

**LATHAM SPRINGS CAMP & RETREAT CENTER
EMERGENCY ACTION PLAN**

Latham Springs Emergency Preparedness Coordinator
Ty Dunlap, Executive Director
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Hill County Judge
Shane Brassell
254-582-4020

Hill Co. Emer. Mgmt. Coordinator
Lt. Chris Jackson
254-582-2023

Hill Co. Sheriff
Sheriff Hunter Barnes
254-582-5313

EMS/Fire Dept.
Aquila Fire Dept.
254-694-5985

Hill Regional Hospital
254-580-8500

IN CASE OF EMERGENCY CALL 911

GENERAL:

- 1) Latham Springs Camp & Retreat Center's Emergency Action Plan will be on file with the Hill County Emergency Management Office, the Texas Department of State Health Services, and available to the public on our website by following this link which will be made available in our Registration packet in Google Forms.
https://lathamsprings.com/latham-springs-emergency-action-procedures/?fl_builder&fl_builder_ui
- 2) Emergency Alerts and Instructions will be delivered to campers through the Public Address System. (ex. Evacuation, Shelter-in- Place, Lockdown, Lightning Alert, Tornado Warning, etc.)
- 3) Evacuation Muster Zones for Cabins 0-6, Volunteer Hall will be Swank Stadium. Evacuation Muster Zones for Cabins 7-11 will be the basketball court near Cabin 9.
- 4) Each Church's Sponsors are responsible for carrying out instructions with their campers and ensuring full headcounts at muster zones or shelter locations and reporting to Latham Springs Camp Staff.
- 5) Latham Springs Camp & Retreat Center has contracted with Aquilla ISD to use their buses and drivers to transport campers who came to camp on charter buses and do not have transportation on camp premises. In the case of an emergency where we must evacuate, we will evacuate to 404. N. Richards, Aquilla, TX 76622
- 6) In case of emergency, each Church's Sponsors will assist Latham Springs Camp Staff in contacting parents or legal guardians of each camper using the emergency contact information provided on the camper's Medical Information & Release Form on file. Parents will also be given the opportunity to sign up for

notifications through the Group Me App in the registration packet to receive information concerning emergencies during their week of camp. Information concerning these notifications will be sent out in thirty minute intervals until an all clear is given.

- 7) Maps showing evacuation routes to designated muster zones are posted in every dorm and meeting room next to the exit and attached at the end of this document.
- 8) Latham Springs Camp & Retreat Center maintains a redundant internet connection from its provider Waco WiFi to support emergency communications. Waco WiFi runs fiber to their tower and then transmits wireless internet signal to the camp.
- 9) Latham Springs Camp & Retreat Center maintains a secondary/redundant internet connection through Starlink to maintain emergency communications capabilities.

SEVERE WEATHER/ LIGHTNING/ TORNADO/ WILDFIRE:

- 1) Latham Springs Camp staff will monitor weather conditions through NOAA Weather Radios, Radar Services, Weather Apps, Local News, the Hill County Emergency Management Office, and the Hill County Sheriff's Office.
- 2) In the event of Severe Weather or Lightning, Latham Springs Camp Staff will use the Public Address System to issue a Weather Alert and Sponsors will ensure all campers are moved indoors until Camp Staff issues an All-Clear.
- 3) In the event of the National Weather Service issuing a Tornado Warning,
 - a. Latham Springs Camp Staff will use the public Address System to inform Sponsors and Campers of the Tornado Warning.
 - b. All Sponsors and Campers will be instructed to shelter-in-place in the Dining Hall. Latham Springs Staff will assist campers in making their way to the designated Muster Zone (Dining Hall).
 - c. Sponsors will conduct a head count and report to Latham Springs Camp Staff when all of their campers are present.
 - d. Latham Springs Camp Staff will notify parents through the Group Me app every 30 minutes until the all clear is issued.
 - e. Latham Springs Camp Staff, Sponsors, and Campers will remain in the Dining Hall until an All-Clear is issued.
- 4) In the event of the National Weather Service issuing a Flash Flood Warning or Flood Warning,
 - a. Latham Springs Camp Staff will use the Public Address System to inform Sponsors and Campers of the Flood Warning and issue a Shelter-in-Place in their assigned cabins.
 - b. Sponsors will then take a head count and report any missing campers to Latham Springs Camp Staff.
 - c. In the event of a Shelter-in-Place order, a message will be sent to parents via Group Me every thirty minutes until the all clear is given.
- 5) In the event of a Wildfire, Latham Springs Camp Staff will use the Public address System to issue an evacuation notice.
 - a. Sponsors and Campers will be instructed to report to their

respective Muster Zones. (Cabins 0 -6, Volunteer Hall will report to Swank Stadium. Cabins 7-11 will report to the basketball court by Cabin 9. Maps are included at the end of this document.)

- b. Sponsors will conduct a headcount to ensure all campers are accounted for.
 - c. Once all campers are accounted for, Sponsors will load their campers and proceed to the evacuation relocation address. (404 N. Richards, Aquilla, TX 76622)
 - d. Churches who do not have access to a vehicle will be loaded onto buses provided by Aquilla ISD.
 - e. In the event of an evacuation a message will be sent to parents via Group Me every thirty minutes until the all clear is given.
- 6) The Hill County Emergency Management Coordinator will be called any time an Evacuation or Shelter in Place is issued for a Tornado Warning, Flood Warning, or Wildfire.
 - 7) In the event that the Hill County Emergency Management Coordinator or other government agency issues an evacuation of the entire camp to an off-site location, Sponsors will be directed to transport their Campers off-site, using the vehicular means in which they arrived. Latham Springs Camp Staff will work with Aquilla I.S.D. to procure buses to relocate Sponsors and Campers who have no other means of transportation available.
 - 8) Latham Springs Camp & Retreat Center will comply with any Evacuation, Shelter-in-Place, and Lockdown orders issued by the Hill County Emergency Management Coordinator or other government agencies.

FIRE:

- 1) Evacuate the building immediately using the closest safe exit.
- 2) Sponsors are responsible for ensuring that all campers evacuate.
- 3) Sponsors and Campers will evacuate to their designated Muster Zones. (Cabins 0 -6, Volunteer Hall will report to Swank Stadium. Cabins 7-11 will report to the basketball court by Cabin 9. Maps are included at the end of this document.)
- 4) Notify Latham Springs Camp Staff of the location of the fire. Latham Springs Camp Staff will contact local fire authorities.
- 5) Sponsors will conduct a headcount and report any missing campers to Latham Springs Camp Staff.
- 6) In the event of a fire that leads to an evacuation, a message will be sent to parents via Group Me every thirty minutes until the all clear is given.

MAJOR ACCIDENT:

Includes any incident requiring EMS response or involving serious injury such as: near drowning, suspected spine, neck, or back injury, seizures, severe bleeding, broken bones, loss of consciousness, any incident where the injured person cannot be safely moved.

- 1) Do not move the victim unless they are in immediate danger.
- 2) Stay with the injured person and ensure the area is kept clear.
- 3) Notify Latham Springs Camp Staff/ Medical Personnel immediately.
- 4) Latham Springs Camp Staff will call local EMS, notify the camper's parents (and/or legal guardian), and document the incident.

- 5) AED Location: Nurses Station
- 6) The Camp Health Officer is on duty 24 hours. Ring the door bell and knock loudly on the Nurses Station door to wake them for emergencies during the night.
- 7) In the event of an incident involving the death of a camper or camp staff, Latham Springs Camp Staff will notify local EMS and the Hill County Sheriff's Office. Latham Springs Camp & Retreat Center will defer to and cooperate with the local sheriff on any documentation and investigation into the incident, assist with notifying parents, and will report the incident to the Department of State Health Services.

MINOR ACCIDENT

Includes cuts, scrapes, bruising, bug bites, mild allergic reactions, sprains, and other minor incidents requiring First Aid.

- 1) A Sponsor from the camper's church will accompany the camper to the Nurse's Station.
- 2) The Camp Health Officer on duty will assess and treat the injury.
- 3) Documentation of the injury and course of treatment will be made in the Medical Log by the Camp Health Officer.
- 4) The Camp Health Officer is on duty 24 hours. Ring the door bell and knock loudly on the Nurses' Station door to wake them for emergencies during the night.

AQUATIC EMERGENCY

- 1) Lifeguards will assess the situation and remove the camper from the water in accordance with their American Red Cross training.
- 2) Lifeguards will begin rescue breathing and CPR if needed.
- 3) Lifeguards will call EMS via 911 or if unable, will direct a nearby adult to do so.
- 4) Latham Springs Camp Staff will notify the camper's parents (and/or legal guardians) and document the incident.

EPIDEMIC

- 1) Any camper who is feeling ill will report to the Nurse's Station accompanied by a Sponsor from their church.
- 2) A camper experiencing symptoms consistent with a communicable disease (such as, but not limited to: fever, sore throat, muscle aches, headache, fatigue, diarrhea, vomiting, or rash) will be isolated at the Nurse's Station for an observation period by the Camp Health Officer.
- 3) If symptoms do not subside after the period of observation, the Camp Health Officer will notify parents (and/or legal guardian) that the camper will need to be picked up.
- 4) If multiple campers from the same cabin become symptomatic, all campers from that cabin will be isolated from the rest of the camp and parents (and/or legal guardian) will be notified that the campers need to be picked up.

LOST OR MISSING CAMPER:

- 1) Notify Latham Springs Camp Staff
- 2) Latham Springs Staff will use the Public Address System to page the camper to the Welcome Center.
- 3) An Adult Sponsor from the missing camper's church will wait at the Welcome Center to identify and receive the missing camper.
- 4) If the camper does not respond within 5 minutes, Latham Springs Camp staff will

begin a systematic search of the camp. (These designations are illustrated on a map at the end of this document.)

- 5) If the camper is not found after a grid search has been completed, the search area will be expanded to adjoining properties and roads. The camper's parents (and/or legal guardian) will be notified, and the Hill County Sheriff's Office will be called. Camp staff will follow the instructions of the Hill County Sheriff's Office.

INTRUDER

An intruder is anyone on campus who has not registered at the camp office. This includes unknown individuals, unauthorized visitors, or suspicious persons.

- 1) Notify Latham Springs Camp Staff of any suspected unregistered individual, anyone acting aggressively, or anyone attempting to access cabins or campers without authorization.
- 2) If needed, Latham Springs Camp Staff will use the Public Address System to order a Shelter-in-Place while Latham Springs Camp Staff investigate and locate the suspected intruder.
- 3) If needed, Latham Springs Camp Staff will call the Hill County Sheriff's Office.
- 4) If campers become aware of an intruder armed with a weapon, they should move away from that area. Make every effort to continue to move away from the area or hide and barricade if movement is not possible. Campers need to communicate the presence of an armed intruder to Latham Springs Camp Staff as soon as possible.
- 5) In case of an intruder with a weapon, Latham Springs Camp Staff will use the Public Address System to order a lockdown. During the Lockdown, all Sponsors and Campers will stay indoors, turn off lights, lock doors or barricade with furniture and stay out of sight from doors and windows.
- 6) Latham Springs Camp Staff will call the Hill County Sheriff's Department.
- 7) Once Latham Springs Camp Staff is notified by the Hill County Sheriff's Department that campers are no longer in danger, Latham Springs Camp Staff in conjunction with the Hill County Sheriff will systematically go room to room throughout the camp to clear the Lockdown.
- 8) After all rooms have been cleared and the Lockdown has ended, Sponsors will assist Latham Springs Camp Staff in leading Campers to the designated Muster Zones in order for Sponsors to conduct a headcount and report back to Latham Springs Camp Staff.
- 9) In the event of a Lockdown notice, a message will be sent to parents via Group Me every thirty minutes until the all clear is given.

TRANSPORTATION EMERGENCY

- 1) Campers will not ride in or on any vehicle, including golf carts, while at camp.
- 2) All vehicles must remain parked in designated parking location throughout the duration of the camp.
- 3) Should an emergency occur involving a vehicle, Latham Springs Camp Staff will follow the emergency protocol for a Major Accident or Minor Accident.
- 4) Should an emergency occur involving a vehicle off-site, Latham Springs Camp Staff will call 911 to report the emergency to first responders. Latham Springs Camp Staff will follow the Emergency Protocol for a Major Accident or Minor Accident.

TRAINING

- 1) All Campers will participate in a Camp Safety Orientation before the end of the first day of the camp session. The Orientation Session will cover:
 - a. What campers are to do in the event of a Shelter-in-Place, Evacuation, and Lockdown
 - b. Primary and Secondary Evacuation Locations and Evacuation routes
 - c. The boundaries of the camp and areas off limits to campers
 - d. Demonstration of the Public Address System
 - e. Procedures for seeking First Aid
 - f. General Camp Rules, Behavior Expectations and Dress Code
- 2) Sponsors will receive a full copy of the Emergency Action Plan in their Sponsor Handbook prior to arrival of camp. Each sponsor will sign and acknowledge receipt and reading of the Emergency Action Plan in the Sponsor Verification Form submitted by each church and signed by the Church Pastor.
- 3) Latham Springs Camp Staff are trained on the Emergency Action Plan throughout the year.
- 4) A log will be maintained in the camp operating procedures binder with the agendas and dates of all staff and Camp Safety Orientations for each camp week.

FLOODPLAIN NOTICE

- 1) The following is posted on our website at www.lathamsprings.com
 - a. "A portion of Latham Springs property is located in the floodplain of the Brazos River. I understand and accept that, while portions of the property are adjacent to the river, none of the camp buildings or structures are located within the designated floodway."
 - b. The statement above is included on the Camper Medical Information & Release Form with a signature line for parents to acknowledge that they have received the Floodplain Notice.
- 2) Latham Springs monitors weather conditions through NOAA Weather Radio, Radar Services, Weather Apps, Local News, and the Hill County Emergency Management office and maintains an Emergency Action Plan that includes Evacuation Procedures and a Public Address System to alert campers of an emergency. Our Emergency Action Plan is available on our website through a link provided in our Camper Medical Information and Release form.

EMERGENCY NOTIFICATION

- 1) The following statement is posted in Latham Springs Registration and Release Forms with a signature line to indicate that they have been made aware of how information will be released concerning an emergency at Latham Springs.
 - a. "In the event of an emergency, Latham Springs Camp and Retreat Center will provide updates through a designated GroupMe announcement thread created on the morning of my child's arrival. GroupMe is a mass communication platform that will need to be downloaded via the app store. This communication thread will only be used to make necessary announcements concerning an emergency. I will not be able to respond to these announcements. I understand that updates will be provided

approximately every 30 minutes as information becomes available. I further acknowledge that I will provide below the phone number I wish to be used as the primary contact for my child so that it can be added to the GroupMe thread for emergency communications.”

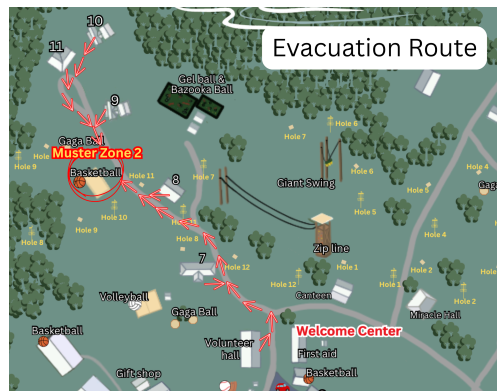
EMERGENCY ACTION PLAN

1) The following statement is posted in Latham Springs Registration and Release Forms with a signature line to indicate that they have been made aware of Emergency Plans and Procedures at Latham Springs. A link has been provided to parents and/or legal guardians to access the Emergency Action Plan which is located at our website: www.lathamsprings.com.

a. “I have been provided access to the Latham Springs Emergency Action Plan via the following link: Emergency Action Plan. I confirm that I have reviewed the plan and understand the emergency procedures outlined therein. I acknowledge that, in the event of an emergency, I (or my child, if signing on behalf of a minor) will abide by the procedures outlined in the Emergency Action Plan and follow the instructions of Latham Springs staff and the designated emergency commander.”

APPENDIX:

EVACUATION MUSTER ZONES



INCLEMENT WEATHER SHELTER-IN-PLACE



