



Nightengale Archaeological Center Day Camp Emergency Action Plans

IN CASE OF EMERGENCY CALL 911

Emergency Contact Information

LCRA Staff

- **Emergency Preparedness Coordinator (EPC/Camp Director):** Braeden Fuller | 830-596-7257
- **Park Manager:** Jenny Blackmon | 830-596-7333
- **LCRA Park Rangers:** Emergency 512-730-8911 | non-emergency 512-730-6322
- **Assistant Director:** Jack Leflet | 512-781-5095
- **Medical Officer:** Chloe Humphreys | 830-596-7333

Community Resources

- **Burnet County Emergency Management Coordinator:** Derek Marchio, EMC | 512-715-5262 | 737-251-4993 | Dmarchio@burnetcountytexas.org
- **Baylor Scott & White Emergency Clinic:** 105 Kingsland Ranch Rd, Kingsland TX 78639 | 325-388-9400
- **Fire Department:** Granite Shoals Fire Department | Tim Campbell | 830-596-8110
- **EMS:** Marble Falls Area EMS | 830-693-7277
- **Burnet County Sheriff's Office:** 512-756-8080



General

Day Camp

Nightengale Archaeological Center Day Camp (NAC Day Camp) does not provide any overnight offerings. There are **no overnight accommodations** onsite. Campers nor staff occupy the property or NAC building outside of daylight hours.

- Because NAC Day Camp does not operate any overnight cabins within a floodplain, ladder roof access is not applicable to NAC Day Camp as contemplated by Section 265.36 of 25 TAC, Chapter 265, Subchapter B.
- Illuminated evacuation routes are not necessary as contemplated by Section 265.31, Chapter 265, Subchapter B, as NAC Day Camp does not operate any overnight cabins. Staff nor campers are present on property outside of daylight hours.
- Because NAC Day Camp does not operate any overnight cabins within a floodplain, the floodplain safety requirements contemplated by Section 762.002 and Section 141.0091(a) of the Health and Safety Code are not applicable to NAC Day Camp.

Emergency Preparedness Coordinator (EPC) Responsibilities

- Creating, maintaining and updating the Emergency Action Plan for Nightengale Archaeological Center Day Camp.
- Designing, implementing, training and documenting emergency training.
- Conducting routine inspection of camp facilities for safety hazards and maintaining operational emergency equipment.
- Collaborating with local emergency management, law enforcement and health officials to align camp plans with community protocols.
- Acting as lead coordinator during a crisis, managing incident command, reporting to authorities and overseeing evacuation or mitigation efforts.
- Ensuring compliance with all applicable Texas Youth Camp laws and ensuring parental communication in accordance with the applicable EAP.

EAP Distribution

- **Burnet County Emergency Management**
 - NAC Day Camp's EAPs will be on file with the Burnet County Emergency Management Office.
 - Whenever this document is revised or updated, the EPC will ensure that the Burnet County Emergency Management Coordinator will be notified by email correspondence.
- **Parent of Prospective and/or Enrolled Campers**
 - NAC Day Camp's EAPs will be available to the public on our website and in our registration packet.
- **Camp Staff**



- NAC Day Camp's EAPs will be given to each employee at the beginning of staff training in a binder that also includes camp curriculums and schedules.
- Copies of NAC Day Camp's EAPs will be located in the camp office and medical room - laminated and hanging on the cork boards.
- Every company vehicle associated with NAC Day Camp will have a copy of NAC Day Camp's EAPs.

Emergency Alert System/Public Address System

- The NAC Day Camp's Emergency Alert Signal/ Public Address System will consist of a 100-watt bullhorn operated on battery power, which is sufficient to adequately alert all occupants of an emergency without reliance on internet.
- The EPC will deliver all NAC Day Camp emergency alerts through the Emergency Alert Signal and instructions to campers through NAC Day Camp's public address system (e.g., Evacuation, Shelter-in-Place, Lockdown, Lightning Alert, Tornado Warning, etc.).
- When a fire alarm pull handle is activated, there are wall mounted strobe lights that will alert people with hearing impairment.
- Camp counselor with capable hearing will assist the evacuation of those campers who are deaf and hard of hearing.
- The EPC will operate the Public Address System, which will be initiated through human response.
- The EPC will maintain the Emergency Alert Signal/Public Address System and conduct regular testing of all component parts (including batteries and back-up batteries).
- When the EPC is not available, the responsibility of operating and maintaining the Emergency Alert Signal/Public Address System will fall to the Assistant Director.

Training

- **Staff Training**
 - **Instruction Provided By:** EPC/Camp Director, Assistant Director and Parks Operations Manager
 - **Timeframe:** Eight (8) days
 - **Curriculum:** On the first day of staff training, each counselor will receive a binder that includes training curriculums, Emergency Action Plans, schedules and additional helpful information.
 - **EAP Training:** Staff will be introduced to, trained and tested on our EAPs annually. Each staff member will sign an acknowledgement at the end of training if they feel adequately trained in these processes. Their acknowledgement will be maintained with other staff documentation in our camp binder.
 - **Documentation:** Staff training curriculum can be found in the camp binder located in the office. All staff certifications, acknowledgements and personal information can also be found in the camp binder. The Camp



Director is responsible for collecting and maintaining all training curriculums, certifications, acknowledgements and other training records. These will remain in the camp binder throughout the summer season and be filed after that. Records will be kept for seven years.

- **Camper Safety Training**
 - **Instruction Provided By:** EPC/Camp Director, Assistant Director, Lead Counselors
 - **Training Overview:**
 - On first morning of camp, Camp Director or designee will instruct all campers on:
 - ❖ Emergency Alert Signal/Public Address System and related procedures: 100-watt portable bullhorn.
 - ❖ Behavioral expectations when signal is heard: Stop activity, line up with group, be quiet and listen for instruction from counselor.
 - ❖ Where to go if separated from group: NAC building.
 - ❖ Evacuation procedures: Point out building exits and muster areas.
 - ❖ Camp boundaries and hazards.
 - EPC is responsible for providing developmentally appropriate training as well as updating training when needed.
 - **Camp Tour:** On the first morning of camp, campers will be taken on a tour by their counselor. This tour will cover:
 - Camp boundaries
 - Muster zones
 - Hazard areas (Lake front)
 - Expectations for staying with counselors at all times

Internet

- NAC Day Camp's wireless broadband connection is provided by Zeecon.
 - Park Manager is responsible for monitoring the wireless broadband connection.

Evacuations

In case of a NWS Notice or other emergency where camp must be evacuated, the following actions and procedures shall be initiated by the EPC:

- EPC will use the Emergency Alert System/Public Address System to alert Counselors and campers that an evacuation is necessary.
- Counselors will lead campers to the designated Muster Zones (as described below).
- Campers with access and functional needs will be escorted by Assistant Director and/or designee(s). The Assistant Director and/or designee(s) will go to these campers and support them based on their individual needs to ensure they arrive



safely at the shelter-in-place/muster locations.

- Maps showing evacuation routes to designated Muster Zones are posted at all exit doors in the NAC building and attached at the end of these EAPs.
- Evacuation Muster Zones are:
 - Primary – parking lot
 - Secondary – field outside of east gate
- When in Muster Zones, each counselor will initiate a headcount of their assigned campers using their daily roster and communicate the results to the EPC by phone or in person.
- If the EPC determines that an emergency requires camp staff and campers to leave camp property, they will call LCRA Park Rangers or 911 to inform them of evacuation plans and to ask for support if needed.
- Assistant Director will contact Marble Falls ISD (Gina Solarzano, 830-798-2300) to request a bus for transport to reunification location.
- Camp staff and campers will evacuate to 8200 RM-1431, Granite Shoals, TX 78654.
- Park Manager and counselors will notify parents of our plans by phone and/or texts.
- EPC or designee will call LCRA Park Rangers, local authorities and Burnet County Emergency Management to inform them of our plans and/or to request support.

Floodplain Notice

- The following is posted on our website at lcraparks.com

“A portion of Nightengale Archaeological Center Day Camp’s property is located in the floodplain of Lake LBJ. While portions of the property are adjacent to the river, none of the camp buildings or structures are located within the designated floodway.”
- The following statement is included on the Camper Medical Information and Release Form with a signature line for parents to acknowledge that they have received the Floodplain Notice.
 - “I understand and accept that a portion of Nightengale Archaeological Center Day Camp’s property is located in the floodplain of Lake LBJ. I understand and accept that while portions of the property are adjacent to Lake LBJ, none of the camp buildings or structures are located within the designated floodway.”
- The Assistant Director will be responsible for ensuring that the signatures of notification are collected from the parents in the registration process and maintained at the camp office.
- A FEMA map showing the relation of NAC Day Camp building to the floodplain can be found at the end of this document.

Fire Emergency EAP Procedure



Initial Response

- **Sound the Alarm**
 - If a fire is detected, a staff member will activate the fire alarm and/or use the Emergency Alert Signal/Public Address System to alert everyone on NAC Day Camp property.
- **Notify Emergency Services**
 - EPC or designee will call 911 immediately, providing the camp's name, address, location and severity of the fire, and any other appropriate information.
 - Park Manager will call and inform the Burnet County Emergency Management Coordinator with the applicable information regarding the emergency event.
- **Evacuate to Muster Area(s)**
 - When alerted of a fire, counselors should immediately:
 - Stop all activity
 - Instruct campers to line up
 - Perform an initial headcount of campers using daily roster
 - Lead campers to designated Muster Zones
 - ❖ If in NAC building, counselors will lead campers to the nearest safe exit (as listed on the evacuation map posted at exterior doors) and to the designated Muster Zone.
 - ❖ If wild land fire, counselors will lead campers to designated Muster Zones from their activity location.
 - EPC, Assistant Director and/or designee should sweep all rooms in NAC building leading anyone found to the nearest safe exit (as listed on the evacuation map posted at exterior doors) and to the designated Muster Zone.
 - ❖ **Designated Muster Zones**
 - Primary - parking lot
 - Secondary - field outside east fence
- **Conduct a Headcount**
 - Each counselor will perform a secondary headcount in the Muster Zone using their daily roster and report the findings to the EPC in person or by telephone.
- **Contain the Fire (if safe)**
 - EPC or designee will use fire extinguishers only if the fire is small, manageable and there is no risk to personal safety.
- **First Responder Support**
 - Assistant Director or designee will open gates at parking lot to allow easy access for first responders.
 - Assistant Director or designee will escort first responders to location of fire.
 - Counselors and campers will stay in Muster Zones until first responders give further instructions.



- No one is to re-enter the NAC building or camp property until cleared by fire officials and instructed by EPC.
- **Evacuation**
 - If wildland fire requires evacuation from property, EPC will instruct counselors and campers to follow Evacuation procedures as listed on page 5.

Procedure to Notify and Communicate

- EPC and/or designee will call 911 immediately.
- EPC or designee will call Park Manager and/or LCRA Parks VP to update them on the situation.
- Once cleared by LCRA Parks VP or designee, EPC, Park Manager and/or designee will notify parents/guardians of the situation and any impact on camp operations by telephone or text using the registration roster. If follow-up is needed, parents will receive texts every 30 minutes until the emergency situation has been resolved.
- Park Manager will call and inform the Burnet County Emergency Management Coordinator with the applicable information regarding the emergency event.

Natural Disasters EAP

Shelter-in-Place/Muster Zones

- If the EPC determines that a shelter-in-place is required (e.g. tornado, severe thunderstorm), campers will shelter in bathrooms in NAC building.
- If the EPC determines that evacuation is required, counselors will lead all campers to the designated Muster Zone.

Weather Alert System

- NAC Day Camp has and maintains a NOAA weather radio in the office.
- Assistant Director maintains the NOAA radio by:
 - Programming to the correct S.A.M.E. code
 - Ensuring antenna is clear and undamaged
 - Daily testing
 - Ensuring a battery backup is available

Monitoring Safety Alerts

- EPC/Camp Director and Assistant Director will monitor weather conditions and safety alerts using NOAA Weather Radio, radar services, weather apps, Law Enforcement/First Responders etc.
 - All staff should be vigilant and report to EPC/Camp Director if they hear an alert on their phone.
- In the event of a safety alert that warrants Emergency Action Plan procedures, EPC will sound the Emergency Alert Signal.



- At the sound of the Emergency Alert Signal, Counselors will instruct their campers to line up as they wait to hear from the EPC through the Public Address System which Emergency Action Plan to respond to.

Procedures

Procedure for Severe Weather or Lightening

- In the event of severe weather or lightening, EPC will instruct counselors to move all campers into the NAC building until EPC issues an all clear.

Procedure to Notify and Communicate

- EPC and/or designee(s) will notify parents by phone call or text only if camp timeline or shuttle services will be delayed due to severe weather. Otherwise, camp will go on as usual indoors.

Procedure for Tornado Warning

- In the event the National Weather Service issues a tornado warning
 - The EPC or designee will use the Emergency Alert Signal/Public Address System to inform counselors and campers of the tornado warning.
 - EPC will instruct counselors to lead their campers to shelter-in-place in the NAC building restrooms.
 - Counselors will perform a headcount of their assigned campers in the shelter-in-place location (each restroom) using their daily roster and report results to the EPC in person or by phone.
 - Camp staff and campers will shelter-in-place until an “all clear” is given by EPC.
 - Campers will not resume activities until cleared by emergency services and instructed by EPC.

Procedure to Notify and Communicate

- EPC or designee will call Park Manager to inform them once everyone is sheltered in place.
- Park Manager or designee will notify parents through mass text informing parents of the warning and shelter-in-place action. If necessary, texts will be sent every 30 minutes to update parents on conditions.
- EPC will call 911 in the event camp receives tornado damage.
- Park Manager will call Burnet County Emergency Management Coordinator with the applicable information regarding the emergency event.

Procedure for Flash Flood Warning

- In the event the NWS issues a Flash Flood Warning
 - The EPC or designee will use the Emergency Alert Signal/Public Address System to inform counselors and campers of the Flash Flood Warning



- The NAC building is outside the floodplain and floodway and built above ground level and therefore will serve as the shelter-in-place/muster location until transportation off camp property can be coordinated.
- Counselors will lead campers to the NAC building from their activity areas.
- Once all counselors and campers are in the NAC building, counselors will perform a headcount using their daily roster and report results to the EPC in person or by phone.
- Assistant Director will contact Marble Falls ISD, (Gina Solarzano, 830-798-2300) to request a bus for transport to reunification location.
- Camp staff and campers will evacuate to 8200 RM-1431, Granite Shoals, TX 78654.
- Park Manager and counselors will notify parents of our plans by phone and/or texts. If follow up is needed, parents will receive texts every 30 minutes until the emergency situation has been resolved.
- EPC or designee will call LCRA Park Rangers, local authorities and Burnet County Emergency Management to inform them of our plans and/or to request support.

Procedure to Identify and Account for Campers

- Stop all activity
- Lead campers to the designated Muster Zone
- Counselors will perform headcount of their assigned campers using daily roster and report findings to EPC in person or by phone.
- Emergency Preparedness Coordinator and/or designee will oversee a sweep of all activity areas in camp leading anyone found to the designated shelter-in-place/muster area.

Procedure to Notify and Communicate

- EPC and/or designee will call 911 immediately if emergency services are necessary.
- EPC or designee will speak with Park Manager and/or LCRA Parks VP to update them on the situation.
- Once cleared by LCRA Parks VP or designee, EPC will notify parents/guardians of the situation and any impact on camp operations by phone and/or texts using the registration roster. If follow up is needed, parents will receive texts every 30 minutes until the emergency situation has been resolved.
- Park Manager will call Burnet County Emergency Management Coordinator with the applicable information regarding the emergency event

Transportation EAP Procedures

- Other than shuttles, campers will not ride in or on any NAC Day Camp vehicle, during camp hours.
- All NAC Day Camp vehicles must remain parked throughout the duration of the



camp day other than shuttles and field trip days.

- Should a vehicle incident occur involving a NAC Day Camp vehicle offsite (e.g., shuttle or field trip vehicles), NAC Day Camp staff will call 911 to report the emergency to first responders.
- If a vehicle incident occurs and results in an injury to a camper or staff, the medical officer and the EPC will be immediately notified.
 - The first trained responder on scene initiates applicable first aid as required to their level of training.
 - If injuries require the assistance from emergency personnel, the EPC will call 911.

Procedure to Notify and Communicate

- EPC and/or designee will call 911 immediately if incident requires first responder support.
- EPC or designee will speak with the Park Manager and/or LCRA Parks VP to update them on the situation.
- Once cleared by LCRA Parks VP or designee, EPC, Park Manager and/or designee will notify parents/guardians of the situation and any impact on camp operations by telephone or text using the registration roster. If follow up is needed, parents will receive texts every 30 minutes until the emergency situation has been resolved.
- Park Manager will call Burnet County Emergency Management Coordinator with the applicable information regarding the emergency event.

Aquatic EAP

Lifeguard Training

All lifeguards are trained using American Red Cross curriculum and standards.

Procedures

Procedures for Response

In the event of an aquatic emergency that involves a neck or spinal injury or accidental drowning:

- Lifeguards will blow whistles three times to alert of an emergency.
- EPC or designee will immediately call 911.
- **Provide Care**
 - Lifeguard(s) and/or trained rescuer(s) initiates CPR or first aid, as necessary, to their level of training until EMS arrives.
 - EPC or designee will open front gate for EMS and wait at camp entrance to escort first responders to waterfront.
- **Crowd Control**
 - All non-lifeguard trained staff will evacuate campers from water to waterfront safe zone (picnic tables).
 - Counselors will perform a headcount using the daily roster and update the EPC of the results in person or by phone.



- Non-lifeguard staff will monitor campers and keep campers clear of the area, possibly moving to NAC building if safe to do so.
- **Transport and Notification** – If EMS transports the injured individual, the EPC will designate an LCRA staff member to follow behind emergency vehicle or will ride along if permitted.

Procedure to Notify and Communicate

- Trained rescuer and/or designee calls emergency medical services (EMS) and informs the EPC in person or by phone.
- EPC and/or Park Manager will call parents/guardians of affected camper using the registration roster to inform them of the nature of the injury, what care was provided, where the camper is being transported and contact information for the medical facility.
- EPC or designee will call Park Manager and/or LCRA Parks VP to update them on the situation.
- Once cleared by LCRA Parks VP or designee, EPC will notify parents/guardians of the situation and any impact on camp operations by phone and/or texts. If follow up is needed, parents will receive texts every 30 minutes until the emergency situation has been resolved.
- Park Manager will call Burnet County Emergency Management Coordinator with the applicable information regarding the emergency event.

Communicable Disease Epidemic EAP

Muster Zones

- Symptomatic individuals will isolate in the medical room
- Non-symptomatic individuals will remain in regular activity

Initial Response

- If a communicable disease is suspected:
 - The individual will be seen by the camp medical officer for care.
 - Medical officer will wear appropriate PPE dependent on presentation of symptoms when caring for campers.
 - The camp medical officer will identify the individual's symptoms and the possible illness.
 - If the illness is not communicable or a danger to the rest of the camp community, the individual will receive necessary care and return to regular activity.
 - If the illness cannot be identified or is identified as a communicable disease, the camper will be isolated in the medical room. The camp medical officer will update the EPC by phone or in person. The EPC will call the family of the infected individual using the camp registration roster.
 - The individual will be removed from the camp community by their family and taken to receive further medical attention. When a diagnosis is confirmed, this information will be given to the camp.



- If a communicable disease is confirmed:
 - Staff and campers who were in contact with the infected individual will be checked for symptoms.
 - The areas used by the infected individual will be cleaned and disinfected by staff wearing appropriate PPE (e.g., latex gloves, eye protection, face mask, etc.).
 - Communication will be sent to families with information about the illness and next steps by phone and/or text using the camp registration roster.
 - Cleaning and disinfection procedures will be reviewed and adjusted in accordance with the communicable disease response procedures.
 - Camp programming will continue for any unaffected staff members and campers.
 - If other individuals begin to show symptoms, they will be immediately removed from the camp community and isolated in the medical room as soon as possible to receive further medical attention.
 - As the outbreak progresses, the EPC and Park Manager will make decisions regarding the feasibility of continuing camp.
 - Control measures, including possible physical distancing measures, will be in place until the risk of continued exposure is eliminated. The EPC will be in contact with local health officials for assistance in this area. The number of new cases will eventually start to decline assuming control measures are effective.

Procedure to Notify and Communicate

- The camp medical officer will contact the EPC, who will call the family of the affected individual to coordinate transportation from camp and further care.
- Camp staff will communicate to campers and parents by phone and/or texts, informing them of the screening process, safety measures and the Communicable Disease EAP.
- The EPC will communicate with camp administrator(s) and medical services by phone.
- Park Manager will call Burnet County Emergency Management Coordinator with the applicable information regarding the emergency event.
- Park Manager will contact DSHS within 24 hours of a confirmed diagnosis of a communicable disease, or sooner when urgent notification is required by the DSHS.

In the event of an outbreak, this EAP may be modified and additional measures may be added to fit the needs of the specific outbreak.

Missing Camper EAP Procedure Initial Response



- Counselor will verify the camper is missing by conducting a headcount using daily roster in the group or area where the camper was last seen.
- The counselor of the missing camper will gather information about the missing camper and communicate to EPC by phone immediately.
 - Name, age and physical description.
 - Last known location and time.
 - Clothing and any distinguishing features.
 - Any known medical conditions or special needs.
- After EPC has been notified, the EPC will send collected information in text thread to all staff.
- EPC will check the NAC building immediately. If child is not found within five minutes, EPC will initiate missing camper protocol.

Missing Camper Protocol

- EPC will direct counselors to lead all campers to muster in NAC building.
- Counselors will perform headcounts of their campers using daily rosters to ensure all campers are present and report the headcounts to the EPC in person or by telephone.
- EPC will assign staff to monitor campers in the NAC building.

Search

- EPC will assign staff to search the following areas systematically:

| Assignment | Assigned To |
|---|-------------|
| Search Area 1 - Waterfront (send immediately) | |
| Search Area 2 - Building Interior (assign to staff monitoring campers in building.) | |
| Search Area 3 - Building Exterior (including parking lot and eastside fence line) | |
| Search Area 4 - Northside (including fence line) | |
| Search Area 5 - Southside (archery range and wellhouse) | |
| Search Area 6 - Southside (dig site trails, two staff if possible) | |

- Staff will maintain communication via radios or cell phones.

Escalation

- If the camper is not found within 15 minutes, escalate the situation:
 - EPC will notify local authorities by telephone (e.g., police, park rangers).
 - EPC or designee will contact the camper’s parent/guardian by telephone and will text with updates every 30 minutes.



- Park Manager will call Burnet County Emergency Management Coordinator with the applicable information regarding the emergency event.
- Assistant Director will open gate to allow easy access for first responders and direct them to NAC building to be updated on situation.
- EPC will provide authorities with all gathered information as well as pertinent medical information pulled from camper's registration.
- Camp staff will follow the instructions of emergency responders to assist in the continued search.

Procedure to Notify and Communicate

- EPC or designee will call 911 if situation escalates.
- EPC will update Park Manager and/or LCRA Parks VP.
- Once cleared by LCRA Parks VP or designee, EPC will notify parents/guardians of the situation and any impact on camp operations by phone and/or texts. If follow up is needed, parents will receive Camp Class Manager texts every 30 minutes until the emergency situation has been resolved.
- Park Manager will call Burnet County Emergency Management Coordinator with the applicable information regarding the emergency event.

Severe Injury, Severe Illness, Serious Accident or Fatality EAP Procedures

Procedure for Response

- Any staff member witnessing or discovering the severe injury, severe illness, serious accident or death of a camper or camp staff must immediately call or designate someone to call 911. They will also notify the EPC and/or Park Manager.
- The first trained responder on scene initiates first aid/CPR as required to their level of training.
- Maintain privacy and keep the scene calm.
 - Clear the surrounding area of campers.
 - Staff not involved in the incident response should lead other campers to the NAC building and perform a headcount using their daily roster and report the headcount to the EPC by telephone or in person.
- Assistant Director or designee will open the front gate and wait for EMS at camp entrance. Upon arrival, Assistant Director will escort first responders to the scene of the incident.
- Present camp staff will assist EMS as needed under their direction.
- If EMS transports an individual, the EPC and/or designee will follow behind emergency vehicle or ride along if permitted.

Procedure to Notify and Communicate

- First staff on scene and/or designee will call 911 immediately.



- EPC will call parents of affected individual to inform them of the nature of the injury, what care was provided, where the camper is being transported, and contact information for the medical facility.
- EPC or designee will call Park Manager and/or LCRA Parks VP to update them on the situation.
- Once cleared by LCRA Parks VP or designee, EPC will notify parents/guardians of the situation and any impact on camp operations by phone and/or texts. If follow up is needed, parents will receive texts every 30 minutes until the emergency situation has been resolved.
- Park Manager will call Burnet County Emergency Management Coordinator with the applicable information regarding the emergency event.
- For a fatality, the Park Manager will contact DSHS to report the fatality within 24 hours of the fatality incident.

Unauthorized Individual EAP

Procedure

Initial Observation

- If an unidentified individual (person not on staff or not accompanied by staff) is observed, identifying camp staff will:
 - Ensure campers are kept at a safe distance from the unauthorized individual.
 - Only approach the individual if it is safe to do so.
 - Observe and note the unauthorized individual's appearance, behavior and location.

Notify Leadership

- The identifying camp staff member will immediately inform the EPC or designated authority by telephone.
- The identifying camp staff member will provide the following details to the EPC:
 - Description of the individual (e.g., clothing, height, distinguishing features).
 - Location and direction of movement.
 - Any observed behavior (e.g., suspicious actions, loitering).

Secure the Area

- If the individual is near campers:
 - The identifying camp staff member will calmly and discreetly move campers to a safe location.
 - Option 1 – move campers to NAC building, away from windows and lock doors.
 - Option 2 – move campers to dig site side and lock gates.
 - The identifying camp staff member will avoid causing panic.

Engage (If Safe and Authorized)

- If safe and authorized by the EPC, the identifying camp staff member will:



- Approach the individual with at least one other staff member. Never approach with campers present or leave campers unattended to engage individual.
- Politely ask the purpose of their visit.
- Inform them that visitors are not allowed on camp property while camp is in session and escort them off property.
- Do not escalate the situation - remain calm and professional.

Escalation

- If the individual refuses to leave, behaves aggressively or poses a threat:
 - The EPC will call local law enforcement immediately and provide with all relevant details.
 - Counselors will lead campers to shelter-in-place.
 - Option 1 – move campers to NAC building, away from windows and lock doors.
 - Option 2 – lead campers to dig site side, lock gates and muster at gate on southside of property

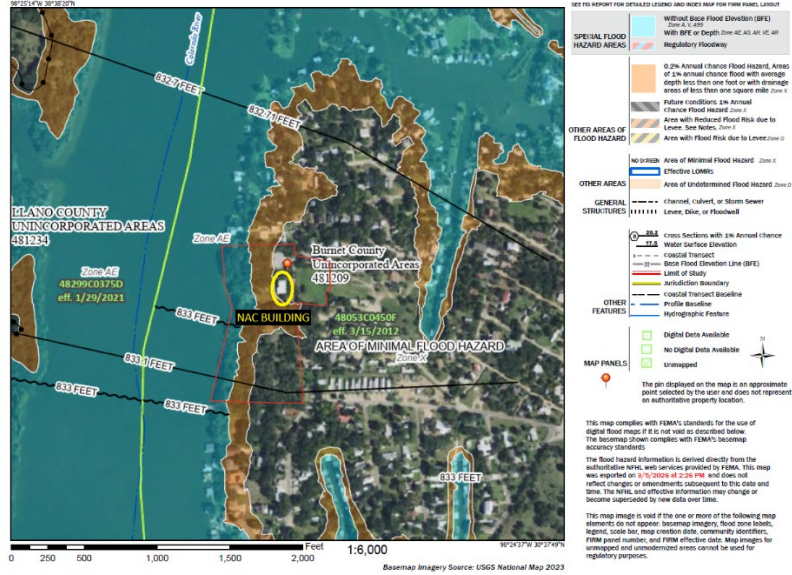
Procedure to Notify and Communicate

- EPC and/or designee will call 911 if situation escalates.
- EPC or designee will speak with Park Manager and/or LCRA Parks VP to update them on the situation.
- Once cleared by LCRA Parks VP or designee, EPC and/or designee will notify parents/guardians by phone or text of the situation and any impact on camp operations using the camp registration roster.
- Park Manager will call Burnet County Emergency Management Coordinator with the applicable information regarding the emergency event.



Maps

National Flood Hazard Layer FIRMette



FEMA Firm Map:
 Red line indicates camp boundaries.
 Yellow circle is only camp building.

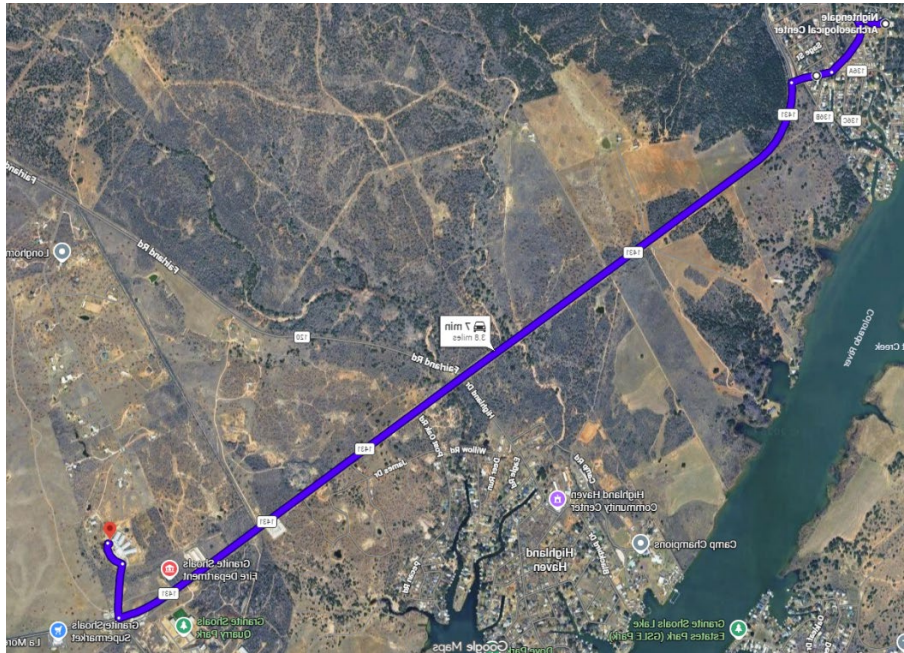
Nightengale Summer Camp Emergency Action Plan Map



Muster Zones
Shelter-In-Place
Search Zones



Evacuation Routes to Muster Zones



**Evacuation Route to Highland Lakes Elementary School:
8200 RM-1431,
Granite Shoals, TX
78654**