



Highland Lakes Camp Emergency Procedures

In case of Accident/Medical Emergency

The Highland Lakes Camp staff has formed a Camp Emergency Response Team (CERT).

To initiate CERT:

- An adult (if available) should stay with the individual who needs help.
- Send someone to the HLC Office, Dining Hall, Health Center, or a staff member with a radio.
 - Those around the individual should assist but not beyond their level of training. CERT members have different levels of training and expertise with emergency situations; therefore, once one member arrives he/she will assess the situation and call the CERT member with the appropriate level of training/responsibility to handle the emergency.
 - An ambulance is utilized when a victim is not stable and/or has need for special equipment in transit to the emergency room. The camp is covered by Travis County EMS. The first responder to an emergency is the Pedernales Fire Department. The First Responders relay to the EMS center the emergency and the condition of the individual.
 - At that time, the EMS center will check traffic conditions to determine whether it would be better to send a ground ambulance or an air ambulance. The air ambulance does not necessarily mean the illness or injury is life threatening. It may simply mean a ground ambulance could not get to the camp and back to the hospital in a reasonable amount of time.
 - Be prepared to explain this to your campers/group members if the need arises. Ask campers to not call home about the situation until the group leader or Highland Lakes Camp Official Representatives have been able to call parents/guardians and/or emergency contacts. Any persons calling from home with questions should call the Highland Lakes Camp office or contact the group leader.

In Case of Fire:

- In the Bunkhouse or Meeting Room:
 - Evacuate all individuals to a safe place.
 - Confirm that all individuals are accounted for.
 - Send someone to the HLC Office, Dining Hall, Health Center, or a staff member with a radio. The Pedernales Fire Department provides emergency services covering our campus. CERT will respond with a water truck until additional equipment arrives.
 - Adults should use sound judgment before CERT arrives as to the use of a fire extinguisher. Never allow a minor (under 18) to be involved in helping to extinguish a fire.
- On the Campground
 - Evacuate all guests to a safe place.
 - Work with other adults to account for all campers (adults, youth, and children).
 - Do not attempt to extinguish the fire.
 - Send someone to the HLC Office, Dining Hall, Health Center, or a staff member with a radio. CERT will respond to the point of the fire.

In Case of Tornado/Severe Weather:

The need to take shelter will be determined will be determined by one of the following: CERT according to procedures, the Pace Bend Park Rangers, or the County Sheriff's Department. The County Sheriff's Department will notify the HLC official representatives if the camp is in danger of approaching storms or other situations.

- Go to your Designated Bunkhouse. (Staff go to Miles Foyer Closet.)
- Leaders account for all campers (adult, youth, and children).
- Staff will come by and check with you for count. A Red Card will be placed on the door if someone is not accounted for; a Green Card will be placed on the door when everyone is accounted for.
- Staff will be assigned to check bunkhouses, motel rooms, and private housing.
- Follow CERT member's directions.

Evacuation

In the event of a flood or other life threatening emergency in our area, HLC Official Representatives will coordinate with the LCRA, Travis County Sherriff's Department, Travis County Park Rangers, Pedernales Fire Department and Emergency Services, and other officials. Part of the coordination will include determining the safest roads entering and exiting the HLC property factoring the real time circumstances of said event. When the water level of Lake Travis is below or at 695 ft above sea level elevation, the ingress and egress roads of HLC will be passable for evacuation. If the water level should rise above 695 ft, all parties involved will determine the best course of action. Because HLC

buildings sit above the floodplain, it is possible that we will be asked to shelter in place on our campus because it would be safest.

In Case of Missing Camper/Guest:

If a camper/guest is discovered missing:

- Double check with other campers to see if they know where the missing camper might be. Search assigned bunkhouses, bathrooms, at water stations, camp stores, and other areas campers may wander off to. After looking in these areas without success, adults should go to the HLC Office, Dining Hall, Health Center, or find a staff member with a radio to report the missing camper. If possible, send the missing camper's name, group name, and description of the person with the adult.
- **CERT** will be activated. All staff and summer staff will meet at the Dining Hall porch for directions. The group contact of the camper will meet at the porch and wait until the camper is found. Staff will check their assigned areas for the out of place camper. The Park Ranger will be called while the staff is searching their assigned zones. After 30 minutes the group contact person will call the missing camper's parents/guardians.
- When the Park Ranger arrives, the CERT team will take directions from them and communicate those instructions to the group and others who may be helping with the search.
- **Note:** the dangers of the lake cause the Highland Lakes Ministry Team to take every missing individual seriously, and you must also. Do not assume a child or youth is all right. We must know that they are safe and accounted for.

In Case of Active Shooter:

- **Evacuate:** if there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind.
 - Evacuate and bring children with you regardless of whether others agree to follow.
 - Leave your belongings behind.
 - Help others escape, if possible.
 - Prevent individuals from entering an area where the active shooter may be.
 - Keep your hands visible.
 - Follow the instructions of any police officers, park rangers, fire fighters or any person with a badge.
 - Do not attempt to move wounded people.
 - Call 911 as soon as you are able.
- **Hide if evacuation is not possible:** find a place to hide where an active shooter would be less likely to find you. Your hiding place should:
 - Be out the active shooter's view.
 - Provide protection if shot are fired in your direction e.g. a bunkhouse with a closed and locked door.
 - Do not trap yourself or restrict your options for movement.
 - Do not go to a meeting room.
 - To prevent an active shooter from entering your hiding place:
 - Lock the door.
 - Blockade the door with heavy furniture.
- **If the active shooter is nearby:**
 - Lock the door.
 - Silence your cell phone and/or pager.
 - Turn off any source of noise.
 - Hide behind large items.
 - Remain quiet.
- **If evacuation and hiding are not possible:**
 - Remain calm.
 - Dial 911, if possible, to alert police to the active shooter's location.
 - If you cannot speak, leave the line open and allow the dispatcher to listen.
- **Take action against the active shooter.** As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - Acting as aggressively as possible against him/her. Yelling.
 - Throwing items and improvising weapons.
 - Commit fully to you actions.