START HERE

Notify EP/IC or most senior staff member available immediately. EP/IC (with exceptions for medical/intruder emergencies) will call for external assistance. Follow response priorities below and refer to incident specific instructions on the following cards.

INTERNAL - EMERGENCY RESPONSE TEAM

HLC On-Call ..... (512) 971-0814
Health Center ..... (737) 389-2353
Steven Gaither - Primary EP/IC ..... (361) 436-0287
Aaron Myers - Secondary EP/IC ..... (512) 934-1655
Christa Albright - Safety Officer ..... (512) 970-4730
Josh Grantham - Safety Officer ..... (979) 299-9760
Bobby Mataska - Medical Officer ..... (737) 389-2353

EXTERNAL - EMERGENCY CONTACTS

ALL EMERGENCIES - 911
Pace Bend Rangers - ..... (512) 264-1482
LCRA Lake Levels (flood, lake monitoring) - ..... (800) 776-5272
TX Poison Control (24/7) - 1-800-222-1222

RESPONSE PRIORITIES

LIFE SAFETY

- Protect the lives of campers, staff, volunteers, and visitors.
- Provide immediate care for the injured or ill individuals.
- Account for all campers and staff as quickly as possible.

INCIDENT STABILIZATION

- Control, contain, or isolate the incident when safe to do so.
- Prevent escalation or secondary hazards.
- Coordinate with emergency responders.

PROPERTY PROTECTION

- Protect camp facilities, critical infrastructure, and equipment.
- Reduce environmental impacts when feasible.

OPERATIONAL CONTINUITY

- Resume essential camp activities when safe.
- Implement temporary or modified operations as needed.
- Support recovery and return to normal operations.

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FIRE

Alert surrounding campers and staff. Notify the on-duty EP/IC or most senior staff member immedietely.

ALERT, NOTIFY, ACT

1. **SHOUT** "fire!" Activate fire alarm if available.
2. **NOTIFY** on-duty IC via most effective means available.
3. **EVACUATE** along pre-designated routes to **MUSTER POINTS.**
4. Conduct a **HEADCOUNT** for all campers and staff.
5. **REPORT** injuries or missing individuals.
6. **WAIT** for further instructions.

TRAINED ADULT RESPONSE

If fire is:

1. small and contained, and
2. it is within a building, and
3. it is safe to engage without unnecessary risk and a clear exit path available, **then**

- use a fire extinguisher.
- Cease actions if risk increases to present danger.

ALWAYS USE SOUND JUDGEMENT.

WHAT HAPPENS NEXT

- **CERT** will be activated and engage fire while waiting for emergency assistance.
- **SAFETY OFFICERS** will verify personnel accountability and/or cross check rosters to account for all campers.
- **EP/IC** will determine any required additional steps.

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LOST CAMPER

Notify the on-duty EP/IC or most senior staff member immedietely.

IDENTIFY AND NOTIFY

Immediately notify the EP/IC of the following:

1. Name and age.
2. Physical description (clothing, distinguishing features, etc.)
3. Last known location and activity.
4. Time the camper was last seen. Bonus: Direction of travel.

INITIAL SEARCH

Staff will:

- Interview other campers for additional information.
- Search likely locations (bunkhouses, bathrooms, meeting spaces, etc.)
- Maintain supervision of campers.

WHAT HAPPENS NEXT

- EP/IC will activate an all-staff CERT. Meet at DH.
- Staff will deploy to assigned search zones. See Search Map (flip card).
- EP/IC will contact Pace Bend Rangers and coordinate with them upon their arrival.
- If/when deemed necessary by EP/IC or Pace Bend Rangers, additional emergency assistence will be requested from 911.

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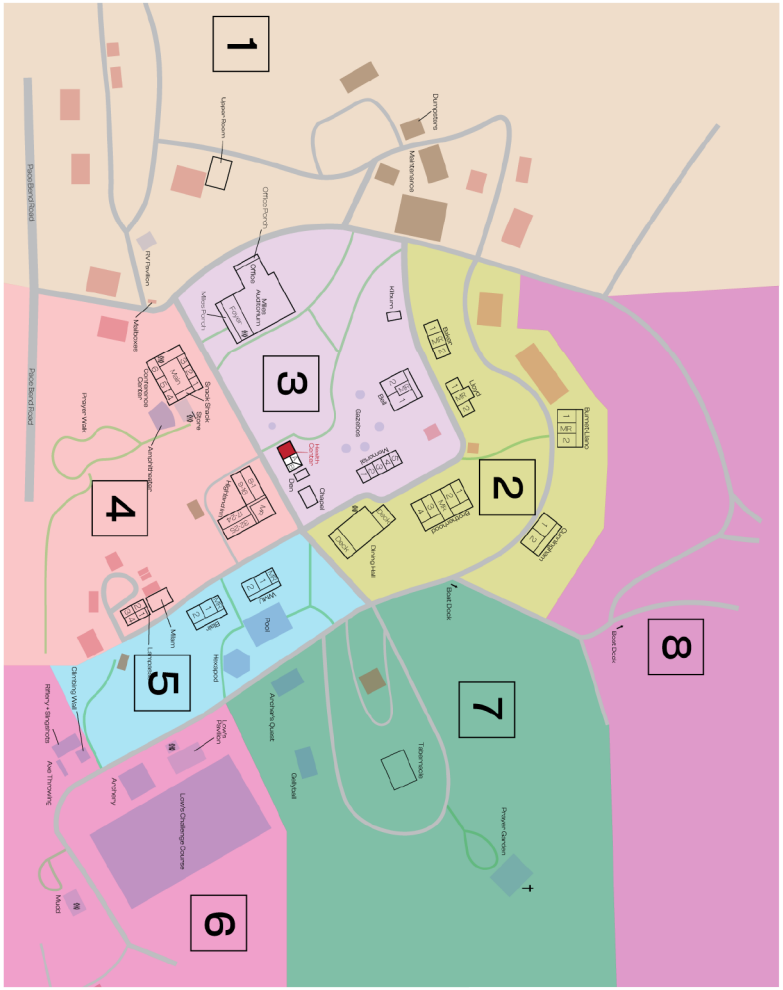
LOST CAMPER

Use the map below to determine your search zone. Follow search and communication procedures (flip card).



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MEDICAL

Notify the on-duty EP/IC or most senior staff member and Medical Officer immediately. Only render aid to the level of your training.

SECURE AND NOTIFY

- Immediately notify the EP/IC and Medical Officer. Be clear, concise, and recieve confirmation from EP/IC or Medical Officer of notification. Be mindful of the individual(s) privacy when communicating over radio.
- Remove hazards where possible.
- Preserve privacy (prevent recording, remove bystanders).
- Remain calm.
- ONLY RENDER AID TO THE LEVEL YOU ARE TRAINED.

EXTERNAL ASSISTANCE

The EP/IC or Medical Officer may determine external emergency assistance is required. If so, refer to the following:

- When an emergency response is underway, the radio is reserved for emergency-related traffic only. Please refrain from non-essential communication until an all-clear is given.
- Keep non-essential staff, sponsors, and campers out of roadways and away from the scene.
- Maintain a calm, professional demeanor to prevent rumors and panic from spreading - both can create additional hazards or distress.
- Inform other staff around you if it becomes necessary for you to step away. Ensure any responsibilities you were assigned are transferred to a qualified staff member.

AQUATIC

Notify the on-duty EP/IC or most senior staff member, Medical Officer, and other necessary senior staff immediately. Only render aid to the level of your training.

LIFEGUARDS

- Use whistle or verbal commands to alert/direct nearby staff.
- Initiate a rescue in accordance with training and certification.
- Deploy rescue aids as necessary.
- Notify EP/IC, Medical Officer, and other senior staff if notification has not already been issued.

STAFF RESPONSE

- Following notification/commands from lifeguards, notify the EP/IC, Medical Officer, and other senior staff. Be clear, concise, and recieve confirmation from EP/IC or Medical Officer of notification. Be mindful of individual(s) privacy when communicating over the radio.
- Clear all other guests from the water. Prevent unauthorized entry.
- Assist lifeguards and medical staff as directed while remaining safe. Avoid necessitating rescue yourself.
- Confrim accountability for all guests and staff. May include headcount for number of individuals on the water or clearing the area for lingering individuals.
- Note: an aquatic emergency may transition to a medical emergency.

WEATHER

Follow the instructions below and refer to muster points and evacuation routes on the maps. Be prepared to act quickly.

AUTHORIZED ALERT SOURCES

- NWS/Local weather authority alerts.
- Perry Weather Station - siren, strobe, and TTS alerts.
- Notification from senior camp leadership, EP/IC.

STAFF RESPONSE

- Notify sponsors and campers and provide clear, calm instructions.
- Begin movement to shelter or evacuation as directed.

LIGHTNING // SEVERE WEATHER

- Move sponsors, campers, and staff to pre-designated or communicated indoor muster points.
- EP/IC will issue instructions for personnel accountability and the all-clear.

TORNADO // SHELTER IN PLACE ORDER

- Proceed to the nearest enclosed structure with a foundation. Stay away from windows. Do not leave to conduct door-to-door accountability checks.
- EP/IC will issue instructions for all-clear, muster, and personnel accountability.

WILDFIRE

- The fast moving and rapid nature of wildfire requires quick, flexible action. Lead guests to muster points away from the threat of fire.
- Do not shelter in wooden structures in the path of a wildfire. Move to open areas or vehicles.
- Be mindful of smoke inhalation.
- Follow directions from EP/ICs, Safety Officers, or First Responders.

FLOOD

Follow the instructions below and refer to muster points and evacuation routes on the maps. Be prepared to act quickly.

AUTHORIZED ALERT SOURCES

- NWS/Local weather authority alerts.
- Perry Weather Station - siren, strobe, and TTS alerts.
- Notification from senior camp leadership, EP/IC.

STAFF RESPONSE

- Notify sponsors and campers and provide clear, calm instructions.
- Begin movement to shelter or evacuation as directed.

FLASH FLOOD // EVACUATION

HLC buildings sit above the floodplain. Sheltering in place on campus may be the safest option in some flood scenarios.
If evacuation is ordered:

- Lead guests to higher ground and safe interior areas.
- Do not enter or cross moving water.
- Follow evacuation routes to muster points.
- Follow instructions from EP/IC, Safety Officers, senior staff, or first responders.

INTRUDER

Use sound judgement and prioritize the life and safety of yourself and others around you.

Address for 911: 5902 Pace Bend Park Rd., Spicewood, 78669

OBSERVE AND REPORT

- If suspicious/unauthorized individual is observed within or attempting to gain access to HLC and no immenient threat to life is observed:
- Notify EP/IC of the following: location, description, behavior, and direction of travel.
- Do not confront the individual unless you are trained, directed to do so, or no reasonable alternative exists to preserve life and safety.
- Discreetly and calmly move campers away from the area of concern.
- Maintain constant vigilance.

LOCKDOWN PROCEDURE

- If a lockdown is ordered by the EP/IC:
- Secure campers in the safest available location. Lock and barricade doors, turn off lights, stay out of sight from windows, and maintain silence.
- Conduct and maintain headcounts.

ACTIVE SHOOTER/THREAT

- Have an escape route and plan. EVACUATE and bring campers with you, regardless of whether others decide to follow. Help others escape if possible.
- Prevent individuals from nearing the threat.
- Keep hands visible. Follow instructions from law enforcement or first responders.
- Do not attempt to move wounded individuals. Call 911.
- HIDE if you are unable to evacuate. Follow lockdown procedure if possible. DO NOT trap yourself. Find hard cover (solid walls, etc.). Silence your cellphone and other sources of noise. If you are unable to speak to 911, leave the line open.
- LAST RESORT ONLY. Take decisive action by acting as aggressively and loudly as possible. Use improvised weapons if available.
- When law enforcment arrives: remain calm and follow instructions. Avoid unrequested quick movements toward officers. Keep hands open and visible.

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CPT INCIDENT

Confidentiality is priority. If you were given a set of these cards, you are a mandatory reporter.

REQUIREMENTS

In Texas, Section 261.101 of the Texas Family Code requires any person suspecting child abuse or neglect must immediately report it to authorities.

A professional cannot delegate the responsibility of making this report.

- **Phone:** Call the Texas Department of Family and Protective Services (DFPS) Abuse Hotline at **1-800-252-5400** (24/7).
- **Online:** Secure, non-emergency reporting is available at **www.txabusehotline.org**.
- **Law Enforcement:** Call **911** or local police if a child is in immediate danger.

TYPES OF ABUSE

- **Physical Abuse** - Injury that results in substantial harm or genuine threat of substantial harm to the child.
- **Neglect** - The failure to provide for a child's basic needs necessary to sustain life or health, excluding failure caused by financial inability unless relief services have been refused.
- **Sexual Abuse** - Includes fondling, penetration, incest, rape, sodomy, indecent exposure, and exploitation.
- **Emotional Abuse** - Mental or emotional injury that results in an observable and material impairment in the child's growth, development, or psychological functioning.

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