

# Emergency Plan

His Hill Ranch Camp, 2026

*Compliance with Sec. 141.0091, Additional Health and Safety Standards; Emergency Plan*

## **Roles & Responsibilities**

### ***Director(s)***

- \* Oversee emergency operations and training.
- \* Liaison with emergency services.
- \* Maintains equipment and readiness.

### ***Counselors/Staff:***

- \* Supervise campers and enforce safety procedures.
- \* Conduct head counts during all emergencies.

### ***Medical Staff:***

- \* Provide immediate care.
- \* Coordinate with EMS.
- \* Document and report medical events.

# Flood Plain Location

Cabins are 1/2 mile  
From nearest river access

Cabins are 200 ft above  
Floodplain

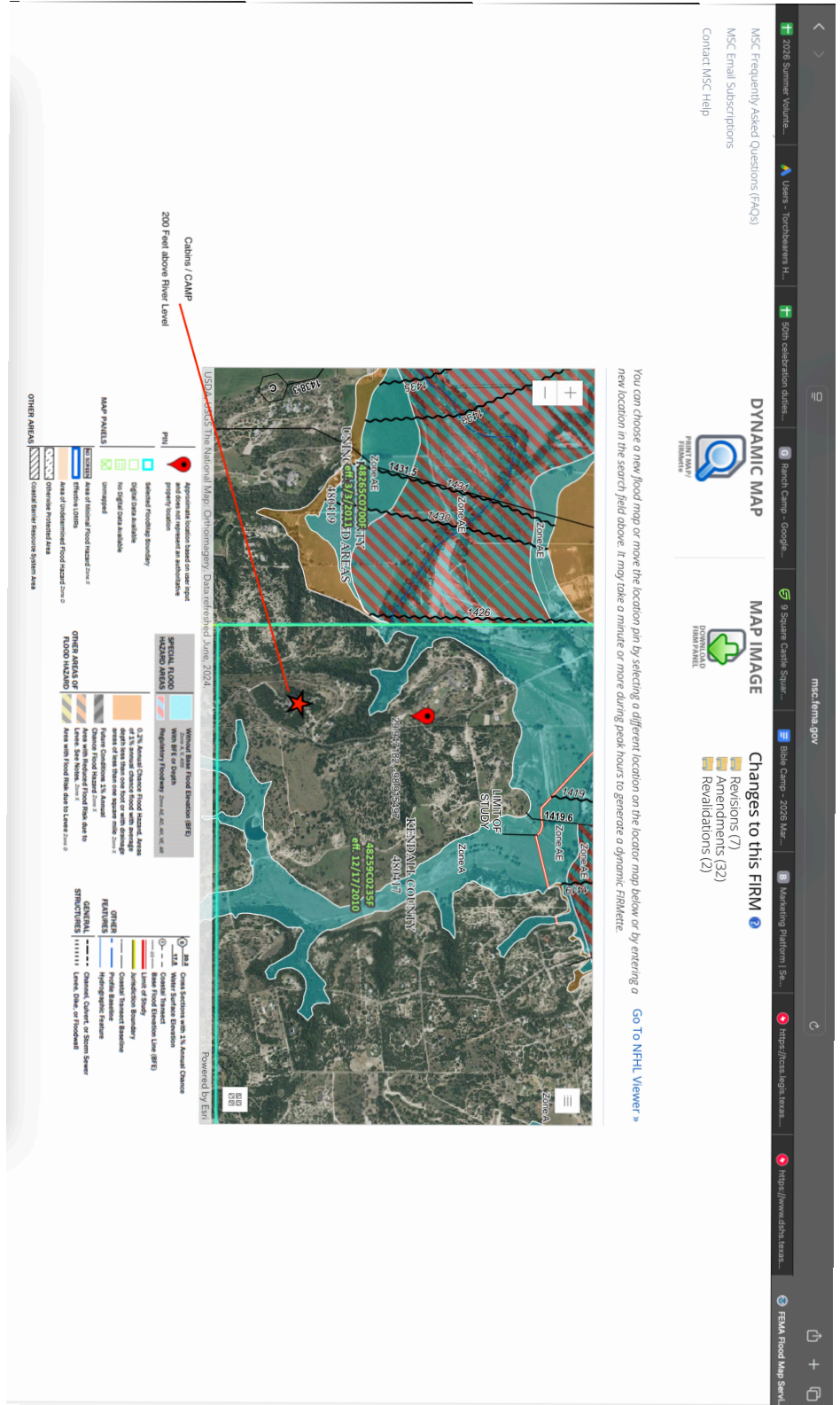
Hilltop is 150 ft above  
Floodplain

Gym is 100ft above  
Flood plain

**NO CABINS ARE IN THE  
FLOODPLAIN**

**NO BUILDINGS ARE  
IN THE FLOODPLAIN**

**NO LADDERS ARE  
NECESSARY**



## Evacuation Plan

### 1) Evacuation of Campgrounds

- A. Camp Director will call 9-1-1 to notify authorities and emergency actions taken
- B. Campers are led by camp volunteers load the bus and exit out of either end of camp, whichever is safest to the muster points
- C. If the Hilltop is compromised as well, the alternate route is taken using Mill Dam Road to Skyline Drive to safe "off site" muster point
- D. If buses are compromised the campers will be led by cabin leaders through the areas outside of camp, using the road to get the muster point(s)
- E. Assistant Camp Director oversees moving of campers and staff
- F. Camp Director oversees authorities and families are being contacted accordingly; helps move / maintain campers and staff as needed
- G. *Evacuation routes are posted in every cabin*

### 2) Evacuation from Hilltop

- A. Camp Director will call 9-1-1 to notify authorities and emergency actions taken
- B. Campers are led by camp volunteers to the buses and go to the camp or gym muster point; which ever is safest
- C. If buses are compromised the campers will be led by cabin leaders to the camp muster point on foot along the road
- D. Assistant Camp Director oversees moving of campers and staff
- E. Camp Director oversees authorities and families are being contacted accordingly; helps move / maintain campers and staff as needed
- F. *Evacuation efforts are given at the start of every camp session for campers*
- G. Campers and volunteers load the bus and exit to the safest muster zones

### 3) Reunification Plan

- A. Go to Off-Site Muster Point
- B. Call parents before evacuation or during, whichever is safest, by Camp Director
- C. Cabins will be assigned areas to wait
- D. As parents arrive, they will be escorted to their campers cabin area to reunite with camper
- E. Documentation of who has been taken/ present continuously is maintained.
- F. Asst. Camp Director and Camp Director are present at the reunification for questions and care

- 4) In every evacuation procedure, camp volunteers and staff maintain records of how many campers are in their care
- 5) According to the reason of evacuation, camp director is notified and 911 authorities are called immediately
- 6) Families will also be notified if any part of camp/hilltop/property has to be evacuated for an emergency to ensure that camp families know their campers are safe
- 7) All roads are lit properly to ensure guidance; all walkways on hilltop and at camp are lit
- 8) We do not have campers or staff that are disabled, due to the limitations of our staff and property

## **Training**

Staff go through training for fire safety during our in depth two-week staff training on emergency and safety procedures

**Documentation** of who has been trained remains in the camp office with camp secretary for the remainder of the Summer.

## **Evacuation Plan for NWS Notice**

1. There are TWO NWS radios located with the assistant camp director house AND office that maintain communication of real-time weather alerts from the National Weather Service
2. These remain on everyday, 24 hours a day, in case of emergency
3. When an emergency weather advisory alert goes off, depending where campers and volunteers are located, they will be immediately notified to go to safe muster locations by the camp director to the asst. camp director (or resident staff if they are indisposed)
4. Assistant Camp Director oversees moving of campers and staff
5. Camp Director oversees authorities and families are being contacted accordingly; helps move / maintain campers and staff as needed
6. In every evacuation procedure, camp volunteers and staff maintain records of how many campers are in their care
7. According to the reason of evacuation, camp director is notified and 911 authorities are called immediately
8. Families will also be notified if any part of camp/hilltop/property has to be evacuated for an emergency to ensure that camp families know their campers are safe
9. All roads are lit properly to ensure guidance; all walkways on hilltop and at camp are lit
10. We do not have campers or staff that are disabled, due to the limitations of our staff and property
11. Reunification Plan
  - A. Go to Off-Site Muster Point
  - B. Call parents before evacuation or during, whichever is safest, by Camp Director
  - C. Cabins will be assigned areas to wait
  - D. As parents arrive, they will be escorted to their campers cabin area to reunite with camper
  - E. Documentation of who has been taken/present continuously is maintained.
  - F. Asst. Camp Director and Camp Director are present at the reunification for questions and care

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## **Flood Plain Evacuation**

- 1) There are no buildings or cabins in the flood plain on our property
- 2) There are only three activities - riflery, archery, canoeing that use the flood plain area
- 3) Evacuation
  - A. Upon the sound of the emergency siren all campers and volunteers go to the bus and evacuate to the safest muster point they hear over the loud speaker
  - B. Upon arrival at the muster points, volunteers must coordinate to locate campers and identify numbers and names to give a full roster report to the assistant camp director and maintain in place
  - C. Assistant Camp Director coordinates with campers /volunteers - ensuring safety and direction
  - D. Camp Director coordinates with authorities (911)*
  - E. Camp Director coordinates with families to inform them on the reason for evacuation of the flood plain and the plan in place to pick up their campers safely as necessary*
  - F. Camp Director will also be in direct communication with parents as to the well being of their children through phone call (if reachable) before arrival*
  - G. If the bridge into town is compromised the camp director will be in communication with parents informing them of the safe 'back water' route to our campus
  - H. Camp Director maintains communication with authorities as needed
  - I. Documentation of who has been called and who has been safely picked up or who is missing is done through the His Hill Office, the Camp Director, and kept there for record keeping throughout the remainder of the camp season that year.

## **Training**

Staff go through training for fire safety during our in depth two-week staff training on emergency and safety procedures

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## **Shelter in Place Plan**

### **There are three safe and secure “shelter” in place muster locations**

1. Resident Staff coordinate with volunteers where to shelter in place according to where campers and volunteers are located - inside in the safely marked muster locations
2. Emergency siren and loud speakers ensure communication to stay sheltered until Camp director or local authorities (911) determine it is safe
3. Volunteers maintain camper count and safety in the midst of crisis; apply first aid as necessary; secure doors, windows, and entry points as appropriate
4. Asst. Camp Director maintains communication with volunteers overseeing campers while Camp Director maintains communication with local authorities (911) and camp families

### **Training**

Staff go through training for fire safety during our in depth two-week staff training on emergency and safety procedures

**Documentation** of who has been trained remains in the camp office with camp secretary for the remainder of the Summer.

## **Emergency Plans to Staff**

Every resident staff and volunteers are given a copy of the Summer volunteer Manuel and have to read and sign that they understand AND have been trained as to where to go in any of the given scenarios.

Records of training are kept with the camp secretary, in the main camp office, through the remainder of the camp season for that year.

## **Parent Emergency Plan Provision**

Parents can access His Hill Emergency Action Plan through the link accessible at the landing page of our website: [www.hishill.org/camp](http://www.hishill.org/camp)

## **Communication with Local Emergency Management**

The Camp Director is responsible for coordinating relationship with local emergency management personnel by each year giving a copy of our camps EAP and getting direct consent and acknowledgment of their help in the event of our crisis.

## **Emergency Warning System / Public Address System**

1. There is a emergency warning system that is available to both resident staff as well as camp volunteers to use in case of any kind of emergency listed
2. This siren system does not need any form of wifi or internet connection to work; all camp or hilltop or flood plain activities can hear this
3. Campers and volunteers are told at the beginning of each week session (where new campers arrive) if they are to hear this siren they are to immediately find their leaders and follow emergency action protocol to either shelter in place, shelter in designated location, or to move to off site muster points.
4. After the initial siren is made, the camp director will continue to communicate with campers and volunteers through the loud speaker if necessary or through exclusive two way radio coordination
5. The Camp Director is responsible for maintaining emergency warning system
6. The Asst. Camp Director or other resident staff at any point may be asked to use the warning system if for whatever reason the camp director is unable to do so
7. The back up plan in case speaker system isn't working is three long blasts of a horn on the buses or vehicles or air horns located in every part of our camp grounds

## **Monitoring Safety Alerts**

1. Camp Director and Asst. Camp Director are responsible for maintaining safety alerts as well as the communication of those alerts as it affects campers and volunteers
2. Information is relayed through the emergency warning system, exclusive two way radios, and through volunteer/resident staff cell phones (as needed/able)

## **Internet Service / Broadband Service**

1. There is end-to-end fiber optic Internet service capable at our camp at all times through Hill Country Telephone Company (HCTC)
2. As well as the provision of the a back-up, secondary broadband service that is distinct from the camp's primary Internet service through Hill Country Telephone Company (HCTC)
3. The Camp Director and the Asst. Camp Director as responsible for maintaining that connection and coordinating services when those are not working properly

## **Camper Safety Training**

1. Each Sunday when campers arrive at camp they are shown and explained...
  1. The boundaries of camp
  2. Expectations of each participant while at camp (His Hill Code of Conduct)
  3. Physically shown in the cabin the evacuation route of camp, including the procedure of how to evacuate; physically shown the pathways that go to various muster locations
  4. Each camper will be told the different muster points and the people that will oversee those coordinated movements if a crisis were to arise
2. These communicative efforts of the actions and procedures for a (potential) crisis whilst at camp will be done in accordance to each week's age, reading level, and comprehension

## **Annual Staff Training**

1. Each resident staff member of His Hill Ranch Camp will annually be given this plan, allowed time to review and ask questions, before training begins
2. The procedures set out in this document will be reviewed on a yearly basis and given to each new staff member before being a part of camp for that season as well as when there is a change or an update to the procedures
3. Documentation will be kept in the camp secretary office

## **Record Keeping**

All records are kept in the camp office, with the camp secretary, for activity training, staff training, specifically in regard to the training received on emergency action for His Hill Ranch Camp according to state law.

## **Emergency Event(s)**

### **A) Lost / Missing Camper**

#### **Response**

1. Check with all other camp staff where campers may be to determine if camper is lost or in the wrong place
2. If unaccounted for, Report to Camp Director (or Asst. Camp Director if unavailable)
3. Check last seen location, record the time of last seen
4. Account for campers who are present through head count and name check to double check
5. Resident staff quickly search from last seen location a radius in all locations
6. If camper is not identified together by the resident staff team (after 15 minutes) then local authorities are notified (911)
7. Parents (or emergency contact) are notified when 911 is called; provide up to date information
8. Parent and emergency contact through camp director only
9. While Emergency responders are on their way local search continues through resident staff team

#### **Resolution & Follow-Up**

1. If camper is found, they are to be assessed and cared for as needed by camp health officers
2. Parents/guardians/emergency teams are notified (if not already present)
3. Incident documented and procedures reviewed through DSHS and emergency management

#### **Training**

Staff go through training for lost/missing camper during our in depth two-week staff training on emergency and safety procedures

**Documentation** of who has been trained remains in the camp office with camp secretary for the remainder of the Summer.

### **B) Fire Procedures**

#### **Response**

- Fire reported immediately to emergency services and camp leadership.
- Campers moved promptly to designated safe areas.

#### **Evacuation & Safety**

- Fire protocol activated and evacuation initiated as needed.
- Campers supervised closely and accounted for.
- Movement away from affected areas maintained.

#### **Preparedness**

- Fire drills conducted regularly.
- Staff trained to lead calm, orderly evacuations.

## **Training**

Staff go through training for fire safety during our in depth two-week staff training on emergency and safety procedures

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## **C) Injury & Medical Emergencies / Death**

All activities must be supervised to ensure campers are under visual observation and verbal contact at all times.

### **Injury**

1. Call or radio Camp RN or Camp Health Officer immediately.
2. Call 911 if the injury is life-threatening.
3. Remove campers away from the scene (assign one instructor).
4. (If injury is minor, administer First Aid)
5. **Stabilize victim and contact Camp Director.**
6. Await further supervision and emergency response.

After emergency (911) authorities are contacted the camp director will be immediately contacted in order to ensure management of events, people, and direction for emergency vehicles.

## **D) Death**

### **Immediate Response**

- Camp leadership and emergency services contacted immediately.
- Life-saving care provided if appropriate and safe.
- Other campers removed from the area and supervised.

### **Scene Management**

- Area secured and incident command assumed by camp leadership.
- Campers and staff accounted for and relocated as needed.

### **Notifications & Communication**

- Authorities coordinate response and investigation.
- Parents/guardians and required agencies notified in accordance with regulations.
- All external communication managed by designated leadership.

### **Follow-Up**

- Incident documented and required reports submitted.
- Support resources provided for campers and staff.
- Procedures reviewed following the incident.

## **Training**

Staff go through basic first aid training during our in depth two-week staff training on emergency and safety procedures

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## **E) Aquatic Emergencies & Lightning at Waterfront**

\* At first sight of lightning or sound of thunder, all campers exit the water immediately.

\* Contact Camp Director to evaluate weather and give instructions.

\* Resume aquatic activities 30 minutes after last thunder (per Red Cross guidelines).

\* *In case of **\*\*drowning or aquatic emergency\*\***:*

\* Lifeguards initiate rescue.

\* Call 911 and Camp RN immediately.

\* Move non-involved campers to muster zone.

### **Water emergency conscious victim:**

- Signal (blow whistle two times)
- Rescue (enter water and keep victims head above water while bringing them safely to pool edge and extracting victim from pool)
- Provide any needed care (call Camp Director and/or Nurse if serious)
- Advise the victim on any safety instructions to prevent a similar incident from recurring
- Release the victim
- Report incident on clipboard in pool room and let nurse know
- Return to duty

### **Water emergency unconscious victim:**

- Signal (blow whistle two times)
- Rescue (enter water and keep victims head above water while bringing them safely to pool edge and extracting victim from pool. Other lifeguards should be bringing additional equipment as needed and clearing the area/controlling the crowd)
- Check for consciousness, if unconscious ask someone to call 911, Hope and Camp Director. Have someone meet EMS personnel by the gate.
- Check pulse and breathing and provide care as needed
- Continue to provide care until EMS have arrived and have taken over
- Report incident on clipboard in pool room and let nurse know
- Return to duty

### **Land emergency conscious victim:**

- Signal (blow whistle two times)
- Approach victim making sure the scene is safe (check for fire, wire, gas or glass)
- Provide any needed care (call Camp Director and/or Nurse if serious)
- Advise the victim on any safety instructions to prevent a similar incident from recurring
- Release the victim
- Report incident on clipboard in pool room and let nurse know
- Return to duty

### **Land emergency unconscious victim:**

- Signal (blow whistle two times)
- Approach victim making sure the scene is safe (check for fire, wire, gas or glass)
- Check for consciousness, if unconscious ask someone to call 911, Hope, Camp Director. Have someone meet EMS personnel by the gate (extra lifeguards clear the area/control crowd and bring additional equipment as needed).
- Check pulse and breathing and provide care as needed
- Continue to provide care until EMS have arrived and have taken over
- Report incident on clipboard in pool room and let nurse know
- Return to duty

## **Training**

Lifeguards go through first aid, CPR, and EAP training during our in depth two-week staff training

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## **F) Epidemic**

### **Response**

- Suspected outbreak reported immediately to camp leadership.
- Symptomatic individuals separated and medically assessed.
- Enhanced sanitation and health protocols implemented.

### **Containment**

- Movement and activities adjusted as needed.
- Ongoing health monitoring for campers and staff.
- Preventive hygiene practices reinforced.

### **Notifications & Communication**

- Health authorities and required agencies notified.
- Parents/guardians informed as appropriate.
- All external communication managed by designated leadership.

### **Operations & Follow-Up**

- Program adjustments or dismissals implemented if necessary.
- Cases and actions documented; required reports submitted.
- Health procedures reviewed and updated.

## **G) Unauthorized Individual Plan**

### **Response**

- Unrecognized individuals approached by staff and directed to camp leadership.
- Individual escorted to the office or transferred to appropriate supervision.
- If they will not cooperate - campers and staff are sent to designated safe muster points while authorities (911) are called by the camp director to confront individual
- Safe muster points have locks on the doors to ensure any unauthorized person is unable to get entry

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- At no point (while safe) is the individual left alone until authorities (911) arrive

#### **Access Control**

- Visitor identity verified and documented.
- Visitor credentials issued and worn at all times.
- Visitors accompanied by staff for the duration of their presence.
- Visitors are never left alone with campers.

#### **Extended Presence**

- Overnight or extended stays require additional clearance in accordance with camp policy.

#### **Documentation & Review**

- Visit documented in accordance with confidentiality standards.

#### **Training**

Staff go through training for sickness and the potential of epidemic during our in depth two-week staff training on emergency and safety procedures

**Documentation** of who has been trained remains in the camp office with camp secretary for the remainder of the Summer.

### **H) Transportation Emergency**

#### **Response**

- Vehicle secured and emergency services contacted as needed.
- Campers accounted for, assessed, and supervised.

#### **Safety**

- Campers kept in a safe location and away from hazards.

#### **Notifications & Follow-Up**

- Camp leadership and parents/guardians notified.
- Required reports completed and procedures reviewed.

#### **Training**

Staff go through transportation training during our in depth two-week staff training on emergency and safety procedures; though no volunteers ever drive campers - only resident staff and Class B bus drivers

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### **I) Severe Weather Procedures (Hail/High Winds, Tornado, Lightening/Electrical Storms)**

#### **Safety & Accountability**

- Conduct headcounts and maintain supervision.
- Follow shelter-in-place or evacuation procedures as appropriate.
- Restrict movement until conditions are declared safe.

## **Notifications**

- Camp Director or Asst. Camp Director coordinates response.
- Notify emergency services if needed.
- Communicate updates to parents/guardians as appropriate.
- Notify Texas DSHS if required.

## **Follow-Up**

- Assess facilities and grounds before resuming activities.
- Document incident and actions taken.
- Review and update weather response procedures.

*Camp Director and Asst. Camp Director monitor weather conditions throughout the day continuously (NOAA Radios)*

## **Training**

Staff go through training for each type of severe weather and where to go if it happens during our in depth two-week staff training on emergency and safety procedures

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## **3) Identifying and Accounting for Campers Affected by Emergency Event**

### **Camper Accountability Procedures**

#### **Accountability**

- Campers assigned to designated groups with responsible staff.
- Head counts conducted immediately when an emergency is declared.
- Campers moved to designated muster or shelter areas as directed.
- Group leaders report status to camp leadership.
- Accountability checks repeated until resolved.

#### **Documentation**

- Attendance and incident records maintained.
- Final accountability confirmed before normal operations resume.

#### **Evacuation Procedures**

- Evacuation initiated based on location and conditions.
- Campers transported or moved to designated safe areas as directed by leadership.
- Alternate evacuation methods used if standard transport is unsafe.
- Camp leadership notified of evacuation status.

### **Flood Procedures**

#### **Monitoring**

- River conditions continuously monitored by camp leadership and staff.
- Access to river and low-lying areas restricted during elevated conditions.

### **Response**

- Activities adjusted or suspended as conditions warrant.
- Campers relocated to higher ground or designated safe areas.
- Evacuation initiated when warning signs or weather conditions indicate risk.

### **Civil Orders**

- Mandatory evacuation orders carried out immediately under camp leadership.
- Routes and movement adjusted to ensure safety.

## **4) Communication & Notifications**

### **A. Local Emergency Services:**

- Camp Director and Asst. Camp Director will contact 911 and local emergency services (in Comfort).

### **B. Camp Staff & Medical:**

- Camp Health Officers and RN alerts Camp Director and other appropriate resident staff as necessary.

### **C. Parents/Guardians:**

- Executive Director, Camp Director, Asst. Camp Director, Camp Secretary will be the ones with direct communication to parents in emergency events
- Immediately notified in the event of evacuation, injury /illness, or any emergency directly affecting their camper.
- Informed if any part of camp is located in a floodplain prior to camper's arrival.

## **5) Designated Emergency Preparedness Coordinator**

Camp Director, Connor Patterson, is the "Emergency Preparedness Coordinator" at HHRC