

Emergency Response Plan: Camp RIO

Camp Address: 280 Fish Hatchery Rd.

Directions: Exit Old Alice/Stillman rd. Exit, take frontage road south. Turn right on Fish Hatchery Rd. when you arrive at the black gate the gate code is 1993

*CCT – CAMPUS CRISIS TEAM

| | |
|--|----|
| 1. Emergency Numbers..... | 2 |
| 2. Floodplain Location..... | 2 |
| 3. Muster Zones..... | 3 |
| 4. Camper Accountability..... | 4 |
| 5. Designated Emergency Preparedness Coordinator (EPC)..... | 6 |
| 6. Lost Camper Plan..... | 9 |
| 7. Fire/Severe Weather Plan..... | 11 |
| 8. Severe Injury/Severe Illness/Serious Accident/Death Plan..... | 13 |
| 9. Aquatic Emergency Plan..... | 15 |
| 10. Epidemic Plan..... | 19 |
| 11. Unauthorized Individual Plan..... | 22 |
| 12. Transportation Emergency Plan..... | 25 |
| 13. Natural Disaster Plan..... | 34 |
| 14. Flash Flood Warning Evacuation Plan..... | 37 |
| 15. Camp Evacuation Plan..... | 37 |
| 16. Evacuation Plan for NWS Notice..... | 41 |
| 17. Shelter-in-Place Plan..... | 43 |
| 18. Evacuation Routes Posting..... | 45 |
| 19. Illuminated Evacuation Routes..... | 45 |
| 20. Cabin Ladder..... | 46 |
| 21. Emergency Plans to Staff..... | 46 |
| 22. Communication with Parents..... | 46 |
| 23. Parent Notification of Floodplain..... | 47 |
| 24. Parent Emergency Plan Provision..... | 47 |
| 25. Communication with Local Emergency Management..... | 47 |
| 26. Camp Administrative & Medical Services Staff Notification..... | 50 |

| | |
|---|----|
| 27. Emergency Warning System / Public Address System..... | 52 |
| 28. Monitoring Safety Alerts | 52 |
| 29. Operable Weather Radio..... | 53 |
| 30. Internet Service / Broadband Service..... | 54 |
| 31. Camper Safety Training..... | 54 |
| 32. Annual Staff Training and Maintain Training Records | 56 |
| 33. Reunification Annex- Camp RIO | 56 |

1. Emergency Numbers:

- Fire/EMS/Poison-- 911
- Brownsville Police Non-Emergency Dispatch-- 956-547-7000
- Brownsville Fire Department station #9-- 956-547-6569
- Nancy Mance (Camp Director) -- 719-310-5262
- Anali Lewis (Summer Camp Manager)—956-590-1378
- Maya Rasmussen (ODED Manager) --956-456-3396
- Howard Mance (Operations Manager) -- 956-639-2669
- Moises Ibarra (Facilities Manager) -- 956-521-3846
- Alexis Wooderson (Summer Assistant) – 956-592-0303
- Allison Gomez (Camp Nurse) – 956-374-7912
- Jorge Chipres Castaneda (EPC) - 956-780-1081

Radios :

All staff will have radios and be available while on duty to respond to calls for assistance.

- Channel 1: All programming Staff
- Channel 2: Private Convos
- Channel 4: Nurse/Crew/Kitchen/Operations
- Channel 7: LOUDMOUTH Speaker System

2. Floodplain Location

Camps are prohibited licensure of a youth camp with cabins within a floodplain, with the following exceptions for cabins:

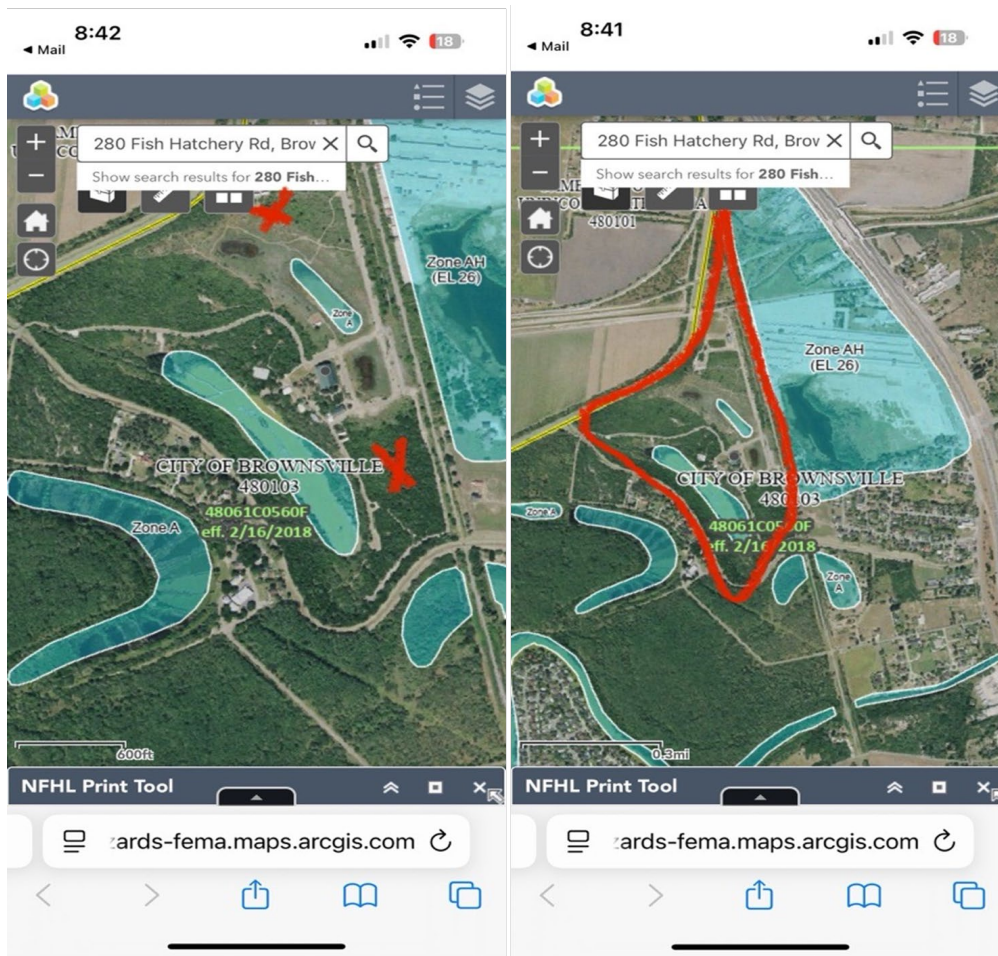
- Located by a lake, pond or other still body of water that is not connected to a

stream, river or other watercourse; that is dammed; or • Each cabin is at least 1,000 feet from a floodway. (HSC §141.0052)

SFHA are defined as the area that will be inundated by the flood event having a 1-percent chance of being equaled or exceeded in any given year. The 1-percent annual chance flood is also referred to as the base flood or 100-year flood. SFHAs are labeled as Zone A, Zone AO, Zone AH, Zones A1-A30, Zone AE, Zone A99, Zone AR, Zone AR/AE, Zone AR/AO, Zone AR/A1-A30, Zone AR/A, Zone V, Zone VE, and Zones V1-V30.

X marks Cabin Locations - Red line marks the Camp's boundary

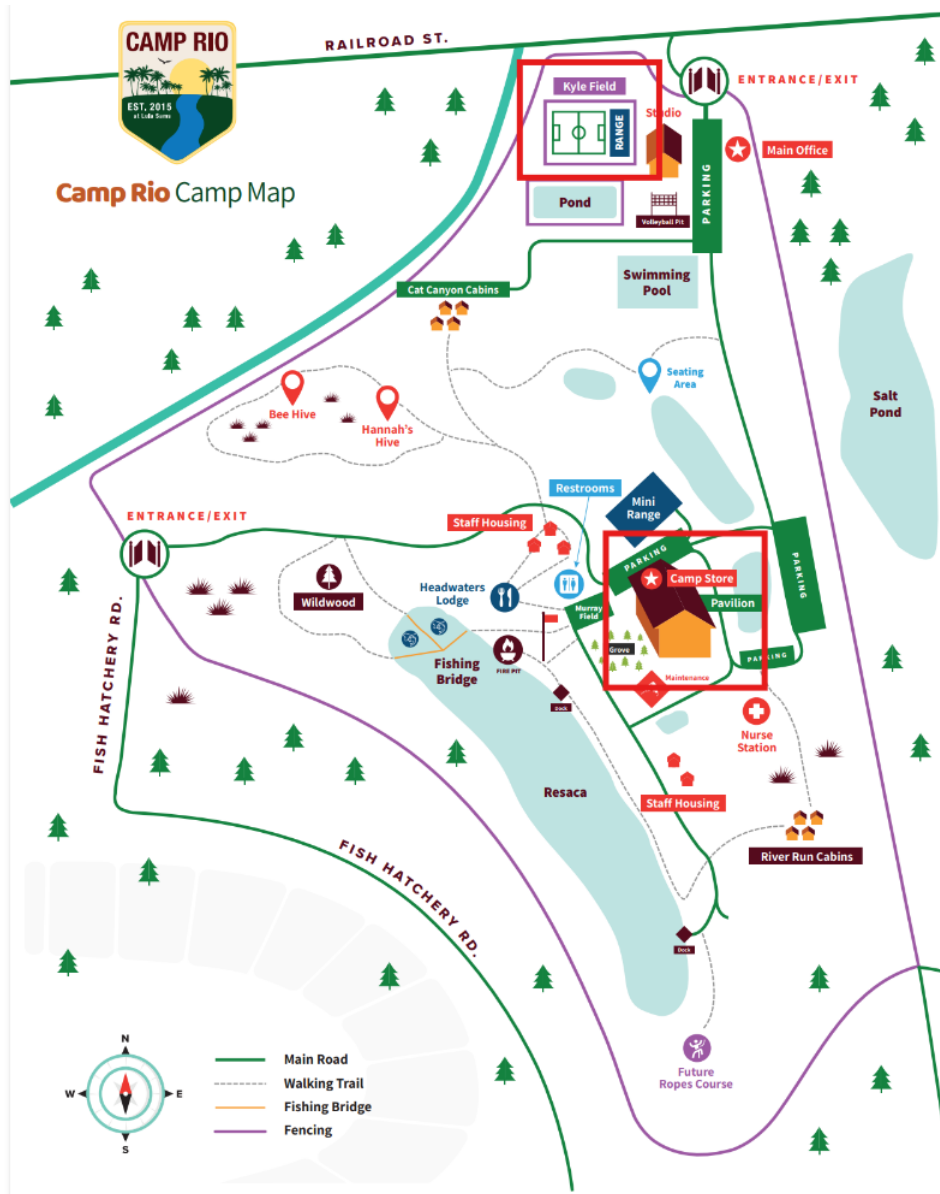
[FEMA Map Link](#)



3. Muster Zones

Specifies muster zones where campers and staff can gather in an emergency event (HSC §141.0091)

- Muster Zone 1 (south of camp) - Pavilion
- Muster Zone 2 (North of camp) - Kyle Field



4. Camper Accountability

Establish procedures to identify and account for each camper affected by the emergency event (HSC §141.0091)

The site-based Standard Reunification Method contains guidance on what must be done before, during, and after an emergency requiring camper and staff relocation.

Priorities:

- Camper and staff safety and wellbeing.
- Camper and staff whereabouts and conditions.
- Starting the recovery process.

Objectives:

- Every camper has been accounted for.
- Every staff member has been accounted for.
- Every camper still in the Camp's control is reunited with their parent or guardian.

4.1 Understand the process

- Establish a parent check-in location.
- Deliver the campers to the camper staging area beyond the field of vision of parents/guardians.
- Once campers are on site, notify parents of location.
- "Greeters" direct parents/guardians to the parent check-in location and help them understand the process.
- Parents/guardians complete Reunification Cards.
- Procedure allows parents/guardians to self-sort during check-in, streamlining the process.
- The "Reunifier" recovers the camper from the camper staging area and delivers them to the parent/guardian.
- Controlled lines of sight allow for an orderly flow, and issues can be handled with diminished drama or anxiety.
- Medical, notification, or investigative contingencies are anticipated.
- Plan for these additional spaces considering privacy needs

4.2 Complete IS-100.C training (ICS 100) (Camp Directors, APO, CCT APIs)

- Every first responder agency that partners with schools uses "Incident Command" during a crisis.
- The "Incident Command System" (ICS) is a response method that determines the role of everyone responding to a crisis and defines shared vocabulary and shared expectations of behavior.
- [IS-100.C: Introduction to the Incident Command System, ICS 100](#) (link to [link to ICS course website](#))

4.3 Identify supporting CCT and additional staff for two main teams **pp. 20, 26 & 27 and pp.28 & 29**

Two Teams: Transport and Reunification

- The team at the impacted school facilitates transport and initiates accountability processing.
- The reunification team deploys to the reunification site for staging and ultimately camper/parent reunification and return transportation of staff and staff.
- Regional emergency response team will be deployed as well
- [Review Current Team Assignments Here](#)

*Staff stay with their campers until the last camper is reunified with their family

4.4 Reunification kit materials

- The Reunification Operation Kit:
 - Rosters
 - Reunification Information Cards
 - Posters/signage (stations)
 - Identifiers (wrist bands, badges)
 - Clipboards
 - Pens

5. Designated Emergency Preparedness Coordinator (EPC)

Camp will designate an emergency preparedness coordinator (HSC §141.0091)

Responsible for planning and managing Camp RIO's readiness for emergencies and disasters.

Key responsibilities include:

- **Developing emergency plans:** Creating, updating, and testing business continuity, disaster recovery, and evacuation plans.
- **Risk assessment:** Identifying potential hazards (natural disasters, fires, cyberattacks, pandemics, etc.) and vulnerabilities.
- **Training & drills:** Organizing training sessions, tabletop exercises, and full-scale emergency drills for staff or residents.
- **Resource coordination:** Managing emergency supplies, communication systems, and partnerships with first responders and agencies.
- **Compliance & reporting:** Ensuring adherence to regulations (e.g., FEMA, OSHA, or local laws) and maintaining documentation.
- **Response & recovery support:** Activating plans during actual events and helping with recovery efforts afterward.

The following individuals serve as the Emergency Preparedness Coordinators for the school district and Camp RIO location.

- Jorge Chipres Castaneda – Managing Director of Safety and Security IDEA Public Schools
 - Jorge.chipres@ideapublicschools.org
 - Cell: 956-780-1081
 - Work: 956-314-4748
- Nancy Mance – Camp RIO Director
 - Nancy.mance@ideapublicschools.org
 - Cell: 719-310-5262

CCT Team (2025-2026)

| Name | Position | CCT Role | Phone Number | |
|------------------|--|---|------------------------------------|---|
| Nancy Mance | Camp Director | Incident Commander | C: 719-310-5262 W 956-678-6508 | |
| Anali Lewis | Sr. Camp Rio Summer Program Manager | Alternate- Incident Commander (May 1 st -August 1 st) Alternate Operations Leader (Aug 2 nd –April 30 th) | 956-590-1378 | |
| Maya Rasmussen | Camp Rio Outdoor Education Program Manager | Alternate- Incident Commander (August 2 nd -April 30 th) Alternate Operations Leader (May 1 st - August 1 st) | 956-456-3396 | |
| Mary Barba | Sr. Camp Rio Curriculum and Data Coordinator | Media Relations | 956-545-4453 | Works with the ops leader to ensure that we are staying up to date with notifications. Help prepare statements for public release |
| Howard Mance | Sr. Operations Manager | Operations Leader | C: 956-639-2669 W: 956-678-6509 | |
| Alexis Wooderson | Summer Camp Assistant Manager | Camper & Staff Recovery Services Leader | 956-592-0303 | |

| | | | | |
|--------------------------------|--------------------------------|---|--|---|
| | | | | |
| Bianca Almendarez | Camp Rio Lead Program Staff | Camper & Staff Recovery Services Leader | 956-266- 5869 | |
| Allison Gomez Willis | RN | Rapid Response Leader | W: 956- 594-8054 C: 956-374- 7912 | |
| Steph Zuniga | Camp Registrar | Front office leader Alternate Rapid Response Leader | 956-667- 0411 | |
| Eduardo Valeriano (Lalo) | Camp Rio Lead Program Staff | Camper & Staff Accountability Leader | 956-561- 9971 | |
| Victor Delgado | Camp Rio Lead Program Staff | Camper & Staff Accountability | 956-466- 4741 | |
| Moises Ibarra | Facilities Manager | Facilities Safety Leader | 956-521- 3846 | Ensures head counts and all buildings evacuated |
| Fernando Montes (Fern) | Cafeteria Chef | Cafeteria Safety Leader | | Coordinates food service during evac. And full reunifications |
| Elizabeth Saldivar | Kitchen Manager | Transportation Safety Leader | 956-551- 0572 | Ensure that the buses have access the pickup locations for evac. Also ensure that we have gate access if we are picking up from camp. Also acts as a gate guard |
| John Jaramillo | Camp Crew | Rapid Response Support | 254-245- 7197 | Respond to all medical incidents to assist the Rapid Response Leader. |

| | | | | |
|----------------------|----------------|-----------------------------|--------------|---|
| James Veverka | Camp Crew | Rapid Response Support | 956-281-4638 | Respond to all medical incidents to assist the Rapid Response Leader. |
| Miriam Augilar | Business Clerk | Back up Front Office Leader | 956-203-6333 | Takes over the phones for camp and fields calls to all our team who has a work cell number. |
| Kevin Guerra Ramirez | Camp Custodian | Gate Control (Gate 1) | | Gate control will only let in authorized vehicles and personnel (emergency vehicles and Camp RIO staff) will ensure not followers into camp |
| Ivan De La Rosa | Kitchen Chef | Gate Control (Gate 2) | | Gate control will only let in authorized vehicles and personnel (emergency vehicles and Camp RIO staff) will ensure not followers into camp |

6.Lost Camper Plan

The camp emergency plan will have procedures for other emergencies to include lost campers (HSC §141.0091)

Lost/Missing Person – SRP HOLD

The individual (staff member) who first notices a camper is missing will:

- Assess the situation and gather details about when the missing person was last seen, where, and with whom. Note the current time.
- If near the waterfront, immediately check the water in the same manner as normal waterfront emergency procedures require.
- Staff member will Contact the Camp Director/Program Director immediately by 2-way radio with the situation and the missing person’s name, follow directions from Camp/Program Director.

- The Camp Director/Camp Manager will assign staff to check all immediate areas, including enclosures and trails, calling the name of the missing person. This search is limited to 10 minutes.
- If the camper is not yet found, Camp Manager will gather all staff and campers and do a head count.
- Determine search strategies and communication plan—act quickly.
- Station a staff member where the person was last seen in case they return.
- Assign staff to supervise campers at no less than 1 staff to 10 camper ratios.
- Each search team should have at least two people and should have a cell phone and radio.
- Determine search zones or quadrants based on where the person was last seen.
- Call out for the missing person while searching; be sure to listen for responses.
- If the missing person is not found after a thorough search and 911 has not yet been called, call 911 and tell them “There is a camper missing at Camp RIO located at 280 Fish Hatchery Rd. Brownsville, TX 78520. The camper was last seen at (location on camp) at (time camper was last seen).”
- Call 911 if the missing person is not found after 30 minutes of searching.
- When EMS arrives, assist emergency personnel as they lead the search.
- Camp Director/Camp Manager notifies parent/legal guardian of missing camper.

Camp RIO coordination with emergency management agencies (such as police, fire departments, EMS, and local/county emergency management offices) follows structured frameworks like the National Incident Management System (NIMS) and the Incident Command System (ICS), which provide standardized terminology, roles, and scalable coordination for multi-agency responses.

Overall Process (Pre-Incident, During, and Post-Incident)

- Build Relationships and Establish Contacts (Ongoing Preparedness)
 - Camp RIO has identified key partners needed in case of an emergency: local emergency management director, police chief, fire chief, EMS director, public works, hospitals, etc.)
 - Camp RIO will annually share its emergency plans with local agencies.
- Joint Planning and Risk Assessment
 - Camp RIO has established relationships with local authorities and periodically hosts various agencies for site visits and feedback on emergency plans.
 - Roles, responsibilities, and communication protocols are outlined in the EAP and align with standard ICS training.
- Training and Exercises
 - Camp RIO hosts joint drills with some local agencies so that are familiar with our property.
 - Train staff on NIMS/ICS so everyone uses common language and structure.
- During an Incident – Activation and Coordination
 - Activate emergency plan and notify partners via established channels.
 - Operate under ICS/Unified Command: One Incident Commander (usually from the lead agency like fire or police) oversees on-scene operations; Camp RIO coordinator serves as a liaison role.

- Provide situational awareness, resources (shelter, personnel, supplies), or subject-matter expertise.
- District leaders may request mutual aid through formal channels if local resources are overwhelmed.
- Information and Resource Management
 - Share real-time intelligence while protecting sensitive data.
 - Track resources via standardized systems.
 - Coordinate public messaging through school district protocol to avoid conflicting statements.
- Recovery and After-Action Review
 - Transition to recovery phase (debris removal, damage assessment, financial aid).
 - Participate in debriefs and after-action reports to identify improvements.
 - Update plans and agreements based on lessons learned.

7.Fire/Severe Weather Plan

The camp emergency plan will have procedures for other emergencies to include fires (HSC §141.0091)

Fire – SRP Evacuate – FIRE ALARM is also activated

- The staff member who first notices a fire or becomes aware of a severe weather situation will assess the situation quickly. This person will contact Camp Director/Program Manager immediately by 2-way radio to assist with assessment.
- Identify the problem and location of the fire. Camp Director/Program Manager will **Call 911**.
- Camp Director/Program Manager will use LOUDMOUTH and RAPTOR to notify Camp personnel of the situation and to relay instructions.
- Use 2-way radio to notify support staff. Request fire extinguishers if the fire is small.
- Program Manager will gather all campers and staff in their immediate area and do a head count.
- Program Manager will have staff in other areas report head counts through RAPTOR.
- Move all persons away from fire to nearest safe rally point. Muster zone 1 or 2 and perform additional head counts.
- Campers and staff will evacuate by bus or foot per evacuation process in [Section 15](#).
- Support staff (per CCT guidelines) will direct emergency personnel to the fire location
- Treat any injuries just as discussed in the previous sections.
- Camp Director will file an incident report.
- The Camp Director will interact with any media present, as needed, or contact families if necessary.
- Camp Director/Program Manager will communicate with families by email/Campanion messaging system. In severe situations, if possible, phone calls to individual families will be made as necessary.

Thunderstorm – SRP SHELTER

- Watch:
 - Support staff (FACILITIES MANAGER, Crew, Office Staff) will monitor radar, radio, and/or sky for signs of a thunderstorm and call Camp Director via 2-way radio or phone to advise updates as needed.
 - Camp Director and/or support staff will monitor weather radio and track conditions on the regional map using a smart phone app.
- Warning/occurrence:
 - Support staff (FACILITIES MANAGER, Crew, Office Staff) will monitor radar, radio, and/or sky for signs of a thunderstorm and call Camp Director via 2-way radio or phone to advise updates as needed.
 - Camp Director and/or support staff will monitor weather radio and track conditions on the regional map using a smart phone app.
 - If lightning is within a 10-mile radius of camp, Camp Director /Program Manager will call for a halt to waterfront activities and move other activities inside as weather dictates.
 - Head Counts will be performed by supervising staff and reported to Program Manager each time campers are moved to a new location and periodically during the event.

Extreme Heat:

On hot days when the temperature is above 90° F and the relative humidity is high, evaporation slows. The body may be unable to shed heat through its normal methods of circulatory changes and sweating.

- To prevent heat disorders: slow down; drink plenty of water; wear lightweight, light-colored clothing; stay out of the sun as much as possible; wear wet bandana around the neck.
- Heat exhaustion symptoms include heavy sweating, weakness, and cold skin (may be pale)
- Heatstroke symptoms include hot dry skin (red) and rapid pulse.
- Move to a cooler, shady area and get immediate medical help.
- Cool the body down quickly with lukewarm water.
- Staff that is monitoring the victim will Call 911 without delay if there is any abnormal state of consciousness.
- Contact Camp Director and nurse on any and all suspected heat exhaustion and heat stroke cases.

Camp RIO coordination with emergency management agencies (such as police, fire departments, EMS, and local/county emergency management offices) follows structured frameworks like the National Incident Management System (NIMS) and the Incident Command System (ICS), which provide standardized terminology, roles, and scalable coordination for multi-agency responses.

Overall Process (Pre-Incident, During, and Post-Incident)

- Build Relationships and Establish Contacts (Ongoing Preparedness)
 - Camp RIO has identified key partners needed in case of an emergency: local emergency management director, police chief, fire chief, EMS director, public works, hospitals, etc.)
 - Camp RIO will annually share its emergency plans with local agencies.
- Joint Planning and Risk Assessment
 - Camp RIO has established relationships with local authorities and periodically hosts various agencies for site visits and feedback on emergency plans.

- Roles, responsibilities, and communication protocols are outlined in the EAP and align with standard ICS training.
- Training and Exercises
 - Camp RIO hosts joint drills with some local agencies so that are familiar with our property.
 - Train staff on NIMS/ICS so everyone uses common language and structure.
- During an Incident – Activation and Coordination
 - Activate emergency plan and notify partners via established channels.
 - Operate under ICS/Unified Command: One Incident Commander (usually from the lead agency like fire or police) oversees on-scene operations; Camp RIO coordinator serves as a liaison role.
 - Provide situational awareness, resources (shelter, personnel, supplies), or subject-matter expertise.
 - District leaders may request mutual aid through formal channels if local resources are overwhelmed.
- Information and Resource Management
 - Share real-time intelligence while protecting sensitive data.
 - Track resources via standardized systems.
 - Coordinate public messaging through school district protocol to avoid conflicting statements.
- Recovery and After-Action Review
 - Transition to recovery phase (debris removal, damage assessment, financial aid).
 - Participate in debriefs and after-action reports to identify improvements.
 - Update plans and agreements based on lessons learned.

8. 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)

Accident/Sudden Illness/Death - Emergency – SRP HOLD

(Such as snake bite, compound fracture, serious wound, severe allergic reaction, bad fall, unconscious person, body burns, etc.)

- The staff member present will perform a through quick assessment to determine if this is an emergency that warrants a call to 911.
- If yes, call 911 immediately.
- Give 911 a contact person and cell phone number on the scene. This person must remain in cell phone range until EMS arrives.
- If you can't call 911, radio Camp Director or designated representative with information (injury/illness, exact location, and person's name) for them to call 911.

- Care for the injured/ill person until someone with a higher level of training arrives (e.g., other camp staff, certified participants or EMS).
- Do not move injured people unless necessary.
- If a person is found unconscious, if certified, follow CPR/First Aid procedures until relieved by EMS.
- Involve help as needed (if available); direct all others to move away.
- If at the waterfront, all others will gather on dry ground.
- Staff on site will direct emergency personnel to the injured or ill person.
- Camp Director will make Emergency Medical Authorization information available to EMS personnel on arrival
- Camp Director/Program Manager or Nurse will contact the patient's Emergency contact as needed by calling the number listed in the affected camper's file. Calls will be made as soon after 911 is called as possible (within 10 minutes of calling 911).
- File an incident report. Restock first aid kits. Fill in medical log with Nurse.

Accident/Illness- Non-Emergency – SRP HOLD

(Such as hurt arm or possible closed fracture, simple cuts or scrapes, headaches, stings, minor burns or bruises)

- Assess the situation and determine the course of action.
- Care for the injured/ill person if requested.
- Notify the Camp Nurse via radio. Identify the injury/illness, exact location, and person's name.
- Call back up to cover programs as needed.
- The Camp Nurse will contact the emergency contact. Identify the problem and get instructions.
- File an incident report, restock first aid kits, Fill in medical log with Nurse.

Camp RIO coordination with emergency management agencies (such as police, fire departments, EMS, and local/county emergency management offices) follows structured frameworks like the National Incident Management System (NIMS) and the Incident Command System (ICS), which provide standardized terminology, roles, and scalable coordination for multi-agency responses.

Overall Process (Pre-Incident, During, and Post-Incident)

- Build Relationships and Establish Contacts (Ongoing Preparedness)
 - Camp RIO has identified key partners needed in case of an emergency: local emergency management director, police chief, fire chief, EMS director, public works, hospitals, etc.)
 - Camp RIO will annually share its emergency plans with local agencies.
- Joint Planning and Risk Assessment
 - Camp RIO has established relationships with local authorities and periodically hosts various agencies for site visits and feedback on emergency plans.
 - Roles, responsibilities, and communication protocols are outlined in the EAP and align with standard ICS training.
- Training and Exercises
 - Camp RIO hosts joint drills with some local agencies so that are familiar with our property.
 - Train staff on NIMS/ICS so everyone uses common language and structure.
- During an Incident – Activation and Coordination

- Activate emergency plan and notify partners via established channels.
- Operate under ICS/Unified Command: One Incident Commander (usually from the lead agency like fire or police) oversees on-scene operations; Camp RIO coordinator serves as a liaison role.
- Provide situational awareness, resources (shelter, personnel, supplies), or subject-matter expertise.
- District leaders may request mutual aid through formal channels if local resources are overwhelmed.
- Information and Resource Management
 - Share real-time intelligence while protecting sensitive data.
 - Track resources via standardized systems.
 - Coordinate public messaging through school district protocol to avoid conflicting statements.
- Recovery and After-Action Review
 - Transition to recovery phase (debris removal, damage assessment, financial aid).
 - Participate in debriefs and after-action reports to identify improvements.
 - Update plans and agreements based on lessons learned.

9. 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)

9.1 Facility Description & Hazards

- Swimming Pool: Shallow (assume uniform depth suitable for the age group; confirm exact depth). Supervised swimming only. High-risk activities include horseplay, running on deck, and submersion incidents.
- Oxbow Lake: 11 acres, consistently shallow (3–4 feet). No swimming. Primary activities: canoeing and kayaking. Hazards include capsizing, falling overboard, entanglement in vegetation, sudden weather changes, and shallow-water injuries (e.g., striking bottom or submerged objects).
- General hazards: Lightning/severe weather (common at waterfronts), missing campers, medical emergencies, equipment failure.

Buddy system and ability testing are mandatory for all activities. Campers are ability-tested before any water activity.

9.2 Staff Roles and Responsibilities

- Emergency Response Coordinator (ERC): Waterfront Director (or highest-qualified lifeguard on duty). Directs the response, stays in communication with camp leadership/EMS, and designates roles.
- Lifeguards: Certified (e.g., Red Cross Lifeguarding + CPR/AED/First Aid). Perform rescues and provide care. Maintain constant surveillance.

- Counselors: Trained in non-swimming rescues and EAP. Assist with evacuation, buddy checks, camper supervision, and accounting. Remain focused on campers only.
- Support Staff: Designated runner(s) to notify camp office/EMS; first-aid/CPR-certified personnel; camp health officer.
- All Staff: Know whistle signals, equipment locations, and their assigned role. In an emergency, the highest-qualified person present assumes ERC duties until relieved.

Ratios: Follow ACA/state standards (e.g., lifeguard-to-camper ratios, one watcher per group). One certified first-aid + stocked kit at every activity.

9.3 Emergency Communication & Signals

- Primary: Two-way radio or phone at waterfront (kept charged and tested daily). Have camp office phone number and 911 on speed dial.
- EMS Script (when calling 911): “This is Camp RIO waterfront. We have a [drowning / injury / medical emergency] at the [pool or resaca. Victim is [age/condition]. We are performing [CPR/ rescue]. Location: 280 Fish Hatchery Rd Brownsville, 78520.”
- Whistle / Horn Signals (universal across waterfront):
 - One long blast: Attention / minor assistance needed (e.g., clear area for minor incident).
 - Three short blasts: Emergency / clear the water immediately (drowning, capsized boat, etc.).
 - Series of short blasts or air horn: Severe weather recall or full evacuation.
 - All Clear: Two short blasts or “thumbs up”/OK signal.
- Visual Signals (Resaca): Raised paddle/oar vertically = assistance needed; waved overhead = urgent/life-threatening; horizontal = all clear.
- Buddy Check: Whistle command – all campers exit water, pair up, and be accounted for.

9.4 Emergency Equipment & Locations

Maintain an inventory checklist (inspected daily). Required items:

- Pool Area: Rescue tubes, shepherd’s crook/reach pole, backboard with straps, throw bag, first-aid kit, AED (if available), spine board, communication device, whistle, buddy board.
- Lake Area: PFDs (Type III or better, sized and inspected before each use), rescue tubes/throw bags, rescue boat(s) with oars/paddles, first-aid kit, backboard, communication device, air horn, extra PFDs.
- Equipment is stored in clearly marked, accessible locations near the water. All staff know the locations.

9.5 General Emergency Response Steps (Activate EAP)

- Recognize & Signal: ERC (or first staff to see incident) activates signal.
- Rescue: Trained staff perform appropriate rescue (reach, throw, row, go – in that order). Use trained techniques only.
- Accountability: Immediate buddy check / headcount. Non-involved campers moved to a safe assembly area (Benches if at pool; Benches if at Resaca) and supervised.
- Care: Provide first aid / CPR / AED as trained. Treat for shock.

- Notify: ERC or designee contacts camp office/health officer/911. Provide clear location and details.
- Evacuate if needed: Clear waterfront; move to designated muster point area (Arroyo or Kyle Field if at pool; Headwaters or pavilion if at Resaca)
- Camp Director/Program Manager or Nurse will contact the patient's Emergency contact as needed by calling the number listed in the affected camper's file. Calls will be made as soon after 911 is called as possible (within 10 minutes of calling 911).
- Camp Nurse will call parents same day for minor injuries or accidents not resulting in a call to 911.
- Document: Complete incident report within 24 hours. Preserve the scene until cleared.

9.6 Specific Emergency Procedures

9.6a Pool Emergencies (Shallow Swimming Pool)

- Active Drowning / Near-Drowning: Long whistle blast
 - Lifeguard enters water with rescue tube
 - Perform rescue
 - Clear pool
 - Provide care (rescue breathing/CPR if needed)
 - Buddy check
 - Notify ERC/camp office
 - EMS if unconscious or not breathing.
- Submerged / Missing Swimmer: Three blasts
 - Clear pool
 - Scan bottom
 - Initiate lost-bather search (check changing area and restrooms)
 - Notify camp leadership immediately
 - Continue search until found or EMS arrives.
- Injury (e.g., head/neck, cut, seizure): Signal attention
 - Stabilize (spinal precautions if suspected)
 - Remove from water carefully
 - First aid
 - EMS if serious.

9.6b Resaca Emergencies

All participants wear properly fitted PFDs at all times.

- Capsized Boat / Man Overboard: Staff signals three blasts
 - Instruct other boats to clear area
 - Campers perform self-rescue (as taught in tip test)
 - Staff assists with rescue boat or wading (resaca is 3–4 ft deep)
 - Recover boat/PFDs
 - Buddy check
 - First aid
 - Notify if injury
- Boater in Distress (Away from Shore): Use signals (one blast = assist; three = urgent)

- Response boat approaches safely
- Tow or assist victim to shore/dock
- Provide care
- Lost / Missing Boater: Three blasts
 - All boats return to shore
 - Headcount
 - Scan resaca visually
 - Notify camp office
 - Initiate land + water search (canoes/boats + shore teams)
 - EMS and full camp search procedures.

9.6c Severe Weather / Lightning

- Signal: Series of blasts or air horn.
- Actions: Immediately clear water
 - Secure boats/equipment
 - Evacuate to designated shelter (away from water, trees, poles)
 - Wait 30 minutes after last thunder before resuming
- ERC notifies camp director: “Severe weather: securing waterfront.”

Camp RIO coordination with emergency management agencies (such as police, fire departments, EMS, and local/county emergency management offices) follows structured frameworks like the National Incident Management System (NIMS) and the Incident Command System (ICS), which provide standardized terminology, roles, and scalable coordination for multi-agency responses.

Overall Process (Pre-Incident, During, and Post-Incident)

- Build Relationships and Establish Contacts (Ongoing Preparedness)
 - Camp RIO has identified key partners needed in case of an emergency: local emergency management director, police chief, fire chief, EMS director, public works, hospitals, etc.)
 - Camp RIO will annually share its emergency plans with local agencies.
- Joint Planning and Risk Assessment
 - Camp RIO has established relationships with local authorities and periodically hosts various agencies for site visits and feedback on emergency plans.
 - Roles, responsibilities, and communication protocols are outlined in the EAP and align with standard ICS training.
- Training and Exercises
 - Camp RIO hosts joint drills with some local agencies so that are familiar with our property.
 - Train staff on NIMS/ICS so everyone uses common language and structure.
- During an Incident – Activation and Coordination
 - Activate emergency plan and notify partners via established channels.
 - Operate under ICS/Unified Command: One Incident Commander (usually from the lead agency like fire or police) oversees on-scene operations; Camp RIO coordinator serves as a liaison role.

- Provide situational awareness, resources (shelter, personnel, supplies), or subject-matter expertise.
- District leaders may request mutual aid through formal channels if local resources are overwhelmed.
- Information and Resource Management
 - Share real-time intelligence while protecting sensitive data.
 - Track resources via standardized systems.
 - Coordinate public messaging through school district protocol to avoid conflicting statements.
- Recovery and After-Action Review
 - Transition to recovery phase (debris removal, damage assessment, financial aid).
 - Participate in debriefs and after-action reports to identify improvements.
 - Update plans and agreements based on lessons learned.

10. Epidemic Plan

The camp emergency plan will have procedures for other emergencies to include epidemics (HSC §141.0091).

An outbreak or potential epidemic is defined as:

- Two (2) or more campers or staff presenting with similar symptoms and epidemiologic linkage (same group, activity, or exposure) within a short period (e.g., 3–4 hours), or
- A single confirmed or strongly suspected case of a highly contagious or reportable disease
- Symptoms of concern may include fever, cough, vomiting, diarrhea, or rash.

The Camp Director (or designee) serves as Incident Commander and activates the response team, which includes:

- Camp Director
- Camp Nurse/Health Director
- Program Director
- Designated staff

10.1 Staff Use of Personal Protective Equipment (PPE):

- Camp RIO maintains a sufficient stock of PPE, including disposable masks, gloves, gowns (as needed), eye protection, and hand hygiene supplies, stored in the nurse station and key locations. Inventory is checked regularly and restocked as needed.
- All staff receive annual training on proper PPE use, disposal, and hand hygiene protocols.
- Staff who interact with symptomatic individuals must use appropriate PPE, at minimum gloves and masks.

Staff responsibilities include:

- Donning PPE prior to contact with symptomatic individuals
- Changing gloves between individuals
- Properly removing and disposing of PPE after use
- Performing hand hygiene immediately after removal
- Non-health staff will not enter designated isolation areas.
- Staff must complete hygiene protocols prior to returning to general duties and change clothing when feasible after contamination exposure.

10.2 Isolation Process

- Initial Triage
 - All symptomatic individuals should be evaluated by the Camp Nurse (or trained designee) prior to isolation unless symptoms are clearly contagious or emergent.
- Immediate isolation is required for:
 - Active vomiting
 - Diarrhea
 - Rash with fever
 - Severe illness symptoms
- Day Camp
 - Ill campers are escorted to the designated isolation area
 - Parents/guardians are contacted for pickup as soon as possible (goal: within 1 hour)
 - Ill staff are sent home or isolated immediately
- Overnight Camp
 - Ill campers or staff are housed in the infirmary or a separate designated area away from well individuals
 - Individuals are not housed with the general population
 - Housing separation is maintained as appropriate
 - Individuals remain isolated until cleared by the Camp Nurse/physician or sent home
- General Isolation Measures
 - Limit contact to essential caregivers only
 - Maintain physical distancing where feasible
 - Provide dedicated supplies (linens, utensils, etc.)
 - Exclude from all group activities and shared living areas
- Health staff will monitor:
 - Vital signs
 - Symptoms
 - Hydration status
 - A log will be maintained for all individuals placed in isolation

10.3 Reporting Process for Contagious Diseases

- Internal Reporting
 - All staff must immediately report suspected illness to the Camp Nurse and Camp Director via radio or phone.
- The Camp Nurse will maintain:

- Daily medical log
- Line list including name, age, group, symptoms, onset, and actions taken
- Tipping Point Activation
 - The response team is activated when:
 - Four (4) to five (5) individuals present with similar symptoms within a short time period, or
 - A single serious or confirmed case is identified
- External Reporting
 - Suspected outbreaks must be reported within 24 hours to:
 - Cameron County Health Department
 - Texas Department of State Health Services (DSHS)
 - Specimens
 - Specimens will only be collected if directed by public health authorities and by licensed personnel within scope of practice.

10.4 Coordination with Local Health Authorities and Emergency Management

- The Camp Director serves as the primary liaison with local health authorities.
 - Responsibilities include:
 - Immediate notification of suspected outbreaks
 - Coordination on isolation duration, testing, and control measures
 - Implementation of all guidance provided by health authorities
 - If escalation occurs, coordination may include:
 - Texas DSHS
 - Local Emergency Management
 - External partners for additional resources
- The response team will meet as needed to review status and adjust operations.
- The camp's liability insurance carrier will be notified as appropriate.

10.5 Environmental Cleaning and Infection Control

- During suspected or confirmed outbreaks:
 - High-touch surfaces and shared equipment will be cleaned and disinfected frequently (minimum every 2–4 hours)
 - Bathrooms and common areas will receive increased cleaning frequency
 - EPA-approved disinfectants will be used
- Biohazard events (vomiting or diarrhea) will be:
 - Cleaned immediately using appropriate PPE
 - Isolated until the area is safe for use

10.6 Cohorting and Exposure Control

- When an outbreak is suspected or confirmed:
 - Campers and staff will be grouped into cohorts
 - Mixing between cohorts will be minimized or suspended
 - Shared activities may be modified, limited, or canceled

10.7 Process for Notification of Parent or Legal Guardian

- Individual Cases
 - Parents/guardians will be notified immediately by phone when a camper becomes ill.
 - Information provided will include:
 - Description of symptoms
 - Actions taken
 - Pickup instructions (day camp) or status update (overnight camp)
- Outbreak-Level Notification
 - If an outbreak is confirmed:
 - Parents/guardians will receive timely updates via email, text, and/or phone
 - Communication will include:
 - Current status
 - Symptoms to monitor
 - Prevention guidance
 - A designated staff member will manage parent inquiries.
 - Confidentiality will be maintained; no identifying information will be shared.

10.8 Camp Closure Considerations

- Camp leadership, in consultation with public health authorities, may consider partial or full closure if:
 - Illness spreads rapidly across multiple cohorts
 - Severe illness or hospitalization occurs
 - Staffing levels are insufficient to maintain safe operations
 - Directed by public health authorities

11. Unauthorized Individual Plan

The camp emergency plan will have procedures for other emergencies to include unauthorized individuals (HSC §141.0091)

Camp RIO requires all visitors to sign in at the main office and undergo a soft background check using the RAPTOR system. Visitors are given a badge to wear while they are on property and are typically accompanied by a current staff member.

Any contractors working on items inside Camp RIO property are required to wear a reflective vest marked with the Camp RIO designation so they can be easily identified from a distance.

Threatening Person – SRP Secure, outside fences; SRP Lockdown, inside fences;

- A threatening person could be a stranger to Camp Staff and Campers and may exhibit aggressive, inappropriate and/or unsafe behavior towards or in the vicinity of Camp RIO persons.
- A threatening person could also be related to or familiar with a camper or a member of the Camp Staff but does not have the authority or permission to interact with campers.
- Camp Staff must be ever watchful for both possibilities.
 - Assess the situation and contact the Camp Director immediately.

- Gather the campers and keep them in sight.
- Put all Camp Staff on alert. Radio camp code if needed.
- Move away from the threat if possible and call 911. Identify the problem and the exact location.
- Get as many people to safety and away from the threat as possible.
- In a hold up, give whatever material item(s) the person wants.
- File an incident report. Conduct a de-briefing and safety talk with staff and full camp.

Condition:

- A lockdown is initiated when there is a threat or hazard inside the school building.
- This could include situations such as violent parental custody disputes, intruders, or active shooters / Attackers.
- Lockdown procedures focus on using Camp security measures to protect campers and staff.

Notification of a Lockdown:

- A lockdown can be triggered by either a LOUDMOUTH announcement or Raptor Alert.
- Staff and campers must respond immediately to whichever notification is received first.
 - LOUDMOUTH announcement
 - The public address for a lockdown is: "HIDE AND SEEK!" repeated three times.
 - Raptor Alert:
 - In the event of a lockdown, any staff member can activate Raptor Alert from their mobile device or laptop. Once the lockdown is initiated, a camp-wide notification will be sent out, accompanied to alert everyone.

Common Lockdown Triggers:

- Dangerous animal spotted
- Intruder inside the Camp property.
- Angry or violent parent / camper that is jeopardizing the safety of others or the camp while inside the perimeter.
- Confirmed report of a weapon inside the camp perimeter.
- Active Shooter / Attacker

Steps for a Lockdown:

- Notify Law Enforcement
 - Notify authorities immediately. (During a drill, a CCT member can simulate the call by stating "Calling 911" via CCT radios.)
- Initiate the Lockdown
 - Make the lockdown announcement over the LOUDMOUTH system.
 - Activate Raptor Alert for Lockdown.
 - Note: Anyone at the camp with Raptor installed has the ability to activate a lockdown via Raptor Alert.
 - Staff inside buildings with campers:

- Quickly direct campers to sit on floor along walls, out of the line of sight from windows and door windows. This should be the “hard corner” of the building.
 - Immediately check the surrounding area for campers and bring them into the building.
 - Double check that the building door is closed and locked.
 - Turn off the lights and cover the windows if possible.
 - Use furniture or other items to barricade if time allows.
 - Ensure campers remain calm and quiet.
 - Check Raptor Alert for any updates.
 - All cell phones should be out of site and silenced.
 - Assess your location for potential escape routes and be prepared to act if necessary.
 - Take attendance and report unaccounted campers using Raptor Accountability.
 - Wait for further guidance from CCT or Law Enforcement.
- Staff outside a building with campers:
 - Immediately guide campers as far away from the building as possible. (Never return to the building if the threat is located inside.)
 - Choose a location that provides cover, such as behind trees, fences, or other solid structures and have campers lay as low to the ground as possible.
 - Staff should lead campers to their off-site reunification location when possible and safe to do so.
 - Ensure campers remain calm and quiet.
 - Check Raptor Alert for any updates.
 - All camper cell phones should be out of site and silent.
 - Take attendance and report unaccounted campers using Raptor Accountability.
 - Wait for further guidance from CCT or Law Enforcement.
- Staff inside Headwaters/Arroyo Buildings with campers:
 - Quickly direct campers sit on the floor along the walls, out of the line of sight from windows and door windows. This should be the “hard corner” of Headwaters.
 - If safe and possible, guide campers to hide in storage rooms, kitchens, or other secure areas.
 - Double check that interior and exterior building doors are closed and locked.
 - Turn off lights and cover the windows (If applicable/possible).
 - Use furniture or other items to barricade the doors if time allows.
 - Ensure campers remain calm and quiet.
 - Check Raptor Alert for any updates.
 - All camper cell phones should be out of site and silent.
 - Assess your location for potential escape routes and be prepared to act if necessary.
 - Take attendance and report unaccounted campers using Raptor Accountability.
 - Wait for further guidance from CCT or Law Enforcement.
- Receptionist/ Front office support staff:
 - Initiate the lockdown over the PA system.
 - Initiate the lockdown via Raptor Alert.
 - Note: Any staff member has the ability to activate a lockdown through Raptor Alert.

- If the receptionist receives a Raptor Alert notification of a lockdown, they must immediately make the
 - Lockdown announcement over the PA system to ensure campus wide communication.
 - Quickly inform visitors about the lockdown and direct them to a safe/shelter location within the reception
 - Area or nearby secure space.
 - Silence your phone and remind visitors to silence theirs too.
 - Turn off lights and cover windows / close blinds (if applicable).
 - Stay out of sight from the windows. Shelter in the “hard corner” of the shelter area you are using.
 - Take attendance and account for visitors using Raptor Accountability.
- Office Staff:
 - If you have campers in an office, quickly direct them to sit on the floor along walls, out of the line of sight from windows and door windows. This should be the “hard corner” of the office.
 - Immediately check hallways for campers and bring them into the office, if safe to do so.
 - Double check that your office door is closed and locked.
 - Turn off the lights and cover the door window.
 - Use furniture or other items to barricade if time allows.
 - If you have campers, ensure that campers remain calm and quiet.
 - Check Raptor Alert for any updates.
 - Ensure cell phones are out of site and silenced.
 - Assess your location for potential escape routes and be prepared to act if necessary.
 - Take attendance and report out campers you might have in your care using Raptor Accountability.
 - Wait for further guidance from CCT or Law Enforcement.
- Campus Crisis Team Members: (During a lockdown)
 - Immediately lock yourself in your designated office or secure area.
 - Follow all lockdown procedures, including turning off lights and staying out of sight.
 - NOTE: In a lockdown, your role is to prioritize your safety by following lockdown procedures. Trust that the staff and campers are following their training and are adhering to protocols. This is why conducting regular, effective lockdown drills is essential to build confidence in the campus's readiness to respond appropriately.

12. Transportation Emergency Plan

The camp emergency plan will have procedures for other emergencies to include transportation emergencies (HSC §141.0091)

The following procedures are aligned with those of IDEA Public Schools.

12.1 Breakdowns & Collisions:

12.1a Breakdowns:

In the event of a bus breakdown, ensure that all campers are safe. If a bus is in an unsafe location (e.g. Railroad tracks), evacuate the campers to a safe distance. If on a roadway, deploy warning triangles and/or other warning devices (roadside flares, etc.) Contact your Transportation Campus Manager and give the following information:

- • Bus Number
- • Type of Problem (I.E Flat tire, Front or Rear, Inside or Outside)
- • Number of campers remaining on the bus
- • Will another bus be required?
- • Exact location of the bus (Landmark, Street Intersections, City)

12.1b Collision:

- When reporting a collision (remain calm), it is imperative that drivers immediately identify:
- Bus number
- Whether or not a school bus is involved (any additional vehicles involved)
- Exact Location of collision
- Report any injuries, if any.
- If an ambulance or wrecker is needed
- Do not issue statements to the press (only local authorities)

12.1b.1 Bus Driver Responsibilities in A Collision:

- Bring the school bus to a complete stop at a safe location and then set the parking brake.
- Activate the hazard lights, and turn off the ignition switch, then place the ignition switch to accessories.
- Communicate with campers onboard that a collision occurred and to remain calm.
- Remain calm and diagnose any campers on board for injuries.
- Notify via 2-way radio central dispatch and inform what necessary assistance is needed from them.

12.1b.2 Police, EMS, and/or Fire Department.

- Decide whether it is necessary to exit or evacuate the bus
- If necessary, guide campers outside emergency exits and gather in a safe area away from traffic.
- Enlist the aid of citizens and high school campers, if needed and available
- Administer first aid as appropriate and necessary.
- Obtain names and grade levels of injured campers.
- Keep campers calm and grouped in a safe area.
- Set out reflectors around the school bus as required by law.
- Do not leave the scene until the police, insurance company and Transportation Campus Manager clear you to do so.
- Prepare all required collision reports: (camper rider data, IDEA collision report, other vehicle information, mechanic inspection, post-collision Drug & Alcohol screening, and police report)

12.1b.3 Campus Transportation Manager/Transportation Assistant Manager/ Regional TM Procedures:

Transportation Campus Manager

- Contact the local police or sheriff's department by calling them directly or calling 911.
- Complete collision Reporting in Transportation HUB
- Notify the RTM, Transportation Safety Manager, and Asst. Director of Transportation

Transportation Safety Manager or Assist. Director of Transportation

- Notifies the Superintendent or Chief Executive Officer

Camp RIO Operations Manager/Facilities Manager

- Goes to the scene of the collision to assess the situation and ensure campers are transported to the hospital (if necessary)
- Obtain a list of all campers, including those sent to the hospital, and convey this information to the Transportation Safety Manager or Director of Transportation.
- Stay on site till all campers have been picked up by parent/guardian/emergency contact.

The Superintendent or Designee

- Fields all calls from parents.
- Will take necessary steps to activate the crisis team and contact outside counselors, if necessary and appropriate.

Director of Transportation

- Will contact the hospital(s) by phone and obtain the status of all campers and ensure that all campers are/were treated and released to parents/guardians.
- Will notify the Superintendent or designee when all campers have been treated and released.

12.2 Emergency Event

12.2a Fire

- If any portion of a school bus is on fire, it must be stopped and evacuated immediately.
- Passengers must move to a point one hundred (100) feet or more from the bus and remain there until the bus driver has determined that no danger remains.
- In the event a school bus is unable to move and is near existing fire, or highly combustible materials, the "danger of fire" must be assumed, and all passengers evacuated.

12.2b Lost or Abducted Camper (Camper's last location was on Bus)

The severe safety risk of letting campers disembark the school bus without having an adult present is against Camp RIO policy.

Bus Drivers are required to ensure that the adult receiving the camper is on the list of approved adults provided by Camp RIO.

Every Bus Driver must recognize that a parent or approved guardian receives all campers at each bus stop. IDEA Bus Drivers shall remain idle at each bus stop for one-to three minutes to confirm that a parent/guardian has picked up all the campers. If there is any uncertainty on the drop-off of

a Camp RIO Camper, the Bus Driver shall request guidance from Camp RIO via the 2- way radio.

Driver must provide:

- Campers Name
- Age
- Location of bus stop
- Who picked up the camper, the relationship of the person to the child (if known)?

12.2c Intruder/ Lockdown:

- Do not allow anyone but campers on the bus, but if an intruder manages to board the bus, the driver's range of appropriate responses is limited.
- If somebody pulls in front of the bus in a definite attempt to stop it and the driver stops the bus, you can guarantee something bad is going to happen. Drive through or around the problem, get on the radio, and call for help.
- Bus drivers need to pick up on details. (Example: You see a van that follows you from one stop to the other and then disappears. What color was it? What was the license number?)
- If someone you do not know approaches the bus, close/lock all doors, and leave as soon as you safely can.
- Notify dispatch as soon as possible If an intruder is on the bus:
 - Stay calm and maintain control; do not overreact to the situation.
 - Look for ways to diffuse the situation.
 - Look for ways to alert emergency response.
 - If possible, park the school bus in a public place and do not operate it.
 - If there are no campers on board, look for a way to escape the vehicle.
 - If a weapon is involved, do not attempt to grab the weapon, or make sudden movements.
 - Make every effort to make the assailant feel that you are cooperating.
 - If violence is directed toward a camper passenger, immediately contact emergency response, and intervene only if it is safe to do so.
 - Provide information to emergency response on school bus location and the nature of the incident including descriptions of the assailant(s) and any weapons involved.
 - Do your best to protect your campers and yourself.

12.2d Injury or Illness

- Try to determine the extent of the injury or the seriousness of the illness. If the situation is not too serious, utilize your first aid or body fluid kit to resolve the situation and continue with your route.
- When you let the child off, make sure to notify the parent/guardian and/or your Transportation Campus Manager.
- If the situation is serious, go to the nearest IDEA school, fire station, or hospital and request help.
- Stop the bus.
- Secure the bus and park the bus in a safe location off the road, or parking lot.

- Set the parking brake; turn off the ignition switch and take the ignition key with you if you leave your seat.
- Call dispatch and inform them of the injury or illness and your location.
- Remain calm and reassure passengers that you are checking on the injured camper.
- Always protect your campers if bodily fluids are involved (e.g., blood, vomit) if needed isolate the injured camper; either move the camper to a seat by himself or move the campers around him to other seats. (Always use protective gloves when dealing with bodily fluids.)
- If the injury/illness is serious contact emergency personnel by calling 911.
- Communicate with CTM that an emergency response was called to your location.
- After EMS takes an injured/ill camper, follow up with your dispatch informing them you can continue your route.
- When you return to campus, report the incident to the Transportation Campus Manager and complete a detailed Camper Collision/Incident report.

12.2e Hostage Situation

- Steps In Avoiding a School Bus Being Taken Hostage:
 - Survey the area for suspicious people/activities while approaching a camper pick-up/drop-off point.
 - Report concerns dispatch/authorities if suspicious people/activities are present and leave the area.
 - Do not open doors if suspicions are aroused when the vehicle is stopped; instead, communicate with the individual through a window until determining proper action.
 - If a suspicious individual is seen at a railroad crossing, do not open the door enough for them to board; make visual surveillance of tracks and move on when clear. Contact dispatch.
 - Do not board individuals if you suspect they are carrying a weapon or a dangerous package. Contact dispatch immediately.
- Steps In Dealing with a School Bus Being Taken Hostage:
 - If an individual with a concealed weapon is aboard the vehicle, act as if you did not see the weapon. Do not confront the individual. Stay calm and focused. Contact dispatch.
 - If a school bus is commandeered, follow all instructions, and avoid confrontation. Remain calm and show no outward signs of panic.
 - If a school bus is commandeered while parked, open all doors, and keep them open to allow opportunity for all camper passengers to exit. If it seems appropriate, ask the perpetrator if the vehicle can be de-boarded but do not push too hard to end the situation.
 - Attempt to alert authorities but take no action that could potentially increase the risk to oneself or others. Talk to the hijacker and try to create a relationship. Do not antagonize the person. Be both patient and assertive.
 - Stay calm, use common sense, and follow the instructions of the perpetrator. Either wait for an emergency response or find a way to escape.

12.2f Bomb Threat

- How to spot a bomb:

- Look for strange, unusual, tightly wrapped, and compacted unattended baggage, bags, or boxes.
- New rips in seats, could have something stuffed in them.
- A ticking sound coming from a backpack or the package.
- New welds were made to the bus.
- Oily stains on a backpack or something leaking from the backpack.
- Visible electric wires or batteries
- Unusual, extra packaging that a camper would not usually bring to camp.

Keep in mind that bombs can be constructed to look like almost anything and can be placed or delivered in many ways. Stay calm, call your supervisor about any suspicious activities/items you notice.

Don't:

- Allow anyone to board the bus if they are not on your camper roster.
- Allow anything on the bus if you are concerned about what it might contain.
- Drive over anything in the roadway, the box might not be empty.
- Stay in an area where you feel threatened.

If someone throws something at the bus do not stop, try to avoid running it over but leave the area quickly, and notify dispatch/authorities as soon as possible.

12.2g You Are Approached by An Aggressive Camper or Parent

- Remain Calm: Do not lose your temper and do not return the threat. If you are at the bus stop, get the camper ON or OFF the bus and leave. Do not argue with a camper or parent at a bus stop---tell them to call the Camp Manager and request a meeting.
- Report the incident to the Transportation Safety & Route Manager and to the Camp RIO Manager.
- If a parent approaches the bus with a complaint, drivers must not feel pressured to provide an answer on the spot. Parents with questions and complaints must be politely referred to the Camp Manager.
- Unauthorized adults are not allowed to board the bus.

12.2h Severe Weather

Heavy Rain/Slippery Roadways:

- Slow down!! Avoid standing water on the roadway and do not enter water that appears to be above the bumper of the bus.
- Driving at normal speed through standing water will drown out your engine.
- Never unload children in an area that appears to have dangerous flooding.
- If the windows are foggy and you have poor visibility, watch for children in places other than bus stops. Some will take shelter under bus stops, under trees, and in garages. This provides a potential opportunity for a collision to occur as late passengers are running to catch the bus.
- Adjust your speed and drive accordingly when driving on slippery roadways, floating engine oil creates the same effect as a coating of ice.

- To avoid wet and soggy seats be sure windows are closed every night, keeping in mind the unpredictability of the weather.

Lightning:

- Lightning is a threat to anyone outdoors
- If you can hear thunder, you are close enough to the storm to be struck by lightning. Thunderstorms extend 5 to 10 miles into the atmosphere.
- If a parent/guardian is not at the bus stop waiting for the camper, do not allow campers to walk home from stop.
- If parent is not at the designated bus stop take the camper to the next stop.

Flash Floods:

Flooding is the number one weather-related killer, averaging 150 deaths per year nationally. Half of these deaths occur in automobiles.

- NEVER ENTER FLOODED WATERS!
- Turn Around, you could be in danger of drowning!
- If caught in rising water, evacuate the bus, and move to higher ground.
- Watch for thunderstorms that produce winds of 58 mph or greater and/or hail of 1 inch in diameter or larger.
- Watch for Tornadoes, rotating clouds, hail, lightning, and high winds, flying debris.
- Trust your instincts, if you feel the weather is turning dangerous, contact dispatch to locate a shelter or return to Camp RIO.

Fog Safety Procedures:

- Drive with lights on LOW beams, high beams will reflect off the fog, creating a "white wall" effect.
- Reduce your speed and turn on your 4-way flashers to give vehicles approaching from behind a better opportunity to see and notice your vehicle.
- Keep your lights clean if you know you are heading into fog.
- Avoid crossing traffic lanes and avoid passing other vehicles.
- Listen for traffic by traveling with the left side window partially open.
- Use your windshield wipers and defrosters to keep your windshield as clear as possible.
- Leave more space between you and the vehicles in front, and in areas with wet surfaces.
- Signal your intentions early, and when you use your brakes, don't stomp on them.
- Watch out for slow-moving, parked vehicles and pedestrians.
- Watch for children in places other than bus stops, some campers will take shelter under structures, under trees, and in garages.
- Remember to practice safety in everything you do, do not learn it by collision.

12.3 Bus Evacuation Procedures

During an emergency, seconds are precious. You do not have time to consider options. Being prepared is essential because you must know what to do before an emergency occurs. Your primary concern must

always be the safety of the children. In the event of an emergency, take every step to keep your campers safe.

When To Evacuate:

- First, it is important to know when you should evacuate the bus. If your bus breaks down, or you have a minor collision, the campers should probably remain on the bus. In fact, in most situations, they are far safer inside rather than outside of the bus.
- If there is a fire, danger of fire, or if the bus is in an unsafe place, the campers should be evacuated immediately. Campers should be taken at least 100 feet away from the bus and stay there until you instruct them otherwise.
- Remember to count the campers as they exit the vehicle, and again once they are assembled in a safe place. At the beginning of each school year, you should select two or more campers as helpers who can assist you during an evacuation.
- Evacuate if the bus is located where keeping campers in the bus poses a greater threat than evacuating.

Additional examples – Bus is:

- Near a blind curve and in imminent danger
- Just over the crest of a hill and in imminent danger
- On a railroad track
- There is some danger that threatens the passengers, such as:
- Fire or something threatens the passengers, such as smoke in any part of the bus.
- Danger of being submerged in water.
- The bus has rolled/tipped over or is in danger of rolling/tipping over.

How to Evacuate: Evacuation essentials:

- Park the bus as close to the shoulder of the road as possible:
- Turn hazard lights on
- Place engine in neutral or park
- Set the parking brake.
- Turn the engine off
- Take the key with you.
- The driver must stay in the bus during evacuation to guarantee smoothness of evacuation procedures.
- Evacuations must be conducted with ‘deliberate speed’. A time interval of 1 ½ to 2 seconds per passenger has proven to be the safest and most efficient.
- To ensure a safe exit, passengers must have their hands free. They must leave lunch boxes, books and other personal belongings on the bus.
- The driver must carry the First Aid Kit and IEP folder (Special Needs Bus) if time permits.
- Passengers selected as LEADERS will lead passengers to safety from each door utilized for evacuation.
- Passengers must be directed to a safe point at least 100 ft. (3 bus lengths) from the bus and remain there until given further directions.

- Passengers selected as Helpers — two (2) campers must be stationed to aid passengers as they leave the bus through the rear emergency exit.

Exiting through the Front Door:

- Stand facing the rear of the bus.
- Give the command: “Remain seated; prepare to evacuate.”
- Turn toward the front of the bus and move backwards to the first occupied seat.
- Have your camper leaders instruct campers to wait at least 100 feet away from the bus.
- Starting with either the left or the right seat:
- Touch the shoulder of the person nearest to the aisle to indicate that the passengers in that seat are to move off.
- Keep the passengers in the seat opposite in their seat by holding the hand palm out in a restraining gesture until the aisle is clear.
- Move out the passengers in the opposite seat, using the same signal as above.
- Move backwards down the aisle, repeating this procedure at each seat until the bus is empty.
- Check the bus from the very back seat to the front, making sure it is empty.
- Evacuating campers need to move a distance (100ft) & keep them there as a group, away from any dangerous area.
- Continue to check for campers while removing the fire extinguisher or first aid kit, if needed.
- Call or have someone call the fire department, the Transportation Campus Manager, or the school, if necessary.
- A fire at the front of the bus may make the front entrance unusable and an alternate route of evacuation necessary. Normally, the front entrance will be available, but the emergency door can be used as the primary exit during an emergency.

Exiting through Rear/Side emergency door:

- Start at the rear of the bus and evacuate campers one seat at a time in an orderly, safe manner.
- Stand between the last set of occupied seats and turn to face the rear of the bus.
- Start with the right-hand seat and indicate to the camper nearest the aisle to walk, not run, to the rear or side door exit.
- Have your camper leaders or designated helpers stand outside the door to help campers to the ground.
- Have your camper leaders instruct campers to wait at least 100 feet away from the bus.
- Hold your hand in front of the campers in the left-hand seat until the campers on the right are clear of their seats.
- Continue all the way to the front of the bus and evacuate campers one seat at a time.
- When the last seat is empty, walk to the front of the bus and check to be sure that everyone is out of the bus.
- Depending on the situation, the front half of the bus may exit through the front door and the rear half of the bus exits through the emergency door, following the steps above.

- The windshield and rear windows can also be pushed out to facilitate evacuation. If the bus is on the side, use the roof hatches as well as the emergency doors/windows on the upside to evacuate campers.
- If you drive a special education vehicle or a regular school bus with special needs campers on board, you may need to carry campers out and away from the bus. To avoid injuring yourself, be sure to follow the rules for proper lifting.
- If you're injured or in need of assistance, it's important to have regular camper leaders who know how to turn off the ignition switch, set the emergency brake, summon help, open and close doors,
- Help small children off the bus and use flags and flares.

13.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)

CONSIDERATIONS & DEFINING TERMS

- Decisions concerning the cancellation of Camp RIO activities will be made by the Camp Director/ Program Manager/ Operations Manager based on weather reports and district recommendations.
- Early dismissal: If Camp needs to be dismissed early, notification to staff and parents through Companion App and Email should occur by 1 p.m. All buses will follow their regular afternoon routes unless otherwise notified. All campers will be delivered to their regularly assigned afternoon bus stops.
- Likewise, at the end of the camp day, campers may need to be held from boarding buses until the danger has passed. The operations team will be prepared to shut off the main power (electricity) and gas (if applicable). If a tornado or severe thunderstorm has significantly damaged camp, shut off the gas and electricity for safety purposes.

Wildfire –SRP Evacuate

- Staff member who first identifies a wildfire will assess the situation quickly. That staff member will contact the Camp Director/Manager immediately. Manager/Director activates the CCT Response team and calls emergency management/local authorities.
 - Overnight staff gather emergency evac kits in your cabin if able to do so safely.
- Camp Manager will gather all staff and campers to immediate area away from danger and do a head count.
- Head to the rally point. Head staff/CCT member verifies all staff/campers have been accounted for (has most up to date roster).
- Treat injuries, if necessary, as discussed in previous sections.
- Camp Manager/Director notifies parents of emergency via Companion App and provides next steps.
- CCT staff member initiates the next steps for reunification/camper accountability process.

Hurricane – SRP Shelter

- Camp Manager contacts Camp Director to coordinate on necessity to shelter in place.
- Camp Manager will gather all staff and campers to immediate area away from danger and do a head count.
- In case of potential hurricanes, Camp RIO will follow the recommendations for canceling camp sessions and notifying families.
 - Camp RIO Director/Program Manager will notify parents of the weather emergency and pick up times if necessary.
 - All camper parents will be given the option of picking up campers if Camp remains in session but under a shelter in place order.
 - All campers and staff on site will consolidate to one cabin in Cat Canyon/River Run or will move to the ARROYO building close to muster zone 2/gate 2 exit.
 - All activities and meals will be held/served in shelter areas.
 - Parents of overnight campers are given updates as the day/storm progresses via Companion App or personal calls by Camp Director/Program Manager.
- For families out of town and unable to pick up campers, parents will be contacted by CAMP Director/Program Manager via phone call to coordinate with Camp staff what they would like their camper to do.
 - Campers can stay at camp and shelter in place with the other remaining campers.
 - Campers can go home with a friend or relative with emailed permission from parent/guardian.

Hurricane – SRP Evacuate

- Camp Manager contacts Camp Director to coordinate on necessity to evacuate.
- Updated roster with campers and staff on site is shared with camp director and emergency preparedness coordinator.
- Camp Manager will perform headcount to ensure all campers and staff are accounted for.
- The Operations Manager will coordinate transportation for camper evacuation/parent pick-up.
- In case of city mandated evacuation, Camp Director/Program Manager will notify families via email and Companion App of evacuation information, and which emergency shelter campers will be moved to.
 - If there is a mandatory evacuation in place, or Camp RIO decides to close Camp until the storm passes, Parents must make arrangements for their camper to be picked up or go home with a friend from camp, or another guardian.
 - Parent is required to send an email authorizing Camp RIO to send their camper with someone other than persons listed on the pick-up authorization form.

TORNADO WATCH- CCT Team

- Camp Operations Manager will monitor the weather near and/or around the Camp and notify Camp Director/Program Manager of changing situations.
- FACILITIES MANAGER and other supporting personnel (crew or full-time staff) will secure the nearest building for campers in case it is needed.
- Camp Director will advise staff via the LOUDMOUTH system that a tornado watch is in effect.
- Program Manager will monitor NOAA and television broadcasts for additional information.

- Facilities Manager will be prepared to shut off the main gas supply valve in the event of a tornado warning.
- NURSE will ensure that a plan is in place to assist special needs campers and staff.
- Program Manager will collect attendance reports from each staff in their cabin groups/groups via text, phone or in person immediately following the incident. Missing camper information will be shared on the CCT text chain to determine if campers are located elsewhere on campus. If campers are determined to be missing, the camp will follow the missing child protocol.
- Registrar/Data Coordinator will have an alternate plan of communication ready should there be a loss of power (e.g. phone tree, runners, etc.)

TORNADO WATCH- (guides/counselors)

- Follow protocol to locate campers to a safe area
- Take roster
- Bring campers located outside of the building into a main building.
- Account for all campers and inform PROGRAM CAMP MANAGER immediately if campers/staff are missing or if you have extra campers
- Review the “drop and tuck” command and designated areas of shelter with campers.
- Close windows and blinds.
- Be prepared to “drop and tuck” under desks/tables/furniture if the immediate command is given over the LOUDMOUTH system or if there is a immediate need to do so.

TORNADO WARNING- CCT Team

- Camp Director will advise staff of the tornado warning and instruct staff to escort campers to their pre- designated areas of shelter including all campers outside at activity areas.
- Camp Director will be prepared to give the “drop and tuck” command via the LOUDMOUTH system if danger is imminent.
- Program Manager will collect attendance reports from each staff in their cabin groups/groups via text, phone, radio or in person immediately following the incident. Missing camper information will be shared on the CCT text chain to determine if campers are located elsewhere on campus. If campers are determined to be missing, the campus will follow the missing child protocol.
- Operations Manager/Facilities Manager will delay bus departures.
- Registrar/Data Coordinator will leverage social media/Campanion App to advise parents of the tornado warning and delayed departures
- Facilities Manager will shut off main gas supply valve.
- Operations Manager/Facilities Manager will have ready the contents of the Emergency Management Kit and distribute flashlights as necessary.

TORNADO WARNING- Staff (guides/counselors)

- Escort campers to the pre-designated areas of shelter.
- Camp staff take a cabin group roster and account for all campers and inform Program Manager immediately if campers are missing or if you have extra campers.

- Ensure that campers sit quietly against a wall on the floor and that they understand the “drop and tuck” command.
- Close all fire doors to minimize injury from flying debris.

INTERNAL/EXTERNAL NOTIFICATION:

- Camp Director works with Safety and Security team to make a decision about closing Camp.
- Within 10 minutes of decision: Camp Director and OPERATIONS MANAGER cascade an update to: Staff & Parents/families using message approved by Communications team. Utilize Companion App, social media, and phone calls if needed.
- The front office staff or Registrar/Data Coordinator should leverage the inclement weather talking points to manage any incoming calls or inquiries that the camp receives.
- The Camp Director will interact with any media present, as needed, or contact families if necessary.
- Camp Director/Program Manager will communicate with families by email/Campanion messaging system. In severe situations, if possible, phone calls to individual families will be made as necessary.

14. Flash Flood Warning Evacuation Plan


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)

- Camp RIO is not located in a flood plain and is not prone to flash flooding.

15. Camp 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)

15.1 Evacuation Procedure – SRP Evacuate

In certain circumstances, an evacuation from camp may be necessary. If an evacuation is necessary, follow these general guidelines. The CCT response team will activate CCT response procedures for staff and all campers. 

- When an evacuation alarm is issued by the Camp Director, everyone must gather in a specified area on camp if it is safe to do so, depending on location and activity. See muster zones 1 and 2.
- The evacuation route will be selected by the CCT Response leader or senior staff member (Program Manager/Lead Guide/Lead Summer Counselor) on site.
- Operations Manager will coordinate transportation if necessary.
 - IDEA Public Schools will provide school buses to evacuate campers from Camp as needed.
 - Accessible buses will be provided by the school district if required.

- Operations Manager/Camp Director will contact the Regional Transportation Manager for IDEA Public Schools to request bus service from the closest campus.(this coordination has been pre-established as a district resource).
- If evacuation from camp property must be done urgently, staff should follow the plan outlined in section 16 (Evacuation Plan for NWS Notice).
- The senior staff member (Program Manager/Lead Guide/Lead Summer Counselor) on Camp will send one staff member ahead to ensure the designated route is clear.
- At every transition point, the senior staff member (Program Manager/Lead Guide/Lead Summer Counselor) will do a head count.
- When you arrive at the designated rally point, the senior staff member (Program Manager/Lead Guide/Lead Summer Counselor) does a head count and checks in with the Camp Director. CCT response team will assist in the reunification procedure if needed.
- Registrar/Data Coordinator will communicate with families via email, Campanion App, social media or text.
- Rally points are set at the beginning of the year and verbally told to all staff members and walked through during staff training.
- Camp Director/Manager will ensure 911/emergency personnel have been notified of emergency and emergency evacuation by calling via cell phone/emergency phone.
- Camp Director or Operations Manager will notify Safety and Security chat (IDEA Public Schools pre-determined emergency protocol).

15.2 Reunification

Camp RIO has identified 2 offsite reunification locations which are not publicly advertised. These locations will be shared with impacted families via Campanion App or phone/text by the Camp Director/Program Manager once students have safely arrived to those locations. Camp Director/Program Manager will choose the location and communicate to staff during an evacuation where they need to go (if on foot).

- Offsite reunification teams
 - The team at the Camp which transports and initiates accountability processing.
 - The reunification team who deploys to the reunification site for staging and ultimately camper/parent reunification and return transportation of Camp staff.
 - Regional emergency response team will be deployed as well
- *Camp Counselors/Program Staff stay with their campers until the last camper is reunified with their family
- At the reunification site, Camp RIO staff along with IDEA Public Schools Staff will
 - Establish a parent check-in location.
 - Transport team delivers the campers to the camper staging area (Beyond the field of vision of parents/guardians.)
 - Once campers are on site, parents will be notified (by Camp Director/Program Manager) of the location through the Campanion App or by phone call/text.

- “Greeters” direct parents/guardians to the parent check-in location and help them understand the process.
 - Parents/guardians complete Reunification Cards.
 - The “Reunifier” (designated on site) recovers student from the student staging area and delivers to the parent.
 - Controlled lines of sight allow for an orderly flow, and issues can be handled with diminished drama or anxiety.
 - Medical, notification, or investigative contingencies are anticipated.
 - We will plan for these additional spaces considering privacy needs
 - Pedestrian “flows” are created so lines don’t cross.
- The following items are part of the Reunification Operation Kit:
 - Rosters
 - Reunification Information Cards
 - Posters/signage (stations)
 - Identifiers (wrist bands, badges)
 - Clipboards
 - Pens

15.3 Assisting persons with disabilities during an evacuation

- Pre-Arrival Identification and Planning
 - Upon registration, the camp identifies campers and staff with disabilities or functional needs through confidential intake forms.
 - Individualized assistance plans are developed in advance, documenting mobility aids, communication requirements, medical needs, and preferred assistance methods.
- Staff Assignment and Buddy System
 - Specific staff members are assigned to provide one-on-one physical assistance to individuals who require help with mobility, evacuation, or personal care.
 - A buddy system is established where trained counselors or staff partners are paired with campers who have access and functional needs.
- Accessible Evacuation Routes and Procedures
 - All primary and secondary evacuation routes are maintained to be accessible (ramps, wide doorways, no steps where possible).
 - Campers are permitted and assisted to evacuate with their assistive devices (wheelchairs, walkers, canes, etc.) whenever safe to do so.
- Transportation and Equipment Considerations
 - Procedures are in place to safely transport mobility devices, service animals, and essential medical equipment during evacuation.
 - Designated accessible vehicles or trailers are pre-identified for use if relocation is required.
- Accessible Emergency Notifications

- The camp ensures that emergency warnings (alarms, announcements, alerts) are accessible to everyone.
- This includes visual strobe lights and staff using clear, simple verbal communication or hand gestures when needed.
- Drills and Continuous Improvement
 - These procedures are tested during regular emergency drills with full participation of individuals with disabilities.
 - After-action reviews are conducted to refine the process.

Camp RIO is committed to the safety and inclusion of all individuals. We maintain robust procedures, trained personnel, and accessible infrastructure to ensure persons with disabilities and access and functional needs are fully supported before, during, and after any emergency.

This process complies with the Americans with Disabilities Act (ADA) and best practices in emergency management for functional needs support.

15.4 Emergency Management Coordination

Camp RIO coordination with emergency management agencies (such as police, fire departments, EMS, and local/county emergency management offices) follows structured frameworks like the National Incident Management System (NIMS) and the Incident Command System (ICS), which provide standardized terminology, roles, and scalable coordination for multi-agency responses.

Overall Process (Pre-Incident, During, and Post-Incident)

- Build Relationships and Establish Contacts (Ongoing Preparedness)
 - Camp RIO has identified key partners needed in case of an emergency: local emergency management director, police chief, fire chief, EMS director, public works, hospitals, etc.)
 - Camp RIO will annually share its emergency plans with local agencies.
- Joint Planning and Risk Assessment
 - Camp RIO has established relationships with local authorities and periodically hosts various agencies for site visits and feedback on emergency plans.
 - Roles, responsibilities, and communication protocols are outlined in the EAP and align with standard ICS training.
- Training and Exercises
 - Camp RIO hosts joint drills with some local agencies so that are familiar with our property.
 - Train staff on NIMS/ICS so everyone uses common language and structure.
- During an Incident – Activation and Coordination
 - Activate emergency plan and notify partners via established channels.
 - Operate under ICS/Unified Command: One Incident Commander (usually from the lead agency like fire or police) oversees on-scene operations; Camp RIO coordinator serves as a liaison role.
 - Provide situational awareness, resources (shelter, personnel, supplies), or subject-matter expertise.

- District leaders may request mutual aid through formal channels if local resources are overwhelmed.
- Information and Resource Management
 - Share real-time intelligence while protecting sensitive data.
 - Track resources via standardized systems.
 - Coordinate public messaging through school district protocol to avoid conflicting statements.
- Recovery and After-Action Review
 - Transition to recovery phase (debris removal, damage assessment, financial aid).
 - Participate in debriefs and after-action reports to identify improvements.
 - Update plans and agreements based on lessons learned.

16. 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)

Weather Evacuation- SRP Evacuate

Condition:

A weather evacuation is necessary when campers need to be moved from one location to another away from the camp property due to an emergency weather situation or as issued by the NWS.

16.1 Notification of Evacuation:

An evacuation can be triggered by either a LOUDMOUTH announcement or a Raptor Alert. Staff and campers must respond immediately to whichever notification is received first.

- LOUDMOUTH announcement
 - The public address for an evacuation is: "EVACUATE! To [specified location]," and it is repeated twice each time it is announced. For example: "Evacuate to the rally point, Evacuate to the rally point."
- Raptor Alert:
 - In the event of an evacuation, any staff member can activate Raptor Alert from their mobile device or laptop. Once the evacuation is initiated, a camp-wide notification will be sent out, accompanied by a horn sound to alert everyone.
- Staff: **(guides/counselors)**
 - If evacuation occurs at night, grab the supplies from the emergency box in the cabin to take with you.
 - Calmly guide campers to exit through their assigned or alternate route, ensuring lights are turned off and the door is closed if leaving a building. Make sure no one is in the building before turning off the lights.
 - Have campers form a single-file line and exit the building/activity area quickly and quietly.

- Keep campers calm and restrict cell phone use
- Once at the rally point, take attendance and hold up status card.
- Any missing or extra campers raise up the RED “HELP” card
- For medical support, raise BLUE medical alert card
- If all campers are accounted for, raise the GREEN “OK” card.
- Registrar/Data Coordinator:
 - Calmly guide visitors to exit the camp through the assigned route.
 - Bring the visitor log to account for all guests. (guests must sign paper log in addition to RAPTOR and be reported on all staff chat.)
 - Account for all visitors and raise up status reporting cards (Red/Green/Medical cards)
- CCT Team:
 - Retrieve the AED and leave the storage box open to alert other team members.
- Nurse:
 - Bring the emergency kit during evacuation.
- Campus Crisis Team Evacuation Checklist
 - Notification & Communication:
 - Confirm that the evacuation was announced via LOUDMOUTH or Raptor Alert.
 - Ensure all staff and campers are responding to the evacuation signal.

16.2 Evacuation Procedures:

- Verify that all buildings and activity areas are being evacuated quickly and calmly.
- Confirm that staff are leading campers to the designated safe area.
- Check that lights are turned off, and doors are closed as buildings are vacated.
- Ensure designated staff have checked restrooms and any remaining areas for campers or staff who may not have evacuated.

16.3 Rally Points:

- Ensure campers are moving toward the designated rally point.
- Confirm campers are in single-file lines and remain calm, with no cell phone use.

16.4 Attendance & Accountability:

- Verify that staff are taking attendance and reporting any missing or extra campers to the assigned CCT.
- Use Emergency Status Cards for attendance/missing person/extra person/medical aid required.

16.5 Visitor Accountability:

- Confirm that the registrar/data coordinator has brought the visitor log and that all visitors are accounted for.

16.6 General Safety:

- Verify that CPR/AED team members have retrieved the AED, and the Nurse has brought the emergency kit.

- Ensure no one re-enters the camp unless the official "All Clear" signal is given. All clear is given by the incident commander.

16.7 All-Clear Signal:

- No one should re-enter the camp property until the official "All Clear" announcement is made.
- Campus Crisis Team members will give the "all clear" to staff.
- CCT member will send out the Raptor Alert end notification.

17. 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)

Buildings circled in red are the shelter in place locations.



TORNADO WARNING- CCT Team

- **CAMP DIRECTOR**
 - Advise staff of the tornado warning via LOUDMOUTH system and instruct staff to escort campers to their pre- designated areas of shelter including all campers outside at activity areas.
 - Be prepared to give the “drop and tuck” command via the LOUDMOUTH system if danger is imminent.
- **PROGRAM CAMP MANAGER**
 - Collect attendance reports from staff in their cabin groups via text, phone, radio or in person immediately following the incident.
 - Missing camper information will be shared on the CCT text chain to determine if campers are located elsewhere on campus.
 - If campers are determined to be missing, the camp will follow the missing child protocol.
- **OPERATIONS MANAGER**
 - Delay bus departures.
 - Have ready the contents of the Emergency Management Kit and distribute flashlights as necessary.
- **REGISTRAR/DATA COORDINATOR**
 - Leverage social media/Campanion App to advise parents of the tornado warning and delayed departures
- **FACILITIES MANAGER**
 - Shut off the main gas supply valve.

TORNADO WARNING/Shelter in Place- Staff (guides/counselors)

- After Loudmouth/Radio call has been initiated, Camp Staff (**guides/counselors**):
 - Initiate buddy checks with campers (campers find emergency buddy and follow staffs' instructions)
 - Escort campers to the pre-designated areas of shelter.
 - Take a cabin group roster and account for all campers
 - Inform PROGRAM CAMP MANAGER immediately if campers are missing or if you have extra campers.
 - Ensure that campers sit quietly against a wall on the floor and that they understand the “drop and tuck” command.
 - Close all doors to minimize injury from flying debris.
 - Wait for Incident Commander’s call to stop sheltering in place.

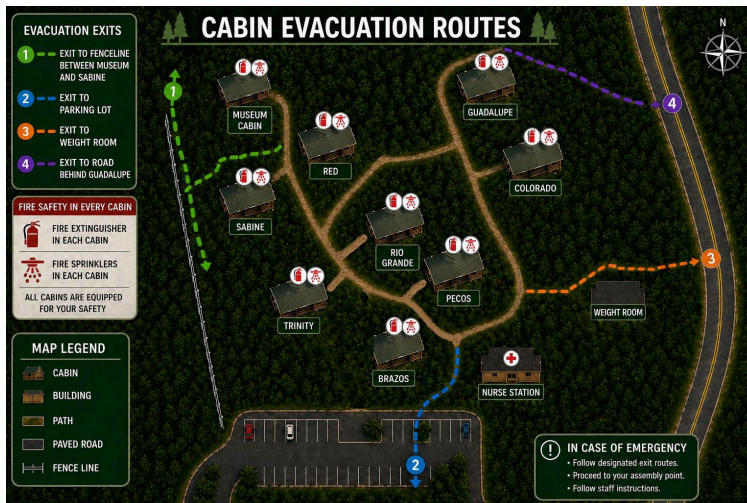
18. Evacuation Routes Posting

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)

The following map is posted inside each cabin at Cat Canyon:



The following map is posted inside each cabin at River Run:



19. 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)

The evacuation route from item 18 is illuminated by solar trail lights fastened to the pathway edge.




20. 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 roof if the cabin is located in a floodplain. (HSC §762.002)

- Camp RIO is not located in a floodplain and therefore does not require ladders for access to cabin rooftops.

21. Emergency Plans to Staff

Annually provide a copy of most current plan to staff and volunteers (HSC §141.0091)

- Each staff member receives a staff manual during staff training.
- Staff receive emergency training procedures during our drill exercise day.
- Staff are required to sign to confirm they understand our emergency procedures/expectations.
- Monthly drills and skills verifications are done with full time/seasonal staff. 

22. Communication with Parents

Establish procedures to notify and communicate with local emergency management, camp administrative and medical services staff, and parents (HSC §141.0091)

- See Items 26.6a and 26.6b
- Visit this internal [LINK](#) for IDEA Comms support for a variety of situations.
- Parents are notified when the following incidents take place: Lost Camper, Aquatic Emergencies, Transportation changes/incidents, Natural Disasters, Epidemic, Evacuations, Shelter in Place, Severe Illness/Accident, Fire Emergency
- Notification of parents will occur as soon as possible based on the circumstances of the event.
 - If a child is ill or injured, the Camp Nurse will contact parents to determine the course of care required.
 - If a child is unresponsive, parents will be contacted immediately by Summer Manager or Camp Director after EMS is called.
 - If a child is missing, parents are notified by Summer Manager or Camp Director in cases when police are called (child missing for 30 minutes).

- Camp Director/Program manager directs registrar/data coordinator to communicate with parents- see link above for hazard specific plans communication.

23. 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)

- Camp RIO is not in a floodplain, so this provision does not apply to us.
- Parents will be notified of this fact in an email leading up to their camp session.

24. Parent Emergency Plan Provision

Requires youth camp operators to provide the emergency plan to the parent or guardian for a camper participating in a camp session or a prospective camper who is registered to participate in a future camp session. (HSC §141.0091)

- Camp RIO will email/share an emergency response plan prior to camper arrival.
- This will be done through Companion communication hub and email.
- A reminder email will be scheduled prior to each weekly session.

25. 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)

Click [Here for Internal Communication Templates](#) (internal link to IDEA Public Schools materials).

25.1. Emergency Contact List

| Role | Name | Phone Number | Notes |
|------------------------------------|-----------------------------|--------------|--------------------------|
| Emergency Services | Fire / EMS / Poison Control | 911 | Primary emergency number |
| Brownsville Police (Non-Emergency) | Dispatch | 956-547-7000 | |
| Brownsville Fire Department | Station #9 | 956-547-6569 | |
| Camp Director | Nancy Mance | 719-310-5262 | Primary decision maker |
| Summer Camp Manager | Anali Lewis | 956-590-1378 | Secondary Decision Maker |

| | | | |
|------------------------------------|-------------------------|--------------|----------------------|
| ODED Manager | Maya Rasmussen | 956-456-3396 | |
| Operations Manager | Howard Mance | 956-639-2669 | |
| Facilities Manager | Moises Ibarra | 956-521-3846 | |
| Summer Assistant | Alexis Wooderson | 956-592-0303 | |
| Camp Nurse | Allison Gomez | 304-627-0696 | Medical emergencies |
| EPC (Emergency Preparedness Coord) | Jorge Chipres Castaneda | 956-780-1081 | District Coordinator |

All staff must save these numbers in their phones and keep a printed copy accessible at all times.

25.2. Radio Communication Protocol

All staff will carry a radio while on duty and must respond promptly to calls for assistance.

Radio Channels:

- Channel 1: All Programming Staff (General announcements & emergencies)
- Channel 2: Private Conversations
- Channel 4: Nurse / Crew / Kitchen / Operations (Support & medical coordination)
- Channel 7: LOUDMOUTH Speaker System (Campus-wide announcements)

Radio Emergency Protocol:

- Say: “Code Blue, Code Blue” (Blue- medical emergency)
- State your name/position, location, and nature of the emergency.
- All staff switch to Channel 1 for emergency coordination.

25.3. Tiered Notification Procedures

- Immediate (0–2 minutes) – Life-threatening or Evacuation Emergency
 - Any staff member calls 911 first.
 - Immediately notify Nancy Mance (Camp Director) or the next available administrator.
 - Activate All-Staff Alert via radio (Channel 1) and group text.
 - Notify Camp Nurse (Allison Gomez) immediately.
- Secondary Notifications (2–15 minutes)
 - Camp Director or designee notifies:
 - All administrative and support staff
 - Local Emergency Management (if needed)
 - Relevant department heads
- Parent/Guardian Notification (within 30–60 minutes)

- Only the Camp Director (Nancy Mance) or designated Communications Lead may contact parents in case of a serious emergency.
- Use official camp messaging system (text/email/app) or call if serious.
- Messages must be factual, calm, and avoid speculation.

25.4. Communication Tools

| Tool | Primary Use | Protocol |
|------------------|------------------------------|----------------------------------|
| 911 | Life-threatening emergencies | Call first, then notify Director |
| Two-way Radios | On-site coordination | Follow channel assignments |
| Group Text / App | Staff-wide alerts | Use approved templates |
| Phone Tree | Backup communication | Follow posted tree |
| Email | Formal follow-up | Send within 2 hours |

25.5. Documentation & Record Keeping

- The Communications Lead (assigned by Director) maintains a detailed Incident Log including times of notifications.
- All logs must be completed within 24 hours and retained for a minimum of 7 years.

25.6. Training & Review

- All staff receive training on these procedures during orientation and annual refreshers.
- A communication drill will be conducted at least once per season.
- This document will be reviewed and updated annually or after any major incident.

Camp RIO coordination with emergency management agencies (such as police, fire departments, EMS, and local/county emergency management offices) follows structured frameworks like the National Incident Management System (NIMS) and the Incident Command System (ICS), which provide standardized terminology, roles, and scalable coordination for multi-agency responses.

Overall Process (Pre-Incident, During, and Post-Incident)

- Build Relationships and Establish Contacts (Ongoing Preparedness)
 - Camp RIO has identified key partners needed in case of an emergency: local emergency management director, police chief, fire chief, EMS director, public works, hospitals, etc.)
 - Camp RIO will annually share its emergency plans with local agencies.
- Joint Planning and Risk Assessment
 - Camp RIO has established relationships with local authorities and periodically hosts various agencies for site visits and feedback on emergency plans.

- Roles, responsibilities, and communication protocols are outlined in the EAP and align with standard ICS training.
- Training and Exercises
 - Camp RIO hosts joint drills with some local agencies so that are familiar with our property.
 - Train staff on NIMS/ICS so everyone uses common language and structure.
- During an Incident – Activation and Coordination
 - Activate emergency plan and notify partners via established channels.
 - Operate under ICS/Unified Command: One Incident Commander (usually from the lead agency like fire or police) oversees on-scene operations; Camp RIO coordinator serves as a liaison role.
 - Provide situational awareness, resources (shelter, personnel, supplies), or subject-matter expertise.
 - District leaders may request mutual aid through formal channels if local resources are overwhelmed.
- Information and Resource Management
 - Share real-time intelligence while protecting sensitive data.
 - Track resources via standardized systems.
 - Coordinate public messaging through school district protocol to avoid conflicting statements.
- Recovery and After-Action Review
 - Transition to recovery phase (debris removal, damage assessment, financial aid).
 - Participate in debriefs and after-action reports to identify improvements.
 - Update plans and agreements based on lessons learned.

26.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)

Camp RIO will respond aligned to IDEA Public Schools recommendations which can be found here: [Crisis Management](#) (internal link to IDEA Public Schools training materials). Relevant items are outlined below.

26.1 CAMPUS CRISIS TEAM (CCT) WILL:

- Camp Director/Program Manager will alert the Camp CCT team
- Receptionist/Front Office staff will call 911. Do not delay. It's best to have emergency responders on scene even if the incident has been resolved by the time they arrive, then to risk further injury and damage.
- Camp Director /Program Manager will call for evacuation/lock down/soft lock down as appropriate

- CCT will log actions taken during the response for the debriefing
- Camp Director will call all clear when appropriate

26.2 CAMP STAFF (guides/counselors) WILL:

- Respond within seconds by calling CODE BLUE (repeated 3x) through the radio Loudmouth intercom
- Work with other staff to relocate unaffected campers to an alternate location making sure all campers are accounted for.
- Responding staff member or Lead Staff member will stay with the affected camper until the Camp CCT Team arrives
- Follow procedure for evacuation/lock down/soft-lock down, as directed.

26.3 CCT TEAM WILL:

- Staff (guides/counselors) alert Camp Nurse of emergency.
- If the camper is not responsive, tell Camp Nurse to bring the AED, start CPR, remove campers to the adjacent building and then stay with the victim.

Announce alert on Channel 7: "Code Blue (repeat 3x), AED at (camp location)" (give exact location).

All Rapid Response Team members should go immediately to that location. If CPR has not been initiated, then closest CPR-certified person begins CPR. When the Camp Nurse arrives, s/he will take over CPR and medical care. Responding CCT team members will bring a walkie-talkie to communicate with office and will document events.

Backups are determined by CCT document for any given situation. ****EACH CCT TEAM MEMBER IS RESPONSIBLE FOR DESIGNATING A BACKUP FOR THEMSELVES IF THEY LEAVE CAMP WITH CAMPERS PRESENT.**

Any CPR or AED certified team member will grab the AED, leaving the AED box open so the alarm will signal other team members that the AED has been taken. AED certified team member at the site of the incident will notify EMS (Note the time EMS was called and when they arrive).

CCT team will follow protocol for meeting EMS, monitoring gates, and serving as a backup in case a CCT member is not on site

Camp Nurse/Director/Program Manager will call and inform parents/family and determine preferred hospital. Camp Nurse/Program Manager will copy the victim's emergency information and send it with EMS.

26.4 INTERNAL NOTIFICATION

- Camp Nurse will notify the Director of Health and Wellness and Regional RN.
- Ops Manager will notify RDO.
- RDO will notify ED/Regional Superintendent and VP of Regional Operations.

26.5 RESOLUTION

- CCT will meet with the CCT Response Team immediately following the medical emergency to debrief.
- Camp Director will hold a debriefing with the CCT Team, Ops Manager and Director of Health and Wellness within 24 hours after a medical crisis situation.
- Camp Nurse will collect data related to timeline and execution of CCT Team to inform continuous improvement
- Camp Director will share debriefing notes or updates with VP/ED.

26.6a EXTERNAL NOTIFICATION: CAMP OWNS

- Receptionist and front office staff may share only talking points about the situation as directed by Camp Director. Specifics must be kept confidential by law.
- Camp Director should field questions or concerns.

26.6b EXTERNAL NOTIFICATION: IDEA PUBLIC SCHOOLS COMMUNICATIONS (HQ) OWNS

- HQ will own and approve medical emergency updates on the website, national district social media sites, and updates to local media (newspapers, TV and radio stations).
- Camp RIO will post on its own social media and website.
- The Communications Department will assist Camp RIO as needed in notifying parents and the public regarding any camp closures and duration.
- Any changes in camp schedule or operations will be posted on the following IDEA channels:
 - IDEA website
 - Camp RIO Website
 - Camp RIO social media sites
 - Shared with local media (newspapers, TV and radio stations)

27. 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)

Loudmouth PA System Installed at Camp RIO

- The installed system operates on handheld radios (channel 7)
- All Camp RIO managers and supervisors have a special radio with one channel programmed to the LOUDMOUTH system (channel 7)
- We are able to make an announcement on our handheld radio that is then broadcast through speakers all across the camp.

28. Monitoring Safety Alerts

Requires a youth camp operator to monitor safety alerts that are issued by the National Weather Service, local river authorities, or other local emergency notification systems. (HSC §141.0091)

- Camp RIO Managers and supervisors have several weather apps downloaded on their cell phones. Examples include Weatherbug and NOAA Weather Radar Live Map.
- We utilize these apps regularly to make weather-related decisions about programming as well as movement around camp.
- Additionally, we have NOAA programmed radios in all main buildings as well as each cabin that will sound an alert automatically if one is issued by the NWS.

29. 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)

- NOAA programmed radios are located in all main buildings of camp RIO as well as in each individual cabin.
- These radios will sound an alert automatically if one is issued by the NWS.

- **【Longest-Lasting Survival Radio】** - This weather radio has a built-in 12000mAh rechargeable battery, providing several days of continuous use on a single charge. Perfect for extended outdoor activities or power outages, it ensures reliable NOAA/AM/FM emergency weather updates. The emergency radio features a super-bright flashlight and a reading lamp, a loud 116dB SOS alarm, a hand-crank, and a solar panel for battery charging.
- **【AM/FM Shortwave Radio+ AUTO NOAA Weather Alerts】** - This upgraded battery operated radio could save your life. The weather alert radio offers wide AM, FM, shortwave, and NOAA weather band reception with a retractable antenna, advanced DSP chip, and high-quality built-in speaker for clear and reliable signals. The NOAA auto-scan feature monitors 7 NOAA weather stations, alerting you with a loud siren, red warning light, and flashing WX icon on the screen for severe weather like tornadoes, hurricanes, and storms.
- **【5 Charging Options+ Rechargeable Battery】** - This hand crank radio with ultra-long battery life offers 5 power options. You can charge it via USB Type-C, use the hand crank, or rely on solar power. The NOAA Weather radio can also charge smart devices, tablets, or phones anytime. When other power sources aren't available, you can use 3 AAA batteries. At home or outdoors, you'll never have to worry about running out of power.
- **【Bright Flashlight & Reading Lamp + Large HD LCD Screen】** - The solar radio includes ultra-bright 3W flashlight and reading light, illuminating up to 230 feet or a 20m² area. Enjoy 50-70 hours of continuous light. The advanced LCD display with backlight shows time, battery level, and alerts, with a power-saving mode that turns off the backlight after 15 seconds of inactivity.
- **【Portable, Waterproof & Versatile】** - This compact, IPX6 waterproof radio measures 6.8 × 3.7 × 2.9 inches and weighs 1.3 lbs. Comes with a lanyard and carabiner for easy attachment to your backpack. Ideal for camping, hiking, and night rides, it features a 3.5mm headphone jack for private listening and 16-level volume control. Includes a one-year warranty and 24/7 customer support.



- The Camp RIO Facilities Manager is responsible for inspecting Weather Radios for functionality:
 - Radios should be checked at the beginning of each Month During Summer Season, and once in September and again in January for year-round programs.
 - Radio batteries should be checked for charge, and backup batteries made available in each location.
 - Each radio should be turned on to ensure they are working when being inspected.

- Weather radios are monitored by staff in cabins, and by staff in main buildings (Main Office, Dining Hall, Maintenance building, etc.)
 - If a weather alert comes in on the radio, any staff who hears the alert will immediately notify their supervisor by 2-way radio.
 - Program Manager will notify Camp Director by phone call.

30. 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)

- Camp RIO has installed Starlink as its redundant internet service.
- Our main internet provider is Spectrum broadband.
- Camp RIO's Facility Manager/Operations Manager will ensure the internet and backup services are working by
 - Daily ensuring internet connectivity (FACILITIES MANAGER will work with IDEA's Network Team to report any outages).
 - Monthly performing an internet failover onto the secondary connection to ensure Starlink works as intended (Camp FACILITIES MANAGER will work with IDEA's Network team to do this).

31. 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)

- Safety orientation with campers is conducted on the first evening of each session.
- The cabin leader is responsible for sharing orientation, emergency supplies, and assigning safety buddies.
- Camp RIO will create a cabin sheet, and campers will be instructed to initial to confirm that they understand the safety orientation. Signed copies will be uploaded to the designated folder by the Program Manager.
- This is done every Sunday once every camper arrives.
- Counselors review this information with each of their cabins.
- Summer Manager checks for understanding with campers as a large group during the first dinner.
- For Day Camp, the safety training is done prior to breakfast on Monday morning.
- Summer Manager reviews this during first breakfast.

The following will be covered during the Camper Safety Training

- **Camp Boundaries:**
 - There is a fence around Camp RIO and you must stay inside the fence at all times. If a ball goes outside the fence, ask a counselor for help.
 - Campers are not allowed inside the Maintenance Building.
 - Campers should ask for assistance in retrieving equipment that goes onto any roadways.
- **Safety Buddies**
 - Each camper is assigned a fellow safety buddy.
 - Camper must know the location of their designated safety buddy when doing roll call (nurse, office, etc), or if ever asked (even if they went to the restroom with another group- you should know where your buddy is).
 - Your safety buddy is built into the Rule of 3, and used in any emergency.
 - Camper must stay with their safety buddy during evacuations, holds, shelter in place, lockdowns. (Campers ages 5-9 years old must link arms or hold hands)
- **Emergencies**

These are serious situations and we expect you to listen carefully and follow all instructions as they are given. People can get hurt if you don't follow all the rules for these situations.

 - **Evacuations**
 - This might happen if something dangerous is happening at camp and we would be safer somewhere else (like a fire starts in the woods or a dangerous animal is spotted at camp).
 - Campers should stay with their buddy and with the larger group.
 - If you ever lose your buddy during an evacuation, you need to let the counselor know right away.
 - If a rope is provided, you need to hold on and not let go in case it is hard to see. Stay with your buddy!
 - **Holds**
 - A hold happens if there is a reason we need campers to stop rotating during the day. This might happen if we are looking for a camper so it will be easier to find them if people aren't moving all around.
 - Campers need to stay with their group. Do not leave your area during a hold.
 - Make sure your buddy is with you and tell your counselor if you don't know where your buddy is.
 - You will usually keep playing during a hold, you just need to stay in that area.
 - **Lockdowns**
 - A lockdown is the same as what you do at school. It usually happens when there is a dangerous or unknown person seen on camp.
 - Whenever you hear us say "Hide and Seek" 3x on the radio, go with your counselor to the nearest place to hide.
 - Make sure your buddy is with you and tell your counselor if you don't know where your buddy is.
 - Doors have to be shut and locked if you go in a building.
 - Everyone must stay quiet and hidden so you can't be found.
 - **Shelter in Place**
 - We do this usually in bad weather
 - Stay with your group

- Make sure your buddy is with you and tell your counselor if you don't know where your buddy is.
 - Follow instructions given by your counselors
 - Depending on the situation we may keep playing just inside.
- Rule of 3
 - Everyone at camp has to move in groups of 3
 - Groups may be 2 counselors and 1 camper or 2 campers and 1 counselor
 - LT's are considered campers for this purpose
- Nurse Station:
 - The nurse station is not a place to "hang out"
 - Campers must use rule of 3 to go to the nurse
- Inspections
 - Daily inspections will be done by one of the summer leads. If we win cabin inspections, we get a sweet treat as a cabin on Fridays.
 - Each morning we will each make our own beds and share cleaning duties. Our belongings must be organized.
- Cabin Rules
 - Rules are established by campers each session
 - Rules are posted on the door or a bunk in each cabin
 - Campers are expected to follow all cabin rules

32. 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)

- Each staff member receives a staff manual during staff training.
- Staff receive emergency training procedures during our drill exercise day.
- Staff are required to sign to confirm they understand our emergency procedures/expectations.
- After each training segment (safety, rules, traditions, activities, etc), staff who participate must sign an acknowledgment log.
- Logs are uploaded to the OneDrive folder by the person providing the training.
 - Staff Training is provided to year-round staff by the Camp Director.
 - Staff Training is provided to program staff by the appropriate Program Manager in coordination with the Camp Director.
 - Operations Manager and Nurse are also responsible for assisting with staff training as appropriate.
 - Some Trainings are required by IDEA Public Schools and are delivered online via 'Roadmap'.

33. Reunification Annex- Camp RIO

SECTION 1: Purpose, Scope, and Foundations

1.1 Standard Reunification Method (SRM) Foundation Context

This annex operates under the direct framework and philosophical guidelines established by The "I Love U Guys" Foundation's Standard Reunification Method (SRM). The SRM provides a proven,

standardized, data-driven methodology to orchestrate the safe and structured accountability phase that bridges immediate emergency response and long-term recovery.

A major incident or disaster that disrupts traditional dismissal/reunification processes creates massive operational, structural, and emotional challenges. By implementing a uniform visual vocabulary, clear physical boundaries, and structured personnel protocols, the SRM protects student and staff safety, preserves crime scenes, maintains legal chain-of-custody, and preserves psychological resilience

1.2 Purpose

The purpose of the Camp RIO Reunification Annex is to establish an unyielding, verified, and safe process for reuniting campers with parents (legal guardians, authorized adults, or other individuals standing in a parental role), and safely accounting for all district employees (faculty, staff, substitutes, guides, and counselors) following a crisis event or severe hazard exposure that forces immediate campus evacuation or off-normal termination of operational routines.

1.3 Scope & Planning Assumptions

- **Applicability:** This plan applies across all properties owned or controlled by Camp RIO and governs both instructional and non-instructional hours. It outlines tactical execution thresholds for the Camp RIO Campus Crisis Team (CCT), central district operations leaders, transportation hubs, and external emergency services.
- **Mandated Evacuations:** Emergency evacuations may be mandated dynamically by municipal direction under Texas Health and Safety Code §762.002 due to extreme regional threats like sudden-onset wildfires, severe flooding, or industrial hazards.
- **Communication Degradation:** Local telecommunication systems may degrade during an event; redundant notifications will actively utilize the Companion App, email networks, official social feeds, and SMS lists.
- **Offsite Redirection:** Due to environmental hazards or field terrain, the primary reunification arena will be securely relocated to one of two pre-established, unadvertised offsite facilities.

SECTION 2: General Information & Concept of Operations

Camp RIO utilizes a standardized 6-step process to ensure data-verified, secure releases. Operational boundaries are designed to enforce strict separation between the Parent Assembly Area and the Student Assembly Area, minimizing crowd trauma and maintaining orderly flow lines.

2.1 The 6-Step Standardized Flow Pattern:

1. Parent Greeting Area: The absolute initial operational perimeter checkpoint. Arriving parents are welcomed, given the Parent Guide to Student Reunification pamphlet, and instructed on mandatory documentation sequences.

2. Parent Check-In Area: The official data verification zone. Staff mandate the production of government-issued photo identification, cross-verify the specific claimant's custody validation status on the master roster and issue the multi-part tracking card.

3. Parent Assembly Area: A highly managed, secluded waiting zone. Verified parents remain strictly stationed here while runners retrieve their children. This space is visually shielded from the student pool to mitigate crowd hysteria.

4. Student Assembly Area: A high-security, restricted-access holding pool. Campers remain strictly accounted for by specific group rosters under continuous supervision. General public entry, photography, or unvetted staff penetration is entirely barred.

5. Parent and Student Reunification Area: The physical nexus point. A designated, authorized runner (the "Reunifier") brings the specific camper directly out of the holding enclosure to hand over care to the verified adult.

6. Parent and Student Exit Area: The final egress control post. Exit Accountants physically log the release time, verify signatures on the bottom tracking tab, and clear the family unit for total site departure.

2.2 Individuals with Access and Functional Needs

In full compliance with Texas Education Code 37.108(f)(4) and 37.1086(a), equal access to life safety is maintained through pre-coordinated physical protocols. If mobility-assistive devices or specific medical arrangements are required, IDEA Public Schools provides fully accessible, dedicated school buses. Regional Transportation Managers coordinate the immediate routing of these vehicles from the nearest hub to the field site upon activation.

SECTION 3: Incident Command System (ICS) Structure

Tactical operations adhere to the National Incident Management System (NIMS) framework, utilizing dual tiered operational components:

- **On-Camp Transport Team:** Manages initial muster zones on-site, executes immediate headcounts, establishes transport logistics, and initiates field accountability strings.
- **Offsite Deployed Reunification Team:** Stages the destination environment, sets physical barriers, conducts check-in/check-out verification, and manages return operations.

Core ICS Directing Personnel Matrix

| ICS Position Title | Assigned Position / General Function | Specific Camp RIO / IDEA Operations Duty |
|---------------------------------|--------------------------------------|---|
| Incident Commander | Camp Director / Designated CCT Lead | Authorizes full evacuation, selects clear travel route, establishes the command post, and activates Safety Chat. |
| Operations Section Chief | Operations Manager | Coordinates with IDEA Regional Transportation Manager for bus assets, manages physical flow setup, and commands the On-Camp Transport Team. |
| Planning Section Chief | Registrar / Data Coordinator | Brings physical/digital registration records, manages check-in validation software, and executes mass parent messaging via the Companion App. |

| | | |
|--------------------------------------|---------------------------------------|---|
| Logistics Section Chief | Program Manager / Lead Guide | Deploys the Reunification Operation Kit to the offsite scene and establishes perimeter staging barriers |
| Class Leaders / Staging Leads | Camp Counselors / Instructional Staff | Maintains absolute physical presence with their specific camper group. Must remain supervising until the final camper under their care is logged out. |

SECTION 4: Action Checklists by Emergency Phase

4.1 Preparedness Phase Actions

- **CCT Safety Team:** Reviews physical site logistics, muster zone assignments, and offsite agreements at least two weeks before the operational season begins.
- **Camp Registrar:** Compiles and locks down the Student Emergency Information master database, ensuring medical alerts and valid backup text contact logs are current.
- **Program Managers:** Conduct complete physical inventories of the Reunification Operation Kits, confirming a full supply of cards, rosters, vests, clipboards, and signage markers.

4.2 Response & Tactical Execution Phase Actions

- **Camp Director:** Rings the emergency alarm, determines route safety, commands immediate notifications via 911 dispatch, and loops in the Safety Chat framework.
- **Senior Field Guides:** Station themselves at transitional muster checkpoints, conducting immediate structural headcounts at every single transition.
- **Operations Team:** Positions incoming IDEA buses at designated loading blocks, coordinating secure transport paths with responding law enforcement.

4.3 Recovery Phase Actions

- **Campus Counselors & Mental Health Leads:** Deploy Psychological First Aid and structured post-trauma support programs, aligning directly with the Psychological Resilience Annex.
- **Incident Commander:** Convenes the complete CCT within two weeks to codify a formal After-Action Review (AAR) and file an authorized Improvement Plan (IP).

SECTION 5: Evacuation Procedure

In certain circumstances, an evacuation from camp may be necessary. When an evacuation is ordered, the CCT Response Team will activate CCT response procedures for all staff and campers. All personnel must follow these guidelines immediately and without delay.

5.1 Muster Zones

| | |
|---|---|
| <p>PRIMARY</p> <p>Muster Zone 1 - PAVILION</p> <p>Designated on-camp gathering area. Used when safe to shelter in place and gather on property.</p> | <p>SECONDARY</p> <p>Muster Zone 2 – KYLE FIELD</p> <p>Alternate on-camp gathering area. Selected based on location, activity, and hazard proximity.</p> |
|---|---|

5.2 Evacuation Steps

| | |
|----------|--|
| 1 | <p>Alarm Issued - All Personnel Gather</p> <p>Upon evacuation alarm from the Camp Director, everyone gathers at the specified muster zone (Zone 1 or 2) if it is safe to do so, based on current location and activity.</p> |
| 2 | <p>Evacuation Route Selected</p> <p>The CCT Response Leader or senior staff member on site (Program Manager / Lead Guide / Lead Summer Counselor) selects the evacuation route.</p> |
| 3 | <p>Route Confirmed Clear</p> <p>The senior staff member sends one staff member ahead to verify the designated route is clear before the group moves.</p> |
| 4 | <p>Head Count at Every Transition Point</p> <p>The senior staff member (Program Manager / Lead Guide / Lead Summer Counselor) conducts a head count at every transition point along the evacuation route.</p> |
| 5 | <p>Transportation Coordinated (If Needed)</p> <p>The Operations Manager coordinates transportation as required.</p> <ul style="list-style-type: none"> • IDEA Public Schools will provide school buses to evacuate campers as needed. • Accessible buses will be provided by the school district if required. • Operations Manager / Camp Director contacts the Regional Transportation Manager for IDEA Public Schools to request bus service from the closest campus (pre-established district resource). |
| 6 | <p>Urgent Off-Property Evacuation</p> <p>If evacuation from camp property must be done urgently, staff follow the plan outlined in Section 16 - Evacuation Plan for NWS Notice.</p> |
| 7 | <p>Arrive at Rally Point - Final Head Count & Check-In</p> <p>Upon arrival at the designated rally point, the senior staff member conducts a final head count and checks in with the Camp Director. The CCT Response Team assists with the reunification procedure if needed.</p> |
| 8 | <p>Emergency Personnel Notified</p> <p>The Camp Director / Operations Manager calls 911 and notifies emergency personnel of the evacuation via cell phone or emergency phone. Notifies the Safety chat per IDEA Public Schools pre-determined emergency protocol.</p> |
| 9 | <p>Family Communication</p> <p>The Registrar / Data Coordinator communicates with families via email, Companion App, social media, or text.</p> |

5.3 Key Roles & Responsibilities

| | | |
|---|--|--|
| <p>CAMP DIRECTOR Issues evacuation alarm · Receives final check-in at rally point · Notifies 911 · Notifies Safety chat</p> | <p>OPERATIONS MANAGER Coordinates transportation · Contacts IDEA Regional Transportation Manager · Notifies Safety chat</p> | <p>CCT RESPONSE LEADER Activates CCT procedures · Selects evacuation route · Assists with reunification procedure</p> |
| <p>SENIOR STAFF MEMBER Program Manager / Lead Guide / Lead Summer Counselor · Selects route · Sends scout ahead · Conducts all head counts</p> | <p>REGISTRAR / DATA COORD. Communicates with families via email, Companion App, social media, and text throughout the event</p> | <p>ALL STAFF Rally points briefed at start of year · Walked through during staff training · Must know both muster zones</p> |

SECTION 6: Reunification Procedure

*Offsite locations are confidential – shared with families only after safe arrival.

Camp RIO has identified 2 offsite reunification locations which are not publicly advertised. These locations will be shared with impacted families via Companion App or phone/text by the Camp Director/Program Manager once students have safely arrived. The Camp Director/Program Manager will choose the location and communicate to staff during an evacuation.

6.1 Reunification Teams

| | | |
|---|--|---|
| <p>TEAM 1 Camp Transport Team Remains at camp, transports campers, and initiates accountability processing.</p> | <p>TEAM 2 Reunification Team Deploys to the reunification site for staging, camper/parent reunification, and return transportation of staff.</p> | <p>TEAM 3 Regional Emergency Response Deployed to support operations at the reunification site as needed.</p> |
|---|--|---|

*Camp Counselors and Program Staff must stay with their campers until the last camper is reunified with their family.

6.2 On-site Reunification Process

| | |
|----------|---|
| 1 | Establish Parent Check-In Location Camp RIO staff and IDEA Public Schools staff establish a designated parent check-in location at the reunification site. |
| 2 | Campers Delivered to Staging Area The transport team delivers campers to the camper staging area , which is beyond the field of vision of parents/guardians to ensure an orderly and low-anxiety process. |
| 3 | Families Notified of Location Once campers are on site, the Camp Director / Program Manager notifies parents/guardians of the reunification location via the Campanion App or by phone call/text. |
| 4 | Greeters Direct Families "Greeters" direct parents/guardians to the parent check-in location and help them understand the reunification process. |
| 5 | Reunification Cards Completed Parents/guardians complete Reunification Cards at the check-in location. |
| 6 | Camper Retrieved & Returned to Family The designated " Reunifier " on site retrieves the student from the camper staging area and delivers them to the parent/guardian. |
| 7 | Controlled Flow & Contingencies Controlled lines of sight maintain orderly flow and minimize drama or anxiety. Pedestrian flows are designed so lines do not cross. The following contingency spaces are anticipated and planned for: <ul style="list-style-type: none">• Medical contingency area• Notification contingency area• Investigative contingency area <i>All contingency spaces will account for privacy needs.</i> |

Camp RIO is committed to swift, compassionate, and evidence-based action to protect everyone. In a true emergency, staff use professional judgment while following this plan and contacting authorities. Contact the Camp Director for questions or updates to this plan.

Approved by: Nancy Mance, Camp RIO Director

Date: May 2026