

Youth Camp Emergency Plan (EP) Guidance

The purpose of this outline is to provide camps with direction for developing camp emergency plans that are consistent with the requirements under Texas Health and Safety Code (HSC) Chapter 141; Title 25 of the Texas Administrative Code, Chapter 265 Subchapter B; and national emergency management standards. This allows auditors to validate that plans developed contain the basic elements of an emergency plan needed to validate realistic, operational capacity to respond to emergencies by the camp. These recommendations reflect minimum best practices for emergency preparedness plans and provide standardized guidance for camp planners. This document provides guidance to assist youth camp operators in understanding how Emergency Plans will be reviewed for alignment with the regulatory requirements. The content reflects elements that may be evaluated during document-based review using a standardized audit tool.

EP CATEGORY	CODE REFERENCE	ELEMENTS FOR EMERGENCY PLAN	RATIONALE
Floodplain Location	Camps are prohibited licensure of a youth camp with cabins within a floodplain, with the following exceptions for cabins: • Located by a lake, pond or other still body of water that is not connected to a stream, river or other watercourse; that is dammed; or • Each cabin is at least 1,000 feet from a floodway. (HSC §141.0052)	Map of location of cabins showing compliance with requirements (not within a floodplain) or: If within the floodplain, map of camp area with cabins in relationship to floodway (1,000 ft away) or located by a still body of water as defined by the statute	Camp must be able to demonstrate that their cabins are not located in a floodplain, or if they are, that the cabins are at least 1000 feet from a floodway or located near still water as defined by the statute.



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Muster Zones	Specifies muster zones where campers and staff can gather in an emergency event (HSC §141.0091)	Plan shows muster zone location(s), evidenced by a map of the location, muster zones are identified on the evacuation map, or locations are detailed in the plan.	Need to be able to validate the location of the muster zones and how campers/staff can get to them.
Camper Accountability	Establish procedures to identify and account for each camper affected by the emergency event (HSC §141.0091)	Plan has a camper accountability plan which includes: - Actual accounting process - Responsibilities of staff during the accounting process	Need to validate that staff understand their role when accounting for campers during a disaster.
Designated Emergency Preparedness Coordinator (EPC)	Camp will designate an emergency preparedness coordinator (HSC §141.0091)	- Plan identifies the name and/or position and contact information for EPC - List of responsibilities of EPC or includes a job description	The EPC position is not just during disasters. They are responsible for developing and updating the emergency plan, training staff on the plan, coordinating with the local emergency management, etc. It is a position that will have responsibility on a day-to-day basis.



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Lost Camper Plan	The camp emergency plan will have procedures for other emergencies to include lost campers (HSC §141.0091)	Plan describes a process for when a camper is identified as lost which includes: • Staff responsibilities when a camper is identified as being lost • Process for notifying/coordination with local authorities (9-1-1) and emergency management • Process for notification of parent or legal guardian when a camper cannot be found	
Fire Plan	The camp emergency plan will have procedures for other emergencies to include fires (HSC §141.0091)	Plan has a fire plan which includes: -Staff responsibilities in a fire emergency • Evacuation procedure in the event of a fire and identification of muster zones • Process for notifying/coordination with local authorities (9-1-1) and emergency management • Process for notification of parent or legal guardian	



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Severe Injury/Severe Illness/Serious Accident/Death Plan	The camp emergency plan will have procedures for other emergencies to include severe injury, severe illness, serious accident, or death (HSC §141.0091)	<i>Plan describes the procedure to follow when someone is severely injured, has a severe illness, is in a serious accident, or death occurs, including:</i> • Staff responsibilities in a severe injury, illness, or death • Process for notifying/coordination with local authorities (9-1-1) and emergency management • Process for notification of parent or legal guardian	
Aquatic Emergency Plan	The camp emergency plan will have procedures for other emergencies to include aquatic emergencies if the camp borders a watercourse, lake, pond or other body of water (HSC §141.0091)	<i>Plan describes the procedure for responding to aquatic emergencies (drownings, missing swimmer, capsized watercraft, water rescue), including:</i> • Staff responsibilities during aquatic emergencies • Process for coordination with local authorities (9-1-1) and emergency management • Process for notification of parent or legal guardian	



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Epidemic Plan	The camp emergency plan will have procedures for other emergencies to include epidemics (HSC §141.0091)	<i>Plan contains a process for responding to a potential epidemic, including:</i> • Staff use of personal protective equipment • Isolation process • Reporting process for contagious diseases • Process for coordination with local health authorities and emergency management if warranted • Process for notification of parent or legal guardian	Need statement that staff who come in contact with potential infected individuals are able to use appropriate PPE (primarily masks and gloves) and how they will isolate from other campers/staff



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Unauthorized Individual Plan	The camp emergency plan will have procedures for other emergencies to include unauthorized individuals (HSC §141.0091)	<i>Plan details a process for identifying unauthorized individuals, including:</i> • Process for responding to unauthorized individuals. • Process for notifying law enforcement (9-1-1) in the event of non-compliant unauthorized individuals. • Process for safeguarding campers and staff against unauthorized individuals	There are different scenarios that need to be addressed: • Plan for unauthorized person who just needs to be directed off camp. • Plan if person is noncompliant requiring law enforcement notification • An active, direct threat where the camp must safeguard campers and staff while awaiting law enforcement response. *The camp does not need to submit the plan (i.e., active shooter or lockdown procedures) with the emergency plan but should have appropriate plans to be initiated based on the situation.



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Transportation Emergency Plan	The camp emergency plan will have procedures for other emergencies to include transportation emergencies (HSC §141.0091)	<i>Plan details how camp will respond in a transportation emergency, including:</i> • Staff responsibilities during a transportation emergency (e.g., vehicular accident, disabled vehicle, health condition while being transported) • Process for coordination with local authorities (9-1-1) and emergency management • Process for notification of parent or legal guardian	This category of the emergency plan is intended to address emergencies that may occur during a transportation event, such as when campers are being transported within or outside of the camp. Note that plans for the transportation of campers during an evacuation event should be addressed in the evacuation plan.
Natural Disaster Plan	The camp emergency plan will have procedures for other emergencies to include natural disasters (HSC §141.0091) Develop an emergency evacuation plan for evacuating campground occupants on issuance of an evacuation order due to a wildfire, hurricane, or other disaster. (HSC §762.002)	<i>Plan contains procedures the camp will take during natural disasters (wildfire, hurricane, tornado, floods, adverse weather events – as applicable to camp location) including:</i> • Staff responsibilities during natural disaster emergencies • Process for coordination with local authorities (9-1-1) and emergency management • Process for notification of parent or legal guardian	Some disasters may call for sheltering (tornado) while others may call for evacuation (wildland fire)



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Flash Flood Warning Evacuation Plan <i>Applies to Floodplain Locations Only Can Be Combined with Evacuation Plan</i>	Requires campground operators to develop an emergency evacuation plan for evacuating campground occupants who are at campground area within floodplains on issuance of a flash flood or flood warning (HSC §762.002)	Evacuation plan is detailed in Emergency Plan, including: • Evacuation route maps • Staff responsibilities during the evacuation • Process for assisting persons with disabilities and others with access and functional needs to evacuate • Process for accounting for campers at assembly location • Notification process for families • Coordination process for requesting transportation in an emergency to evacuate all campers and staff if camp resources are not available • Process for evacuating campgrounds and notification of authorities (9-1-1) and emergency management • Reunification plan for families and campers	



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Evacuation Plan	Evacuating campground occupants on issuance of an evacuation order by an emergency management director or coordinator for the county or municipality due to a wildfire, hurricane, or other disaster. (HSC §762.002)	Evacuation plan is detailed in Emergency Plan, including: • Evacuation route maps • Staff responsibilities during the evacuation • Process for assisting persons with disabilities and others with access and functional needs to evacuate • Process for accounting for campers at assembly location • Notification process for families • Coordination process for requesting transportation in an emergency to evacuate all campers and staff if camp resources are not available • Process for evacuating campgrounds and notification of authorities (9-1-1) and emergency management • Reunification plan for families and campers	



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Evacuation Plan for NWS Notice	Requires campground operators to implement the evacuation plan on the issuance by the National Weather Service of a flash flood, flood warning or tornado warning (HSC §762.002)	Plan identifies that it will evacuate the campground upon issuance of a flash flood warning issued by the National Weather Service and how it coordinates with local authorities (9-1-1) and local emergency management	<i>Can Be Combined with Evacuation Plan</i>
Shelter-in-Place Plan	Requires sheltering campground occupants in place on issuance of a tornado warning or shelter-in-place order by the emergency management director for the county or municipality where the campground is located (HSC §762.002)	<i>Plan contains shelter-in-place plan that includes:</i> - Process for sheltering-in-place upon issuance of a tornado warning or shelter-in-place order by local emergency authority - Shelter-in-place location - Process for evacuating to shelter-in-place location - Staff roles at shelter-in-place location and process for accounting for all campers in shelter	



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Evacuation Routes Posting	Post in each cabin the proper evacuation route as described in the camp's emergency plan and ensure that the route is illuminated at night. (HSC §141.0091)	Affirm evacuation routes are posted in each cabin	
Illuminated Evacuation Routes	Post in each cabin the proper evacuation route as described in the camp's emergency plan and ensure that the route is illuminated at night. (HSC §141.0091)	Affirm evacuation routes are illuminated at night	
Cabin Ladder	Requires campground operators to install and maintain a ladder in each cabin that is located in a floodplain that is capable of providing access to the cabin's roof if the cabin is located in a floodplain. (HSC §762.002)	Plan identifies location, type and specification of emergency ladder (ex. fixed exterior, roof access, fixed stair combination, interior latch, or free standing) Affirm staff have training in ladder use and assisting individuals to use ladder Contains back up plan for individuals who are unable to utilize ladders (due to age, disability, etc.)	<i>Applies to Floodplain Locations Only</i>



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Emergency Plans to Staff	Annually provide a copy of most current plan to staff and volunteers (HSC §141.0091)	Plan contains: • Process for providing a copy of Emergency Plan to staff and volunteers	
Communication with Parents	Establish procedures to notify and communicate with local emergency management, camp administrative and medical services staff, and parents (HSC §141.0091)	Plan contains: • Process for notifying parents • Details when (under what circumstances) parents will be notified, and how timely the notifications will be • Identify staff responsible for making notification	Procedures can be embedded in the hazard specific plans (lost camper, aquatic emergencies, etc.)
Parent Notification of Floodplain	Requires youth camp operators to notify parents/guardians if any part of the camp is located within a floodplain and ensure that parents/guardians sign and submit a statement acknowledging receipt of that notice. (HSC §141.0091)	Plan contains: • Process for notifying parents/guardians if any part of the camp is located within a floodplain • Process for maintaining forms and acknowledgement and who is responsible for this	<i>Applies to Floodplain Locations Only</i>



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Parent Emergency Plan Provision	Requires youth camp operators to provide the emergency plan to the parent or guardian a camper participating in a camp session or a prospective camper who is registered to participate in a future camp session. (HSC §141.0091)	Plan contains: • Process for providing emergency plans to the parents or guardians participating in a camp session or a prospective camper who is registered to participate in a future camp session	
Communication with Local Emergency Management	Establish procedures to notify and communicate with local emergency management, camp administrative and medical services staff, and parents (HSC §141.0091)	• Affirm notification and communication process with local emergency management, including when the emergency plan is updated and/or revised	
Camp Administrative & Medical Services Staff Notification	Establish procedures to notify and communicate with local emergency management, camp administrative and medical services staff, and parents (HSC §141.0091)	Plan contains • Procedure for notifying and communicating with camp administration and camp medical services staff during an emergency	



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Emergency Warning System / Public Address System	Requires a youth camp operator to install and maintain at the camp an emergency warning system that is capable of alerting all camp occupants and includes a public address system that is operable without reliance on internet. (HSC §141.0091)	<i>Plan contains warning system information that:</i> • Affirms the camp has a working emergency warning system capable of alerting all occupants of an emergency, including those who are deaf or hard of hearing • Verifies the public address system is operable without reliance on internet • Identifies staff responsible for maintaining emergency warning system • Identifies staff responsible for operating the alert system and back up if that staff is unavailable	
Monitoring Safety Alerts	Requires a youth camp operator monitor safety alerts that are issued by the National Weather Service, local river authorities, or other local emergency notification systems. (HSC §141.0091)	Plan contains: • Process for monitoring safety alerts, including who is responsible for monitoring safety alerts, and how that information is relayed to appropriate staff and administration	



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Operable Weather Radio	Requires a youth camp operator to maintain an operable weather radio that receives real-time weather alerts from the National Weather Service or a similar professional weather service (HSC §141.0091)	- Plan states that the camp maintains an operable weather radio that receives real-time weather alerts from the National Weather Service or a similar professional weather service - Plan identifies staff responsible for maintaining radio, how that information is relayed to appropriate staff and administration, and where the radio is located	
Internet Service / Broadband Service	Requires camps to provide and maintain internet service through a broadband service that connects using end-to-end fiber optic facilities, as well as a secondary internet connection through a broadband service that is distinct from the camp's primary internet service (HSC §141.0092)	- Plan identifies which internet service the camp utilizes through a broadband service that connects using <u>end to end fiber optic</u> features. - Identifies a secondary internet connection through a broadband service that is distinct from the camp's primary internet service - Identifies which staff is responsible for monitoring internet services	Primary internet service must provide <u>end-to-end</u> fiber optics



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Camper Safety Training	Requires youth camps to conduct mandatory safety training within 48 hours of the camp session beginning that informs campers of: - Camp boundaries and hazards - Instructs campers on behavioral expectations in an emergency event - Provides each camper with developmentally appropriate instruction on the actions and procedures to follow in an emergency event. (HSC §141.0091)	<i>Plan contains the safety training curriculum for campers that includes:</i> • Camp boundaries and hazards • Instructs campers on behavioral expectations in an emergency event • Instructions on the actions and procedures to follow in an emergency event. • Plan states how camp ensures that the training is developmentally appropriate instruction for the campers receiving the training (age, reading level, comprehension level) • Plan assigns staff responsible for providing training and updating training when needed.	
Annual Staff Training and Maintain Training Records	Annually train all staff and volunteers on emergency plan and maintain written records of training. (HSC §141.0091)	Plan contains: • Process for delivering annual safety training for staff on the emergency plan • Process to document completion of training • Process for maintaining records of staff and volunteer training • Identifies staff responsible for training	

Questions regarding this document may be directed to the DSHS Youth Camp Program at 512-834-6788 or PHSCPS@dshs.texas.gov

