protocol by announcing "Activate Search Protocol":
 - Establish Command Post in the dining room muster zone. Camp director, EPC, and designated camp managers designated by EPC will remain in the dining room muster zone to ensure all campers remain in one location.
 - EPC will assign search teams of two to three team leaders by zones
 - Zone 1
 - i. Office
 - ii. Grill
 - iii. Kitchen
 - Zone 2

- i. Dining room
 - ii. The Rock
 - iii. Conference room
 - iv. Tree house
 - o Zone 3
 - i. Condos
 - ii. Pro shop
 - iii. Pool house
 - o Zone 4
 - i. Dorms 1-4
 - ii. Dorms 5-8
 - iii. Dorms 9-11 and upstairs
 - o Ensure every room, closet, etc, is thoroughly checked.
 - o Team leaders who are conducting the search will use two-way radios to communicate with the camp director and EPC at the command post to report once zones have been cleared.
6. If not found after zone search, the EPC will contact the local office of emergency management (OEM). The camp director will contact 911 via phone and provide a description, last known location, and camper details.
7. After 911 has been contacted the camp director will notify the parent/legal guardian via phone number and email listed in the camper's emergency contact information in accordance with camp policy, particularly if the search extends beyond the initial phase or if local authorities are engaged
- o Provide factual, verified updates as information becomes available
8. Continue search until the camper is located or directed otherwise.
9. After recovery: Conduct debrief and review procedures.

Camp will coordinate with local emergency management and 911 services as required.

Primary muster zone (Dining Hall)

4. Fire

Trigger:

Visible smoke, smelling smoke, visible flames, and/or smoke detector

Actions:

1. The emergency preparedness coordinator will alert all staff and campers via PA System/Perry Weather Text/Staff Radios/Buddy System to evacuate all buildings immediately.
2. Camp Director is to call 911, and EPC will call the Emergency Management Office.
3. Evacuate to the designated assembly area (Muster zone- Rec field awning).
 - a. Team leaders will order their teams in a line using their rosters and calmly but swiftly make their way to the rec field awning.
 - b. Team leaders will perform a roll call via roster once the rec field muster zone is reached.
 - c. Roll calls will be performed every 15 minutes to ensure camper accountability
 - d. Camp directors will perform a roll call via roster to ensure all staff and church leaders are accounted for
 - i. Refer to the evacuation routes posted on the exit doors of buildings
4. Contact a camp director via radio if a camper or guest is not accounted for at roll calls.
 - a. The camp director needs to contact 911
 - b. The camp director will make a decision on how to safely sweep buildings.
5. Do not re-enter until cleared by fire officials.
6. After 911 has been contacted the camp director will notify the parent/legal guardian via phone number and email listed in the camper's emergency contact information in accordance with camp policy, particularly if the search extends beyond the initial phase or if local authorities are engaged

- a. Provide factual, verified updates as information becomes available

Camp will coordinate with local emergency management and 911 services as required.

Secondary muster zone (Rec Field Awning)

5. Severe Injury, Illness, or Fatality

Trigger:

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

Action:

First Staff on Scene

- Ensure the scene is safe before approaching (remove bystanders; eliminate hazards, if possible)
- First staff member on the scene is to immediately notify the Emergency Preparedness Coordinator and Camp Director by radio or phone, and provide the following information
 - Location
 - Nature of incident
 - Number of people involved, and
 - Whether EMS is likely needed. The Camp Director will call 911 and the Emergency Management Office

Counselors / Staff

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

Medical Response and Patient Care Medical Officer

- Respond immediately and assume medical care of the patient
- Perform primary assessment and provide care within the 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)

Emergency Medical Services (EMS) Activation Emergency Preparedness

Coordinator (EPC)

- Camp director will call 911 immediately for any life-threatening conditions, suspected serious injuries, altered mental status, difficulty breathing, seizure, anaphylaxis, severe bleeding, suspected spine injury, or suspected or confirmed death
- EPC will contact the office of emergency management in the case of any life-threatening injury, illness, or death
- Provide, at a minimum:
 - Camp name and address / exact location
 - Patient age and condition
 - Care being provided
 - Access instructions and the best entry point, and
 - Callback number

Runner / Access Control Staff (assigned by the EPC)

- Meet EMS at the designated entry point and escort responders to the scene

Supervision Continuity and Area Control Incident Commander

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

- 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

Communication

EPC or Camp Director

- Notify camp leadership promptly
- After 911 has been contacted the camp director will notify the parent/legal guardian via phone number and email listed in the camper's emergency contact information in accordance with camp policy, particularly if the search extends beyond the initial phase or if local authorities are engaged
- 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

Counselors and Staff

- Refer all media or external inquiries to the designated spokesperson

Reporting and Documentation

Emergency Preparedness Coordinator

- 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
- Report the death to DSHS within 24 hours of the incident.

Medical 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 Incident Commander

- 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

Post-Incident Actions

Emergency Preparedness Coordinator

- 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

Camp will coordinate with local emergency management and 911 services as required.

6. Aquatic Emergency (Drowning) (Lake, Pool, or Waterfront)

Solid Rock Camps does not use watercrafts. All guests are required to wear U.S. Coast Guard approved life jackets in the lake. Solid Rock Camps' swimming pool is only 5ft deep. In the event of a missing swimmer the camp director will call 911 via phone and the lost camper procedure would go into effect.

Trigger

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
- 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

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, ring buoy, shepherd's hook)
- Use a whistle and verbal commands to alert nearby staff of the emergency.
Minimum of two certified lifeguards and one trained spotter on water activities at all times to ensure availability of a lifeguard to alert the emergency with whistle and verbal commands.
- The trained spotter will call 911 via phone and the EPC via radio.
- The EPC will contact the OEM via phone immediately.

- The secondary lifeguard is responsible for notifying the emergency if the primary lifeguard must immediately attend to a camper or does not have time to notify the emergency.

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

Establish Command and Request Emergency Assistance, Emergency

Preparedness Coordinator

- Immediately assume command of the incident
- Direct staff assignments and ensure scene safety
- Camp director or Emergency Preparedness Coordinator Call 911 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

Evacuation and Safety of Others

Counselors

- Escort all non-involved campers to the predesignated safe area
- Maintain calm, order, and supervision
 - Conduct a headcount and report accountability to the Emergency Preparedness Coordinator (EPC)

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

Personnel Accountability

- Safety Officer
 - Verify that all campers, staff, and visitors are accounted for
 - Report accountability to the Incident Commander

Communication

- Emergency Preparedness Coordinator
 - Maintain continuous radio or phone communications with staff involved in the response
 - Provide status updates regarding the victim(s) and overall safety conditions
 - Contact the parent or guardian via phone and email listed in the camper's emergency contact information once the situation is stabilized and accurate information is available

Post-Incident Procedures

Emergency Preparedness Coordinator

- 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

7. Epidemic or Communicable Disease Outbreak

Actions:

1. EPC is notifying the office of emergency management via phone at the first indication of an epidemic
2. Camp director will call the camp on call doctor via phone, and the camp director will call 911 via phone immediately following instruction from the camp on call doctor.
3. Isolate symptomatic individuals immediately in the isolation area (nurse's station).
4. Notify Camp Health Officer and Director.
5. Contact the local health department for guidance.
6. Any staff that comes into contact with symptomatic individuals must use appropriate PPE (masks and gloves)
7. Increase sanitation and handwashing protocols.
8. Disinfect common areas and restrict group mixing if needed.
9. Document all symptoms and cases.
10. After OEM has been contacted, the camp director will notify the parent/legal guardian via phone number and email listed in the camper's emergency contact information in accordance with camp policy.
11. Follow DSHS or CDC instructions for quarantine, testing, or closure.
12. The camp director will notify DSHS via phone about any contagious diseases within 2 hours.

Camp will coordinate with local emergency management and 911 services as required.

8. Unauthorized or Unknown Individual on Premises

All church leaders must wear the yellow lanyard with name tag, provided upon arrival at Solid Rock Camps

Unauthorized individuals are identified by not wearing authorized ID badge and/or not a staff member

Trigger:

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

- An unknown or unauthorized individual without a yellow lanyard 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 a suspected or visible weapon is observed, or
- A report is received from a camper, staff member, or visitor regarding a potential security concern

Actions:

1. Do not approach the individual and report to a Director.
 - a. Cooperative individual → escorted off the property
 - b. Non-compliant individual → law enforcement called
 - c. Active threat → lockdown procedures initiated
2. Alert all staff by radio and PA system: "Code Security."
3. Move campers to The Rock and lock the doors.
 - a. Perform a head count
4. Call 911 and report a trespasser or suspicious person.
5. Provide description and last known location.

Do not resume normal activity until cleared by law enforcement.

6. Contact the parent or guardian via phone and email listed in the camper's emergency contact information once the situation is stabilized and accurate information is available
7. Document the incident.

Camp will coordinate with local emergency management and 911 services as required.

Tertiary muster zone (The Rock)

9. Transportation Emergency (Vehicle Accident or Breakdown)

No off-site transportation, group travel, or routine vehicle transport of campers is conducted by the camp. Procedures related to buses, vans, loading/unloading, road travel, route changes, or transportation are not applicable to the operations of Solid Rock Camps.

Campers will not ride in or on any vehicle while at camp unless an emergency or medical situation arises. All vehicles must remain parked in designated parking locations. (Condo Parking Lot, Rose Lodge Parking Lot, Worship Building Parking Lot)

Should an emergency occur involving a vehicle, camp director will call 911 via phone, and coordinate with emergency services and camp staff to follow the directions of emergency management services. The EPC will contact the office of the OEM via phone.

After 911 has been called, the camp director will contact the parent or guardian via phone and email listed in the camper's emergency contact information within 1 hour after the situation is stabilized and accurate information is available.

In the rare event of a transportation, the EPC will document the trip including estimated trip time and route, and the EPC will call 911 via phone if the destination has not been reached with information about the route taken.

10. Natural Disaster or Any Other Emergency Event

Solid Rock Camps is not in a location to be affected by hurricanes or flooding.

Camp will coordinate with local emergency management and 911 services as required

Tornado

Shelter-in-Place Procedures (Tornado or Emergency Order)

Trigger:

Thunderstorm/Tornado watches and/or warnings or instructions from the Emergency Management Director.

Actions:

7. Alert all staff and campers via PA System/Perry Weather Text/Staff Radios/Buddy System to move to the designated shelter location determined by EMD.
 - a. Lightning strike with no tornado watch- once lightning is identified within 10 miles of camp, move all campers indoors. EMD will determine whether the shelter place is The Rock, Rose Lodges, Oak Lodges, or the main building
 - b. Lightning strike with tornado watch- EMD will determine whether to move all campers to Rose Lodges, Oak Lodge, or the main building
 - c. Tornado warning activated - If in lodges, move to bathrooms. If in the main building, move to the dining room bathrooms, grill bathrooms, behind the bar area in the dining room, the kitchen hall, kitchen pantry, kitchen bathroom, or behind the grill bar.
8. Close all doors and windows.
9. Team leaders perform headcounts by teams via roster and report to the director via radio.
10. Headcounts are performed every 15 minutes

11. Have flashlights, first aid, and radios available.
Remain sheltered until the “all clear” is given by local authorities.
12. After the event: Check for injuries and building damage; report conditions to the camp director.
13. The camp director will contact 911 via phone, and the emergency preparedness coordinator will notify the office of emergency management via phone
14. After 911 has been contacted, the camp director will notify the parent/legal guardian via phone number and email listed in the camper's emergency contact information in accordance with camp policy.
 - a. Provide factual, verified updates as information becomes available

Camp will coordinate with local emergency management and 911 services as required.

Flash Flood

NWS Flash Flooding Notice, Evacuation Procedure, or NWS notice or official order

Trigger

Notification from local authorities, NWS notification of flash flooding, other NWS notice, or direction from the Emergency Management Director.

Actions:

1. Emergency Preparedness Coordinator will alert all staff and campers via PA System/Perry Weather Text/Staff Radios/Buddy System.
2. The Emergency Preparedness Coordinator will contact OEM via phone, and the camp director will contact 911 via phone.
3. Evacuate to the designated assembly area (Muster zone- Dining Room).

- a. Team leaders will order their teams in a line using their rosters and calmly but swiftly make their way to the rec field awning.
 - b. Team leaders will perform a roll call via roster once the rec field muster zone is reached.
 - c. Roll calls will be performed every 15 minutes to ensure camper accountability
 - d. Camp directors will perform a roll call via roster to ensure all staff and church leaders are accounted for
 - i. Refer to the evacuation routes posted on the exit doors of buildings
4. Contact a camp director via radio if a camper or guest is not accounted for at roll calls.
- a. The camp director needs to contact 911
 - b. The camp director will make a decision on how to safely sweep buildings.
5. Meet at muster zone (Dining Hall). Routes are posted in all dorms and buildings throughout the camp.
- a. Team leaders gather and verify that all campers are accounted for via the roster (headcounts will be conducted every 15 minutes)
 - b. The camp director will verify that all staff, volunteers, and visitors are accounted for via roster (headcounts will be conducted every 15 minutes)
 - c. Assisting persons with disabilities and/or access and functional needs will be handled by a staff member, team member, or church member assigned to the camper at the beginning of camp.
 - d. The Emergency Preparedness Coordinator will give direction to church leaders assigned transportation duties during orientation, gather transportation vehicles at the dining hall, entering at the entrance closest to the condos.
 - e. If there are not enough vehicles to safely evacuate, the camp director will contact First Baptist Church Eastland via phone, and First Baptist Church Eastland will help assist in the evacuation.
 - f. Load transportation by team with the team leader.
 - g. All transportation exits the camp to meet at the off-site rally point (Eastland Walmart parking lot (1410 E Main St, Eastland, TX 76448))

- h. Once the rally point has been reached, the staff have verified that all campers, staff, volunteers, and visitors are accounted for using rosters, the director will notify local authorities that the camp has been safely evacuated.
- i. Church leaders, camp staff, and parents will work together to ensure all campers get home safely.
 - i. From the rally point, the camp director will use the rosters to put campers in their church groups that they arrived with, and church leaders are responsible for getting campers to where they originally came from
 - ii. If there are individuals attending camp, the camp director will coordinate with the parent to pick the child up from the rally point.
 - iii. The camp director and emergency preparedness coordinator will remain at the rally point until all campers and churches have left the rally point and are on their way to their safe destinations. Example: home, church, etc.

6. No one returns until cleared by the Fire Department or Emergency Management.

7. After 911 has been contacted, the camp director will notify the parent/legal guardian via phone number and email listed in the camper's emergency contact information in accordance with camp policy.

- Provide factual, verified updates as information becomes available

Camp will coordinate with local emergency management and 911 services as required.

Primary muster zone (Dining Hall)

11. NWS Flash Flooding Notice Evacuation Procedure or NWS notice or official order

Trigger

Notification from local authorities, NWS notification of flash flooding, other NWS notice, or direction from the Emergency Management Director.

Actions:

6. Emergency Preparedness Coordinator will alert all staff and campers via PA System/Perry Weather Text/Staff Radios/Buddy System.
7. The Emergency Preparedness Coordinator will contact OEM via phone, and the camp director will contact 911 via phone.
8. Evacuate to the designated assembly area (Muster zone- Dining Room).
 - a. Team leaders will order their teams in a line using their rosters and calmly but swiftly make their way to the rec field awning.
 - b. Team leaders will perform a roll call via roster once the rec field muster zone is reached.
 - c. Roll calls will be performed every 15 minutes to ensure camper accountability
 - d. Camp directors will perform a roll call via roster to ensure all staff and church leaders are accounted for
 - i. Refer to the evacuation routes posted on the exit doors of buildings
9. Contact a camp director via radio if a camper or guest is not accounted for at roll calls.
 - a. The camp director needs to contact 911
 - b. The camp director will make a decision on how to safely sweep buildings.
10. Meet at muster zone (Dining Hall). Routes are posted in all dorms and buildings throughout the camp.

- j. Team leaders gather and verify that all campers are accounted for via the roster (headcounts will be conducted every 15 minutes)
- k. The camp director will verify that all staff, volunteers, and visitors are accounted for via roster (headcounts will be conducted every 15 minutes)
- l. Assisting persons with disabilities and/or access and functional needs will be handled by a staff member, team member, or church member assigned to the camper at the beginning of camp.
- m. The Emergency Preparedness Coordinator will give direction to church leaders assigned transportation duties during orientation, gather transportation vehicles at the dining hall, entering at the entrance closest to the condos.
- n. If there are not enough vehicles to safely evacuate, the camp director will contact First Baptist Church Eastland via phone, and First Baptist Church Eastland will help assist in the evacuation.
- o. Load transportation by team with the team leader.
- p. All transportation exits the camp to meet at the off-site rally point (Eastland Walmart parking lot (1410 E Main St, Eastland, TX 76448))
- q. Once the rally point has been reached, the staff have verified that all campers, staff, volunteers, and visitors are accounted for using rosters, the director will notify local authorities that the camp has been safely evacuated.
- r. Church leaders, camp staff, and parents will work together to ensure all campers get home safely.
 - i. From the rally point, the camp director will use the rosters to put campers in their church groups that they arrived with, and church leaders are responsible for getting campers to where they originally came from
 - ii. If there are individuals attending camp, the camp director will coordinate with the parent to pick the child up from the rally point.
 - iii. The camp director and emergency preparedness coordinator will remain at the rally point until all campers and churches have left the

rally point and are on their way to their safe destinations. Example:
home, church, etc.

6. No one returns until cleared by the Fire Department or Emergency Management.

7. After 911 has been contacted, the camp director will notify the parent/legal guardian via phone number and email listed in the camper's emergency contact information in accordance with camp policy.

- Provide factual, verified updates as information becomes available

Camp will coordinate with local emergency management and 911 services as required.

Primary muster zone (Dining Hall)

11. Evacuation Plan

1. Evacuate to the designated assembly area (Muster zone- Dining Room).
 - a. Team leaders will order their teams in a line using their rosters and calmly but swiftly make their way to the rec field awning.
 - b. Team leaders will perform a roll call via roster once the rec field muster zone is reached.
 - c. Roll calls will be performed every 15 minutes to ensure camper accountability
 - d. Camp directors will perform a roll call via roster to ensure all staff and church leaders are accounted for
 - i. Refer to the evacuation routes posted on the exit doors of buildings
2. Contact a camp director via radio if a camper or guest is not accounted for at roll calls.
 - e. The camp director needs to contact 911 via phone
 - f. The camp director will make a decision on how to safely sweep buildings.
3. Meet at muster zone (Dining Hall). Routes are posted in all dorms and buildings throughout the camp.
 - s. Team leaders gather and verify that all campers are accounted for via the roster (headcounts will be conducted every 15 minutes)
 - t. The camp director will verify that all staff, volunteers, and visitors are accounted for via roster (headcounts will be conducted every 15 minutes)
 - u. Assisting persons with disabilities and/or access and functional needs will be handled by a staff member, team member, or church member assigned to the camper at the beginning of camp.
 - v. The Emergency Preparedness Coordinator will give direction to church leaders assigned transportation duties during orientation, gather transportation vehicles at the dining hall, entering at the entrance closest to the condos.

- w. If there are not enough vehicles to safely evacuate, the camp director will contact First Baptist Church Eastland via phone, and First Baptist Church Eastland will help assist in the evacuation.
- x. Load transportation by team with the team leader.
- y. All transportation exits the camp to meet at the off-site rally point (Eastland Walmart parking lot (1410 E Main St, Eastland, TX 76448))
- z. Once the rally point has been reached, the staff have verified that all campers, staff, volunteers, and visitors are accounted for using rosters, the director will notify local authorities that the camp has been safely evacuated.
- aa. Church leaders, camp staff, and parents will work together to ensure all campers get home safely.
 - i. From the rally point, the camp director will use the rosters to put campers in their church groups that they arrived with, and church leaders are responsible for getting campers to where they originally came from
 - ii. If there are individuals attending camp, the camp director will coordinate with the parent to pick the child up from the rally point.
 - iii. The camp director and emergency preparedness coordinator will remain at the rally point until all campers and churches have left the rally point and are on their way to their safe destinations. Example: home, church, etc.

4. No one returns until cleared by the Fire Department or Emergency Management.

5. After 911 has been contacted, the camp director will notify the parent/legal guardian via phone number and email listed in the camper's emergency contact information in accordance with camp policy.

- Provide factual, verified updates as information becomes available

Camp will coordinate with local emergency management and 911 services as required.

Primary muster zone (Dining Hall)

11. Evacuation Plan for NWS Notice

2. Evacuate to the designated assembly area (Muster zone- Dining Room).

- g. Team leaders will order their teams in a line using their rosters and calmly but swiftly make their way to the rec field awning.
- h. Team leaders will perform a roll call via roster once the rec field muster zone is reached.
- i. Roll calls will be performed every 15 minutes to ensure camper accountability
- j. Camp directors will perform a roll call via roster to ensure all staff and church leaders are accounted for
 - i. Refer to the evacuation routes posted on the exit doors of buildings

2. Contact a camp director via radio if a camper or guest is not accounted for at roll calls.

- k. The camp director needs to contact 911 via phone
- l. The camp director will make a decision on how to safely sweep buildings.

3. Meet at muster zone (Dining Hall). Routes are posted in all dorms and buildings throughout the camp.

- bb. Team leaders gather and verify that all campers are accounted for via the roster (headcounts will be conducted every 15 minutes)
- cc. The camp director will verify that all staff, volunteers, and visitors are accounted for via roster (headcounts will be conducted every 15 minutes)
- dd. Assisting persons with disabilities and/or access and functional needs will be handled by a staff member, team member, or church member assigned to the camper at the beginning of camp.
- ee. The Emergency Preparedness Coordinator will give direction to church leaders assigned transportation duties during orientation, gather transportation vehicles at the dining hall, entering at the entrance closest to the condos.

- ff. If there are not enough vehicles to safely evacuate, the camp director will contact First Baptist Church Eastland via phone, and First Baptist Church Eastland will help assist in the evacuation.
- gg. Load transportation by team with the team leader.
- hh. All transportation exits the camp to meet at the off-site rally point (Eastland Walmart parking lot (1410 E Main St, Eastland, TX 76448)
- ii. Once the rally point has been reached, the staff have verified that all campers, staff, volunteers, and visitors are accounted for using rosters, the director will notify local authorities that the camp has been safely evacuated.
- jj. Church leaders, camp staff, and parents will work together to ensure all campers get home safely.
 - i. From the rally point, the camp director will use the rosters to put campers in their church groups that they arrived with, and church leaders are responsible for getting campers to where they originally came from
 - ii. If there are individuals attending camp, the camp director will coordinate with the parent to pick the child up from the rally point.
 - iii. The camp director and emergency preparedness coordinator will remain at the rally point until all campers and churches have left the rally point and are on their way to their safe destinations. Example: home, church, etc.

4. No one returns until cleared by the Fire Department or Emergency Management.

5. After 911 has been contacted, the camp director will notify the parent/legal guardian via phone number and email listed in the camper's emergency contact information in accordance with camp policy.

- Provide factual, verified updates as information becomes available

Camp will coordinate with local emergency management and 911 services as required.

Primary muster zone (Dining Hall)

12. Camper Accountability

- Each camper is accounted for via a roster that is printed and sent digitally to a team leader. Team leaders radio in to the camp director when all campers have been checked off via the roster provided to them at every check-in time/station.
 - Team leaders are accountable for verifying each camper is present by conducting headcounts of their assigned campers using their rosters. The team leaders will report the information up to the camp director via radio. The camp director is accountable for ensuring all campers are accounted for by team leaders.
 - Campers are assigned to team leaders every camp session by the Director of Guest Relations
 - Team rosters are distributed on the first day of camp, as well as the camp schedule, with designated check-in times/stations via digital copy and printed hard copy to team leaders
 - Camper rosters are posted on cabin doors, and the dorm leader will communicate via radio with the manager on duty if all campers and leaders are in dorms during the scheduled lights-out time
- Team leaders will perform headcounts with the team roster at each station, even during non-emergency situations
- Team leaders are responsible for ensuring each camper on their team gets from station to station and conducting headcounts at each check-in time and station
- Any discrepancy is immediately reported to the camp director by the team leader, and the lost camper procedure is activated

13. Parent/Guardian Notification

Family

Immediately after 911 has been contacted, the camp director will notify the parent/legal guardian via phone number and email listed in the camper's emergency contact information in accordance with camp policy.

Notifications will:

- Notifications will happen in the following situations: Wildfire, shelter in place, lost camper, fire, severe injury, illness, or fatality, aquatic emergency, epidemic or communicable disease outbreak, unauthorized or unknown individual, natural disaster, flash flood evacuation, or evacuation plan.
- Provide verified and factual information
- Include instructions, if any, for family actions (e.g., pickup procedures), and
- Be updated as additional information becomes available

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

Camp will coordinate with local emergency management and 911 services as required.

15. Parent Notification of Floodplain

N/A

Parent Emergency Plan Provision

Provided on the camp website

A document will be sent out via DocuSign for parents/guardians to acknowledge that they have received a copy of the emergency action plan. The signed acknowledgment will be printed out, stored in a 3-ring binder in the camp office maintained by the EPC.

Communication with Local Emergency Management (OEM)

The Emergency Preparedness Coordinator will email the OEM of any revisions or updates, and the OEM is asked to provide proof of receipt of the emergency action plan. The EPC will also deliver a hand copy of the EAP to the OEM, and will have the OEM sign a receipt acknowledging that the OEM has received a copy of the EAP. The signed acknowledgement will be stored in the camp office in camp records.

14. Communication Chain

1. Emergency Detected: Staff or witness notifies Camp Director immediately.
2. Camp Director: Activates EAP and assigns roles.
3. Health Officer or First Aid Staff: Manages medical emergencies.
4. Manager on duty: Handles evacuation logistics.
5. Camp Director or Designee:
 - Communicates with emergency responders and DSHS.
 - Notifies parents/guardians as needed.

15. After-Action Review

Following every emergency:

- Document all incidents
- Conduct a debrief with staff.
- Evaluate the response.
Document corrective actions.
- Submit reports to DSHS if required.

Emergency Warning System/Public Address System

Solid Rock Camps has and maintains an emergency warning and PA system called Perry Weather that reaches over the entire campground property. Please see the following document for details about the system. The camp director is responsible for monitoring the system and operating it, and the backup person responsible for monitoring is the Emergency Preparedness Coordinator.

Training and Education

All staff training takes place in person. All staff members are involved in the training before they work with campers. Staff will sign an acknowledgement form that will be stored in the camp office.

Training and Education

Staff will sign an acknowledgement form that will be stored in the camp office.

Monitoring Safety Alerts

The camp director is responsible for monitoring all safety alerts through the Perry weather system, NOAA weather radio, and Code Red, which is Eastland County's mass notification for emergencies. Camp director contacts camp leadership through Perry weather alerts, group messaging, and radios.

Operable Radio

Midland two-way radios are stored in the camp office. Each radio is numbered and assigned to individual staff members. The camp director is responsible for storing, maintaining, and relaying information to appropriate staff and administration.

Internet Service/Broadband Service

Solid Rock Camps maintains service with New Source Broadband, which is a fixed wireless broadband service.

Solid Rock maintains a secondary internet service that is distinct from the camp's primary internet service provided by Starlink.

Camp director is responsible for monitoring the internet services.

Maintains Training Records

Training records for all staff and volunteers is maintained in binders located on a shelf in the office near the EPC and in the camp' google drive.

Emergency Preparedness Coordinator

Position Summary

The Emergency Preparedness Coordinator is responsible for developing, maintaining, and implementing the organization's Emergency Action Plan (EAP) and emergency preparedness program. This position ensures that staff, campers, volunteers, guest groups, and church leaders are properly trained and prepared to respond to emergencies. The coordinator serves as the primary liaison between the organization and local emergency management agencies to promote a safe and well-prepared environment.

Essential Duties and Responsibilities

Emergency Planning

- Develop, review, update, and maintain all Emergency Action Plans (EAPs) and emergency procedures.
- Ensure emergency plans comply with applicable local, state, and federal regulations.
- Conduct annual reviews of all emergency procedures and revise plans as needed based on operational changes, identified risks, or lessons learned from incidents and drills.
- Maintain organized records of all emergency preparedness documents.

Training and Education

- Train all employees, volunteers, and seasonal staff on emergency procedures and their responsibilities during emergencies.
- Provide emergency preparedness orientation and education to campers and guest groups as appropriate.
- Conduct Emergency Action Plan training for church leaders, retreat leaders, and other group representatives utilizing the facility.
- Schedule and facilitate emergency drills, exercises, and tabletop scenarios.
- Evaluate training effectiveness and implement improvements as needed.

Emergency Plan Distribution

- Ensure current copies of Emergency Action Plans are available in designated locations throughout the facility.
- Provide copies of relevant emergency procedures to staff, church leaders, guest groups, and emergency response personnel as needed.
- Maintain electronic and hard-copy versions of all emergency preparedness documents.

Coordination with Emergency Agencies

- Serve as the primary point of contact with local emergency management agencies, fire departments, law enforcement, EMS, and other emergency response partners.
- Submit updated Emergency Action Plans and related documentation to the County Emergency Management Coordinator as required.
- Participate in emergency preparedness meetings, planning sessions, and community emergency management initiatives.
- Coordinate site visits and emergency response planning with local authorities.

Emergency Readiness and Risk Management

- Conduct facility risk assessments and identify potential hazards.
- Recommend and implement measures to improve emergency preparedness and life safety.
- Monitor emergency equipment, supplies, and communication systems to ensure readiness.
- Assist leadership during emergency situations and support incident management efforts.

Administrative Responsibilities

- Maintain records of training, drills, emergency incidents, and plan revisions.
- Prepare reports regarding emergency preparedness activities and compliance efforts.
- Track completion of required staff training and certifications.