

# EMERGENCY ACTION PLAN



	<b>Title:</b> Camp Akiva Emergency Action Plan	
	<b>Issued:</b> 01/29/2026	<b>Revision:</b> 0
	<b>Approval:</b> Wes Moseley, Camp Director	

Amendment Record			
Date	Revision Number	Initials	Amendment
1/29/2026	0	LM	Original Issue

## Signatory Authorization Page

### Rains County Emergency Management Coordinator Authorization

This Emergency Action Plan (EAP) has been reviewed by the **Rains County Office of Emergency Management** for completeness, alignment with emergency coordination standards, and consistency with recognized principles of preparedness, response, and incident management.

By signing below, the Rains County Emergency Management Coordinator acknowledges receipt and review of the Camp Akiva Emergency Action Plan and approves it for use as part of the coordinated emergency preparedness efforts within Rains County.

### Authorization

#### Rains County Emergency Management Coordinator

**Name:** Joe Parker

**Title:** Emergency Management Coordinator, Rains County, Texas

<b>Signature</b>	<b>Date</b>
_____	_____

## Camp Akiva EAP

### 1.0 Purpose

This plan provides information to support the response to incidents and emergencies related to camp operations for Camp Akiva in Point, Texas, in compliance with the *Texas Youth CAMPER Act*, the *Heaven's 27 Camp Safety Act*, and *Texas Health and Safety Code § 141.0091*.

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

### 2.0 Scope

This plan applies to Camp Akiva staff, volunteers, campers, and visitors with emergency response roles and responsibilities during all onsite and offsite activities, including transportation.

### 3.0 Emergency Response Framework

The Emergency Response Framework defined in this plan incorporates the use of the National Incident Management System (NIMS) and the Incident Command System (ICS) principles for incident management and coordination.

Plans, training, and exercises utilize ICS to apply a single chain of command, unity of leadership, and a managed span of control. The Emergency Response Framework establishes cascading response and support teams that may be used during emergencies. Team composition, roles and responsibilities are further outlined below.

When external emergency responders are engaged, the camp's Incident Commander (IC) will integrate into a Unified Command with responding agencies, providing site-specific knowledge and supporting coordinated decision-making under the Incident Command System.

## Camp Akiva EAP

### 3.1 Response Priorities

Four overarching response priorities are outlined to guide response teams in setting objectives.

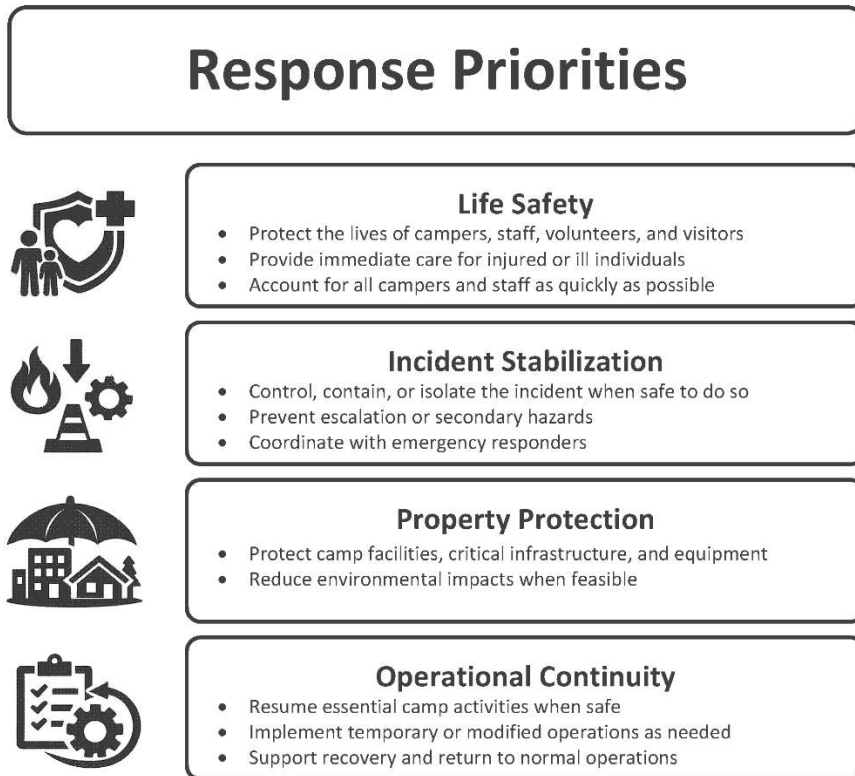


Figure 1: Response Priorities

### 3.2 Roles and Responsibilities

This section identifies the key emergency response roles and their general responsibilities to support an organized, coordinated, and effective response to emergency events. Detailed duties and procedures for each role are provided in the subsection below.

#### 3.2.1 Emergency Response Team (ERT)

Roles and responsibilities of **Primary** positions include:

- **Incident Commander (IC)** is responsible for all aspects of emergency response, including activation of response teams, and is typically assumed by the Camp Director.
- **Safety Officer** is responsible for collecting personnel accountability reports, verifying full accountability, and reporting to the Incident Commander.
- **Medical Officer** is responsible for providing medical attention to campers and staff and communicating with 9-1-1 for all medical emergencies and medical support

## Camp Akiva EAP

requests.

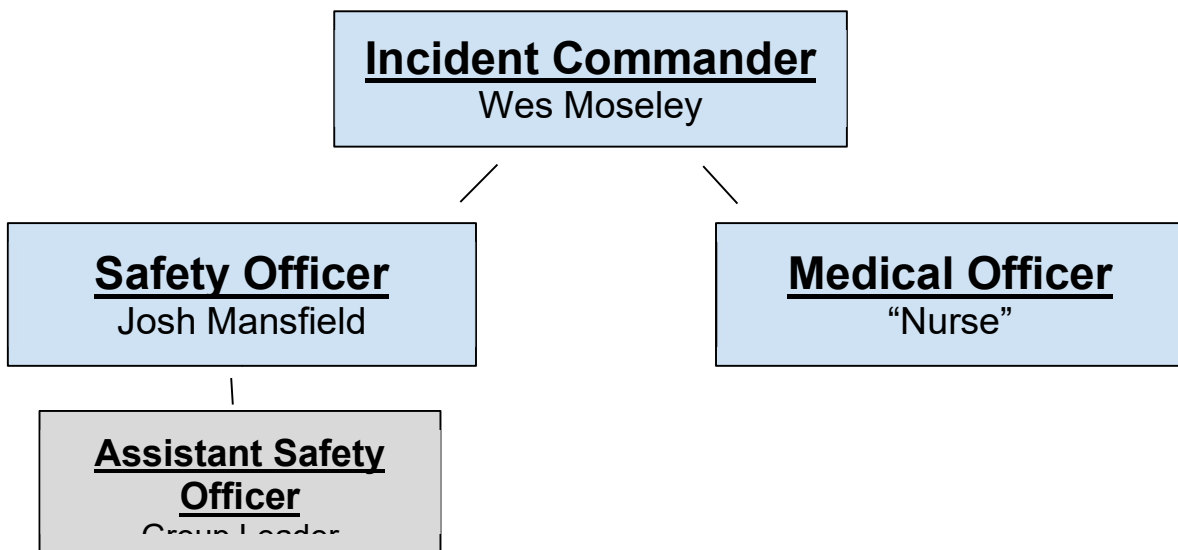
Roles and responsibilities of **Support** positions include:

- **Akiva Staff** are responsible for alerting nearby campers and camp leaders to incidents or emergencies that require action.
- **Camp Leaders** are responsible for notifying volunteer counselors to incidents or emergencies that require action.
- **Adult Volunteer Counselors** are responsible for leading campers to the designated assembly area, establishing personnel accountability, and reporting accountability to the Safety Officer.

Additional Support

- **Emergency Preparedness Coordinator** is designated by the camp and is responsible for the development, distribution, maintenance, testing, and activation of this Emergency Action Plan, and may serve in any Primary role of the ERT.  
**2026 - Wes Moseley**

### 3.2.2 Organization Chart (ERT)



### 3.3 Training & Exercises

The camp will conduct emergency preparedness training and exercises intended to ensure that camp staff, volunteers, and campers understand emergency procedures and are prepared to respond appropriately during an emergency event. All required training, orientations, and exercises will be documented and maintained as required by law.

## Camp Akiva EAP

### 3.3.1 Training

Emergency preparedness training will be provided to all camp staff and volunteers at least annually and prior to assuming supervisory responsibilities. Staff training will include, at a minimum:

- Review of the camp's Emergency Action Plan (EAP)
- Role-specific duties and responsibilities during an emergency
- Emergency communication procedures
- Evacuation, shelter-in-place, and accountability procedures, and
- Response actions for applicable emergency events

Each staff member and volunteer will receive a copy of the current EAP and will be instructed on the procedures to follow during an emergency. Additional response resources may be provided during training sessions, such as quick reference cards. Completion of required training will be documented.

### 3.3.2 Camper Safety Orientation

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

- Identification of camp boundaries and potential hazards
- Instructions on expected behavior during an emergency, and
- Guidance on actions campers are to take during an emergency, consistent with the camp's Emergency Action Plan

The camper safety orientation may include walkthroughs, demonstrations, or drills, as appropriate, to familiarize campers with emergency procedures, evacuation routes, and designated assembly areas. Camper participation will be supervised by trained staff and conducted in a manner that minimizes fear or distress. Completion of the safety orientation will be documented.

Additional drills or exercises may be conducted as required by DSHS rules or as determined necessary by the camp to address identified risks, hazards, or site-specific conditions.

### 4.0 Communication

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

#### 4.1 Internal Communication

##### 4.1.1 Staff

Upon identification of an emergency or potential emergency condition, camp staff will immediately notify the emergency to the Emergency Preparedness Coordinator (EPC) or designee using the fastest available communication method. 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 Incident Commander, Safety Officer, and Medical 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 according to the response organization (see section 3.2). If normal communication systems are unavailable, staff will implement alternate communication procedures to maintain coordination and accountability.

As required by the *Texas Health and Safety Code § 141.0092*, the camp maintains two broadband internet connections through distinct service providers to ensure continuity of communication 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 Akiva EAP

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

Campers will not be responsible for initiating communications during an emergency. All instructions will be delivered by trained staff in accordance with the Emergency Action Plan.

### 4.2 External Communication

#### 4.2.1 Emergency Assistance

When emergency assistance is required, the Incident Commander or designee will contact appropriate external response agencies (e.g., 9-1-1, law enforcement, fire services, emergency medical services) without delay. 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
- Known injuries or hazards, and
- Access instructions for responding agencies

The Incident Commander or their designee will coordinate communications with responding agencies upon their arrival and will continue to provide updates as requested.

#### 4.2.2 Media

If contacted by the media, camp staff and volunteers will refer all inquiries to the designated camp spokesperson (typically the Incident Commander). Only the authorized spokesperson will provide statements or information to the media. This approach is intended to ensure accurate, consistent messaging and to protect the privacy of campers and staff.

#### **What to say if contacted by the media:**

"Thank you for your interest in Camp Akiva. I am not authorized to speak on behalf of the camp, but I would be happy to put you in touch with our media representative."

## Camp Akiva EAP

### 4.2.3 Family

As soon as it is practicable following an emergency event involving campers, the Incident Commander or designee will initiate notifications to parents or legal guardians. Notifications will:

- Provide verified and factual information
- Include instructions, if any, for family actions (e.g., pick-up 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.

### 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 equipment will be onsite, maintained, and operable:

- Weather-alert 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 that:
  - Operates without internet connectivity
  - Has a backup system/method (e.g., radios, whistles, air horns, runners, vehicle PA)

##### 4.3.1.1 Storage and Accessibility

- Communications equipment is stored in designated, known locations accessible to authorized Camp Akiva staff
- Equipment locations are communicated during Akiva staff training and orientation
- Portable equipment may be staged or redistributed based on operational needs

##### 4.3.1.2 Inventory Maintenance

- Communications equipment inventories are reviewed at least annually
- Quantities and locations are updated as equipment is added, replaced, or removed

## Camp Akiva EAP

### 4.3.2 Monitoring

- The Incident Commander (IC) or designee will monitor NWS for watches and warnings during camp operations
- If applicable to camp location, the IC/designee will also monitor local river authority (or equivalent) flood/river-stage alerts

### 4.3.3 Testing, Documentation, and Certification

- Required equipment will be tested regularly.
- Tests, issues, and corrective actions will be documented
- The camp certifies that it maintains the above equipment and monitoring procedures in accordance with applicable SB1/HB1 requirements and implementing rules

## 5.0 Conflicts and Deviations

Conflicts, modifications, or requests to deviate from the guidance provided in this plan will be addressed with the Emergency Preparedness Coordinator (non-emergency situations) and the Incident Commander (emergency situations).

## 6.0 Plan Distribution & Maintenance

### 6.1 Distribution

This plan (electronic or printed copy) will be provided to each of the following groups detailed below:

Group	Timeframe	Outcome
Akiva Staff	Annually or when substantive changes are made to the plan	Acknowledgement Form Completed
Volunteers	Prior to 1 <sup>st</sup> day of camp	Acknowledgement Form Completed
Parents	Prior to 1 <sup>st</sup> day of camp	Acknowledgement Form Completed
Texas Department of State Health Services (DSHS)	Submitted with Annual License Application	Acceptance prior to 1 <sup>st</sup> day of camp
Local Emergency Planning	Prior to 1 <sup>st</sup> day of camp	Receipt confirmed

## Camp Akiva EAP

### 6.2 Maintenance

This plan will be reviewed and updated at least annually by the Emergency Preparedness Coordinator and whenever an emergency, drill/exercise, personnel change, operational change, regulatory update, or other significant change occurs that may impact the effectiveness of the plan. The Texas Department of State Health Services must be notified of any modifications to the plan.

All Emergency Action Plan reviews and revisions are documented in the Amendment Record of this EAP cover page for reference.

## References

### 6.3 Regulatory References

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

## 7.0 Glossary

### Terms and Definitions

---

<b>Accountability (Personnel Accountability)</b>	Confirming and documenting the location/status of all campers, staff, and visitors during/after an incident
<b>Akiva Staff</b>	Camp personnel (employees, volunteers, chaperones, etc.) assigned to supervise, instruct, or support campers during scheduled activities
<b>All Clear</b>	Formal notification (by the IC/authorities) that the threat has ended and normal operations may resume
<b>Assembly Area</b>	Pre-designated location(s) where groups gather after evacuation for accountability and instructions

---

## Camp Akiva EAP

---

<b>Adult Volunteer</b>	Personnel (employees, volunteers, chaperones, etc.) assigned to live with or directly supervise campers in cabins or housing areas
<b>Camp Leaders</b>	Leadership team of the renting group responsible for camper program and supervision of adults and minors attending their reserved week.
<b>Controlled Movement</b>	Directed movement of campers/staff to safer locations while maintaining supervision and accountability (distinct from full lockdown or full evacuation)
<b>Emergency</b>	An event requiring immediate action to protect life, health, or property
<b>Evacuation</b>	Organized relocation from an unsafe area to a designated safe location using planned routes
<b>Lockdown</b>	Protective action involving securing occupants in place, limiting visibility/movement, and restricting access
<b>Medical Emergency</b>	Condition requiring immediate medical assessment and possible EMS activation
<b>Outbreak (Communicable Disease)</b>	Increased cases of illness above expected levels within a group/camp setting
<b>Epidemic</b>	Widespread occurrence of a disease affecting large populations/regions; used as an escalation context for camp operations
<b>Reunification</b>	Controlled process for releasing campers to authorized parents/guardians following an incident

---

## Camp Akiva EAP

---

**Shelter-in-Place** Protective action to remain indoors/secured in a designated safe area due to external hazards

---

**Spokesperson (Designated)** The only individual authorized to speak to media/external audiences on behalf of the camp

---

### Acronyms and Abbreviations

---

**AED** Automated External Defibrillator

---

**DSHS** Texas Department of State Health Services

---

**EAP** Emergency Action Plan

---

**EMS** Emergency Medical Services

---

**EPC** Emergency Preparedness Coordinator

---

**ERT** Emergency Response Team

---

**HB1** House Bill 1 (Texas)

---

**IC** Incident Commander

---

**ICS** Incident Command System

---

**NIMS** National Incident Management System

---

## Camp Akiva EAP

**NOAA** National Oceanic and Atmospheric Administration

---

**NWS** National Weather Service

---

**PA** Public Address (System)

---

**PPE** Personal Protective Equipment

---

**SB1** Senate Bill 1 (Texas)

---

**TDEM/EM** Texas Division of Emergency Management / Emergency Management

---

**THSC (or HSC)** Texas Health and Safety Code

# APPENDICES

## Appendix A Camp Information

### A.1 Camp Information

This Emergency Action Plan (EAP) is specific to and intended for use only at the camp identified in the table below. 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 Akiva
License Number	Camp ID Number: 250637
Phone	(903) 598-2497
Address	1446 RS County Road 1490 Point, TX 75472
Driving Directions	Enter "Church Camp Road, Point TX" into GPS

## 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 kept current and readily accessible to staff at all times.

### B.1    Internal Contacts – Emergency Response Team Roster

This appendix identifies camp staff members designated to serve in key Emergency Response Team roles. These assignments establish clear leadership, decision-making authority, and responsibility for coordinating emergency actions under this Emergency Action Plan (EAP). The table below will be maintained as current and updated whenever staffing or role assignments change.

**\*\*numbers redacted for online publishing purposes\*\***

ERT Position	Name	Job Title	Contact Number
Incident Commander	Wes Moseley	Camp Director	(###) ###-6562
Medical Officer	Current Week’s Nurse: _____		
Safety Officer	Josh Mansfield	Facilities Director	(###) ###-8229
Ass’t Safety Officer	Group Leader	Renting Group	

### B.2    External Contacts

Agency / Group	Location	Office	Non-Emerg Phone
County Sheriff	Emory	911	(903) 473-3181
Fire Department	Point Roger Hunt, Chief	911	mobile (903) 243-4183
	Emory Darren Renshaw, Chief		mobile (903) 473-3234 (903) 474-3919

## Camp Akiva EAP

Hospital: Christus Mother Frances	Sulphur Springs (Hopkins County)	(903) 885-7671	
TX Health Resources	Greenville (Hunt County)	(903) 408-5100	
Emergency Management Coordinator	Rains County	Joe Parker	(903) 473-5025
Our Father's Children Executive Director		Darren Edwards	(###) ###-0687

### 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. These maps specify 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

Assembly location will default to the Dining Hall. If/when that structure is not safe to gather in, the secondary assembly location will be the Chapel.

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

- The assigned assembly area
- The primary evacuation route and alternate route(s) to reach the assembly area
- 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 map(s) 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. The lighting system will be inspected and maintained to ensure readiness, and alternate lighting will be available for use during power outages.

#### C.4 Evacuation Procedures (Use of Routes and Assembly Areas)

When evacuation is directed, staff will:

- Initiate evacuation using the posted routes for the cabin or area
- Lead campers along the primary route unless conditions require use of an alternate route
- Maintain supervision and keep groups together

## Camp Akiva EAP

- Conduct headcounts at the designated assembly area and report personnel accountability status to the Safety Officer, and
- Remain at the assembly area until further instructions or an “all clear” is issued

### C.5 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.

Maps Attached Within

<b>Evacuation</b>	<b>Shelter-in-Place</b>
Dorm	Dorm
Elm Lodge	Elm Lodge
Oak Room	Oak Room
Red Oak Lodge	Red Oak Lodge
Staff Cabins (Vineyard, Orchard, Garden, & Hillside)	Staff Cabins (Vineyard, Orchard, Garden, & Hillside)
Evergreen Lodge	Evergreen Lodge

## 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

#### **Adult Volunteer Counselors**

Upon identifying a missing camper, counselor will immediately notify the Camp Leaders 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 Camp Leaders will conduct the initial search and request additional support, as needed.

### D.2 Initial Search

#### **Nearby Leaders and Counselors / Assigned Search Team**

- Conduct a rapid, safe search of the immediate area where the camper was last seen
- Counselors shall not separate from assigned groups or search alone unless directed and trained to do so.
- If the initial search is unsuccessful, Camp Leaders will notify the Emergency Preparedness Coordinator (EPC). Upon notification, the EPC will activate the Emergency Response Team (ERT).

## Camp Akiva EAP

### D.3 Expanded Search

#### Incident Commander

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

- Deploy additional Akiva Staff to conduct a systematic search
  - Designate one person to utilize broadcast intercom calling camper's name
  - Divide Akiva staff into four teams using designated search zones identified on the camp map
  - Designate one staff member to man the gate, logging the name and time of arrival of any additional persons on property, and not permitting anyone to exit the property without direct approval from the IC.
  - 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

#### Safety Officer

- Maintain clear and continuous communication between the IC, search teams, and camp leadership.
- Generate timeline of events
- Track search progress and relay updates as directed.
- Collect lost camper's registration form(s) to provide personal information to law personnel.

### D.4 Personnel Accountability

#### Incident Commander

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

#### Safety Officer

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

### D.5 Medical Preparedness

#### Medical Officer

- 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

## **Camp Akiva EAP**

- Provide medical support to staff involved in the search, if needed

### **D.6 Parent / Guardian Notification**

#### **Incident Commander or designee**

- 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**

#### **Incident Commander**

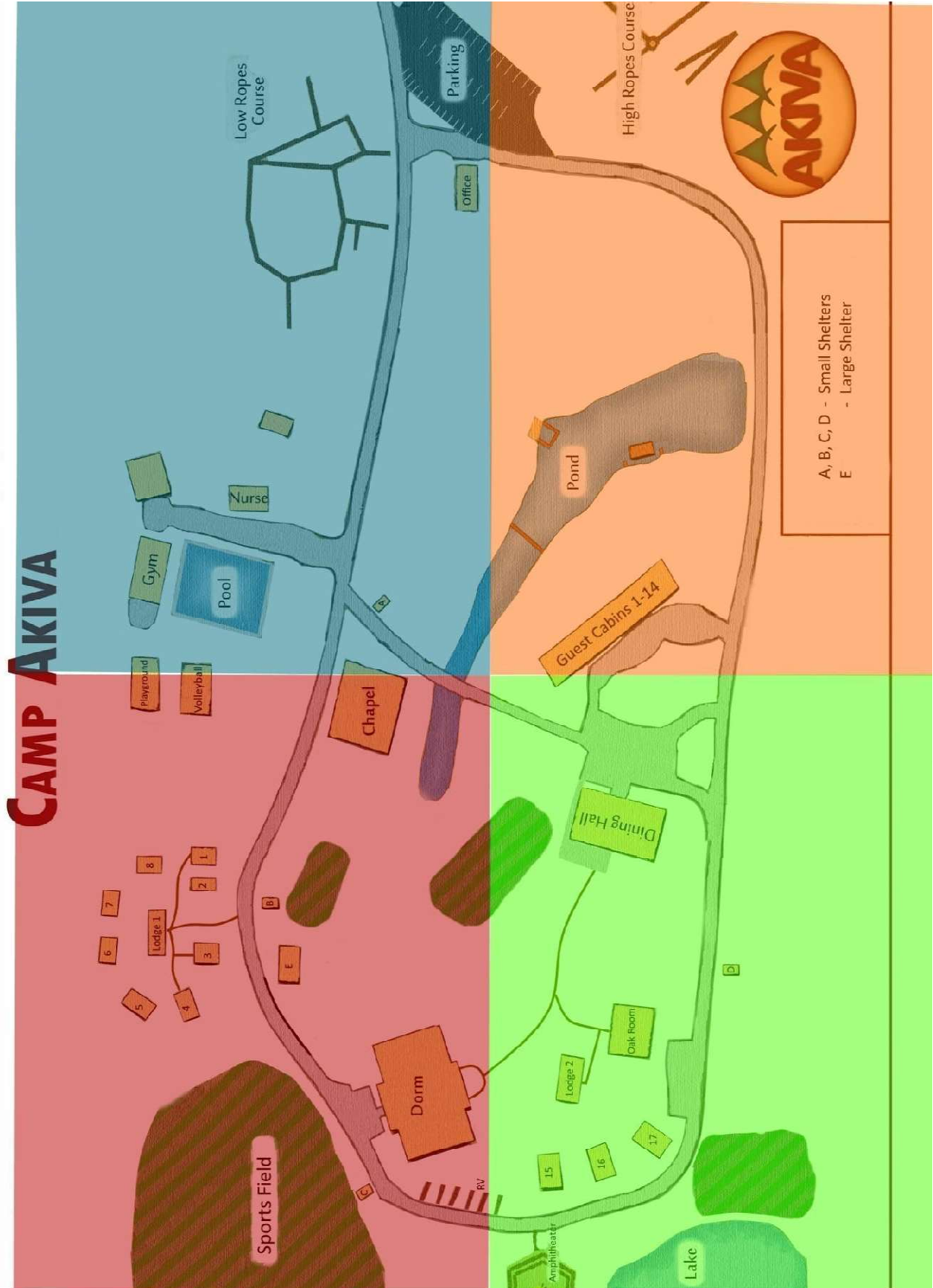
Once the camper is located, the IC will:

- 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 and Adult Volunteers**

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

# Camp Akiva EAP



## 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 Incident Commander (IC) immediately using radio or phone, providing the location and nature of the fire

### E.2 Evacuate Campers

#### Adult Volunteers

- Immediately evacuate campers using pre-designated evacuation routes to assigned muster areas
- Instruct campers to:
  - Walk quickly and calmly
  - Stay together and follow staff directions, and
  - Remain with 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 Leaders and Volunteer Counselors

- Conduct a headcount at the assembly area using room assignments list.
- Immediately report the status of all campers and staff to the Safety Officer as
  - Accounted for
  - Missing, or
  - Injured

## **Camp Akiva EAP**

### **Safety Officer**

- Verify accountability reports from Volunteer Counselors/Camp Leaders
- Report consolidated accountability status to the Incident Commander

## **E.4 Emergency Services Notification**

### **Incident Commander**

- 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**

### **Medical Officer**

- Identify any injured campers or staff
- Coordinate treatment according to medical protocols
- Request Emergency Medical Services, as appropriate

## **E.7 Communication**

### **Incident Commander**

- 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.

### **All Akiva Staff**

- Provide status updates to the IC 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 Incident Commander by radio or phone and provide the following information
  - Location
  - Nature of incident
  - Number of people involved, and
  - Whether EMS is likely needed

#### Adult Volunteer Counselors

- 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 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)

## **Camp Akiva EAP**

### **F.2 Emergency Medical Services (EMS) Activation**

#### **Incident Commander (IC)**

- 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 IC)**

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

### **F.3 Supervision Continuity and Area Control**

#### **Incident Commander**

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

#### **Adult Volunteer Counselors**

- 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**

#### **Incident Commander**

- 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 Akiva Staff and Camp Leaders**

- Refer all media or external inquiries to the designated spokesperson

## **Camp Akiva EAP**

### **F.5 Reporting and Documentation**

#### **Incident Commander**

- 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

#### **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 Akiva Staff and Camp Leaders**

- 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 is activated during aquatic activities

### G.1 Alert and Initiate Rescue

#### **Waterfront Director/ 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
- Immediately assess the rescued individual(s)
- Initiate CPR or rescue breathing if indicated

#### **Nearby Akiva Staff / Adult Volunteers**

- 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

#### **Incident Commander (IC)**

- 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

## **Camp Akiva EAP**

### **G.3 Evacuation and Safety of Others**

#### **Adult Volunteers**

- Escort all non-involved campers to safe area determined by Camp Leaders
- Maintain calm, order, and supervision
- Conduct a headcount and report accountability to the Incident Commander (IC)

### **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**

#### **Safety Officer**

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

### **G.6 Communication**

#### **Incident Commander**

- Maintain continuous 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**

#### **Incident Commander**

- 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 / Adult Volunteers**

- 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

#### Medical Officer

- 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 Leaders/Adult Volunteers

- 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

#### Medical Officer

- Notify the Incident Commander 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

#### Incident Commander

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

## **Camp Akiva EAP**

### **H.3 Contain and Prevent Spread**

#### **Camp Leaders/Adult Volunteers**

- Separate affected cabins or groups from others as directed
- Reinforce hygiene practices, including frequent handwashing and no sharing of personal items
- Initiate Intervention Cleaning above and beyond the standard cleaning handled by the Camp Akiva staff. Confer with Akiva Management for any resources Camp Akiva can offer.

#### **Akiva Staff**

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

#### **Incident Commander/Camp Leaders**

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

### **H.4 Personnel Accountability**

#### **Adult Volunteers**

- Identify individuals who may have been exposed and report findings to the Medical Officer

#### **Medical Officer**

- Continue monitoring exposed individuals for symptoms
- Escalate care or isolation measures if symptoms worsen
- Report/update status of affected persons and details of outbreak to Incident Commander

### **H.5 External Notification and Guidance**

#### **Incident Commander**

- 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
- Confer with media personnel regarding a posting to provide external transparency
- Provide instructions regarding monitoring, medical evaluation, pickup, or return-to-camp criteria, as applicable

## **Camp Akiva EAP**

### **H.6 Staffing and Operational Adjustments**

#### **Incident Commander**

- Reassign Akiva staff/ Adult Volunteer counselors as needed if personnel are ill or quarantined
- Ensure counselor-to-camper supervision ratios remain compliant
- Prepare contingency plans for reduced group sizes, modified programming, or early dismissal if deemed necessary

### **H.7 Post-Outbreak Procedures**

#### **Incident Commander**

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

#### **Medical Officer**

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

#### **Akiva Staff/ Adult Volunteers**

- 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 a suspected or visible weapon is observed, or
- A report is received from a camper, staff member, adult volunteers, or visitor regarding a potential security concern

### I.1 Observe, Report, Do Not Confront

#### **Akiva Staff/ Camp Leaders**

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

#### **Adult Volunteers**

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

### I.2 Activate Emergency Response

#### **Akiva Staff/ Camp Leaders Observing the Intruder**

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

#### **Incident Commander (IC)**

- 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

## **Camp Akiva EAP**

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

#### **Incident Commander (IC)**

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

#### **Akiva Staff / Camp Leaders/ Adult Volunteers**

- 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, report to Safety Officer if/when able

### **I.4 Personnel Accountability**

#### **Safety Officer**

- Immediately perform and maintain personnel accountability and report findings to the Incident Commander

#### **Incident Commander (IC)**

- 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**

#### **Incident Commander (IC)**

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

### **I.6 Medical Response**

#### **Medical Officer**

- Stand by during the incident
- Provide immediate medical care, if needed, only after the scene is secured
- Coordinate Emergency Medical Services, as needed

## **Camp Akiva EAP**

### **I.7 Post-Incident Procedures**

#### **Incident Commander**

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

#### **Akiva Staff/ Camp Leaders/Adult Volunteers**

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

## Appendix J Transportation Emergency Procedure

*Note: As a renting facility, Camp Akiva does not have a role in transportation arrangements for campers to/from the property (including, but not limited to, a medical needs transport). The initiation of this response protocol begins once a camper has checked in on property and terminates once the camper has exited the property for their scheduled departure. It is anticipated that this procedure will be relevant only in the event of a campus evacuation while the renting group is on Camp Akiva property.*

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
- Severe weather or unsafe road conditions affecting travel

### **J.1 Stop and Secure the Scene**

#### **Driver / Camp Leader in Charge**

- Bring the vehicle to a safe stop as soon as conditions allow, clear of other traffic, if possibly
- 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/ Volunteers (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

#### **Medical Officer (if present or contacted)**

- Provide first aid within scope of training for minor injuries
- Identify serious injuries and advise Emergency Medical Services activation and care priorities

## **Camp Akiva EAP**

### **J.3 Request Emergency Assistance**

#### **Driver / Staff in Charge**

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

#### **Incident Commander**

- 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**

#### **Camp Leaders/ Adult Volunteer 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, Staff, Camp Leader, Adult Volunteer in Charge**

- Confirm that all campers are present and accounted for
- Report any injuries to the Incident Commander

#### **Incident Commander**

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

## **Camp Akiva EAP**

### **J.6 Communication**

#### **Driver / Staff, Camp Leader, Adult Volunteer in Charge**

- Maintain ongoing communication with the Incident Commander via phone or radio

#### **Incident Commander**

- Notify camp leadership
- Notify parents/guardians if a delay, injury, route change, or change in pickup/drop-off is anticipated
- Provide calm, factual, verified updates only

### **J.7 Transportation Continuity**

#### **Incident Commander/Camp Leaders**

- 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 Incident Commander/Camp Leaders

### **J.8 Post-Incident Procedures**

#### **Incident Commander/ Camp Leaders**

- 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

#### **Adult Volunteers**

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

### Appendix K Natural Disaster 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, 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 Incident Commander/ camp leadership of severe weather conditions

#### K.1 Alert and Notify

##### Incident Commander

- Continuously monitor NWS watches/warnings and other official alerts (including local emergency management and, if applicable, river authority alerts).
- Issue immediate notifications to Akiva staff, Camp Leaders, Adult Volunteers, 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

##### Adult Volunteers

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

#### K.2 Shelter-in-Place or Evacuation

##### Incident Commander

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

##### Adult Volunteers

- Lead campers to designated safe locations using pre-assigned routes:
  - 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
- Ensure campers remain together, move calmly, and remain under Adult Volunteers supervision at all times

### Important!

NWS Tornado Warnings will automatically trigger shelter-in-place

## K.3 Personnel Accountability

### Incident Commander

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

### Camp Leaders/ Adult Volunteers

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

## K.4 Medical Support

### Incident Commander

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

### Medical Officer

- 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)

## **Camp Akiva EAP**

### **K.5 Communication**

#### **Incident Commander**

- 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)
- 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**

#### **Incident Commander**

- 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

#### **Safety Officer**

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

#### **Camp Leaders/ Adult Volunteers**

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

#### **Medical Officer**

- Assess and treat any injuries sustained during the event and monitor for delayed symptoms

## Camp Akiva EAP

### Appendix L Communication

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

#### L.1 Primary Communication Systems

System	Description	Notes
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
Public Address (PA) / Alert System	Fixed or portable system for camp-wide announcements	Operable without internet

#### L.2 Backup and Alternate Communication Methods

Method	Description
Runners	Staff assigned to physically relay messages
Audible alert devices	Whistles, air horns, or similar devices

## Camp Akiva EAP

### L.3 Emergency Communications Equipment Inventory

#### L.3.1 Onsite Communications Equipment

Equipment	Quantity	Primary Location	Backup Power
Two-Way Radios	25	Staff Cabins/Office	Spare batteries
Radio Charging Stations	35	Staff Cabins/Office	Generator / battery
PA system components	5	Camp	Yes / No
NOAA/NWS weather alert radio	2	Camp	Battery
Audible alert devices (horns/whistles)	15	Lifeguards / Office	N/A

#### 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	Extended power outages	Fuel maintained
Broadband connection #1	Primary internet service	Provider - Peoples
Broadband connection #2	Redundant internet service	Provider #2

The camp maintains two broadband internet connections through distinct service providers