

EMERGENCY ACTION PLAN

INFORMATION TO SUPPORT THE RESPONSE TO INCIDENTS AND
EMERGENCIES RELATED TO CAMP OPERATIONS

Incident Commander:

WES MOSELEY

903-951-6562

Facility Address

1446 RS County Road 1490
Point, TX 75472



	Title: Camp Akiva Emergency Action Plan	
	Issued: 04/21/2026	Revision: 1
	Approval: Wes Moseley, Camp Director	

Amendment Record			
Date	Revision Number	Initials	Amendment
02/27/2026	0	LM	Original Issue
04/21/2026	1	LM	Campus Evacuation Plan Added

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

Signature _____	Date _____
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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.

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3.1 Response Priorities

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

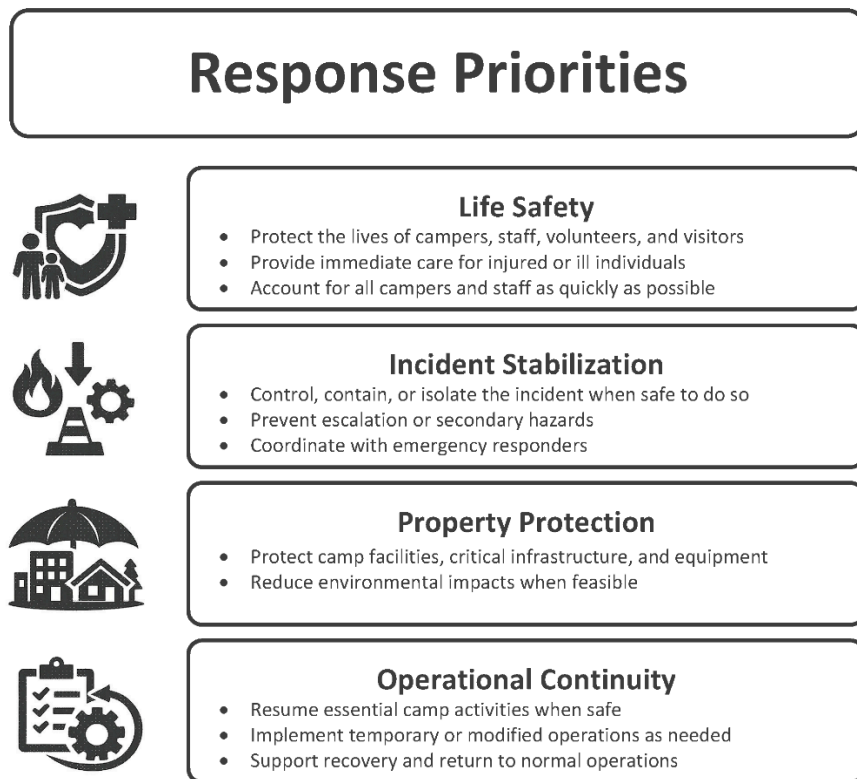


Figure 1: Response Priorities

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 EMS during emergencies and medical support requests.

Camp Akiva EAP

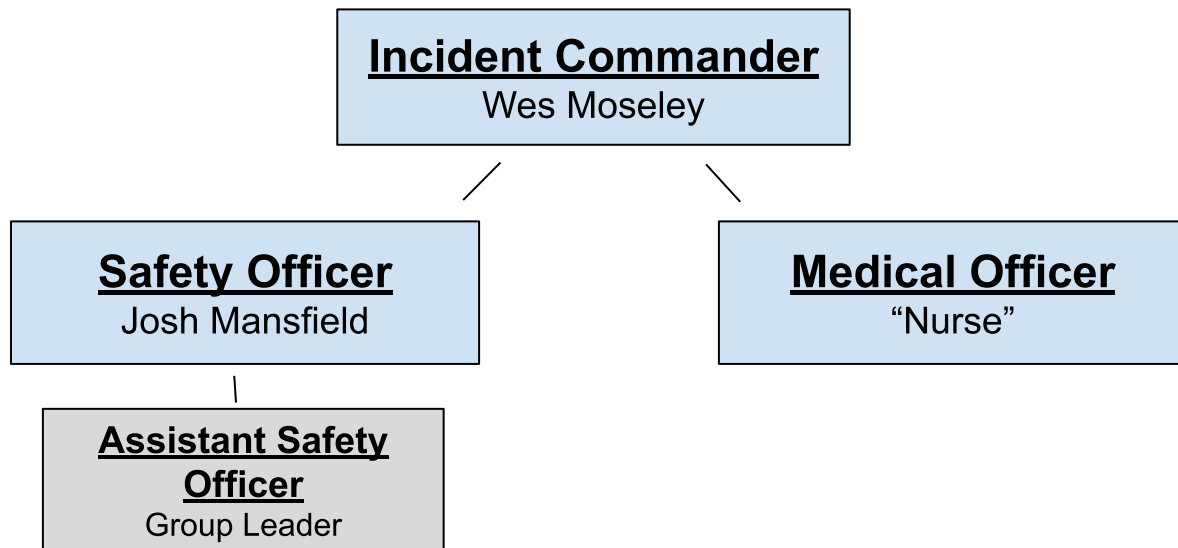
Roles and responsibilities of **Support** positions include:

- **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/training, maintenance, testing, and activation of this Emergency Action Plan, and may serve in any Primary role of the ERT.
2026 - Wes Moseley, (903) 598-2497

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.

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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. Emergency Preparedness Coordinator will approve the scope and content of the training and will delegate training video creation and implementation to the Hospitality Director. 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.

Documentation

Completion of required training will be documented.

- **Akiva Staff** - Documentation for Akiva summer staff who have completed training will be a sign-in sheet, which will be kept in the filing cabinet alongside their documentation for Child Protection Training.
- **Camp Leaders & Adult Volunteer Counselors** - Each week's renting group will provide a checklist of adults who have completed the annual Akiva Emergency Training to the Hospitality Director, in the same way that the Camp Leaders submit the documentation for background checks and child protection training of all adults present during their reserved week. These checklists are kept in the group's reservation file.

The Hospitality Director is responsible for tracking compliance for completed training and will update and maintain the training records.

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

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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.

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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)
- 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."

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. Camp Akiva acquires a "in case of emergency contact" for all guests (minors & adults). The IC will utilize this database to deliver messaging either via voice or text, depending on the content and nature of the event.

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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.

- Emergency Warning System will be maintained by our Facilities Director to ensure speakers remain operable
- When an alert is to be broadcast, the Camp Manager or Hospitality Director will operate the alert system. If neither of those staff are available then the Facilities Director, who is familiar with the system, will operate the alert system
- We have two weather-alert radios. One is kept in the office for day-time monitoring by the Camp Manager and/or Hospitality Director. A second radio is kept in the camp house for night-time monitoring by the Facilities Director. Emergency alerts will be relayed to the guests/occupants of camp according to the methods listed within Appendix L. An emergency alert notification will require an adult's confirmation of receipt, which could include but is not limited to: "Received" on the two-way radio, a cell phone call (with verbal interaction, not a voicemail), or a runner who speaks directly with recipient)

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

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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 st day of camp	Acknowledgement Form Completed
Parents	Prior to 1 st day of camp	Provided url & Acknowledged within Waiver Form
Texas Department of State Health Services (DSHS)	Submitted with Annual License Application	Acceptance prior to 1 st day of camp

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Local Emergency Planning	Prior to 1 st day of camp or when substantive changes are made to the plan	Receipt confirmed
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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.

7.0 References

7.1 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

8.0 Glossary

Terms and Definitions

Accountability (Personnel Accountability)	Confirming and documenting the location/status of all campers, staff, and visitors during/after an incident
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Akiva Staff	Camp personnel (employees, volunteers, chaperones, etc.) assigned to supervise, instruct, or support campers during scheduled activities
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All Clear	Formal notification (by the IC/authorities) that the threat has ended and normal operations may resume
Assembly Area	Pre-designated location(s) where groups gather after evacuation for accountability and instructions
Adult Volunteer	Personnel (employees, volunteers, chaperones, etc.) assigned to live with or directly supervise campers in cabins or housing areas
Camp Leaders	Leadership team of the renting group responsible for camper program and supervision of adults and minors attending their reserved week.
Controlled Movement	Directed movement of campers/staff to safer locations while maintaining supervision and accountability (distinct from full lockdown or full evacuation)
Emergency	An event requiring immediate action to protect life, health, or property
Evacuation	Organized relocation from an unsafe area to a designated safe location using planned routes
Lockdown	Protective action involving securing occupants in place, limiting visibility/movement, and restricting access
Medical Emergency	Condition requiring immediate medical assessment and possible EMS activation
Outbreak (Communicable Disease)	Increased cases of illness above expected levels within a group/camp setting

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Epidemic	Widespread occurrence of a disease affecting large populations/regions; used as an escalation context for camp operations
Reunification	Controlled process for releasing campers to authorized parents/guardians following an incident
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)

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IC Incident Commander

ICS Incident Command System

NIMS National Incident Management System

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	(903) 598-2497
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

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Hospital: Christus Mother Frances TX Health Resources	Sulphur Springs (Hopkins County) Greenville (Hunt County)	(903) 885-7671 (903) 408-5100	
Emergency Management Coordinator	Rains County	Joe Parker	(903) 473-5025
Our Father's Children Executive Director		Darren Edwards	(###) ###-0687
Camp Doctor	Cook Children's Pediatrics Desiree Harris, MD	Office Mobile	(817) 375-1413 (###) ###-4751

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 ensures 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 ensures 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 of a structure 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
- 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

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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

Evacuation	Shelter-in-Place
Akiva Suites	Akiva Suites
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).

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 Lost Camper Grid Map

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- 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 one hour of initiating the expanded search, 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
- Consult with law enforcement regarding continuation and scope of search if camper is not found within the first hour of initiating the expanded search

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

D.6 Parent / Guardian Notification

Incident Commander or designee

- If the camper is not found within one hour of beginning the expanded search, the Assistant Safety Officer (Group Leader), in coordination with the IC will contact the camper's

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parent(s)/guardian(s) and seek further relevant information; advising them to remain where they are and close to a phone so that they may be contacted further. If necessary, or recommended by law officials, parent(s)/guardian(s) will be extended an invitation to come to camp and remain in the Camp Director's office until more information is known. Parent notification will coincide if local law enforcement (911) is contacted sooner than the one hour designation

- 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
- Announce over the radio that the Lost Camper Call has been cleared, validating each search team is notified
- 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

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

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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:
 - Designate an Akiva staff member to meet first responders at mailbox with a map and instructions for traffic flow
 - Limit access to the facility to only first responders, have gate monitor log anyone coming in or out of the property
 - Designate an Akiva staff member to go to the office to monitor phones

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

Incident Commander

- Turn off gas supply to the building
- Turn off power to the building
- Establish a perimeter of no less than 50 yards around building

E.6 Medical Support

Medical Officer

- Identify any injured campers or staff
- Coordinate treatment according to medical protocols

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- Request Emergency Medical Services, as appropriate

E.7 Communication

Incident Commander

- Maintain communication with camp leadership, Emergency Response Team, and emergency responders
- Work with the Assistant Safety Officer (group leader) to generate a comprehensive notice for all parent(s)/guardian(s) of campers on the property. The Assistant Safety Officer will be responsible to gather their volunteer camp leadership to make the contact with parents and provide to the IC documentation of communication

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. Verify that 9-1-1 has been called (by IC or designee) depending on Medical Officer assessment
- 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 mailbox and escort responders to the scene
- Limit access to first responders only. Keep a log of persons entering and exiting the property

F.3 Supervision Continuity and Area Control

Incident Commander

- Assign staff coverage to maintain required supervision ratios and continuity of operations
- Coordinate with first responders to provide assistance and support, as needed

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
- Along with Assistant Safety Officer (group leader), notify parent/guardian of the affected camper by phone 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
 - With the Assistant Safety Officer (group leader) call the Church Pastor or sponsoring organization officials

Camp Akiva EAP

- Assist the Group Leader, Pastor, or Official with sending someone to personally visit the parents or family members. DO NOT phone these people with death notice.
- Notify Our Father's Children, Inc Executive Director and cooperatively develop action plan for follow-up visits, letters, and phone calls to parents over the next several weeks/months.
- Notify Texas Department of State Health Services (DSHS)
- The camp's insurance provider

All Akiva Staff and Camp Leaders

- Refer all media or external inquiries to the designated spokesperson

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.)
- Complete the Incident Report Form and turn it into Akiva office staff. Copies can be made in the office for renting group's documentation purposes, but the original will remain at Camp Akiva's office. (An incident report form is required for any acceleration of service outside of the scope of the medical staff on property for the week, or as additional documentation at the discretion of the medical officer. Examples of acceleration of service include, but are not limited to, personal transport of an individual to doctor office, urgent care, EMS, or parent pick-up.)

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
- Identify witnesses and have them remain at a specified location to remain available for statement acquisition, depending on the severity of the aquatic incident
- 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)
 - Interventions used, and
 - Access instructions for emergency responders
- Ensure rescue and medical equipment is available

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- Coordinate with emergency responders upon arrival:
 - Designate an Akiva staff member to meet first responders at mailbox with a map and instructions for traffic flow
 - Limit access to the facility to only first responders, have gate monitor log anyone coming in or out of the property

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
- With the Assistant Safety Officer (group leader) call parent(s)/guardian(s) once the situation is stabilized and accurate information is available
- If incident results in **death**:
 - Do not notify families until coordinated with law enforcement/EMS, as applicable
 - Designate a single spokesperson for all communications
 - With the Assistant Safety Officer (group leader) call the Church Pastor or sponsoring organization officials
 - Assist the Group Leader, Pastor, or Official with sending someone to personally visit the parents or family members. DO NOT phone these people with death notice.

Camp Akiva EAP

- Notify Our Father's Children, Inc Executive Director and cooperatively develop action plan for follow-up visits, letters, and phone calls to parents over the next several weeks/months.
- Notify Texas Department of State Health Services (DSHS)
- Notify the camp's insurance provider

G.7 Post-Incident Procedures

Incident Commander

- Ensure the area is secured and aquatic activities are suspended until cleared
- Within 24 hours, document the incident in detail, including timeline, actions taken, and outcomes. Compile staff & witness statements. Complete equipment inspection logs. {All records must be securely stored and made available to authorities, upon request.}
- 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
- No public statements may be made without authorization from Camp Director

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
- Use appropriate personal protective equipment (PPE), including gloves and masks, as indicated
- 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
- Call parent(s)/guardian(s) of ill campers to inform of camper's status and share the plan of action for medical care

Camp Akiva EAP

Incident Commander

- Activate the Communicable Disease Protocol
- Assess whether the illness appears isolated or may represent a broader outbreak
- Arrange communications in order to protect HIPAA rights of affected individuals. Work with the Assistant Safety Officer (group leader) to generate a comprehensive notice for all parent(s)/guardian(s) of campers on the property. The Assistant Safety Officer will be responsible to gather their volunteer camp leadership to make the contact with parents and provide to the IC documentation of communication

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

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- 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

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
- No public statements may be made without authorization from Camp Director

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

Staff or the IC/designee should call 9-1-1 immediately if any of the following occur:

- A weapon is seen or suspected
- Threats are made, violence occurs, or forced entry is attempted
- The person attempts to separate a camper from supervision or an abduction is suspected
- The person refuses to leave after being directed by leadership, or attempts to access camper living/program areas
- The situation is escalating and staff cannot maintain safe supervision and separation.

Akiva Staff/ Camp Leaders Observing the Intruder

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

Camp Akiva EAP

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

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

Incident Commander (IC)

- Determine and announce the appropriate protective action
 - Restrict access to certain areas and direct staff to increase supervision of campers (controlled movement)
 - Direct staff to secure buildings (close/lock doors as available; control entry; keep campers inside and out of sight, where practical (lockdown)
 - Direct movement to assigned locations as appropriate (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

Camp Akiva EAP

I.5 Communication

Incident Commander (IC)

- Restrict radio traffic to emergency use only
- Relay instructions to Akiva staff and camp leaders
- Determine whether parent/guardian notification is required. IC will prepare parent or guardian communications: including verified content, instructions (if any), and follow-up updates. IC will designate a Communications Lead to complete all notifications.

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

I.7 Post-Incident Procedures

Incident Commander

- Issue an "all clear" only after confirmation from responding authorities
- Document the incident in detail (time, location, description, actions taken, witnesses, and any law enforcement involvement) 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
- No public statements may be made without authorization from Camp Director

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 possible
- Turn off the engine, engage hazard lights, and secure the vehicle
- Maintain accountability of all vehicle occupants
- Do not move injured individuals unless there is immediate danger (e.g., fire, traffic, flood)

Accompanying Staff/ 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)
 - Coordinate with local authorities (9-1-1) and emergency management services at the scene

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
- Work with the Assistant Safety Officer (group leader) to generate a comprehensive notice for all parent(s)/guardian(s) of campers involved. The Assistant Safety Officer will be responsible to gather their volunteer camp leadership to make the contact with parents by phone and provide to the IC documentation of communication
- 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
- No public statements may be made without authorization from Camp Director

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, Severe Thunderstorm Warning, Flash Flood Watch/Warning, Flood Warning, or wildfire
- Visible or developing hazardous conditions, including rotating clouds, high winds, tornadoes, 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

Important Note regarding Flood Risk:

Camp Akiva has only a small fragment of its property in a flood plain. A small area on the SW corner of the property behind the lake berm exists in the FEMA flood plain. **There are no structures of any kind on Camp Akiva's premises within flood Zone A.** However, the roadway (CR 1490), in both directions, falls within the flood plain. Water will flow over these roadways with large amounts of rain. Campers' lives will be put in more danger if we try to evacuate with a flash flood warning. Safety protocol requires Akiva to shelter in place in the event of heavy rainfall. Once rainfall ceases, the flood risk on the roadways will subside generally within 4+hours.

Reference: FEMA Map for Roadway Flooding Risks



Camp Akiva provides parent/guardian a floodplain notice within its online waiver and obtains acknowledgement from the parent through this process, consistent with Texas Youth Camp requirements.

[The Hospitality Director for Camp Akiva coordinates with the Group Leaders for each summer booking to validate that each attendee on camp property has completed the online liability waiver where the flood plain notice is a required item not permitting continuance without an acknowledgement.]

Camp Akiva EAP

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 evacuation order due to wildfire or other protective order

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

Important!

NWS Tornado Warnings will automatically trigger shelter-in-place

K.2.1 Shelter-in-Place

Incident Commander

- Confirm all areas are secured and that sheltering 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
- Make a courtesy call to the Rains County non-emergency line to inform them of the number of people sheltering in place so they can be prepared if an emergency event develops

Adult Volunteers

- Lead campers to designated safe locations using pre-assigned routes (maps are posted in each lodging location):
 - 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

Camp Akiva EAP

K.2.2 Evacuation from Camp Property

Evacuation Destination:

Camp Akiva has a prearranged agreement with Believers' Baptist Church ("BBC") to admit all camp occupants to seek refuge in their facility in the event of an evacuation order.

Address:

Believers' Baptist Church
1133 N Texas St
Emory, TX 75440

Incident Commander

- Coordinate arrival of buses to initiate evacuation
- Call Principal Representative of Evacuation Location & Rains County Emergency Management Coordinator
- Gather ~12 clipboards to be issued to Adult Volunteers for their roster management & for Akiva Staff designated as Departure Escorts
- Confirm all areas are secured and that 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
- **Primary Route to BBC:** Take CR 1490 to eastbound FM 2324, turn northbound on 19
- **Secondary Route to BBC:** Take CR 1490 to westbound FM 2324, turn northbound on 47, turn eastbound on 276, at intersection with 69, continue eastbound on 69 (*which is also south bound on 69 because it runs from Greenville to Mineola as southbound*) until you reach the main light in Emory which is 19. Turn north on 19 and the church will be on your left in about 1 mile.
- Provide the designated, first arriving adult access information for the church building.
- Confer with the Assistant Safety Officer (group leader) to initiate parent notifications dependent on Reunification Method selected (see K.5 Communication section)
- IF any individuals with disabilities or mobility limitations are on property with this group, the IC will verify with their already assigned helper that they will remain alongside the camper throughout the process. They will be provided a radio specifically to communicate their individualized additional needs to the Akiva Staff so that adaptations and assistance can quickly be achieved
- After all occupants have departed, be the last individual to leave the building and arm the security panel, using the correct security code for the church building.

Camp Akiva EAP

K.2.3 Reunification Methods

K.2.3.1 Renting Group Home Base

As a host facility, our renting groups generally handle their non-emergency post camp reunification process at their own church facility. Many of our groups choose to bus in and out their campers and have some adult volunteers drive their own vehicles. In the event that Camp Akiva has a site evacuation, the Incident Commander and Group Leader, acting as Assistant Safety Officer, will determine together whether or not reunification will occur back at their own facility. If that is the case, then coordination of charter bus arrival will be handled by the Renting Group Leader. Incident Commander and Assistant Safety Officer will cooperate on the printed production and issuance of all parent notices regarding retrieval of camper belongings, medicines, and other determined needs that involve Camp Akiva. Incident Commander and his designees will assist the Assistant Safety Officer in the responsibility of parent notifications for the revised pick up plan as a result of the camp evacuation. Assistant Safety Officer agrees to share documentation of scripted messaging and assumes full accountability for notifying parents/guardians.

K.2.3.2 Individualized Pickup in Rains County

If it is determined that evacuees will be picked up directly from this prearranged evacuation site, then it also becomes the reunification center. Camp Akiva's Incident Commander retains control of the reunification process and requires the renting group to adhere to the following procedures:

Site Specific Information:

Parents will **not** be permitted into the Main Church Building. If bathroom facilities are needed after their unexpected travel to this reunification location, then the youth/family building will be made available; however, the adjoining doors between the youth/family building and the main building will be LOCKED, not permitting any entry between those structures.

A microphone will be used from the front driveway to call the name of the camper when the parent/guardian has accomplished all check points. Adult Volunteer will raise their hand to identify they have possession of the named camper. Akiva Staff Escort will come to them to acquire Adult Volunteer initials on the Departure Escort Log & escort camper from the sanctuary. Adult Volunteer will mark that camper "RELEASED" on their roster. Documentation must be retained by BOTH the renting group and Camp Akiva of the Check Point Progression of every adult desiring to pick up a camper:

1. The adult's ID must be validated
2. ID compared to registration form to ensure they are not listed as 'restricted from pick-up'
 - a. If an individual who is listed as 'restricted from pick up' is identified, then the Assistant Safety Officer (aka the group's primary leader) will notify the IC & Safety Officer. The Safety Officer will call Rains County Sheriff's Office via 911 requesting a deputy's assistance to ensure the restricted individual is peacefully & safely removed from the reunification area.

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3. Documented receipt expectations/limitations for retrieval of camper belongings
4. Medical Clearance by the Medical Officer
 - a. If a camper did not surrender medications at the beginning of camp, then documentation of no meds must be made upon reunification.
 - b. If a camper did have meds, then the Medical Officer must provide written documentation if/what meds are surrendered to parent/guardian, depending on circumstances of evacuation

Adult Volunteers

- Receive bus assignment from IC/Safety Officer. Take a headcount and verify the names of each person in your group matches what the Safety Officer has boarding that same bus.
 - Methodically load the bus from the back to the front, maximizing efficiency and abiding by seating capacity
 - When buses arrive at Believers' Baptist Church, escort the group into the sanctuary and sit as a group. Wait for instructions on access to facility bathrooms and next steps regarding reunification protocols.
- Ensure campers remain together, move calmly, and remain under Adult Volunteers supervision at all times
- One Adult Volunteer from every small group will receive a clipboard to make a formal departure roster. This adult volunteer will ensure the roster contains the first and last name of all individuals within their group (including other adults). When the reunification process begins each camper must be formally released from this Adult Volunteer into the custody of an Akiva Staff Escort, who will document exchange of custody to the validated, approved adult who has successfully completed all Check Points. To formally release a group member, the Adult Volunteer must wait until the camper's name is called from the microphone, the adult volunteer will raise their hand, the Akiva Escort will come to the group. The adult volunteer must write RELEASED on their roster and initial the Akiva Escort's Departure Log to document exchange of custody.

Akiva Staff

- IC will designate teams to set up
 - Perimeter & Building entrance/exit Security
 - Traffic Assistance
 - Camper Escort (from sanctuary to designated vehicle camper is to be loaded in)
Each escort will need a clipboard in order to complete Departure Escort Log
- After all guests (adults & minors) from the renting group have departed from BBC: reset chairs, clean/tidy bathrooms, ensure all lights are turned off

Assistant Safety Officer (Renting Group Leader) & Medical Officer

- Set up reunification tables in covered drive through area so that parents cannot enter the main church building. (acquire resources from either fellowship hall or youth/family building.)

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- Mandatory Check Points for Akiva Reunification:
 - **DL Validation** (ID matches adult present) *Departure Escort Log prepared here for Akiva Staff escort* Hand off to .
 - **Pick-up Authorization/Validation** against Camper's Registration Form
 - **Notices/Next Steps** Documentation - this table must provide parent/guardian information regarding any arrangements for acquiring camper's possessions that were left at camp upon evacuation. This document must also contain contact numbers for follow-up concerns parent/guardian may have after leaving the reunification site.
 - **Medical Clearance** - this table will document 1.) whether or not the camper had surrendered medications to the Camp Nurse and 2.) listing of medications the parent/guardian is taking possession of upon reunification. *If medications were left behind at Camp Akiva, then this is where that will be notated.

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Reunification Sign-Out Log - Only to be completed by Camp Leaders & Check Point Personnel

This form will progress through each Check Point with the parent/guardian. All check points must be completed BEFORE the camper will be escorted to the vehicle. Upon arrival at the vehicle, the DL# will be verified AGAIN before surrendering a camper to the custody of an adult.

Time	
Camper Name	
Released To (print)	
Photo ID Verified	<input type="checkbox"/> Y Number?: _____
On Auth List?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature	
Next Steps & Notices	Received: Parent Initial: _____
Camper Meds?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Meds Transferred Today	List:
Any Meds left at Camp?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Affix Departure Escort Log Behind

Camp Akiva EAP

Departure Escort Log

To be Completed by Staff Member

Completed by Check
Point Personnel

Camper retrieved from Camper Supervision Area	[Print] First Name	Last Name
	Adult Photo ID #:	

Completed by Akiva Staff Escort

Adult Volunteer Initials after marking camper as RELEASED on their roster	
Adult receiving camper (print name)	
Signature of adult receiving camper	
Photo ID matched by Escort	<input type="checkbox"/> Yes
Escort Staff signature:	
Time of release	

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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

- Medical Support will take precedence over reunification arrangements.
- Stage in or near shelter/assembly areas with first-aid supplies
- Be prepared to respond to injuries or medical needs during the event (including storm-related trauma, hypothermia, or heat/cold exposure)

K.5 Communication

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: IC shall work with the Assistant Safety Officer (group leader) to generate a comprehensive notification for all parent(s)/guardian(s) of campers on the property. The Assistant Safety Officer will be responsible to gather their volunteer camp leadership to make the contact with parents and provide to the IC documentation of communication

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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
- No public statements may be made without authorization from Camp Director

Medical Officer

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

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

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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 - Starlink

The camp maintains two broadband internet connections through distinct service providers

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L.4 Predefined Announcements

L.4.1 Public Address Messaging

In order to preserve security measures, Camp Akiva's predefined announcements for the public address system will not be publicly published. Please see the page within the on-site EAP binder or navigate to the document within the camp's digital files.

Reference: Predefined PA Announcements

C:\Users\Wes\Google Drive\Akiva-OFC\Office\2025 Evac & Emerg Preparedness\PA Emerg Announcements.xlsx