

EMERGENCY ACTION PLAN
YMCA OF METRO FORT WORTH
YMCA CAMP CARTER



MAIN CAMP: 6200 Sand Springs Road, Fort Worth, Texas 76114
EQUESTRIAN CENTER: 5800 Meandering Road, Fort Worth, Texas 76114
WELCOME CENTER: 6112 Anahuac Avenue, Fort Worth, Texas 76114

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INTRODUCTION

At the YMCA, strengthening community is our cause. We are dedicated to ensuring a safe, secure environment for our members and staff so our Y can be a place of belonging for all. We rely on our staff members to be on the lookout for potentially dangerous situations, to act responsibly when faced with an emergency, and to report incidents properly so we can prevent them in the future. The Y has a responsibility to understand any risks facing their membership and the larger community. We plan diligently and collaboratively to maintain safe operations and help sustain the community should a disaster or emergency occur.

ABOUT THIS GUIDE

This plan provides information to support the response to incidents and emergencies related to camp operations for **YMCA Camp Carter** in **Fort Worth, Texas**, in compliance with the **Texas Youth CAMPER Act**, the **Heaven's 27 Camp Safety Act**, **American Camp Association Accreditation**, and **Texas Health and Safety Code § 141.0091**.

The Y faces potential disasters and emergencies every day. The goal of this guide is to raise awareness of these risks and to stress the importance of being ready to respond (not just react) to a situation through emergency response planning.

Planning for disasters and emergencies is important not only to ensure that members, staff, and volunteers are safe, but also to ensure that the Y has the capacity to continue to meet our mission in times of crisis. In the following pages you will find helpful information on how to respond to different kinds of emergencies you may face while working at the Y.

This Emergency Action Plan (EAP) is specific to YMCA Camp Carter located in Fort Worth, Texas, including the Main Camp (6200 Sand Springs Road), Welcome Center (6112 Anahuac Avenue), and the Equestrian Center (5800 Meandering Road). While the YMCA of Metropolitan Fort Worth maintains consistent safety principles across its association, this Emergency Action Plan applies exclusively to Camp Carter's geography, floodplain conditions, facilities, staffing structure, muster zones, evacuation routes, and coordination with Tarrant County and the City of Fort Worth Office of Emergency Management. This plan is not intended for use by other YMCA camps or facilities.

If at any time you see an **unsafe situation** or have a **concern about safety or security, report it immediately** to your **supervisor** or the **Leader on Duty (LOD)**.

COORDINATION WITH COUNTY & MUNICIPAL EMERGENCY MANAGEMENT

- YMCA Camp Carter coordinates with the Tarrant County Emergency Management Coordinator and the City of Fort Worth Office of Emergency Management Camp Carter during development of this EAP and throughout the camp season and shoulder season for emergency support.
- Prior to the summer camp season, a copy of this Emergency Action Plan and evacuation procedures has been provided to:
 - Tarrant County Emergency Management
 - City of Fort Worth Office of Emergency Management
- During an emergency, the **Camp Emergency Preparedness Coordinator** or **Person in Charge** is responsible for communication with county emergency management, 911 for fire/law enforcement/EMS dispatch, and/or direct contact with responding agencies.

WHO THIS GUIDE IS FOR

- **All YMCA Camp Carter personnel:** full-time, part-time, seasonal, interns, and volunteers.
- **Partners and program contractors** while on Camp Carter property.
- **Applies across campus:** Cabins (Northside/Lakeside/Riverside), Retreat Center, Dining Hall, Rec Hall, Welcome Center, Main Office, Equestrian Center, and all outdoor program areas.

HOW TO USE THIS GUIDE (our three-step model)

- **RECOGNIZE** — Identify hazards quickly using the specific indicators listed in each annex (e.g., gas leak, severe weather, flood, medical, suspicious package).
- **RESPOND** — Follow the **roles, routes, and scripts** in each section (who calls 911, where to move participants, what to say over the radio/PA).
- **RECOVER** — Stabilize, document, notify, and return to operations when **authorized** (All Clear).

You'll also find **site-specific muster points and evacuation routes**, quick-action checklists, and plain-language radio prompts embedded in the relevant sections.

Quick reminder

- **Mission first, people always.** In any emergency, **life safety and accountability** are the top priorities, followed by stabilization, clear communications, and a safe return to service.

Response Priorities



Life Safety

- Protect the lives of campers, staff, volunteers, and visitors
- Provide immediate care for 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



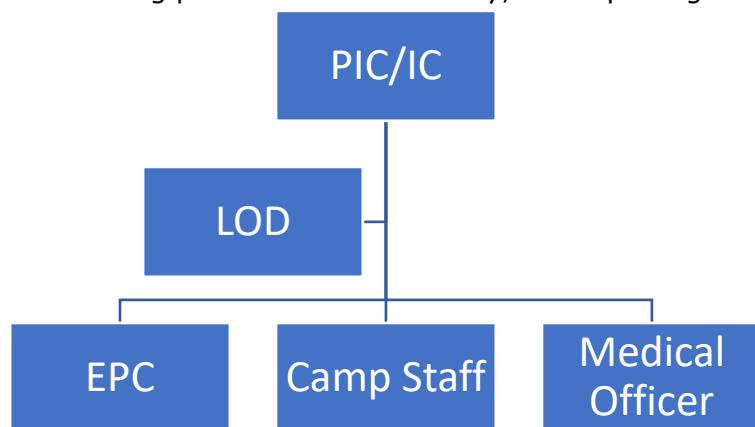
Operational Continuity

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

CAMP ROLES IDENTIFIED IN THIS GUIDE

- **PIC (Person In Charge)** — directs the immediate response and approves All Clear when authorized by responders. During an emergency, the Person in Charge is responsible for communication with county emergency management, 911 for fire/law enforcement/EMS dispatch, and/or direct contact with responding agencies.
- **Leader on Duty (LOD)** — on-site escalation point; coordinates notifications and resources.
- **Camp Emergency Preparedness Coordinator (EPC)** — maintains this guide, postings, and drills; coordinates with authorities and leadership.
 - *For the 2026 operating year, the Camp Emergency Preparedness Coordinator position is fulfilled by the District Executive Director or their designated administrator. Current contact information for the Emergency Preparedness Coordinator is maintained in the Emergency Phone List and EAP Quick Guides posted throughout camp.*
- **Area Leads / Group Leaders** — move groups, complete **headcounts**, and report status at muster.
- Roles and responsibilities of **Primary** positions include:

- **Incident Commander (IC)** is responsible for all aspects of emergency response, including activation of response teams, and is typically assumed by the Camp Director.
- **Safety Officer** is responsible for collecting personnel accountability reports, verifying full accountability, and reporting to the Incident Commander.
- **Medical Officer** is responsible for providing medical attention to campers and staff and communicating with 9-1-1 for all medical emergencies and medical support requests.
- **Camp Staff** are responsible for alerting nearby campers and staff to incidents or emergencies that require action.
- **Cabin/Activity Staff** are responsible for leading campers to the designated assembly area, establishing personnel accountability, and reporting accountability to the Safety Officer.



IT IS EXTREMELY IMPORTANT THAT YOU:

- Become familiar with and put into effect the preventive measures suggested.
- Think ahead of time of what incidents might occur. Emergencies will be limited if proper procedures are taken.
- Know what information is contained in this section and keep it with you for future reference.
- Be sure that other staff is familiar with Emergency and Accident Procedures in the event something happens to you.
- Take the time to write down facts about the incident as you know them immediately after it happens. The facts will be difficult to remember as time passes.

TRAINING & EXERCISES

The camp will conduct emergency preparedness training and exercises intended to ensure that camp staff, volunteers, and campers understand emergency procedures and are prepared to respond appropriately during an emergency event. All required training, orientations, and exercises will be documented and maintained as required by law.

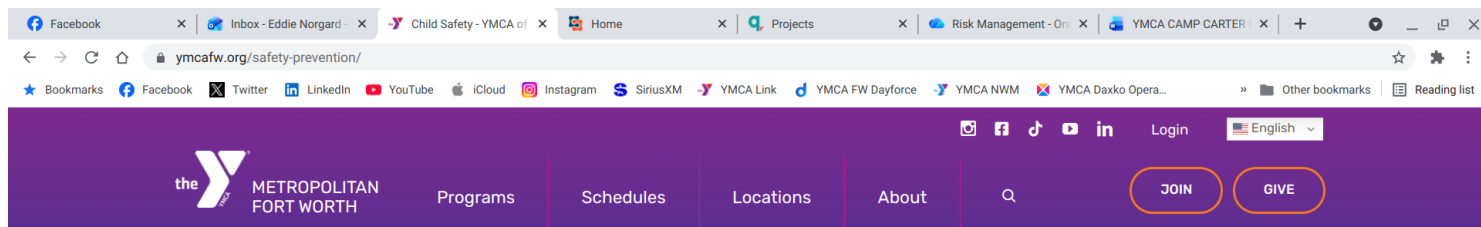
Emergency preparedness training will be provided to all camp staff and volunteers at least annually and prior to assuming supervisory responsibilities. Staff training will include, at a minimum:

- Review of the camp's Emergency Action Plan (EAP)
- Role-specific duties and responsibilities during an emergency
- Emergency communication procedures
- Evacuation, shelter-in-place, and accountability procedures, and
- Response actions for applicable emergency events
- Each staff member and volunteer will receive a copy of the current EAP and will be instructed on the procedures to follow during an emergency. Additional response resources may be provided during training sessions, such as quick reference cards. Completion of required training will be documented.

Training will be provided by the District Executive Director and Executive Director in an in-person setting. Training will include instructional and scenario role-play teaching methods. Attendance will be documented via an electronic RSVP system and stored in the American Camp Association Accreditation Binder and preserved at minimum for 3yrs in the YMCA's Sharepoint/Teams electronic file storage.

DSHS COMPLIANCE & NON-COMPLIANCE REPORTING

YMCA Camp Carter is licensed by the Texas Department of State Health Services. Camp will make every effort to comply with the standards, rules, regulations, and laws that influence safety practices around camp. Honesty and responsibility are two core values of the YMCA and as such an EAP summary is posted to our public facing website <https://ymcafw.org/safety-prevention/> and shared with families. In the event that campers, parents, camp staff, and/or volunteers feel compelled to report non-compliance, YMCA Camp Carter willingly provides a link on our website (and in this EAP) to the DSHS webpage to submit a complaint. To submit a complaint to the State of Texas Department of Health and Human Services, follow this link: <https://www.dshs.texas.gov/youth-camp-program/complaint-process-youth-camp-program>

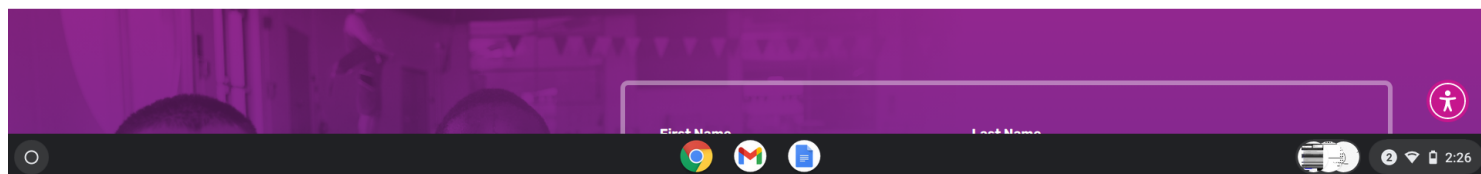


Questions or Concerns

Families, staff, or community members who wish to report a concern or submit a complaint related to camp operations may contact the State of Texas directly.

To submit a complaint to the Texas Department of Health and Human Services – Youth Camp Program, please visit: <https://www.dshs.texas.gov/youth-camp-program/complaint-process-youth-camp-program>

Complaints submitted through the state process are reviewed independently by DSHS.



CAMPER SAFETY ORIENTATION

The camp will conduct a safety orientation within 24 hours after the beginning of each camp session. Camp Leadership (executives, program directors, and seasonal directors) will collaborate on delivering the training. The safety orientation will be appropriate for the ages, reading levels, and comprehension levels of all campers and will include, at a minimum:

- Identification of camp boundaries and potential hazards
- Instructions on expected behavior during an emergency, and
- Guidance on actions campers are to take during an emergency, consistent with the camp's Emergency Action Plan
- The camper safety orientation may include walkthroughs, demonstrations, or drills, as appropriate, to familiarize campers with emergency procedures, evacuation routes, and designated assembly areas. Camper participation will be supervised by trained staff and conducted in a manner that minimizes fear or distress. Completion of the safety orientation will be documented.

COMMUNICATION

This section establishes the communication framework and procedures to be used before, during, and after an emergency event. It defines how information will be shared internally and externally to support timely

decision-making, coordinate response actions, and the safety and accountability of campers, staff, and visitors.

- Internal Communication
 - Staff
 - Upon identification of an emergency or potential emergency condition, camp staff will immediately notify the emergency to the Emergency Preparedness Coordinator (EPC) or designee using the fastest available communication method. Reports should include, at a minimum:
 - The name of the person reporting the incident
 - The location of the incident
 - The type of incident, and known or suspected injuries or hazards
 - Upon receipt of the report, the EPC will assess the situation and activate the appropriate emergency procedures. The Incident Commander, Safety Officer, and Medical Officer (if required) will assume their positions. The EPC will communicate instructions to staff using established primary and backup communication methods (e.g., radios, mobile phones, public address systems, etc.), including role designations, as necessary.
 - Staff will acknowledge and carry out assigned instructions and will relay updated information according to the response organization (see section 3.2). If normal communication systems are unavailable, staff will implement alternate communication procedures to maintain coordination and accountability.

As required by the *Texas Health and Safety Code § 141.0092*, the camp maintains two broadband internet connections through distinct service providers to ensure continuity of communication during emergencies. The centralized IT Department and IT Director consistently monitor that all internet channels are operable and receive instant notification during any lapse in service. The IT Director is responsible for working with the service provider for restoration of services in the event of a disruption.

- Camper
 - Once emergency procedures are activated, camp staff will promptly communicate clear, calm, and age-appropriate instructions to campers. Staff will:
 - Direct campers to follow established emergency actions (e.g., evacuate, shelter in place, remain with assigned groups)
 - Use pre-identified signals or verbal commands, as appropriate
 - Maintain supervision and accountability of campers at all times, and
 - Provide reassurance to minimize fear or confusion
 - Campers will not be responsible for initiating communications during an emergency. All instructions will be delivered by trained staff in accordance with the Emergency Action Plan.
- External Communication
 - Emergency Assistance
 - When emergency assistance is required, the Incident Commander or designee will contact appropriate external response agencies (e.g., 9-1-1, law enforcement, fire services, emergency medical services) without delay. The caller will provide, at a minimum:
 - The camp's name and physical address
 - The type of emergency and current conditions
 - The number of individuals involved or affected
 - Known injuries or hazards, and access instructions for responding agencies
 - The Incident Commander or their designee will coordinate communications with responding agencies upon their arrival and will continue to provide updates as requested.
 - Media
 - If contacted by the media, camp staff and volunteers will refer all inquiries to the designated camp spokesperson (typically the Incident Commander). Only the authorized spokesperson will provide statements or information to the media. This approach is intended to ensure accurate, consistent messaging and to protect the privacy of campers and staff.

What to say if contacted by the media:

- "Thank you for your interest in YMCA Camp Carter. I am not authorized to speak on behalf of the camp, but I would be happy to put you in touch with our President & CEO."

- Family
 - As soon as it is practicable following an emergency event involving campers, the Incident Commander or designee will initiate notifications to parents or legal guardians. Notifications will:
 - Provide verified and factual information
 - Include instructions, if any, for family actions (e.g., pick-up procedures), and
 - Be updated as additional information becomes available
 - Family notifications will be coordinated with emergency responders, when applicable, and will be conducted in a manner that protects privacy and confidentiality.
- Emergency Communications Equipment and Monitoring
 - The camp will maintain and use emergency communications equipment and monitoring procedures to provide timely warnings and instructions during emergencies.
 - Equipment
 - At a minimum, the following emergency equipment will be onsite, maintained, and operable:
 - Weather-alert radio that
 - Provides real-time weather alerts by a professional weather service (NWS/NOAA)
 - Has a backup power source

- Emergency warning/PA system that:
 - Operates without internet connectivity
 - Has a backup system/method (e.g., radios, whistles, air horns, runners, vehicle PA)
- Storage and Accessibility
 - Communications equipment is stored in designated, known locations accessible to authorized staff
 - Equipment locations are communicated during staff training and orientation
 - Portable equipment may be staged or redistributed based on operational needs
- Inventory Maintenance
 - Communications equipment inventories are reviewed at least annually
 - Quantities and locations are updated as equipment is added, replaced, or removed
 - Inventory records are maintained separately from this Emergency Action Plan
- Monitoring
 - The Incident Commander (IC) or designee will continuously monitor NWS for watches and warnings during camp operations (including overnight when campers are present)
 - If applicable to camp location, the IC/designee will also monitor local river authority (or equivalent) flood/river-stage alerts
- Testing, Documentation, and Certification
 - Required equipment will be tested regularly and prior to each camp session; backup power will be maintained in ready condition
 - Tests, issues, and corrective actions will be documented
 - The camp certifies that it maintains the above equipment and monitoring procedures in accordance with applicable SB1/HB1 requirements and implementing rules
 - The District Executive Director, Executive Director, and Facilities Director will regularly test, maintain, and provide maintenance to the Public Address system, walkie-talkie radios, and Weather Monitoring Radios. During the summer camp season, this will occur weekly. During the shoulder season, this will occur monthly.

THE 9-1-1 EMERGENCY TELEPHONE SYSTEM

- In Tarrant County, simply dial **9-1-1** for emergency assistance.
- When you have an emergency and call **9-1-1**, you must be able to do the following:
 - Decide whether you need the fire department, police department, or an ambulance.
 - Confirm your address and telephone number.
 - Stay on the line and answer all questions to the best of your knowledge.

CALLING 911 (MEDICAL, FIRE, POLICE, ANY EMERGENCY)

- Any time you call 911, notify the front desk to ensure they are prepared for the arrival of emergency vehicles. A staff member will be assigned to the following locations based on area of camp to direct the emergency vehicles to the correct location. Whenever 911 is called the Branch Executive Director, District Executive Director, and Chief Risk Officer must be contacted.
- MAIN CAMP: Staff assigned to the main gate entrance to guide emergency services to location on camp.
- EQUESTRIAN CENTER: Staff assigned to the front access gate in the parking lot to guide emergency services to barn location.
- WELCOME CENTER (6112 Anahuac Avenue): Staff assigned to front door of building to provide access to emergency services.
- EMERGENCY PHONE SCRIPT
 - "This is (name, title, relationship to the emergency). There is (type of emergency) at YMCA Camp Carter at [SPECIFY ADDRESS OF LOCATION ON CAMP]. Please send (police, firefighters or an ambulance) to the (exact location of the main entrance or entrance nearest to the emergency)."
 - ***Do not hang up** until the 911 dispatcher instructs you to do so. Keep in contact with the First Responder on the scene as they are assessing the emergency and continue to provide

updates to the 911 dispatcher. After hanging up, keep someone by the phone, if possible, in case there is a call back from 911.

PLAN DISTRIBUTION & MAINTENANCE

Distribution

This plan (electronic or printed copy) will be provided to each of the following groups detailed below:

Group	Timeframe	Outcome
Camp Staff	Annually or when substantive changes are made to the plan	Acknowledgement Form Completed
Volunteers	Prior to 1 st day of camp	Acknowledgement Form Completed
Parents	Prior to 1 st day of camp	Acknowledgement Form Completed
Texas Department of State Health Services (DSHS)	Submitted by [INSERT DATE]	Acceptance prior to 1 st day of camp
Tarrant County Emergency Management	Annually or when substantive changes are made to the plan	Receipt Confirmed
Fort Worth Office of Emergency Management	Annually or when substantive changes are made to the plan	Receipt Confirmed
Local Emergency Planning	Prior to 1 st day of camp	Receipt confirmed

Maintenance

This plan will be reviewed and updated at least annually by the Emergency Preparedness Coordinator and whenever an emergency, drill/exercise, personnel change, operational change, regulatory update, or other significant change occurs that may impact the effectiveness of the plan. Texas Department of State Health Services must be notified of any modifications to the plan.

All Emergency Action Plan reviews and revisions are documented in a separate revision log. A high-level summary of revisions, including the revision date and general description of changes, is reflected in the Amendment Record of this EAP cover page for reference.

Updates or revisions to the Emergency Action Plan are communicated to the appropriate county and municipal emergency management offices. The Camp Emergency Preparedness Coordinator is responsible for distributing updated plans and maintaining records of such communications.

PRIMARY COMMUNICATION SYSTEMS

System	Description	Notes
Two-Way Radios	Handheld radios used for onsite staff communications	Primary onsite system
Mobile Phones	Cellular devices used for external and backup communications	Used for offsite coordination
Public Address (PA) / Alert System	Fixed or portable system for camp-wide announcements	Operable without internet

Backup and Alternate Communication Methods

Method	Description
Runners	Staff assigned to physically relay messages
Audible alert devices	Whistles, air horns, or similar devices

Emergency Communications Equipment Inventory

Onsite Communications Equipment

Equipment	Quantity	Primary Location	Backup Power
Two-Way Radios	20	Main Office	Spare batteries

Radio Charging Stations	20	Main Office	Generator / battery
PA system components	22 Speakers 1 Control Panel	Locations Throughout Camp Control Panel at Front Desk	Generator / battery / solar
NOAA/NWS weather alert radio	22	One in Every Building	Battery
Audible alert devices (horns/whistles)	2	Main Office	N/A

Power and Connectivity Resources

Resource	Description	Notes
Spare radio batteries	Battery backup for radios	Maintained charged
Portable power packs	Support critical devices	As needed
Generator	Extended power outages	Fuel maintained
Broadband connection #1	100 Mbps "FIA" Spectrum Fiber connection	Spectrum
Broadband connection #2	500 Mbps Spectrum cable connection DSL 5 MB circuit – Equestrian Center	Spectrum AT&T

The camp maintains two broadband internet connections through distinct service providers in compliance with Texas Health and Safety Code § 141.00

EMERGENCY PHONE LIST

NAME	TITLE	PHONE NUMBER
Eddie Dobbins	Chief Operations Officer and Interim Chief Executive Officer	214-551-0554
John-Michael Corn	Chief Risk & Properties Officer	817-521-8617
Holli Winn	Chief Programs Officer	214-957-1167
Eddie Norgard	District Executive Director	908-947-8130
VACANT	Executive Director	
VACANT	Senior Program Director	
Dalton Smith	Program Director	936-668-6180
VACANT	Facilities Director	
Brendon Henderson	Maintenance & Aquatics Manager	817-602-4011
Stephanie Pottichen	Equestrian Center Manager	770-880-4235
Amber Loose	Groups & Retreats Coordinator	817-897-1033
VACANT	Food Service Manager	
Tomesia Morgan	Business Manager	817-714-9393

Note: Cell phone numbers for all relevant contacts are available at posted EAP Quick Guides throughout camp.

NAME	PHONE NUMBER
EMERGENCY DISPATCH	911
NON EMERGENCY POLICE – Fort Worth Police Department	817-392-4222
FIRE DEPARTMENT	911
TARRANT COUNTY DEPT OF HEALTH	817-884-1111
WATER COMPANY	817-392-4477 Emergencies Option 1
ELECTRIC COMPANY - ONCOR	General Inquiries (888) 313 6862 Power Outages (888) 313 4747 Locate Underground Power Lines 811
GAS COMPANY – JOE RIDER PROPANE	817-237-3325
CHILD ABUSE HOTLINE	800-252-5400
TARRANT COUNTY EMERGENCY MANAGEMENT	817-321-4879
CITY OF FORT WORTH EMERGENCY MANAGEMENT	817-392-6170

YMCA OFFICIALS YOU ARE REQUIRED TO NOTIFY

During or following most emergencies, it will be necessary to inform other staff of what occurred.

- If the emergency is away from the YMCA, inform the Executive Director immediately.
- The immediate supervisor is the first person to be notified. They in turn will notify the Branch Executive Director in the event of a serious accident, fatality, or significant property damage.
 - The YMCA is required to notify the Texas Department of Health Services within 24hrs of a fatality. The Chief Risk & Properties Officer or President & CEO will assume this responsibility; branch staff are not spokespeople for the YMCA and are not permitted to provide official statements regarding serious accidents, fatality, or significant property damage.

- The Branch Executive Director will notify the proper Association Resource Office staff. If the Branch Executive Director cannot be located, the next level of supervision will be responsible for notifying the Association Resource Office immediately
- If the Chief Risk & Properties Officer is not available, the Branch Executive Director or branch staff will notify the President & CEO of the YMCA of Metropolitan Fort Worth.
- Notify the YMCA Metropolitan Risk Manager immediately after any serious event. Insurance forms will need to be completed immediately and the insurance company notified.

DO NOT AT ANY TIME ADMIT NEGLIGENCE OR LIABILITY ON THE PART OF THE YMCA OR ANYONE EMPLOYED BY THE YMCA AND DO NOT GIVE A COPY OF THE INCIDENT REPORT TO ANYONE. IF A REQUEST IS MADE FOR A COPY OF THE INCIDENT REPORT INSTRUCT THE REQUESTOR TO CONTACT THE METRO RISK MANAGEMENT DEPARTMENT.

RESPONDING TO EMERGENCIES

EMERGENCIES AT THE Y

The following are some guidelines to follow in case there is an emergency:

- Accidents will occur at the YMCA. When an emergency does arise, there can be a great deal of confusion, some of it very damaging, unless there is an orderly procedure for handling it. Be prepared by being well versed in all emergency procedures.
- You, as a YMCA staff member, are required to be thoroughly prepared with emergency procedures. Your alertness and orderly handling of emergencies may save a life.

ACCIDENT PROCEDURES

The first staff person on the scene of any accident or injury should call for a FIRST RESPONDER (a first responder is anyone in the building that is CPR/AED and First Aid certified) for help. They should stay with the victim while 911 is being called or first aid supplies are being retrieved. For minor accidents, First Aid supplies are located in the Main Office, Rec Hall, Retreat Center, Dining Hall, Pool House, Canoe Beach, Equestrian Center, and Welcome Center. After responding to the incident, an incident report must be completed and submitted to the Executive Director and District Executive Director. It is very important that accurate, detailed information is included in the report.

INCIDENT REPORTS

Incident reports are a vital part of our Emergency Action Plan. An incident report must be filled out by the **staff person**, not the member. Forms can be found with all crash bags as specified to be located in the previous section. Please make sure the report is filled out completely, includes as much detail as possible and does not leave anything in question. If possible, obtain one or two witness statements. Upon completion, notify the Department Head for the department in which the incident occurred, the Executive Director, District Executive Director and email report to the Chief Risk & Properties Officer.

CRITICAL INCIDENT & FATALITY RESPONSE PROTOCOL

In the event of any critical incident, including but not limited to serious injury or fatality, YMCA Camp Carter will implement the following standardized response procedures to ensure safety, accountability, timely notification, and compliance with all applicable regulations.

1. Immediate Response and Incident Command

- Staff will immediately secure the scene, ensure the safety of all campers and staff, and activate emergency medical services (911) if not already engaged.
- The highest-ranking staff on-site will assume Initial Incident Command until relieved by senior leadership or emergency responders.
- Care for individuals involved will be prioritized, including lifesaving measures within staff training and scope.

2. Notification Process (Death or Life-Threatening Incident)

In the event of a confirmed or suspected death:

Internal Notification (Immediate):

- Camp Director / Executive Director
- Chief Risk & Properties Officer
- YMCA Association Leadership (President & CEO or designee)

External Notification:

- Emergency services (if not already present)
- Law enforcement (as appropriate)
- Texas Department of State Health Services (DSHS)

DSHS Reporting Requirement:

- YMCA Camp Carter will notify DSHS **as soon as reasonably possible, but no later than 24 hours after the death**, in full compliance with state regulations.
- The goal of the organization is to complete notification **within 12 hours whenever practicable** once facts are confirmed.

3. Camper Accountability and Supervision

- All campers will be **immediately accounted for** using attendance rosters, unit lists, or headcounts.
- Campers will be consolidated into designated safe supervision areas under staff oversight.
- Staff will maintain appropriate supervision ratios at all times.
- Attendance will be re-verified periodically until the situation is fully stabilized.
- Movement across camp will be restricted unless directed by Incident Command.
- Behavioral and emotional monitoring will occur, with additional staff or support brought in as needed.

4. Parent/Guardian Notification**In the Event of a Fatality:**

- Notification to the family of the deceased will be conducted **personally and compassionately**, typically via **phone call** by Chief Risk & Properties Officer, President & CEO, or designee.
- This notification will occur **as soon as reasonably possible** once the death has been confirmed and basic facts are known, ideally **within 1–2 hours**, unless delayed by law enforcement direction.

Notification to Other Camp Families:

- Families of other campers will be notified by email.
- Initial communication will occur **within 2–4 hours of incident stabilization**, or sooner if required for safety-related instructions (e.g., early pickup).
- Communications will be factual, limited to confirmed information, and respectful of privacy laws and the affected family.

5. Documentation and Information Control

- All details of the incident will be documented, including timelines, actions taken, witness statements, and communications.
- Only authorized spokespersons (President & CEO only) may communicate with media or the public.
- Staff will be instructed not to share incident details externally or on social media.

6. Post-Incident Support and Follow-Up

- Emotional support resources (e.g., counseling, chaplain services, crisis response teams) will be made available to campers and staff.
- Internal debriefing and incident review will be conducted.
- Required regulatory and internal reports will be completed in accordance with YMCA policy and state law.

INSURANCE INFORMATION**COVERAGE FOR THE EMPLOYEE**

All employees are covered by Worker's Compensation Insurance. Employees who are injured or in an accident in the course of employment will be required to see a physician immediately. A Drug screen will be administered at the time of medical treatment for any alleged injury at the YMCA clinic. This is to comply with the YMCA Drug policy. (See Personnel Policy for YMCA Drug policy guidelines)

COVERAGE FOR A NON-EMPLOYEE

Any and all claims for bodily injury or property damage will be processed entirely by the insurance company. Employees should not make any statements concerning liability of the YMCA Association or Insurance Company.

In answer to any questions regarding who shall pay, the claimant should be advised you do not know, but that you will report the incident immediately to the Metropolitan office Risk Manager.

INTERPRETATION OF COVERAGE

Interpretation of insurance coverage is very complicated. If you are asked about insurance coverage of the YMCA, refer all questions to the Metropolitan office Risk Manager.

Any incident, injury or illness that occurs while an employee is on the job, or while a non-employee is attending a YMCA function; no matter how minor, must be reported to your supervisor or Branch Director immediately.

When the emergency has passed, complete an occurrence form of all the facts as you know them. Do not admit liability or say the YMCA will pay for anything; again it is up to the Insurance Company to make that decision.

Your supervisor or Branch Director must send the report form the Metropolitan office within 24 hours of any occurrence.

Do not give copies of any YMCA internal documents to any participants or relatives of participants. All requests for copies should be directed to the Metro Risk Management Department.

H1 - ACTIVE SHOOTER/INTRUDER/RUN.HIDE.FIGHT

Purpose: Protect participants, staff, and visitors by providing clear, actionable steps to recognize, respond to, and recover from an active shooter or armed intruder situation, including child-supervision expectations and site-specific actions for Camp Carter’s facilities and open spaces.

SCOPE:

- Applies to **all persons on Camp Carter property** and during Camp-led activities.
 - Uses the nationally recognized **RUN • HIDE • FIGHT** framework.
 - When in doubt, **call 911** immediately.
-

RECOGNIZE (Threat Awareness)

Triggers (any one of these):

- Notice from **police, school/partner, staff, parent/guardian, or credible source** that an active shooter/intruder is in the area.
 - **Direct observation** (seeing or hearing) of a person **armed with a weapon** or shots fired.
 - Credible threats communicated **in person, by phone/text, or social media.**
 - **Immediate priorities (within seconds):**
 - **Trust your senses.** Treat reports as real until proven otherwise.
 - If you see the threat **nearby, RUN if you can**, otherwise **HIDE**, and **FIGHT only as a last resort** when life is in imminent danger.
 - **If supervising children**, you are responsible for **leading the group’s actions** (see below).
-

RESPOND (RUN • HIDE • FIGHT + Roles, Facilities)

Roles & Responsibilities

Role	Primary Responsibilities
Person In Charge (PIC)	Makes rapid decision: RUN / HIDE ; initiates internal alert (plain language), calls 911 (or directs a caller), coordinates site lockdown/shelter or evacuation, and designates reunification area after law enforcement clears. During an emergency, the Person in Charge is responsible for communication with county emergency management, 911 for fire/law enforcement/EMS dispatch, and/or direct contact with responding agencies.
Caller/Comms Lead	Calls 911 with concise details and keeps line open if safe. Maintains radio discipline (short, plain language). Avoids mass paging that could reveal locations to the intruder.
Group Leads (Youth & Program Staff)	Maintain continuous supervision ; enact RUN • HIDE • FIGHT for their group; account for all participants; prevent

	re-entry into danger areas; provide calm, simple instructions.
Access/Lockdown Support	Secures exterior doors (if safe), turns off lights, draws blinds, and helps barricade interior spaces.
Medical/Stop-the-Bleed Lead	Positions trauma supplies (if available), provides life-threatening bleeding control only when safe to do so.
Law Enforcement Liaison	Meets officers only when safe , guides to last known location, provides site maps, and stops all non-essential radio traffic on request.

Staff may need to cover multiple roles initially—**safety first**.

RUN (Preferred if a safe path is available)

- **Run immediately; leave belongings.**
- **Adults:** Help others **escape if you can**, but **evacuate even if others don't follow**. Do **not** attempt to move the injured during flight.
- **Children:** Move as a group; **pick up/carry** those needing assistance. If someone is injured and cannot move, **guide the group to safety** and **hide nearby with them** only if you cannot safely move away.
- **Prevent entry** of others into danger zones.
- Keep **hands visible** when approaching police.
- **Area-specific RUN guidance**
 - o **Main Camp Buildings (cabins, lodges, dining hall, classrooms):** Exit via **primary/secondary doors or windows** if safe; move to **pre-identified rally points** (e.g., wooded berms, behind masonry walls, vehicles' engine blocks, terrain dips). Avoid open courtyards.
 - o **Equestrian Center (open arenas, barns, paddocks, trails):**
 - If mounted, **dismount quickly** if safe; **hand-walk** horses out of the line of sight and sound to **nearest secure paddock/stall** or **natural cover** (trees/berms/buildings).
 - If you cannot reasonably evacuate animals without increasing risk, **prioritize human life**; move people first.
 - Avoid funneling into tight choke points; use **multiple exits** and **terrain features** for concealment.
 - o **Welcome Center:** If threat is outside, **do not evacuate to the threat side**; use **rear/service exits** to break line of sight and **move to distance/cover**. If threat is inside and near you, **exit immediately** via nearest safe door.

HIDE (If running is not safe)

- **Hide out of sight**, ideally behind **solid cover** (masonry walls, heavy furniture, large trees, terrain features).
- **Lock and barricade** doors with heavy furniture; **turn off lights**; **silence phones** and **remain quiet**.
- **Spread out**; do not cluster in a single corner.
- Put devices on **silent mode, no vibration**.
- **Do not** open the door to unknown voices; wait for **uniformed law enforcement** to unlock and announce themselves.
- **Area-specific HIDE guidance**

- **Main Camp Buildings:** Use **lockable rooms** (offices, storage, bathrooms). **Barricade** with bunks/desks; cover interior windows.
 - **Equestrian Center:** Use **tack rooms, feed rooms, offices, restroom cores**, or solid walls away from exterior openings. If only open space, use **terrain dips, large trees**, equipment bays/vehicles as **cover** (not just concealment). Keep horses **quiet/contained** if possible, but **do not delay** hiding.
 - **Welcome Center:** **Lock front doors** if safe; move staff/visitors to **interior offices** away from glass; **close blinds; barricade**; kill lobby lights if possible.
-

FIGHT (Last resort — imminent threat to life)

- **Commit fully** and act with **aggression** to disrupt/incapacitate the attacker.
 - **Throw items**, use **improvised tools, swarm** as a team if feasible.
 - **Yell commands** and create overwhelming pressure.
 - **Your life depends on it**—there is no halfway measure at this stage.
-

Law Enforcement — Upon Arrival

- **Stay calm** and **follow instructions**.
 - Put down items; keep **hands visible**; avoid quick movements.
 - **Do not** point/scream at officers.
 - **Do not** ask officers for medical help—they will **neutralize the threat first** and then direct medical response.
-

RECOVER (911, Care, Notifications, Reunification)

- **Call 911 (as soon as it is safe) — Provide:**
 - **Exact location** of the shooter (building/area/landmark).
 - **Number** of shooter(s), **description, weapons** type if known.
 - **Number of victims** and any **life-threatening bleeding** (if known).
 - Best **access route/gate** and who will meet officers (only if safe to do so).
 - **Immediate next steps**
 - **Stop the Bleed / First Aid only when safe** to render care.
 - Establish a **controlled reunification area** away from the scene once law enforcement gives the go-ahead.
 - Maintain **supervision/accountability** for all children and program groups; complete **roll/face counts**.
 - **Notifications & Media**
 - Notify **COO and Risk Management** promptly.
 - Staff **must not** communicate with media; refer inquiries to the **CEO/Communications**.
 - Avoid rumor or speculation; share **facts only** on a need-to-know basis.
 - **Documentation**
 - Complete a **YMCA Incident Report** the same day: timeline, decisions, RUN/HIDE/FIGHT actions, headcounts, injuries, medical care rendered, law enforcement contacts (names/badge if provided).
 - **After-Action**
 - Debrief within **48–72 hours** (what worked, what to improve—locks, sightlines, rally points, radio practices, Stop-the-Bleed kit placement).
 - Update **training, maps, and room placards** as needed.
-

Site-Specific Procedures (Camp Carter)

- Main Camp Buildings (Cabins, Lodges, Dining Hall, Program Areas)
 - **RUN:** Primary/secondary exits or ground-floor windows; move behind **masonry, vehicles' engine blocks, berms/trees**; avoid open quads.
 - **HIDE:** Lockable rooms (bathrooms, offices, storage); barricade with bunks/tables; cover interior glass; lights off; silence devices.
 - **ACCOUNTABILITY:** Group Leads conduct **roll/face counts** at safe distance; report any missing persons and last known locations to PIC/Police.
 - Equestrian Center (Arenas, Barns, Paddocks, Trails)
 - **RUN:** If mounted, **dismount** when safe; **hand-walk** horses out of sight/sound to **nearest secure paddock/stall** or **natural cover**. If evacuation increases risk, **prioritize people** and leave horses contained.
 - **HIDE:** Use **tack/feed rooms, interior barn cores**, vehicle bays, or **terrain cover**; avoid long sightlines.
 - **FIGHT:** As last resort—use available tools (throw objects, improvised defensive items).
 - **DO NOT** funnel all people through a single chokepoint if the threat's location is uncertain; use **multiple dispersal paths**.
 - Welcome Center (Lobby/Reception/Offices)
 - **RUN:** If the intruder is inside or approaching the lobby, **exit via rear/service doors** and **move to cover**.
 - **HIDE/LOCKDOWN:** If threat is outside, **lock/reinforce exterior doors, lower blinds**, move to **interior rooms, barricade**, silence devices, lights off.
 - Maintain **quiet, calm**; wait for police to clear spaces.
-

Communications Aids (Scripts)

- **911 Script**
 - "This is **YMCA Camp Carter** in Fort Worth, Texas. We have an **active shooter/intruder** at **[exact building/area]**. Suspect description: **[clothing, features], [weapons], [direction of travel]**. Estimated victims: **[#]**. Best access: **[gate/road/landmark]**. We are **[running/hiding]** with **[children/adults]**. Callback: **[PIC number]**."
- **Internal Plain-Language Radio**
 - "**Security alert:** Active threat reported **near [location]**. If safe: **RUN away from [direction]**. If not: **HIDE and lock/barricade**. Maintain silence. Await police. Group Leads confirm **accountability** when safe."
- **Parent/Guardian Message (Only after police clear)**
 - "Today at approximately **[time]**, there was a security incident at **YMCA Camp Carter**. Staff followed our **RUN • HIDE • FIGHT** procedures and worked with law enforcement. **All participants are accounted for / [brief factual status]**. For updates, please contact **[name/number]**. Please do not come to camp until directed, to keep emergency routes clear."
- **Media Holding Statement (All Staff)**
 - "I'm not the spokesperson. Please contact the YMCA's CEO/Communications Office for information."

H2 - FACILITY LOCKDOWN (EXTERNAL THREAT)

Purpose: Protect participants, staff, and visitors when a **threat or hazard is outside** the facility and it is safer to **stay inside and secure** than to evacuate. If the threat moves **on-campus or indoors**, immediately transition to the **Active Shooter / Intruder – RUN • HIDE • FIGHT** plan.

Scope: Applies to all **Camp Carter facilities and grounds** (Dining Hall, Cabins, Main Office, Rec Hall, Retreat Center, Welcome Center office building, Equestrian Center, outdoor program areas).

Do not pull the fire alarm during a lockdown—evacuation alarms can push people toward danger.

RECOGNIZE (External Threat Indicators)

Triggers (any one of these):

- Notification from **police, schools/partners, staff, members, parents/guardians**, or credible sources that there is a **suspected/active external threat** near camp (e.g., police chase, nearby armed robbery, shots fired in the area, dangerous person at large).
 - **Unseen threats** relayed by authorities (helicopters overhead, reverse 911, official alerts).
 - **If you assess an immediate on-campus threat** (person approaching with a weapon, shots heard **on** camp, direct danger to a building or group): **switch to RUN • HIDE • FIGHT and call 911** when safe.
-

RESPOND (Lockdown Procedures)

Roles & Responsibilities

Role	Primary Responsibilities
Person In Charge (PIC)	Declares Lockdown , directs bring-inside & lock , designates interior areas, assigns door teams and accountability, maintains comms with 911, approves controlled entry and All Clear only when authorized by law enforcement. During an emergency, the Person in Charge is responsible for communication with county emergency management, 911 for fire/law enforcement/EMS dispatch, and/or direct contact with responding agencies.
Caller/Comms Lead	Calls 911 (Tarrant County) with details; stays on the line if asked. Uses plain-language radio to coordinate without revealing specific room locations over open channels.
Door/Perimeter Team	Lock all exterior doors , close blinds/shades, turn off lobby/area lights visible from outside. Do not open doors once secured unless directed by PIC after verified law enforcement instruction.
Group Leads / Program Staff	Move people inside quickly, away from exterior glass; select interior rooms, lock & barricade if needed; maintain quiet , conduct headcounts , keep supervision of minors.

Welcome Center Reception	Lock public entry, post minimal “Temporarily Closed” if safe (no reason listed), move to interior office; route deliveries/visitors away by phone if possible.
Equestrian Center Lead	Prioritize people over animals ; move riders/participants inside barns/tack rooms/offices or into the nearest secured building away from the threat direction; quiet and contain horses if safe— do not delay lockdown to move animals.
EMS/Police Liaison	Meets officers only if safe at agreed access point; otherwise stays secured and reachable by phone/radio.

In lean staffing windows, a single leader may cover multiple roles initially—**safety first**.

Lockdown Steps (All Areas)

- **Announce & Call**
 - PIC announces “**Lockdown—external threat. Bring everyone inside and secure.**”
 - **Call 911** as soon as possible; stay on the line if requested. Provide **what/where, your status, and contact number**.
 - **Bring Inside & Secure**
 - Move **participants, staff, and identifiable guests inside the nearest building** quickly.
 - **Lock all exterior doors**; close blinds/curtains; turn off lights visible from outside.
 - Move people **away from exterior windows/doors**; keep interior hallways **clear**.
 - **Shelter & Stay Quiet**
 - Select interior rooms or areas out of line-of-sight; **silence phones** (no vibration).
 - Maintain **quiet** and stay in place. Avoid window-watching.
 - **Accountability**
 - Group Leads perform **roll/face counts**; report discrepancies to PIC by **quiet radio/text** if available.
 - Keep minors **continuously supervised**.
 - **Controlled Entry**
 - After locking down, **do not open doors** for anyone unless directed by PIC **after verified instructions** from law enforcement (phone confirmation, known officer on scene).
 - Direct late arrivals by **phone** to the **nearest safe building only if safe** to do so; otherwise instruct to **shelter out of sight** and **remain by phone**.
 - **If the threat becomes immediate/on-campus**
 - **Transition to RUN • HIDE • FIGHT**. (See that plan for details.)
-

Building-Specific Guidance

- **Main Camp Buildings**
 - **Dining Hall / Rec Hall / Retreat Center / Main Office / Cabins**
 - **Lock exterior doors**, shades down, **lights off** that can be seen outside.
 - Move groups to **interior rooms** (offices, storage rooms, interior corridors with limited glass).

- Cabins: cluster away from windows; if doors don't deadbolt, **barricade** with bunks/furniture.
- Assign a **sweep** of nearby restrooms/hallways **only if safe** to bring stragglers inside—then re-secure immediately.
- **Welcome Center (Office Building)**
 - Lock public entry **immediately**; if safe, place a simple "Temporarily Closed" sign (no details).
 - Move front-of-house to **interior offices/conference rooms**; blinds down; lobby lights **off**.
 - Use **phones** to turn away visitors/vendors; do **not** unlock the door.
- **Equestrian Center (Open Arenas, Barns, Paddocks, Trails)**
 - **People first.** If mounted, **dismount safely** and move riders to **barn interior/tack/feed rooms/offices** or the **nearest secured building away** from the reported threat direction.
 - If moving horses quietly to stalls can be done **without delay or hazard**, do so; otherwise **leave horses** in place and secure **people** first.
 - Reduce noise/light as practical; avoid standing in open arenas or long, exposed barn aisles visible from outside.
- **If You're Outside When Lockdown is Declared**
 - **Go to the nearest secure building** that is **not** in the direction of the reported threat.
 - If you **cannot** reach a building safely: use **distance and cover** (trees, berms, masonry, vehicles' engine blocks), get **low/prone, spread out**, silence phones, and **wait for instructions** from PIC/law enforcement.

Law Enforcement — Upon Arrival

- **Remain calm** and **follow instructions**.
- Put down items, keep **hands visible**, avoid quick movements.
- Do not point/scream at officers.
- Officers will **secure the exterior threat** before assisting individuals inside.

RECOVER (All Clear, Notifications, Reporting)

- **All Clear**
 - Only when **law enforcement** (or 911 dispatch relaying police direction) indicates it is safe may the **PIC** announce **All Clear** and resume controlled operations.
- **Notifications**
 - **COO and Risk Management** should be notified promptly after stabilization.
 - Staff **must not** speak with media—route all inquiries to the **CEO/Communications**.
 - If families are affected (program time), send a **brief factual notice** once cleared by leadership.
- **Documentation**
 - Complete a **YMCA Incident Report** the **same day**, including: time of initiation, who notified, buildings secured, headcounts, any controlled entries, transition to/run-hide-fight if applicable, and **All Clear** time/instructions.
- **After-Action**
 - Within **48–72 hours**, conduct a debrief: door hardware, blinds, radio discipline, equestrian procedures (mounted/unmounted), outside-group

routing, Welcome Center public-facing controls. Update training and postings accordingly.

Communications Aids (Scripts)

- **911 Script (Lockdown – External Threat)**
 - “This is **YMCA Camp Carter** in Fort Worth, Texas. We are in **lockdown due to an external threat** reported [**source/brief description—e.g., police chase nearby**]. We have secured [**buildings/areas**] and are sheltering inside. We currently **do not** have the suspect on campus / **unknown**. Please advise. Callback: [**PIC number**].”
- **Internal Plain-Language Radio (initial)**
 - “**Lockdown, external threat**. Bring everyone **inside, lock exterior doors, blinds down, lights off** visible from outside. Move away from windows and stay quiet. Group Leads take **headcounts** and stand by.”
- **If someone is outside and radios for instructions**
 - “If safe, move to the **nearest secure building not in the threat direction**. If not safe to move, use **cover** (trees/berms/vehicles), get **low, spread out**, and **silence phones** until further instruction.”
- **Parent/Guardian Message (after All Clear)**
 - “Today at approximately [**time**], **YMCA Camp Carter** initiated a **lockdown** due to a reported external threat in the area. We secured buildings and worked with law enforcement. The situation has been cleared and normal operations have [**resumed/adjusted**]. For questions, contact [**name/number**].”
- **Media Holding Statement (All Staff)**
 - “I’m not the spokesperson. Please contact the YMCA’s CEO/Communications Office for information.”

H3 - SUSPICION OF/EVENT OF VIOLENCE (THREATS)

Purpose: Ensure all threats—verbal, written, digital, or observed—are treated as **credible until proven otherwise**; enable rapid, calm decision-making; protect participants and staff; and coordinate with law enforcement and YMCA leadership.

Scope: Applies to **all staff, volunteers, members, guests, and participants** on Camp Carter property and during off-site YMCA activities.

Covers both **threat intelligence** (suspicion) and an **actual violent situation** (event).

If there is an **immediate on-campus threat, switch to the Active Shooter/Intruder — RUN • HIDE • FIGHT** plan and **call 911** as soon as safe.

RECOGNIZE (Threat Intake)

- **What counts as a threat or credible suspicion (any one):**
 - **Direct or indirect threat** communicated in person, by phone, text, email, social media, or note (e.g., “I’m going to hurt people,” “Don’t come tomorrow.”).
 - **Observed precursor behaviors** or alarming statements (talk of weapons, targeting individuals/groups, fascination with violence, surveillance of facilities).
 - **Reports from police, schools, partners, staff, parents/guardians, or community** about a person making threats or planning violence nearby.
 - **Immediate principles:**
 - **Treat all threats as true** until assessed by leadership/law enforcement.
 - **Do not interpret intent** or minimize.
 - **Do not promise confidentiality.** Say: “I cannot keep this confidential; I must share this for safety.”
-

RESPOND (Assess, Notify, Decide, Act)

Roles & Responsibilities

Role	Primary Responsibilities
Person In Charge (PIC)	Directs initial safety posture (Lockdown vs. Monitor vs. Evacuate), determines need to call 911 (immediate threat) or non-emergency law enforcement (intelligence), coordinates with leadership, and approves notifications. During an emergency, the Person in Charge is responsible for communication with county emergency management, 911 for fire/law enforcement/EMS dispatch, and/or direct contact with responding agencies.
Threat Intake Lead	Collects facts; preserves evidence (screenshots, recordings, caller ID, notes); captures exact wording ; identifies the who/when/where .
Scribe	Time-stamped incident log : what was reported, by whom, actions taken, calls made, decisions, and status updates.
Caller/Comms Lead	Calls 911 for imminent threats or non-emergency line for suspicious intelligence per PIC; uses plain-language radio (no codes); avoids mass announcements that could tip off a potential offender.

Safety Coordinator	Prepares for Lockdown (external threat), or RUN • HIDE • FIGHT if threat becomes immediate; positions staff at doors if safe; secures entrances per PIC direction.
IT/Digital Evidence Lead	Preserves emails, texts, DMs, voicemails, CCTV segments, and access logs; prevents deletion/auto-purge.
Family/Member Liaison	Communicates with parents/guardians or members as directed by PIC (facts only, no speculation).
Law Enforcement Liaison	Meets officers only when safe , provides maps, evidence summaries, witness contact info.

In small-staff moments, one person may cover multiple roles initially—**safety first**.

Suspicion of Violence (Threat Intelligence)

- **Step-by-step**
 - **Assume it's true** and **do not promise confidentiality**.
 - **Gather details** (use a calm tone):
 - **Exact words** of the threat; **how** it was delivered (in person, text, phone, social).
 - **Who** made the threat (name/description/handles/phone #), **who is targeted**, **when**, **where**, and **why** (if stated).
 - **Weapons** referenced or access to weapons.
 - **Preserve evidence**: screenshots, voicemail recordings, caller ID, social profiles; note time zones; secure **CCTV time range** if relevant.
 - **Notify PIC immediately** and begin **Scribe log**.
 - **Law enforcement contact**:
 - **Imminent or specific** (time/place/target/weapons) → **Call 911**.
 - **Non-imminent/ambiguous** → PIC contacts **non-emergency** police for direction; continue enhanced vigilance.
 - **Safety posture** (PIC):
 - Consider **Facility Lockdown** (external threat) if proximity/recency is concerning.
 - Increase **door control**, restrict **visitor access**, and heighten staff situational awareness.
 - **Do not alert the potential offender** with public announcements.
 - **Document** everything; secure **witness information**.
-

Event of Violence (Actual Situation)

- **Initiate RUN • HIDE • FIGHT** immediately if the threat is **on campus** or approaching a group/building.
 - **Call 911** as soon as it's safe (see scripts).
 - **If threat is external but near**, activate **Facility Lockdown** per that plan.
 - Group Leads maintain **child supervision** and **accountability** at all times.
-

Area-Specific Guidance

- **Main Camp Buildings (Dining Hall, Cabins, Main Office, Rec Hall, Retreat Center)**
 - **Suspicion only**: Heighten access control; keep exterior doors secured; move groups away from exterior glass; identify **interior rooms** that lock.

- **If threat escalates/external: Lockdown**—bring people inside, lock doors, blinds down, lights off facing outside.
- **If immediate/on-campus: RUN • HIDE • FIGHT**; use multiple exits; avoid bottlenecks; rally behind **solid cover** (masonry, terrain, vehicles' engine blocks).
- **Welcome Center (Office Building)**
 - Secure public entry; shift staff to **interior offices**; route visitors away by phone; **do not** prop doors.
 - Avoid publishing details publicly that could **tip off** a subject of concern.
- **Equestrian Center (Open Arenas, Barns, Paddocks, Trails)**
 - **People first.** If mounted, **dismount** when safe; move riders to **barn interior/tack/feed rooms/offices** or the **nearest secure building away from the reported threat direction.**
 - If the situation is only **suspicion/intelligence**, reduce visibility (doors closed where possible), limit outside time, and keep multiple **egress paths** available.
 - Do **not delay** securing people to move animals; contain horses **only if** safe and quick.
- **If You're Outside**
 - With **suspicion only**: move toward **nearest secure building** not in the likely threat direction; keep groups tight and supervised.
 - With **immediate threat: RUN** away using **cover** and **concealment**; if running isn't safe, **HIDE**; **FIGHT** only as a last resort.

RECOVER (Law Enforcement, Leadership, Reporting)

- **911 Call (as soon as safe) — Provide:**
 - **Location** of perpetrator or threat source (building/area/landmark).
 - **Number** of perpetrator(s) and **physical description.**
 - **Type of weapons** (if known).
 - **Number of potential victims** or those with injuries.
 - Best **access route/gate** and a callback number.
- **Stabilization & Communication**
 - Maintain **supervision/accountability** for minors; complete **roll/face counts** when safe.
 - Coordinate with officers on **search, lockdown lift, or evacuations.**
 - **COO and Risk Management** notified promptly after immediate safety is addressed.
 - **Media:** Staff **do not** comment; refer to **CEO/Communications.**
- **Documentation**
 - Complete a **YMCA Incident Report** same day with:
 - Who reported and to whom, **exact wording** of the threat, evidence preserved, time stamps, decisions taken (lockdown, R/H/F), 911/non-emergency calls, officer names/badges if provided, and outcomes.
 - Attach screenshots, call logs, CCTV clip references, and Scribe time log.
- **After-Action**
 - Debrief within **48–72 hours:**
 - Intake quality (what details we gathered), door hardware/lockable rooms, communications clarity, equestrian actions (mounted vs. unmounted), and "caught-outside" routing.
 - Update training, quick-action cards, and staff briefings accordingly.

Communications Aids (Scripts)

- **Intake Script (Staff receiving a report)**
 - "Thank you for telling me. I can't keep this confidential because safety is our priority. Please tell me **exactly** what was said or seen, **who** said/did it, **where** and **when** it might occur, and whether any **weapons** were mentioned. I'm contacting our supervisor and law enforcement now."
- **911 Script (Imminent/Specific Threat or Event)**
 - "This is **YMCA Camp Carter** in Fort Worth, Texas. We have a **[threat/event of violence]** at **[exact building/area]**. Description: **[person, clothing, features], [weapons if known], [number of people involved]**. We are **[locking down / running / hiding]** with **[children/adults]**. Best access is **[gate/landmark]**. Callback: **[PIC number]**."
- **Internal Plain-Language Radio**
 - "**Security notice:** Threat information received. **[Lockdown in effect / Heightened security]** for **[Dining Hall/Cabins/Main Office/Rec Hall/Retreat/Welcome Center/Equestrian]**. Group Leads: maintain supervision, move away from exterior windows, await instructions."
- **Parent/Guardian Message (after law enforcement clearance)**
 - "Today at **[time]**, staff at **YMCA Camp Carter** received a threat report. We followed our safety procedures and coordinated with law enforcement. **All participants are accounted for / [brief factual status]**. For questions, contact **[name/number]**."
- **Media Holding Statement (All Staff)**
 - "I'm not the spokesperson. Please contact the YMCA's CEO/Communications Office for information."

Evidence Preservation Checklist

- Save **original messages/notes**; take **screenshots** with visible **timestamps and handles**.
- **Do not delete** voicemails; note **caller ID** and time.
- Mark **CCTV camera IDs** and **time ranges**; request export/lock.
- Record **exact quotes** and **names/contact info** of witnesses.
- Secure **physical items** (notes, packages) without handling more than necessary.

H4 - SUSPICIOUS/UNAUTHORIZED PERSON –ACCESS CONTROL & RESPONSE

Purpose: Keep participants, staff, and visitors safe by (1) preventing unauthorized access, (2) respectfully engaging and redirecting unknown persons when safe to do so, and (3) promptly involving law enforcement when a situation appears unsafe or becomes threatening.

Scope: Applies to **all camp grounds and facilities:** Dining Hall, Cabins, Main Office, Rec Hall, Retreat Center, **Welcome Center** (office building), **Equestrian Center**, and outdoor program areas.

RECOGNIZE (Who is “Suspicious” or “Unauthorized”?)

- **Unauthorized person:** Anyone **without permission** to be in a program area or facility (not on check-in lists, not a registered participant/visitor/vendor, no staff escort).
- **Suspicious person:** Anyone whose **behavior** causes reasonable concern (e.g., avoiding staff, trying doors/windows, filming children or facilities without permission, asking probing security questions, loitering near groups, refusing to check in).

Indicators

- Enters through **non-public** gates/doors or **tailgates** a vehicle through a gate.
- **Bypasses** the Welcome Center check-in or refuses to provide identification.
- **Follows** groups, approaches children, or wanders into restricted areas (cabins, staff-only, equestrian barns/stalls).
- **Principle:** Treat unclear situations as **potentially unsafe** until verified. When in doubt, **do not approach alone**—elevate to a supervisor and/or **call 911**.

RESPOND (Assess, Contact if Safe, Elevate, Protect)

Roles & Responsibilities

Role	Primary Responsibilities
Person In Charge (PIC)	Directs response posture (observe & contact vs no-contact & call 911), coordinates staff positioning, decides on Lockdown (external threat) or escalation to RUN • HIDE • FIGHT if the threat becomes immediate, approves “All Clear.” During an emergency, the Person in Charge is responsible for communication with county emergency management, 911 for fire/law enforcement/EMS dispatch, and/or direct contact with responding agencies.
Greeter/Contact Team (2 staff if possible)	From a safe distance , make contact only if it appears safe ; use service-forward, non-confrontational script; invite to Welcome Center for check-in; disengage and call 911 if the situation changes or person refuses.
Welcome Center Reception	Manages visitor check-in (ID, purpose, host), issues visitor badge, ensures escort to destination; alerts PIC if anyone refuses.
Door & Gate Control	Secures exterior doors, keeps camp gates closed , monitors badge/code access, discourages tailgating; reports propped doors.

Group Leads	Keep participants together and supervised ; relocate groups away from contact point ; do not use minors as messengers.
Scribe	Maintains time-stamped log (what/where/who, descriptions, direction of travel, actions taken, calls made).
Law Enforcement Liaison	If police are called, meets officers at the designated access gate (only if safe), provides maps and description, guides to last known location.

If staffing is light, start with **observe & report**, keep distance, and **call 911** if any doubt about safety.

Safe Contact Protocol (Use **only if** the situation appears safe)

- **Two staff** together or one staff **within sight** of another. Maintain **personal space** and an **exit path**.
 - **Tone:** Calm, professional, service-forward; **non-accusatory**.
 - **Script (example):**
 - “Hi there—I’m with **YMCA Camp Carter**. How can I help you today? For everyone’s safety, all visitors check in at our **Welcome Center**. I’ll walk you there now.”
 - **If compliant:** Escort to **Welcome Center**; verify **ID, purpose, host**, and issue a **visitor badge**; keep **escort** in restricted areas.
 - **If the person refuses, becomes agitated, or the situation shifts:**
 - **Disengage immediately**; maintain distance.
 - **Call 911**; provide description and location; **do not** pursue or detain.
 - Move participants **indoors** and **secure doors** if risk is elevated (consider **Lockdown** for external threat).
-

If the Person Appears Threatening or the Situation is Unsafe

- **Remove yourself and others** from the area—**people over property**.
 - **Call 911** and notify PIC/Welcome Center. Provide:
 - **Number** of persons, **location(s)**, **current activity/movement, direction of travel, detailed description** (clothing, build, distinguishing features), and any **weapons** seen.
 - Keep participants **together, inside** if possible; **close/lock doors**; **do not** use minors as messengers.
 - **Never** attempt to **apprehend**, corner, or follow.
 - If threat becomes **immediate/on-campus**, transition to **RUN • HIDE • FIGHT**.
-

Area-Specific Guidance

- **Main Camp Buildings (Dining Hall, Cabins, Main Office, Rec Hall, Retreat Center, and outside)**
 - **Contact only if safe**; otherwise **observe & call 911**.
 - Keep exterior doors **closed and locked** when rooms are not in active use.
 - If the individual is near children: **move the group** to a different interior room or nearby building; **maintain supervision** and **headcounts**.

- Cabins: do **not** allow non-registered persons inside; refer all visitors to **Welcome Center**.
 - **Welcome Center (Office)**
 - Treat as the **only public entry point**.
 - Use **check-in** for all visitors/vendors (ID, purpose, host); provide **escorted access** only.
 - If someone refuses to check in, **do not unlock** doors—call 911 and notify PIC.
 - **Equestrian Center (Open Arenas, Barns, Paddocks, Trails)**
 - **People first**. Move riders/participants to **barn interior/tack/feed rooms/offices** or to the **nearest secured building** away from the person.
 - Do **not** corner a person in the barn; keep **multiple egress paths** and **distance**.
 - If the person is between your group and the exit, **use an alternate route** around paddocks/structures; avoid long exposed lines of travel.
 - **If You Are Outside**
 - If safe, **redirect** to the **nearest secure building not** in the person's direction of travel.
 - If movement is unsafe, use **distance and cover** (terrain, masonry, vehicles' engine blocks), keep groups **together and quiet**, and **call 911**.
-

RECOVER (All Clear, Notifications, Documentation)

- **When police depart or the person leaves and risk is reduced:**
 - **PIC** announces **All Clear** (if no further action required).
 - **Notify COO and Risk Management** promptly after stabilization.
 - Staff **do not** speak with media; refer to **CEO/Communications**.
 - Complete a **YMCA Incident Report same day** with: time, locations, actions, person description, direction of travel, witness names, and any video references.
 - Consider issuing/filing a **trespass notice** with law enforcement guidance if appropriate.
-

Communications Aids (Scripts)

- **Initial Contact (if safe)**
 - "Hello—I'm with **YMCA Camp Carter**. For safety, all visitors must **check in at the Welcome Center**. I can walk you there now."
 - **Decline to Comply / Disengage**
 - "I can't allow unescorted access. I'm stepping away now." (*Disengage; call 911.*)
 - **911 Script**
 - "This is **YMCA Camp Carter** in Fort Worth, Texas. We have a **suspicious/unauthorized person** at **[exact location]**. **[Number]** involved, **[detailed description]**, currently **[activity/direction of travel]**. Please enter via **[access gate/landmark]**. Callback: **[PIC number]**."
 - **Internal Radio (Plain Language)**
 - "**Security notice:** Suspicious/unauthorized person reported **near [location]**. **Do not approach** unless directed. Keep groups **inside and supervised**. Door teams: **secure exterior doors**. Await updates."
-

Access Control Standards (Camp Carter)

- **Gates & Perimeter**
 - **Keep camp gates closed** at all times unless actively in use for authorized ingress/egress.
 - **Discourage tailgating**; if a vehicle follows through, **stop and re-secure** when safe, and report to PIC.
 - **Codes, Cards & Keys**
 - **Programmed access codes are internal only.** Do **not** share codes externally.
 - **External/temporary codes** (e.g., contractors, rental groups, event vendors):
 - **Time-bound** to the use period (start/end date and hours).
 - **Cycle/disable immediately** once the period **expires**.
 - Assign **unique codes** per group when feasible; **never reuse** long-term.
 - Lost or stolen **badges/keys**: **report immediately** and **disable/rekey** per policy.
 - **Visitor Management**
 - **All visitors/vendors**: check in at **Welcome Center** with **photo ID**, host verification, and **visitor badge**; **escort** at all times in restricted areas.
 - **No photography of minors** or program spaces without **explicit authorization**.
 - Clear **"All Visitors → Welcome Center"** signage at primary approaches.
 - **Doors & Alarms**
 - **Do not prop** exterior doors.
 - Report **malfunctioning locks, alarms, or cameras** immediately.
 - Preserve **CCTV time ranges** when an incident occurs.
-

Evidence Preservation (if law enforcement is involved)

- Capture **exact descriptions** and **statements** (no confrontation).
- Note **last known location** and **direction of travel**.
- Mark **CCTV camera IDs** and **time windows**; request export/hold.
- Keep **original messages** (texts, voicemails); **screenshots with timestamps**.

H5 - CHILD ABUSE –MANDATORY REPORTING & RESPONSE

Purpose: Protect youth, meet **Texas mandatory-reporting laws**, and uphold YMCA and **Praesidium** standards by (1) recognizing suspected abuse or policy violations, (2) ensuring immediate safety and reporting **without delay**, and (3) coordinating recovery, documentation, and family communication professionally and lawfully.

Scope: Applies to **all staff, volunteers, contractors, interns, and program partners** on Camp Carter property and during off-site YMCA-led activities in Texas.

Everyone in Texas is a mandated reporter: any person must **immediately** report suspected child abuse or neglect; **professionals** (licensed/certified or employed by state-licensed/operated facilities with direct child contact) must report **within 24 hours** and **cannot delegate** the report.

RECOGNIZE (Policy Violations & Signs)

Report immediately if you see:

- **Any violation of Camp Carter/YMCA youth-protection policy** (e.g., prohibited one-on-one, boundary violations, grooming behaviors).
- **Signs/indicators** of abuse or neglect (physical, behavioral, or disclosure by a child). **Do not** interpret intent—**treat all concerns as credible** and **report**.
- Texas definitions (plain-language summary)
- **Physical abuse:** non-accidental physical injury or genuine threat of substantial harm.
- **Sexual abuse:** sexual conduct harmful to a child’s welfare (includes continuous sexual abuse, indecency with a child, sexual assault, sexual performance, trafficking).
- **Emotional abuse:** mental/emotional injury resulting in **observable and material impairment** in growth, development, or functioning; also placing a child where such injury occurs.
- **Neglect:** act/failure to act by a caregiver evidencing blatant disregard and resulting in harm or **immediate danger** to health/safety (e.g., failure to provide care, unsafe supervision, failure to remove from danger).
- You do **not** need proof—**reasonable cause** to believe is sufficient.

RESPOND (Safety, Reporting, Communications)

Roles & Responsibilities

Role	Primary Responsibilities
Person In Charge (PIC)	Ensures immediate safety of the child; separates from alleged person; directs 911 if the child is in immediate danger ; instructs the reporter to contact DFPS (cannot delegate a professional’s duty); coordinates internal notifications after safety. During an emergency, the Person in Charge is responsible for communication with county emergency management, 911 for fire/law enforcement/EMS dispatch, and/or direct contact with responding agencies.

Reporter (the person who saw/heard or received disclosure)	Listen briefly, reassure, and report —call 911 for immediate danger; make the DFPS report yourself (professionals: within 24 hours); preserve exact words and evidence.
Scribe	Keeps a time-stamped incident log (what was said, by whom, when; actions taken; confirmation numbers).
Law Enforcement/DFPS Liaison	Provides maps, access, and contact info to investigators; preserves CCTV and records.
Family Liaison	Communicates with parent/guardian as directed by investigators ; shares facts only and respects confidentiality.

Do not investigate or conduct a detailed interview—report **minimal facts** and allow DFPS/law enforcement to lead any forensic interview.

Immediate safety steps (all areas)

- **If the child is in immediate danger or a crime is in progress → call 911.**
 - **Ensure supervision and safety** of the child (and group). Remove the alleged person from contact with minors.
 - **Listen & reassure:** “Thank you for telling me. You did the right thing.” Avoid promises of confidentiality; gather only **minimal facts** (who/what/when/where).
 - **Report to DFPS** (and law enforcement if appropriate). **Professionals must report within 24 hours; all persons must report immediately. A professional may not delegate** this duty.
-

How to report in Texas (choose the quickest safe option)

- **Texas Abuse Hotline (DFPS) — 1-800-252-5400** (24/7; call for urgent/within 24 hours).
 - **Online DFPS portal — www.txabusehotline.org** (for non-urgent; may take **>24–48 hours** to process).
 - **911 / local law enforcement** — for emergencies or life-threatening situations.
 - **Accessibility:** Deaf/hard of hearing can call via **Relay Texas 7-1-1** and request the Texas Abuse Hotline.
 - **No anonymous DFPS child-abuse reports** (effective Sept. 1, 2023): reporters must provide **full name and phone number**; identity is **confidential by law**.
-

Legal points to remember (Texas)

- **Time to report: Professionals = within 24 hours** (law updated in **2025**); **all persons = immediately. Non-delegable** for professionals.
 - **Immunity:** Good-faith reporters are **immune** from civil/criminal liability.
 - **Penalties: Failure to report** is a crime; professionals face enhanced penalties (including **state jail felony** if intent to conceal).
 - **Confidentiality:** Reporter identity is confidential unless disclosure is permitted by statute (e.g., to law enforcement for criminal investigation).
-

Area-specific guidance (how to safeguard while you report)

- **Main Camp Buildings — Dining Hall, Cabins, Main Office, Rec Hall, Retreat Center (and Outside)**
 - Move the youth to a **private, observable space** (door ajar if policy requires) with **two-adult** presence when possible; **do not** leave the youth alone.
 - Keep the alleged person **away from minors** and out of program areas while authorities are notified.
 - If outdoors, reposition to the **nearest indoor** space that is private/observable.
 - **Welcome Center (Office Building)**
 - Use an **interior office** for brief supportive conversation; avoid lobby exposure; proceed to reporting steps immediately.
 - **Equestrian Center (open arenas, barns, paddocks, trails)**
 - Prioritize **people over animals**. Move the youth (and group) to **barn office/tack room** or **nearest secure building**.
 - Maintain supervision; keep pathways clear for first responders if 911 is called.
-

Scripts (use plain, supportive language)

- **If a child discloses**
 - “Thank you for telling me. I’m glad you spoke up. I can’t keep this a secret because your safety is important, but I will only share with people who need to know to help. Can you tell me what happened, where, and when?”
 - **When calling DFPS (phone or online summary)**
 - “I’m reporting suspected child abuse from **YMCA Camp Carter (Fort Worth, TX)**. **Child:** [name, age]. **Concern:** [brief facts in child’s words; observed signs]. **Location/participant relationship:** [caregiver/household/other]. **Immediate safety:** [in danger? separated from alleged person?]. **Your info:** [name/phone] (required; confidential).”
 - **When calling 911 (immediate danger)**
 - “We need police/EMS at **YMCA Camp Carter** for a child-safety emergency at **[location]**. The child is **[age]**; current condition: **[brief]**. The alleged person is **[description/location]**. We are ensuring the child’s safety now.”
-

RECOVER (Stabilize, Notify, Document)

- **Stabilize & Coordinate**
 - Follow directions from **DFPS/law enforcement**.
 - Maintain **supervision and privacy** for the child; arrange medical care if directed.
- **Internal notifications (after immediate reporting)**
 - Notify **CEO, COO, and Risk Management** per YMCA policy.
 - **Media:** Staff **do not** make statements—direct inquiries to **CEO/Communications**.
- **Documentation**
 - Complete a **YMCA Incident Report the same day**, attaching:
 - **DFPS report confirmation** (call ID/online submission),
- **Time-stamped log**, exact quotes/minimal facts,
 - Any **CCTV/time ranges** preserved.
- **No retaliation / confidentiality**

- Reporter identity is **confidential**; retaliation is prohibited (Texas law includes protections and remedies for professionals).
 - **Follow-up**
 - Coordinate family communication **only as authorized** by investigators;
 - Schedule a staff **after-action** within **48–72 hours** to update training, signage, and postings.
-

Praesidium Accreditation & Resources (in addition to required reports)

- Because Camp Carter is **Praesidium-accredited**, staff/volunteers may also use the **Praesidium Helpline: 866-607-SAFE (7233)** for confidential consultation about abuse-prevention concerns. **This does not replace or delay DFPS/911 reporting.**
-

Communications Aids (Quick Reference Numbers — Texas)

- **Texas Abuse Hotline (DFPS): 1-800-252-5400 — 24/7**; urgent or within 24 hours.
- **Online (non-urgent): www.txabusehotline.org** — processing may take **>24–48 hours**.
- **911** — immediate danger or life-threatening situation.
- **Relay Texas 7-1-1** (accessibility for Abuse Hotline).
- **Human Trafficking Hotline (if suspected): 1-888-373-7888** (report to DFPS and law enforcement).
- **Praesidium Helpline: 866-607-7233** (supplemental consultation).

H6 - THREAT (Bomb, Phone/Digital Threat, Suspicious Mail or Package)

Purpose: Protect participants, staff, volunteers, and visitors by (1) recognizing credible threats, (2) coordinating a safe, disciplined response with **911** and bomb technicians, and (3) preserving evidence and documenting the incident thoroughly.

Scope: Applies across all Camp Carter facilities and grounds: **Dining Hall, Cabins, Main Office, Rec Hall, Retreat Center, Welcome Center, Equestrian Center**, and outdoor areas.

RECOGNIZE (Treat All Threats as Real)

- **Credible threat sources include:**
 - **Phone or verbal** threat referencing an explosive device.
 - **Digital** (email, text, social media) threat referencing an explosive device.
 - **Suspicious mail/package** showing red-flag indicators: **no return address, excessive postage, restrictive markings, stains/oily discoloration, misspellings, strange odor/sounds, poorly handwritten or incorrect titles, protruding wires/bulges, unexpected delivery.**
 - **HOT test (for items):** If an item is **Hidden, Obviously** suspicious, and not **Typical** for its environment, deem it **suspicious** and act.
-

RESPOND (Safety, Call 911, Coordinate, Evacuate if Directed)

Roles & Responsibilities

Role	Primary Responsibilities
Person In Charge (PIC)	Takes command; directs call to 911 ; decides, with 911 guidance , on evacuation vs. secure-in-place; prevents re-entry; coordinates with bomb squad; authorizes All Clear only after authorities. During an emergency, the Person in Charge is responsible for communication with county emergency management, 911 for fire/law enforcement/EMS dispatch, and/or direct contact with responding agencies.
Caller/Comms Lead	Dials 911 ; relays exact threat details; manages plain-language radio notes; avoids radio/cell use near a suspicious item (see below).
Scribe	Time-stamped incident log (who/what/when/where; call details; actions taken).
Safety & Scene Control	Establishes an exclusion zone , keeps people away from suspicious item/area; closes doors; prevents handling/movement of items.
LE/Bomb Tech Liaison	Meets officers (if safe), provides maps, access, and locations; preserves CCTV time ranges.
Welcome Center Lead	Manages visitor control, holds arrivals, routes deliveries away, locks public entry if directed.

Do not touch/move suspicious items. **Isolate, evacuate as directed, and call 911.** Only bomb technicians render safe devices.

- If the Threat Comes by **Phone**

- **Remain calm; keep the caller talking.** Use a **Bomb Threat Checklist**; capture exact wording, caller ID, background sounds, and answers to **Where is it? What does it look like? When will it go off? What will make it explode? Did you place it? Why?**
 - **Do not hang up**, even if the caller does; from a **different phone**, have a colleague call **911** and notify PIC while you stay on the line (if still connected).
 - Preserve call details for investigators; complete the checklist immediately after.
 - If the Threat Comes by **Handwritten Note**
 - **Call 911** and notify PIC.
 - **Handle as little as possible**; protect the note in place (envelope/document).
 - If the Threat Comes by **Email/Text/Social Media**
 - **Call 911** and notify PIC.
 - **Do not delete; leave the message open; screenshot** with headers, date/time. Preserve the device/application.
 - If You Discover a **Suspicious Package**
 - **Do not touch/move; isolate area**; keep others away; **call 911**. Wash hands if contact occurred; consider shutting HVAC if powder/substance is present, per dispatcher.
 - Provide USPS/USPSIS-style indicators and follow isolating steps; notify Postal Inspectors if mail-related and 911 directs.
 - **Radios & Cell Phones** near a Suspicious Item
 - **Do not use two-way radios or cell phones near a suspected device**; RF energy **can** trigger devices. Communicate from a safe distance or use **runners/landline** away from the item.
 - **Evacuation vs. Secure-in-Place**
 - Follow **CISA Bomb Threat Guide** approach: assess with **911** (what/where/how credible) and then **evacuate or secure-in-place** as directed. **Do not pull the fire alarm**; alarms can complicate search/control.
 - If evacuating, move people **away from the threatened structure/area**, avoiding glass lines, parking lots, and potential secondary devices. Use pre-identified **assembly areas out of line-of-sight**; distances are situation-dependent—bomb squads may expand standoff per device size/type.
 - **Do not re-enter** until authorized by law enforcement/bomb technicians.
-

Building/Area-Specific Actions

- **Main Camp Buildings (Dining Hall, Cabins, Main Office, Rec Hall, Retreat Center & Outside)**
 - If threat references a **specific building/room**, avoid that route; evacuate (if directed) via **secondary exits**, assemble **out of line-of-sight** and away from glass/parking. Maintain group supervision and headcounts.
 - If a **suspicious item** is inside, **isolate room/wing, do not** move/touch, and **do not** use radios/cell phones in proximity.
- **Welcome Center (Public-Facing)**
 - Lock public entry if directed; hold/turn away deliveries and visitors via phone. If the lobby is implicated, relocate to **interior rooms** or evacuate as 911 directs. Preserve any **threat note/email**.
- **Equestrian Center (Arenas, Barns, Paddocks, Trails)**

- **People first.** If evacuating, move riders/participants along **multiple dispersal paths** away from barns/arenas and obvious target lines (glass/vehicles). If a suspicious item is in a barn/aisle, **isolate the aisle**, keep distance, and move groups to **open ground with cover/terrain**, out of sight. Do **not** attempt to clear or move items; avoid radios/cell use near the item.
-

Law Enforcement / Bomb Tech Arrival

- Remain calm; follow instructions; keep **hands visible**. Provide the **checklist details**, exact threat wording, locations, maps, and any CCTV time ranges.
-

RECOVER (Notifications, Evidence, Documentation)

- **Notifications**
 - After immediate response: notify **COO and Risk Management** per policy.
 - **Media:** Staff **do not** make statements; route to **CEO/Communications**.
 - **Evidence Preservation**
 - Keep original **note/email/voicemail**; do not delete/alter; preserve **device** and **CCTV time windows** for investigators.
 - **Documentation**
 - Complete a YMCA **Incident Report** the same day with: timeline; threat content; actions (evac/secure); 911 call time; assembly locations; LE points of contact. Attach the **Bomb Threat Checklist**, screenshots, and the Scribe log.
 - **All Clear & Re-Opening**
 - **Only** when law enforcement/bomb technicians clear the area may PIC announce **All Clear** and resume operations.
-

Communications Aids (Scripts)

- **911 Script (Threat Report)**
 - "This is **YMCA Camp Carter** in Fort Worth, Texas. We received a **[phone/digital/note] bomb threat** referencing **[location if stated]**. We have **[isolated the area / are evacuating as directed]**. Suspicious indicators: **[brief]**. We'll meet officers at **[access gate/landmark]**. Callback: **[PIC number]**."
 - **Phone Threat – On-Call Prompts (use checklist)**
 - "Where is the device? What does it look like? When will it go off? What will make it explode? Did you place it? Why?" (*Capture exact wording; keep caller talking; do not hang up.*)
 - **Internal Plain-Language Radio (away from item)**
 - "**Security notice:** Threat reported **[where/what known]**. **Do not** approach/touch suspect items. Stand by for **evacuation or secure-in-place** per 911. **Avoid radio/cell use near the item.**"
-

Reminders & Prohibitions

- **Do not** touch/move suspicious items; **isolate and call 911**.
- **Do not** use two-way radios/cell phones **near** a suspected device.
- **Do not** activate fire alarms for bomb threats; coordinate action with 911.
- **Do not** re-enter until law enforcement clears the facility.

H7 - LOST/MISSING PERSON (Child/Adult) – CODE AMBER

Purpose: Provide a clear, time-based procedure for locating a missing participant while maintaining supervision of all others, coordinating an efficient campus-wide search, and ensuring effective communication with parents/guardians, authorities, and YMCA leadership.

Scope: Applies to **youth, teens, and adults** (participants, members, guests, volunteers, staff) on Camp Carter property or during off-site YMCA-led activities.

"Code AMBER" is the camp's internal alert for a missing person.

RECOGNIZE (Verification & Initial Safety)

- **Triggers (any one of these):**
 - Inconsistency in a **face count** or roll call.
 - Direct notification by staff, participant, parent/guardian, school/chaperone, or another credible source.
 - Participant is not present at the **last known location** (LKL) at the expected time.
- **Immediate actions (within 0–2 minutes):**
 - **Do not** leave other participants unsupervised. Assign a staff member to **maintain group supervision** and conduct a **face count and roll call** to confirm one person is missing.
 - Verify the person is not **signed out** (for youth programs) and confirm any **authorized pick-ups**.
 - Quickly check the **immediate area** and restrooms adjacent to the LKL.
 - If a person is still unaccounted for: **notify the Person In Charge (PIC)**.

RESPOND (Activation, Search, Notifications)

Roles & Responsibilities

Role	Primary Responsibilities
Person In Charge (PIC)	Declares Code AMBER ; assigns roles; decides when to call 911; coordinates with authorities; authorizes All Clear . During an emergency, the Person in Charge is responsible for communication with county emergency management, 911 for fire/law enforcement/EMS dispatch, and/or direct contact with responding agencies.
Search Coordinator (SC)	Creates search plan; assigns areas/teams; manages check-ins at set intervals; tracks progress on a map.
Scribe	Maintains a time-stamped incident log (locations searched, who searched, findings, times, communications).
Group Leads	Keep current groups supervised, calm, and in place ; re-verify headcounts; gather info about the missing person.
Gate/Access Control	Secures entrances/exits; monitors parking areas and roads; controls vehicle/visitor movement.

Waterfront/High-Risk Team	Immediately checks waterfronts, docks, boats, pools, creeks/trails/steep terrain, maintenance yards, vehicles, and other high-risk zones.
Family Liaison (Program Director/Supervisor)	Notifies and updates parents/guardians (child); notifies spouse/relative (adult). Keeps them informed per PIC guidance.
Communications Lead	Manages radio traffic; handles media routing (“no comment—refer to CEO/Communications Director”); supports PIC.

Staffing note: In small staffing windows, a single leader may cover multiple roles initially; delegate as support arrives.

Activation & First 15 Minutes (Suggested Timeline)

- **Minutes 0–2 — Verify & Notify**
 - PIC declares “**Code AMBER**” via paging system/radio/phones.
Sample page:
“Attention staff: Code AMBER. Initiate missing person procedures. Search leads report to [Command Post Location].”
 - Group Leads hold their groups in place; **no dismissals or transitions.**
- **Minutes 2–5 — Secure & Describe**
 - **Secure facility:** Close exterior doors; assign Gate/Access Control to watch entrances, parking lots, roads, and outbound trails.
 - Collect a **complete description** for the Scribe:
 - Full name; age; pronouns if known; address; emergency contact(s)
 - Physical description (height, hair, distinguishing marks), **clothing/shoes**
 - **Last known location/time** and known movements while with the group
 - State of mind/medical or **special needs**; triggers; communication methods
 - Program group, leaders’ names; event/cabin/bus assignment
 - Whether signed out/authorized pick-up confirmed or not
 - **Radio discipline:** clear, brief updates; use person’s initials or first name only.
- **Minutes 5–15 — Organized Search**
 - SC assigns **search areas/teams** using a site map (cabins, program areas, restrooms, dining hall, infirmary, admin, parking, buses/vehicles, waterfront/boats, trails, activity sheds, maintenance, dumpsters/behind buildings, under structures, typical hiding/rest areas).
 - Each team searches thoroughly for **10 minutes** and then **checks back** with the SC/Scribe.
 - **Waterfront/High-risk** team immediately scans shorelines, docks, boats, piers, pools, creeks, bridges, steep terrain, and closed facilities—without creating additional risk.
 - **If found:** radio “**I have [name].**” Do **not** use “All Clear” unless the PIC confirms.
- **At 15 minutes (or sooner based on risk): Call 911**
 - PIC (or designee) calls **911** and requests police/fire/EMS as needed. Continue search unless instructed otherwise.
 - **Family Liaison** notifies **parents/guardians** (child) or **spouse/relative** (adult) that an organized search is underway and emergency services have been notified. Provide calm, factual updates—no speculation.

- **Important: No classes are dismissed** and no program releases occur until the PIC announces **All Clear**.
-

RECOVER (Reunification, Reporting, After-Action)

- **If the person is found:**
 - **Medical check:** Assess for injury or medical needs; involve Health Officer/EMS as needed.
 - **Reunify** with the group or parent/guardian based on PIC direction. Use **positive identification** (photo ID or authorized pick-up verification) for minors.
 - PIC announces **"All Clear"** via established channels once confirmed and safe to do so.
 - Scribe secures the **incident log** and all forms.
 - **If not found promptly:**
 - Continue coordinated search until law enforcement **assumes command** or directs a change.
 - Provide authorities with:
 - Incident log; site map with searched areas and times
 - Full description and missing timeline; names of staff involved
 - Sign-in/out records; transportation rosters; camera locations if applicable
 - **Notifications & Communications (post-incident):**
 - Program Director/PIC: **Notify COO and Risk Management** as soon as practicable.
 - **Media:** Staff **do not** make statements. Direct all inquiries to the **CEO/Communications Lead**.
 - **Incident Report:** Complete a detailed YMCA incident report **the same day**, capturing: timeline, actions taken, areas searched, who searched, notifications made, and outcomes.
 - **Debrief & After-Action:** Within 48–72 hours, conduct a team debrief; document lessons learned and update this plan, maps, and training accordingly.
-

Information Package to Gather (for 911 & Parents/Guardians)

- How and when the person **was last seen**; movements/actions prior to separation.
 - **Name, age, address**, and (if adult) **occupation** if relevant.
 - **Parent/guardian** (or next of kin) **names and phone numbers**.
 - **Program/event** name; group leaders' names and contact info.
 - **Medical/special needs**, medications, allergies, triggers.
 - **Clothing and footwear** at time last seen; distinguishing features.
 - Any **personal device** (phone/watch) and last activity if known.
 - **Background on the event** (location, schedule, transitions, transportation).
-

Communications Aids

- **Sample 911 Script (for PIC or designee)**
 - "We have a missing [child/adult] at YMCA Camp Carter, [address]. Name is [Full Name], age [x], last seen at [location] at [time]. Wearing [clothing]. [Special needs/medical] if applicable. We have initiated a facility-wide Code AMBER search, secured exits, and assigned search teams. We need police/fire/EMS support. Our Command Post is at [location]. Callback: [PIC phone]."

- **Parent/Guardian Script (Family Liaison)**
 - “This is [Name] from YMCA Camp Carter. I want to let you know we are actively searching for [Child’s Name] who was last seen at [time] near [location]. We initiated our Code AMBER procedures, secured the site, and contacted 911. We will update you every [x] minutes or sooner with any change. You can reach me at [number]. Please keep your phone available. For safety and speed, we ask that you wait for our next instruction before coming to camp unless directed by authorities.”
 - **Media Holding Statement (All staff)**
 - “I’m not the spokesperson. Please contact the YMCA’s CEO/Communications Office for information.”
-

Search Priorities & Tips (Camp Environment)

- **Immediate proximity:** restrooms, behind/under structures, closets, bunks, storage, vehicles, porches, dumpsters, tree lines, common shortcuts.
 - **High-risk areas:** waterfronts, docks, boats, pools, creeks/bridges, steep terrain, construction/maintenance zones.
 - **Transition points:** trailheads, program areas, dining hall, parking lots, bus load/unload zones.
 - **Silent checks:** call the person’s first name at intervals; look for tracks, dropped items.
 - **Safety first:** Do not enter water or high-angle areas without trained/resourced personnel. Request **specialized responders** as needed.
-

Documentation & Records

- **Incident Log** (time-stamped): Code AMBER declaration, descriptions, assignments, areas searched (with times), results, notifications, 911 call time, EMS arrival, reunification time, All Clear.
- **Area Search Sheets:** Who searched, where, start/finish times, findings/notes.
- **Sign-in/out** and **transportation rosters** attached.
- **Incident Report** filed at conclusion; copies per YMCA policy to **COO/Risk Management**.

H8 - LATE / UNPICKED-UP CHILD PLAN

Purpose: Ensure the safety and supervision of a child whose parent/guardian (or other authorized pickup) does not arrive at program end, while maintaining clear communication, documentation, and escalation.

Scope: Applies to **all Camp Carter youth programs** at the end of the scheduled program day/session.

RECOGNIZE (End-of-Program & Initial Safety)

- **Triggers (any one of these):**
 - Program end time has passed and a child remains on site without an authorized pickup.
 - Parent/guardian communicates they will be late and fails to arrive as stated.
 - **Immediate actions (within 0–2 minutes of program end):**
 - **Maintain active supervision** of the child in a safe, visible area.
 - **Notify the Program Director / Supervisor immediately** that a child has not been picked up (per your instruction).
-

RESPOND (Contact Attempts, Transport, Escalation)

Roles & Responsibilities

Role	Primary Responsibilities
Person In Charge (PIC)	Confirms plan steps; authorizes transport; determines escalation timing; coordinates with law enforcement if needed. During an emergency, the Person in Charge is responsible for communication with county emergency management, 911 for fire/law enforcement/EMS dispatch, and/or direct contact with responding agencies.
Family Liaison	Calls all contacts on file; documents call attempts; speaks with parent/guardian; provides updates to PIC.
Scribe	Maintains a time-stamped contact and incident log (numbers dialed, times, messages left, instructions given, transport time, arrival).
Transport Lead (2 staff)	If authorized by PIC, transports the child in a YMCA vehicle only to the designated location; follows two-adult and child passenger safety practices.
Site Lead	Keeps the program site secure, supervises remaining staff/youth (if any), posts/places the pickup note if transport occurs.

Staffing note: In smaller programs, one leader may initially cover multiple roles; hand off as support arrives.

Step-by-Step Timeline

- **Minutes 0–15: Contact Attempts & Supervision (at Program Site)**
 - **Call parent/guardian** using all numbers on file (home, mobile, work).
 - If no response, **call all authorized pickup contacts** on the registration form.

- **Document** each attempt (time, number, voicemail or direct contact, content).
- Keep the child with program staff in a calm, supervised space.
- **Do not** release to anyone not on the authorized list.
- **Do not** leave the child with office-only staff; program staff retain care.
- **At ~15–20 Minutes: Consider Transport (if no contact)**
 - If parent/authorized contact has **not** been reached and has **not** arrived, the **PIC may authorize transport** to the **YMCA Camp Carter Administration/Welcome Center** (designated location) **in a YMCA vehicle only**.
 - If a YMCA vehicle is not available, **contact the Branch Program Director** for instructions—**do not** transport in a personal vehicle.
 - **Two-staff rule** during transport when possible; use proper restraint/booster per age/size and follow all safety policies.
 - **Leave a clearly visible note** at the program site for the parent (template below).
- **At Camp Admin/Welcome Center: Continued Contact Attempts**
 - Continue calling **all contacts** on file at reasonable intervals (e.g., every 10–15 minutes).
 - Keep the child supervised by **program staff** in a secure area; provide water/restroom access; keep the child informed in a calm, age-appropriate manner.
 - **Supervisor/PIC** contacts the **Executive Director** and **Local Law Enforcement** if parents/guardians **cannot be contacted** after a reasonable period.
 - If law enforcement **takes custody**, continue to call parents/guardians and **leave/update the site note** with the agency name, case number, and a callback number.

RECOVER (Reunification, Reporting, After-Action)

- **When the parent/guardian arrives:**
 - **Positive identification:** Verify identity against the **authorized pickup list** and check photo ID if unfamiliar.
 - **Care transfer:** Provide a brief, factual update on the timeline and where to direct future questions.
 - **Document** pickup time, who picked up, and any parent statements.
- **If law enforcement takes custody:**
 - Document the **agency, officer name/badge, case/incident number**, time, and instructions given.
 - Inform parents/guardians when contact is made (and reference the agency involved).
- **Notifications & Documentation:**
 - Complete a YMCA **Incident Report** the same day, including: contact log, timeline, transport details, notes left, notifications made, and final disposition.
 - PIC notifies appropriate leadership per policy (e.g., **COO, Risk Management, Branch/Association** leadership).
 - Conduct a brief **after-action review** within 72 hours to confirm whether policy communication, contact info, and staffing coverage worked as intended.

- **Parent/Guardian Call Script (Initial Attempt)**
 - “Hello, this is [Name] from **YMCA Camp Carter**. The program for **[Child’s First Name]** ended at **[time]** and we are still with **[Child’s Name]** at **[location]**. Please call me at **[callback number]** with your estimated arrival time. If I don’t hear back shortly, we will follow our late pickup procedures to ensure safety. Thank you.”
- **Voicemail Script (No Answer)**
 - “Hello, this is [Name] with **YMCA Camp Carter** regarding **[Child’s First Name]**. The program ended at **[time]** and we are awaiting pickup at **[location]**. Please call **[callback number]** as soon as you receive this. If we can’t reach you, we’ll continue with our YMCA safety procedures, which may include moving to the Camp Administration Office. Thank you.”
- **Note to Leave at the Program Site (if Transported)**
 - **YMCA Camp Carter Notice:**
We were unable to reach you for **[Child’s First Name]** at program end (**[time]**). For safety, your child was transported by YMCA staff in a YMCA vehicle to the **Camp Administration/Welcome Center** at **[address/clear directions]** at **[time]**.
Please proceed there and bring ID.
Questions? Call: **[PIC/Program Director number]**.
- **Law Enforcement Script**
 - “This is [Name], Program Director at **YMCA Camp Carter**. We have a child who was not picked up after program end at **[time]**. We have attempted to contact all parents/authorized contacts multiple times without success and have cared for the child for approximately **[duration]**. We are requesting guidance/assistance. We are located at **[address]**. Callback: **[number]**.”
- **In-Person Script (Unauthorized Pickup Arrives)**
 - “For safety, I can only release **[Child’s First Name]** to an authorized adult listed on the registration form with photo ID. Your name is not currently listed. I will contact the parent/guardian right now to clarify. Thank you for understanding.”
- **Parent Communication at Enrollment (Policy Disclosure)**
 - “Our YMCA policy requires timely pickup at program end. If a child is not picked up, we will call all contacts, may transport the child to the Camp Administration Office in a YMCA vehicle if we cannot reach you within ~15–20 minutes, and may seek assistance from law enforcement if we cannot contact you after a reasonable period (e.g., ~2 hours). We never release a child to an unauthorized person, and we never leave a child unattended.”

Safety & Transport Requirements

- **Never** release a child to an **unauthorized person**.
- **Never** leave a child **unattended**.
- **Never** take a child **home** with a staff member or volunteer.
- **Transport only** in a **YMCA vehicle** with **PIC approval**; use required child restraints/seatbelts.
- **Two-staff rule** for transport and supervision whenever possible.
- Maintain **radio/phone** contact with PIC during transport and after arrival.

Documentation & Records

- **Contact & Incident Log** (time-stamped): all calls (numbers, times, outcomes), voicemails, texts, in-person conversations, transport authorization/time/vehicle, arrival time, law enforcement contact, pickup time/ID.
- **Incident Report** completed same day and routed per YMCA policies (attach contact log and the site note copy/photo).
- Maintain **registration/authorized pickup** records and verify they are **current**.

H9 - FIRE & SMOKE

Purpose: Protect the safety of participants, staff, and visitors by preventing fires and ensuring a rapid, orderly evacuation and response to any smoke or fire incident—followed by coordinated notifications and thorough documentation.

Scope: Applies to **all Camp Carter facilities** (cabins, lodges, dining hall, program buildings, maintenance areas) and **any on-site programming** year-round.

PREVENTION

- **Written Escape Plans**
 - Post **building-specific escape plans** with **primary/secondary routes** and **assembly areas** at all exits and common rooms.
 - Include **“Do not re-enter until cleared by fire officials”** on posted plans.
 - **Drills**
 - Conduct **quarterly fire drills** for each occupied facility; at least **one drill per year** must include **hands-on fire extinguisher practice** for trained staff.
 - Document date/time, duration, participation, and lessons learned.
 - **Fire Captain**
 - Designate a **Fire Captain** for each building/area.
 - Responsibilities: oversee evacuation, lead **building sweeps**, maintain drill records, know escape plans and **accountability procedures**.
 - **Readiness**
 - Keep **exits and egress routes clear**, doors **unobstructed**, and **extinguishers/pull stations** visible and accessible.
 - Check **alarm pull stations, emergency lighting**, and **exit signage** per schedule; report defects immediately.
 - Store fuels/solvents in **approved containers** and locations; control hot-work and outdoor fire risks (grills, campfires) by permit and supervision.
-

RECOGNIZE (Early Warning)

- **Treat every alarm and report as real. Signs include:**
 - Visible **smoke** or **flame**
 - **Burning smell** or unusual heat
 - **Alarms** sounding, strobe lights flashing
 - **Extremely hot** doors, hardware, walls, or equipment
 - **Immediate checks (within seconds):**
 - If you see **smoke or fire**, **activate the fire alarm** (pull station) **and call 911**.
 - If an alarm sounds, **begin evacuation** immediately—**do not** silence or reset alarms.
-

RESPOND (Evacuate, Account, Communicate)

Roles & Responsibilities

Role	Primary Responsibilities
Person In Charge (PIC)	Takes command outside at the main entrance or assembly area; coordinates evacuation, assigns/receives sweep reports , liaises with Fire Department; authorizes All Clear only when fire officials permit. During an emergency, the

	Person in Charge is responsible for communication with county emergency management, 911 for fire/law enforcement/EMS dispatch, and/or direct contact with responding agencies.
Sweep Teams	Systematically check assigned areas (rooms, restrooms, closets), knock–announce–look , assist evacuations, close doors to cleared rooms, report “[Area] all clear” to PIC.
Assembly/Accountability Lead	Guides evacuees to the designated assembly area , conducts roll/face counts , and reports headcount discrepancies to PIC. MUSTER ZONES: <ul style="list-style-type: none"> • Retreat Center, Main Office, and Program Areas → Muster Point: Main Gate. • Riverside Cabins and Welcome Center → Muster Point: Equestrian Center. • Equestrian Center (Fire Only) → Castleberry Baseball Fields
Caller/Comms Lead	Dials 911 (Tarrant County), provides location/status; keeps radio traffic clear; relays instructions from PIC.
Mobility/Access Support	Assists anyone with mobility or access needs; identifies refuge areas if exit routes are blocked and informs Fire Department of exact locations.
Facilities/Utilities	Shuts down affected utilities only if requested by fire officials or per standing procedure.

In smaller operations, a single leader may initially cover multiple roles—delegate as additional staff arrive.

Evacuation Steps (Building or Cabin)

- **Activate & Call**
 - Pull the **fire alarm** if not already activated.
 - **Call 911:** “Fire/smoke at YMCA Camp Carter, [building name], Fort Worth, TX.”
- **Evacuate Immediately**
 - Direct everyone to **exit via primary route**; use **secondary** if blocked.
 - **Do not use elevators.**
 - **Close doors** behind you to slow fire/smoke spread (do not lock).
 - Assist individuals with **mobility/access needs**.
- **Sweep & Secure**
 - Conduct **Building Sweep** of assigned areas.
 - When an area is **all clear**, **close the door** and notify PIC by radio or in person:
 - “[Cabin A upstairs] all clear” / “Kitchen all clear”.
- **Assembly & Accountability**
 - Move to the **designated evacuation area** for your building (as posted).
 - Conduct **headcount/roll/face count**; report any **missing or extra persons** to PIC immediately.
 - Keep roadways **clear** for fire apparatus.
- **PIC: Site Control**

- Position at **front entrance/assembly**; receive **all-clear reports**; prevent **re-entry**.
 - Assign a staff member to **meet Fire Department** at the access point and guide to the scene.
 - Provide **maps, utility shutoffs**, and report **anyone unaccounted for** and last known locations.
 - **Extinguishers (Only if Trained & Safe)**
 - Use only on **very small, contained fires** with a **clear exit at your back**.
 - Preferably **two trained staff** together.
 - **P.A.S.S. = Pull, Aim, Squeeze, Sweep**.
 - If the fire grows, **stop**, evacuate, **close the door**, and **report** to PIC.
-

RECOVER (All Clear, Notifications, Reporting)

- **All Clear & Re-Entry**
 - **Do not** re-enter any evacuated building until **Fire Department or emergency officials** give explicit permission.
 - PIC communicates the **All Clear** and next steps (e.g., relocation, closure).
 - **Notifications**
 - **Notify YMCA Supervisor/Branch Executive** promptly.
 - Notify **COO and Risk Management** after initial stabilization.
 - Coordinate with **maintenance/facilities** for damage assessment and **utility restoration**.
 - **Documentation**
 - Complete a **Fire/Incident Report same day**, including:
 - Detection time, alarm activation, 911 call time, evacuation timeline, sweep results, headcounts, locations of any trapped/refuge, extinguisher use, damages, injuries (if any), and decisions made.
 - Attach **drill/plan references** and any **photos** requested by Risk.
 - **Communications & Media**
 - Staff **do not** speak to media; refer all inquiries to the **CEO/Communications**.
 - If closure/re-opening decisions are needed, PIC coordinates with **Branch Executive** and communicates to staff/parents/partners as appropriate.
 - **Post-Incident**
 - **Debrief** within **48–72 hours**: what went well, what to improve (routes, signage, alarms, radios, equipment).
 - **Restock** extinguishers/first aid; repair/replace **alarms, exit lights, and door hardware** as needed.
 - Update **escape plans** or **assignments** if changes are required.
-

Reminders & Special Considerations

- **Only trained staff** should use extinguishers only for **small** fires with a safe egress.
 - Prefer **pairs** when using extinguishers.
 - **Never** block exits or prop open fire doors during normal operations.
 - Assist people with **mobility disabilities**; exercise caution and **inform fire officials** of any person's exact location if they cannot be moved safely.
 - Move all areas **far away** from buildings and **keep clear** of driveways and hydrants.
 - **Do not** silence or reset **any** alarm; **Fire Department** will handle resets.
 - If anyone **refuses to leave**, the **PIC must inform** fire officials upon arrival.
-

Communications Aids (Scripts)

- **911 Script**
 - “This is **YMCA Camp Carter** in Fort Worth, Texas. We have **[smoke/fire]** at **[building/area]**. The alarm is active and we are evacuating now. Approximate number of occupants: **[#]**. Entry via **[access gate/road]**; a staff member will meet and guide you. Callback: **[PIC number]**.”
- **Internal Radio/Page (Plain Language)**
 - “**Fire alarm/Smoke in [building]. Evacuate now to [assembly area]. Sweep teams report all-clear status to PIC. Do not re-enter.**”
- **Assembly Roll Call Prompt**
 - “Lead: Conduct **roll/face count**. Report ‘Group **[name]** accounted for’ or ‘Missing **[name]**, last known **[location]**’ to PIC immediately.”

H10 - UTILITY OUTAGE (POWER, WATER, GAS)

Purpose: Protect participants, staff, volunteers, animals, and property when power, water, or gas service is disrupted—ensuring immediate safety, clear communications, and orderly continuity/closure decisions.

Scope: Applies to all Camp Carter facilities and grounds, including Dining Hall, Cabins, Main Office, Rec Hall, Retreat Center, Welcome Center, Equestrian Center, and outdoor program areas.

Covers **unplanned outages** and **planned utility interruptions** during storms and extreme weather.

RECOGNIZE (What Triggers This Plan)

- **Any of the following:**
 - **Loss of power, gas, or water** to all or part of the campus.
 - **Visible or reported utility hazards** (downed lines, sparking equipment, gas odor/hiss, sudden loss of water pressure/quality).
 - Forecast or active **severe weather** that could produce outages (high winds, severe thunderstorms, tornado activity, extreme heat/cold).
-

RESPOND (Safety, Assessment, Communications)

Roles & Responsibilities

Role	Primary Responsibilities
Person In Charge (PIC)	Confirms outage scope; directs immediate safety measures; assigns building checks; decides on suspend/continue/close; approves All Clear. During an emergency, the Person in Charge is responsible for communication with county emergency management, 911 for fire/law enforcement/EMS dispatch, and/or direct contact with responding agencies.
Facilities Director (or designee)	Contacts utility provider(s) ; estimates restoration; secures systems; checks emergency lighting/generators (if available); protects mechanicals/refrigeration.
Area Leads (Dining Hall, Cabins, Rec Hall, Retreat Center, Equestrian, Welcome Center)	Conduct rapid walkthroughs; keep participants supervised; secure equipment; move groups to safe, lit areas.
Communications Lead	Provides plain-language updates to staff, participants, and (if applicable) outside groups/parents; posts signage; coordinates social/website updates if closure.
Scribe	Maintains time-stamped log: detection time, areas impacted, actions, utility ticket/case numbers, decisions, and All Clear time.

In lean staffing windows, one person may cover multiple roles initially—**safety first**.

Immediate Actions (All Outage Types)

- **Notify PIC immediately.**
 - **Confirm impacted areas** (radio/phone): which buildings, systems (lights, HVAC, pumps), and any life-safety implications.
 - **Facilities:** Contact the appropriate **utility provider** (electric, water, gas) to obtain ETA and ticket number; record in log.
 - **Suspend activities that are unsafe** without utilities (any activity needing lighting, powered equipment, running water, or ventilation).
 - **Communicate** to staff and participants: what's affected, where to go, and what's paused.
-

Power Outage — Procedures

- **Safety & Visibility**
 - **Remain calm**; distribute **flashlights** (no candles).
 - Confirm **emergency lighting** activation; if not functioning, move groups to **daylit or well-lit** common areas or **safely evacuate** building(s) at PIC direction.
 - Restrict use of **bathrooms/locker rooms** if lighting is insufficient.
 - **Operations**
 - **Suspend all programs and equipment use** that require power or pose safety risk in low light.
 - **Dining Hall/Kitchen:** Keep refrigeration **closed**; note time of outage for food-safety decisions.
 - **Main Office/Welcome Center:** Post "**Temporary service disruption**" signage; hold visitors in safe area or dismiss as directed.
 - **Equestrian Center:**
 - Prioritize **people first**; if mounted, **dismount safely**; stop powered equipment (treadmills, clippers, fans).
 - In heat, move riders to **shaded, ventilated** areas; monitor horses for **heat stress**; ensure **manual access** to water troughs.
 - **Storm Conditions**
 - If **outside conditions are unsafe** (lightning, high winds), keep people **indoors**, away from glass, in interior hallways/rooms.
 - When conditions are safe and **power remains out at ~30 minutes**, PIC may **evacuate/close** affected buildings and **secure** them.
-

Water Outage — Procedures

- **Immediate Restrictions**
 - **Restrict bathrooms/locker rooms** and any water-dependent programming (kitchen, hydration stations, aquatic operations).
 - Provide **hand sanitizer**; if toilets are unusable, close affected buildings or provide contingency (portable restrooms) if available.
- **Program Continuity**
 - If **restoration ETA ≤ 1 hour**: continue **modified programming** in areas **not** dependent on running water (pause those that are).
 - If **ETA > 1 hour**: **Branch leadership** decides on **closure** of affected buildings/areas.
- **Water Quality Advisories**
 - If notified or suspected **boil-water** or contamination: **do not** use for drinking/food prep; use bottled water; post signage; **close** kitchen operations until cleared.

Gas Outage / Gas Odor (Leak Suspected) — Procedures

- **Treat any gas odor or suspected leak as an emergency.**
 - **Do not** operate electrical switches, radios, or phones **inside** the affected area.
 - **Evacuate** the immediate area/building to a safe location **upwind**, account for all persons.
 - From a safe location: **call 911**, then notify the **gas utility** and PIC.
 - **Do not re-enter** until cleared by **fire department/utility**.
-

Area-Specific Guidance

- **Main Camp Buildings (Dining Hall, Cabins, Main Office, Rec Hall, Retreat Center & Outside)**
 - Move groups to **interior, well-lit** spaces or evacuate building if lighting/Life-Safety systems are inadequate.
 - In cabins, keep groups together; use flashlights; avoid stairwells without emergency lighting.
 - **Welcome Center (Office Building)**
 - Lock public entry if directed; route visitors by phone; post status signage.
 - Maintain a small, safe waiting area only if lighting and egress are sufficient; otherwise **dismiss** visitors.
 - **Equestrian Center**
 - **People first**; stop riding/training if visibility or ventilation is compromised.
 - Ensure **manual water** availability for horses; monitor for heat/cold stress (seasonal).
 - If gas odor is reported near barns/shops, **clear the area**, avoid switches, and call **911** from a safe location.
-

Decision Timeframes & Triggers

- **Within 15 minutes:** Scope confirmed; utilities contacted; first participant/staff update delivered.
 - **Within 30 minutes (power):** If safe outside and no restoration ETA, **close/evacuate** affected buildings per PIC.
 - **Within 60 minutes (water):** Branch leadership decides on **continue modified vs. close**.
 - **Any time gas leak suspected: Evacuate & call 911** immediately.
-

RECOVER (All Clear, Notifications, Documentation)

- **All Clear & Reopening**
 - Resume operations **only after** utilities are restored and **life-safety systems** (lighting, alarms, egress) are confirmed; PIC announces **All Clear**.
 - **Dining Hall/Kitchen:** Evaluate **cold-holding** times/temperatures; discard any compromised food; document decisions.
 - **Aquatics/Plumbing:** Flush lines after prolonged water outage if required; post water-quality notices if applicable.
- **Notifications & Media**
 - Notify **COO and Risk Management** after stabilization.
 - Staff **do not** make media statements; route inquiries to **CEO/Communications**.
- **Documentation**

- Complete a **YMCA Incident Report** the same day with timeline, utility ticket numbers, areas impacted, closure decisions, and All Clear time. Attach Scribe log.
 - **After-Action**
 - Within **48–72 hours**, debrief: emergency lighting, generator readiness (if applicable), communications clarity, equestrian contingencies, food safety, signage. Update this plan and training as needed.
-

Communications Aids (Scripts)

- **Staff/Participant Update (Initial, Power Outage)**
 - “We’re experiencing a **power outage** in **[buildings/areas]**. Programs requiring lighting/equipment are **paused**. Please proceed with staff to **[safe, well-lit location]**. We’ll update you again in **[15]** minutes.”
- **Water Outage (Short ETA)**
 - “We have a **water outage**. Bathrooms/locker rooms are **closed**; hand sanitizer is available. We expect restoration within **[ETA]**; **modified programming** continues where safe. We’ll update you by **[time]**.”
- **Gas Odor/Leak (Evacuation)**
 - “For your safety, we’re **clearing this area** due to a **gas odor**. Please move calmly to **[assembly area]** and await instructions.”
- **Parent/Group Message (Closure Decision)**
 - “Due to a **utility outage** affecting **[areas]**, **YMCA Camp Carter** will **[close early / adjust operations]** today. We anticipate **[ETA or ‘updates by...’]**. For questions, contact **[number]**.”

H11 - GAS LEAK

Emergency Contacts (from a **safe** location)

- **911 (Fire/EMS)**
- **Joe Rider Propane – Fort Worth: 817-237-3325** (primary supplier/emergency line)

RECOGNIZE (Signs of a Propane Leak)

- **Odor:** Strong **rotten-egg/skunk** smell (ethyl mercaptan odorant added for safety).
- **Sounds:** **Hissing/whistling/roaring** near tanks, regulators, lines, or appliances.
- **Visual indicators:**
 - **Dead/discolored vegetation** along buried line/path or near tank.
 - **Blowing dirt/debris, persistent bubbles** in standing water/wet areas, or visible **vapor/mist**.
 - **Flames** if ignited. **Treat as an active fire**; do not attempt to extinguish unless life is in immediate danger.
 - **Propane behavior:** Unlike natural gas, propane **settles low**—avoid basements, culverts, depressions, barns' low aisles, and down-slope paths.

RESPOND (Evacuate, Call, Control)

Roles & Responsibilities

Role	Primary Responsibilities
Person In Charge (PIC)	Orders immediate evacuation of affected building/area, establishes upwind/uphill assembly, calls 911 (from safe location), then Joe Rider Propane ; coordinates with responders; authorizes All Clear only after authorities. During an emergency, the Person in Charge is responsible for communication with county emergency management, 911 for fire/law enforcement/EMS dispatch, and/or direct contact with responding agencies.
Area Leads (Dining Hall, Cabins, Main Office, Rec Hall, Retreat Center, Welcome Center, Equestrian)	Lead evacuation on posted routes away from low areas ; account for all participants; prevent re-entry.
Facilities/Utilities Liaison	If (and only if) safe during evacuation , consider shutting the main tank service valve by turning clockwise ; otherwise wait for professionals. Never manipulate interior valves.
Scribe	Time-stamped log: first detection, odor strength/location, who/when called 911 and Joe Rider, assembly locations, clearances given.

Immediate Actions (for **any** suspected leak)

- **Evacuate now.** Move **everyone** out—no searching for sources. Evacuate **upwind and uphill** to keep out of pooled vapors.
- From a **safe** location, **call 911** → then **call Joe Rider Propane (817-237-3325)** to report the leak and request emergency service.

- **Control access:** Block entries/roads; keep bystanders back; **do not** re-enter for belongings.
- **Assist people with access/mobility needs;** if not safe to assist, **report exact locations** to arriving responders. (People over property.)

Area-Specific Guidance

- **Main Camp Buildings (Dining Hall, Cabins, Main Office, Rec Hall, Retreat Center & Outside)**
 - Evacuate **away from the building** and **downslope/low spaces**; assemble in pre-identified areas **upwind** and away from vehicle lots/ignition sources.
- **Welcome Center (Public-Facing)**
 - Lock entry **only if safe** while evacuating; use exterior PA/phones **after** reaching a safe location to redirect visitors/deliveries.
- **Equestrian Center (Arenas, Barns, Paddocks, Trails)**
 - **People first.** Stop riding; **walk** riders and staff **upwind/uphill**; avoid **barn aisles and low-lying pens** where propane can pool. Keep animals calm in open air if moving them delays evacuation.

What **NOT** to Do (common ignition/spark sources)

- **Do not** operate **any** electrical switch (lights, fans, doorbells), **phones** (landline/cell) **inside** the suspected leak area, or **flashlights** that could spark. Make calls **outside** and **away** from vapors.
- **Do not** smoke, use lighters/matches, or create flames.
- **Do not** start/stop vehicles, small engines, or machinery near the area.
- **Do not** attempt interior appliance or line repairs; **do not** reopen any shutoff until cleared.

RECOVER (All Clear, Notifications, Documentation)

- **All Clear & Re-entry**
 - Re-entry only when **Fire/EMS or Joe Rider Propane** declares the site safe; they may **pressure-test/inspect** the system before relight.
- **Notifications**
 - Notify **COO and Risk Management** after stabilization.
 - Staff **do not** talk to media; direct to **CEO/Communications**.
- **Documentation**
 - Complete a **YMCA Incident Report** same day: recognition signs, evacuation timeline, who called 911/Joe Rider, assembly locations, any shutoff actions, and clearance time; attach the Scribe log.
- **After-Action**
 - Within **48–72 hours**, debrief: evacuation routes, assembly site wind/terrain suitability (upwind/uphill), signage, and propane detector placement (near floor, per manufacturer).

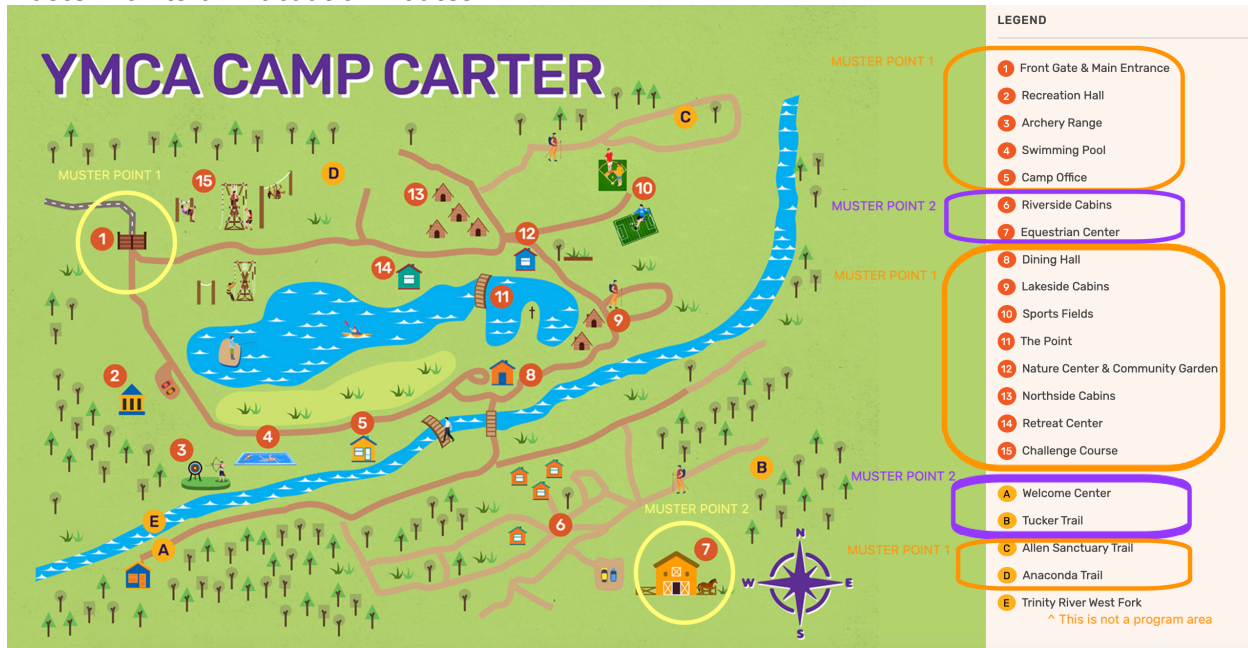
Communications Aids (Scripts)

- **911 (from a safe location)**
 - "This is **YMCA Camp Carter** in Fort Worth, TX. We have a **suspected propane leak** at **[exact building/area]**. Signs: **[odor/hissing/vegetation/visuals]**. We've **evacuated upwind** to **[assembly location]**. No one is inside **[or note persons needing assistance and last known locations]**. Callback: **[PIC number]**."

- **Call to Joe Rider Propane (after 911):**
 - “This is **YMCA Camp Carter**, Fort Worth. We’ve reported to **911** a **propane leak** at **[location]**; please dispatch emergency service. Any instructions before responders arrive? Callback: **[PIC number]**.”
- **Public/Parent Message (once safe, if closures are needed)**
 - “Out of an abundance of caution due to a **propane leak** reported at **[location]**, we **evacuated** and are working with **Fire/EMS and Joe Rider Propane**. We will announce reopening only after authorities give the **All Clear**.”

H12 - PROGRAM/FACILITY EVACUATION - FLOOD AND OTHERWISE

Muster Points & Evacuation Routes:



Portions of YMCA Camp Carter **are located in a FEMA-mapped floodplain** along the Trinity River West Fork—specifically within the **1% annual-chance floodplain (Zone AE)** and its **Regulatory Floodway**. Other parts of camp lie within the **0.2% annual-chance flood area** ("500-year," Zone X), and upland areas are **outside** mapped flood hazard (Zone X – minimal risk).

This determination is supported by the **FEMA National Flood Hazard Layer (NFHL) FIRMette**, exported on **March 20, 2026 at 3:43 PM** and included with this section as the official floodplain map for the camp area.

This map clearly:

- Delineates **camp property boundaries**
- Identifies **individual cabins using unique markers** (purple stars in the attached exhibit)
- Distinguishes **Zone AE (100-year floodplain), regulatory floodway, and Zone X areas**
- Displays **Base Flood Elevations (BFEs)** and floodway limits for spatial reference

Cabin Location Relative to Floodplain and Floodway

The FEMA Map confirms the following:

- Several cabins (identified by purple star markers on the attached exhibit, including the Riverside Cabins cluster) are located **within FEMA Zone AE (1% annual chance floodplain)**.
- Certain cabins are located **in proximity to, or within, the mapped regulatory floodway** associated with the Trinity River West Fork.
- Cabins located outside of Zone AE are in **Zone X (minimal or reduced flood risk)** and meet siting expectations.

Risk Mitigation and Operational Compliance Measures

Because some cabins are located within the mapped floodplain, YMCA Camp Carter implements the following measures to ensure compliance with HSC §141.0052 and to protect life safety:

1. **Floodway Separation Awareness**
 - The NFHL-based map identifies the **floodway boundary**, and cabin proximity is evaluated relative to this boundary.
 - Cabins located within or near the floodway are designated as **high-risk structures** and are subject to enhanced monitoring and evacuation priority.
2. **Early Evacuation Protocols**
 - All cabins within Zone AE, and especially those near the floodway, are included in **Tier 1 evacuation zones**.
 - Evacuation of these cabins will occur **prior to forecasted flood stage impacts**, based on:
 - National Weather Service flood forecasts
 - Reservoir release notifications (when available)
 - On-site conditions and river level observation
3. **Restricted Use During Elevated Risk**
 - Cabins identified within the 100-year floodplain will **not be occupied during periods of elevated flood risk**, including:
 - Active flood watches or warnings
 - Significant upstream rainfall events
 - Anticipated reservoir releases
4. **Safe Relocation Areas**
 - Camp maintains **designated upland safe zones (Zone X – minimal risk)** for relocation of all occupants.
 - These areas are outside of the mapped floodplain and accessible via established evacuation routes.
5. **Monitoring and Decision Authority**
 - Camp leadership continuously monitors:
 - FEMA floodplain data
 - NWS river forecasts and alerts
 - Local emergency management guidance
 - The **Camp Director or designee** has authority to initiate evacuation of all floodplain-impacted structures.
6. **Documentation and Map Use**
 - The attached FEMA NFHL map as the **official planning and response tools** for floodplain-related decision-making.
 - Maps will be reviewed annually and updated as needed to reflect the most current FEMA data.

YMCA Camp Carter is located along the **West Fork of the Trinity River**, and water levels at camp are influenced by upstream and downstream control structures. The following dams are the primary structures affecting river conditions in the immediate Camp Carter area:

- **Upstream (above camp):**
 - **Lake Worth Dam** – Located upstream on the West Fork Trinity River, this structure forms Lake Worth and is the primary upstream control point influencing water flow toward Camp Carter.
- **Downstream (below camp):**
 - **Samuels Avenue Dam** – Located downstream in the Fort Worth floodway system and influences downstream channel conditions and backwater effects.
 - **Marine Creek Dam** – A nearby tributary dam that contributes additional flow into the system during storm events.

Evacuation Routes and Muster Zones

Evacuation routes extend beyond camp property boundaries and lead to designated off-site or flood-safe areas as identified on posted evacuation maps. The primary muster point (main camp gate) allows access beyond the property and to main roads allowing evacuation by camp vehicles or emergency services. The secondary muster point (equestrian center) is on high ground outside of all flood zones and allows access beyond the property and to main roads allowing evacuation by camp vehicles or emergency services.

Primary and secondary (backup) muster zones are identified for flood and all-hazards evacuations. If primary muster zones are inaccessible or compromised, the Person in Charge will direct evacuees to the designated secondary locations using pre-identified routes.

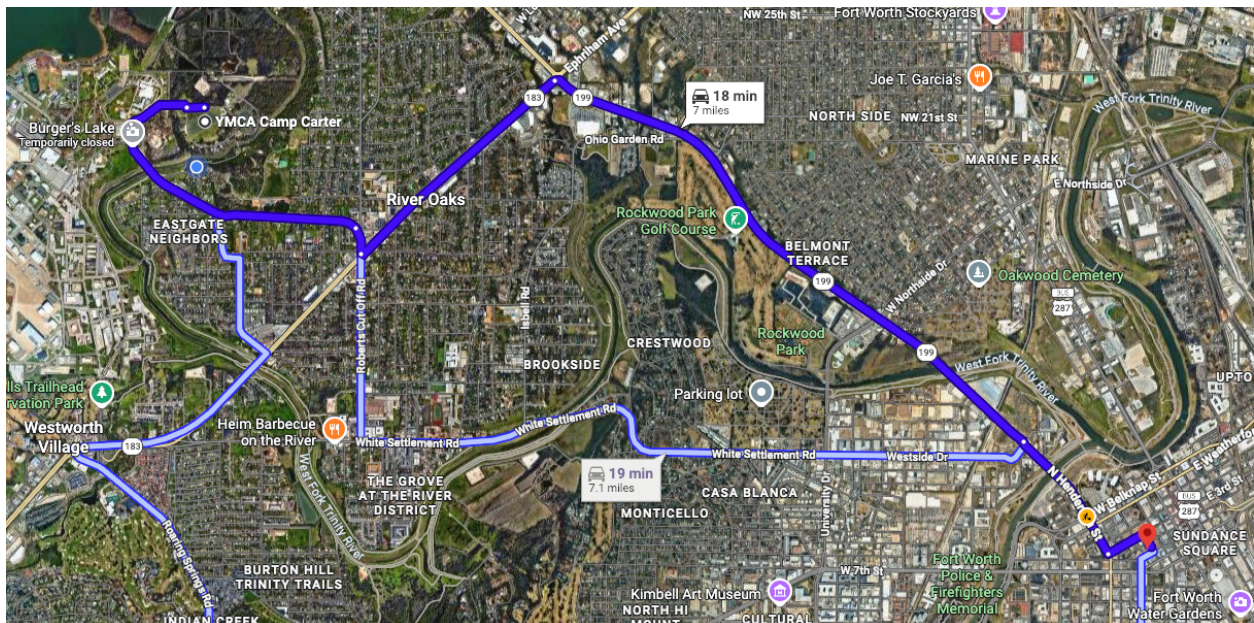
Off-Site Relocation and Transportation (Extended Evacuation Operations)

- In the event that on-site muster zones (Main Gate or Equestrian Center) are determined to be unsafe, inaccessible, or insufficient for extended shelter, YMCA Camp Carter will initiate **off-site evacuation and relocation procedures**.
- The designated **off-site relocation site** for YMCA Camp Carter is:

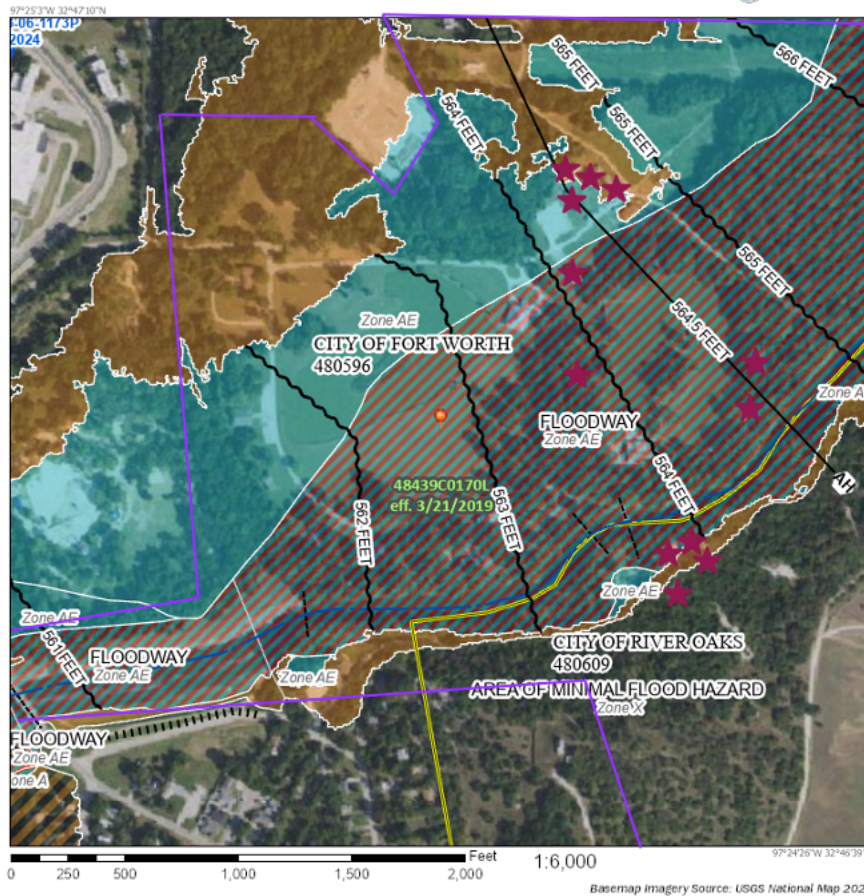
Amon G. Carter Jr. Downtown YMCA

512 Lamar Street, Fort Worth Texas, 76102

- This location has been selected based on:
 - Proximity to camp and accessible roadways
 - Structural safety and indoor capacity
 - Alignment with YMCA operational control and staffing support
 - Accessibility for emergency services and parent reunification



National Flood Hazard Layer FIRMette



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

- Without Base Flood Elevation (BFE) Zone A, X, AH
- With BFE or Depth Zone AE, AD, AH, VE, AR
- Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD

- 0.2% Annual Chance Flood Hazard. Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
- Future Conditions 1% Annual Chance Flood Hazard Zone X
- Area with Reduced Flood Risk due to Levee. See Notes, Zone X
- Area with Flood Risk due to Levee Zone D

OTHER AREAS

- Area of Minimal Flood Hazard Zone X
- Effective LOMRs
- Area of Undetermined Flood Hazard Zone D

GENERAL STRUCTURES

- channel, culvert, or Storm Sewer
- Levee, Dike, or Floodwall

CROSS SECTIONS

- Cross Sections with 1% Annual Chance Water Surface Elevation
- Coastal Transect
- Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature

OTHER FEATURES

- Digital Data Available
- No Digital Data Available
- Unmapped

MAP PANELS

- The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 5/21/2026 at 3:05 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

Purpose: Move participants, staff, volunteers, and visitors **away from a hazard to pre-designated muster points**, account for every person, and coordinate response and reunification with authorities and families.

Site Muster Points & Primary Evacuation Routes:

Facility Area	Primary Muster Zone	Secondary Muster Zone
Riverside Cabins	Equestrian Center	Main Gate
Welcome Center	Equestrian Center	Main Gate
Lakeside Cabins	Main Gate	Equestrian Center
Northside Cabins	Main Gate	Equestrian Center
Retreat Center	Main Gate	Equestrian Center
Main Office	Main Gate	Equestrian Center
Program Areas	Main Gate	Equestrian Center
Equestrian Center	N/A Non-Flood Zone Refuge	

- **Retreat Center, Main Office, and Program Areas** → **Muster Point: Main Gate.**
- **Riverside Cabins and Welcome Center** → **Muster Point: Equestrian Center.**
- **Equestrian Center** → Remains operational as a **non-flood-zone refuge** unless otherwise directed by authorities. (*Local siting; used as a muster area particularly during flood or high-water events.*)
- **Posting requirement:** Evacuation **maps & routes** and **muster point names** are **posted and illuminated** where required (e.g., cabins, program buildings), and

included in camper/staff orientation, consistent with HB1 / SB1 camp EAP standards. Evacuation routes and major roadways between cabins and program areas are illuminated throughout camp at night via solar powered lights on 10ft poles ensuring efficacy and viability in all emergency situations.

Cabin Locations – Floodplain Status

- **Riverside Cabins:** Within the mapped **1% annual-chance floodplain (Zone AE)**; portions are proximate to / may overlap the **Regulatory Floodway**.
- **Lakeside Cabins:** Within the mapped **0.2% annual-chance flood area** (Zone X, "500-year").
- **Northside Cabins: Outside** mapped flood hazard (**Zone X – minimal risk**).

Floodplain Notification & Acknowledgement – SOP

- **Purpose** Notify parents/guardians that parts of camp are in a **FEMA-mapped floodplain** and retain signed acknowledgements.
 - **Camp Director** – initiates and oversees in CampMinder.
 - **Back-up:** Business Manager (forms & reports).
 - **Records:** Risk/Compliance (archive & retention).
 - **System** CampMinder (Forms, Required Docs, Automated Emails/Reminders).
-

- Pre-season setup (one time per year)
 - **Create form** in CampMinder: "**Floodplain Notice & Acknowledgement.**"
 - **Attach** the official FEMA FIRMette package.
 - **Include statement** (exact text):
"Portions of YMCA Camp Carter are located within a FEMA-mapped floodplain (Zone AE/Regulatory Floodway). Please review the attached FEMA map package and acknowledge receipt."
 - **Require** one custodial parent/guardian e-signature per camper.
 - **Set due date:** 14 days before session start.
 - **Enable reminders:** T-14, T-7, T-3 (auto-emails + parent portal alert).
- Distribution (each session cycle)
 - **Camp Director** opens the pre-season paperwork batch in CampMinder and sends to all enrolled families.
 - **Email subject:** "Action Needed: Floodplain Notice for YMCA Camp Carter."
 - **Email body (short):** see template below.
- Acknowledgement capture
 - Parent/guardian **e-signs** in CampMinder.
 - CampMinder **timestamps** completion; status visible on the Forms dashboard.
 - Check-in requires "Completed" status. If not completed, collect on paper at check-in and **upload to CampMinder within 24 hours**.
- Non-response follow-up
 - Auto-reminders (T-14, T-7, T-3).
 - **Registrar** calls non-responders at **T-5**; notes call in CampMinder.
 - If still incomplete at **T-1**, **Camp Director** places a **check-in hold** until form is signed.
- Records & retention

- **Weekly:** Business Manager exports **PDFs** of signed forms + a **completion report (CSV)** and saves to the secure EAP folder.
- **Access** limited to Camp Director, Business Manager, and Risk Management.
- **Retention:** keep for **5 years** then dispose securely.
- Updates or changes in mapping/conditions
 - If FEMA data or local guidance changes mid-season, **Camp Director** re-issues the notice to currently enrolled families within **72 hours**, using the updated map package.
- Annual review
 - **Post-season:** Risk/Compliance audits completion rates and spot-checks files; **Camp Director** updates language/templates for next season.

RECOGNIZE

- **Evacuation** is used to move people from a **threatened** or **affected** area to a safer location (e.g., **fire, gas/propane leak, flooding/flash flood warning, structural damage, hazardous odor, all-hazards alarm or official order**).
- **Triggers** may be internal (smoke, alarm, utility failure impacts egress) or external (**official order / 911**).
- **Camp PA System:** Voice alert over camp-wide PA system should be recognized and trigger appropriate response.
- **Weather Alert NOAA Radios:** Voice and tone alerts on weather alert radios within all buildings should be recognized and trigger appropriate response.

RESPOND

Role	Primary Responsibilities
Person In Charge (PIC) / Incident Commander	Initiates evacuation or shelter-in-place; selects appropriate muster zone (Main Gate or Equestrian Center) ; ensures 911 is called when required ; coordinates with Tarrant County and City of Fort Worth Emergency Management ; oversees accountability and safety; authorizes All Clear and reunification.
Emergency Preparedness Coordinator (EPC)	Supports PIC with incident coordination; maintains communication with local emergency management agencies ; assists with transportation coordination for large-scale evacuation; ensures EAP procedures are followed and documented.
Caller / Communications Lead	Contacts 911 for life-safety hazards (flooding, fire, injury, entrapment); relays location, hazard type, and population count; communicates instructions via radio/phone; maintains contact with emergency responders and updates PIC; uses plain-language messaging.
Safety Officer / Accountability Lead	Collects headcounts from all groups at muster zones; verifies 100% camper and staff accountability ; documents missing persons and last known locations; reports status to PIC; initiates escalation (search protocol) if anyone is unaccounted for.

Area Leads / Group Leaders (Cabin & Program Staff)	Lead evacuation of assigned groups via posted routes; maintain continuous supervision of campers ; conduct immediate roll/face counts upon movement and at muster; report "All accounted" or "Missing [Name / Location]" to Safety Officer/PIC; provide calm, age-appropriate direction.
Evacuation Route / Movement Team	Guides groups along designated evacuation routes ; ensures safe movement away from hazards (especially avoiding low-lying flood zones); redirects groups if routes are compromised; supports access and functional needs accommodations.
Transportation Coordinator	Coordinates vehicles or external resources if evacuation requires off-site relocation; works with PIC and local emergency management when camp resources are insufficient; ensures safe loading, transport, and accountability during transit.
Medical Officer	Provides first aid and triage at muster locations; monitors for exposure-related risks (heat, cold, flood-related hazards); coordinates with EMS upon arrival; tracks injured individuals.
Facilities / Maintenance Lead	Assesses structural and environmental hazards; secures utilities if safe (gas, electric); verifies routes and muster points are safe; provides site knowledge to responders.
Law Enforcement / Emergency Management Liaison	Meets emergency responders at access points; provides site maps, muster locations, and accountability reports ; relays instructions from 911, fire, or emergency management to PIC; supports unified command operations.
Family Liaison / Communications Support	Initiates parent/guardian notification after stabilization ; provides factual updates and reunification instructions; ensures consistent communication per YMCA protocols.
Scribe / Documentation Lead	Maintains a time-stamped incident log (evacuation order, routes used, headcounts, communications, responder interactions); supports incident report completion and after-action review.

- Command & Notification
 - **Person In Charge (PIC)** or designee **orders the evacuation** and announces the **muster point** for the building/area (Main Gate or Equestrian Center).
 - Notify staff by **radio/phone/in-person** (plain language). Staff immediately notify and lead **members/participants**.
 - **Call 911** when warranted (any life-safety hazard, injuries, fire, gas/propane odor, or at dispatcher's direction). During an emergency, the Person in Charge is responsible for communication with county emergency management, 911 for fire/law enforcement/EMS dispatch, and/or direct contact with responding agencies.
- Shelter-in-Place Procedures
 - When evacuation is unsafe or not directed, shelter-in-place procedures are used. Designated shelter-in-place locations are identified in each building and include interior, flood-safe, or hardened areas appropriate to the hazard. Staff direct campers to these locations and maintain accountability until conditions allow evacuation or an All Clear is issued.
- Movement

- **Stay calm;** leave belongings behind; **assist those needing help** (mobility, sensory, behavioral) using pre-planned accommodations (See Below).
- **Follow posted routes** to the designated **muster point**:
 - Northside/Lakeside/Retreat/Main Office/Program Areas → **Main Gate**.
 - Riverside/Welcome Center → **Equestrian Center**.
- **Flood scenario:** Avoid low areas and river approaches; Equestrian Center may serve as the safer muster point due to **no significant flood risk** at that location. (*Local condition*)
- If camp transportation resources are unavailable or insufficient during an evacuation, the Camp Emergency Preparedness Coordinator or Person in Charge coordinates transportation assistance through local emergency management, emergency responders, or approved third-party transportation providers as conditions allow.
- Accountability (Required EAP Element)
 - **Group Leads take a headcount** and **roll/roster** at the muster point; report **“All accounted / Missing [Name] last seen [location]”** to PIC.
 - Use **printed rosters** and **program sign-in sheets**; maintain a **Scribe Log** with time stamps (order to evacuate, buildings cleared, headcounts). (HB1 requires procedures to **identify and account** for campers.)
- Communications (Required EAP Element)
 - **Internal:** Plain-language updates at muster points.
 - **External:** The **Emergency Preparedness Coordinator** (see below) or PIC maintains contact with **911/first responders** and initiates **parent/guardian notification** per camp protocol. (HB1 requires procedures for **notifying emergency management and parents** and a designated **camp emergency preparedness coordinator**.)
 - Use the camp’s **emergency warning/PA system** and **NOAA weather radio** for situational updates, per HB1/SB1.
- Reunification / Re-entry
 - **Do not** leave muster points until **PIC** receives **“All Clear”** from **authorized personnel** (fire/EMS/law enforcement/propane supplier for gas incidents).
 - If buildings remain unsafe, initiate **parent/guardian reunification** at the designated reunification area using roster verification.
 - Following evacuation or shelter-in-place events, reunification with parents or guardians occurs only after authorization by the Person in Charge and coordination with emergency responders when applicable. Reunification locations, verification procedures, and communication to families follow YMCA Camp Carter reunification protocols to ensure accountability and safety.

Access and Functional Needs (AFN) / Disability Support Procedures (Evacuation)

YMCA Camp Carter maintains a structured and proactive process to ensure the safe evacuation and accountability of **campers, staff, volunteers, and visitors with disabilities and others with access and functional needs (AFN)**. This includes individuals with mobility, sensory, cognitive, behavioral, medical, or communication needs.

Pre-Planning and Assignment

- Prior to each session, campers and staff with identified access or functional needs will be:
 - Documented through registration, health forms, or staff awareness
 - Reviewed by leadership and program teams
- Each individual requiring assistance will be assigned:

- A **Primary Staff Support Person**
- A **Secondary/Backup Staff Support Person**
- A **buddy system** will be established to ensure continuous support and redundancy during emergencies.

Evacuation Support Responsibilities

- Assigned staff are responsible for:
 - Providing **direct physical assistance** when needed (mobility support, guidance, supervision)
 - Ensuring individuals remain with their assigned group at all times
 - Assisting with **safe movement along evacuation routes**
 - Maintaining awareness of the individual's location and condition
- Group Leaders will:
 - Confirm that all individuals with AFN are accounted for during headcounts
 - Report status to the Safety Officer/PIC, including any additional assistance needs

Mobility and Equipment Considerations

- Campers and staff will **evacuate with necessary assistive devices** whenever possible, including:
 - Wheelchairs
 - Walkers
 - Hearing or visual aids
 - Medical equipment
- Evacuation routes and muster points used must be:
 - **Accessible and navigable** for mobility devices
 - Adjusted if a route is unsafe or impassable
- Transportation plans will include:
 - Accommodation for **mobility devices and equipment**
 - Assignment of appropriate vehicles when off-site evacuation is required
 - Assistance provided to enter and exit vehicles should they not contain equipment meant for lifting individuals with wheelchairs into the seated area.

Accessible Communication

- Emergency instructions will be provided using **multiple communication methods**, including:
 - Verbal instructions
 - Visual cues and demonstrations
 - Direct staff guidance and one-on-one support
- Staff will ensure that:
 - Campers with hearing, visual, or cognitive needs understand instructions
 - Instructions are reinforced calmly and repeatedly as needed

Evacuation Execution

- During evacuation:
 - Individuals with AFN will be prioritized for **early and assisted movement**
 - Staff will ensure **no individual is left without assigned support**
 - Movement pace will be adjusted to maintain **group integrity and safety**
- If evacuation is not immediately possible:
 - Staff will assist individuals to **designated safe shelter locations**
 - Their location will be clearly reported to the PIC and emergency responders if needed

Accountability and Reporting

- Accountability procedures include:
 - Specific confirmation of all individuals with AFN during headcounts
 - Immediate reporting of any missing or separated individuals
 - Continuous reassessment after movement or relocation
-

Drills and Training

- All evacuation drills and training exercises will:
 - Include **planned accommodations for individuals with AFN**
 - Validate that assigned staff can effectively support individuals
 - Ensure routes, communication, and equipment needs are fully functional

DSHS Evacuation Compliance Summary: This Emergency Action Plan fulfills evacuation, flash flood evacuation, shelter-in-place, and reunification requirements under **Texas Health and Safety Code §§ 141.0091 and 762.002**. The plan includes National Weather Service-triggered evacuation procedures, site-specific evacuation routes and muster zones, illuminated evacuation postings, staff accountability procedures, accommodations for individuals with access and functional needs, transportation coordination with local emergency management, and parent or guardian notification and reunification procedures.

RECOVER

- **Notify COO and Risk Management** once stabilized.
 - Coordinate with **Marketing/Communications** to issue member/family updates **after** decisions on **closure/modified operations/re-opening**.
 - **Media:** Staff do **not** provide statements; route to **CEO/Communications**.
 - Complete a **YMCA Incident Report** the **same day**, attaching the Scribe Log, headcount sheets, and any official directives.
 - Conduct an **after-action review** within **48–72 hours** to evaluate: route signage/lighting, muster point suitability (including flood scenarios), communications, disability accommodations, and training gaps; update postings and staff training accordingly. (HB1/SB1 require robust, documented plans and annual review/approval by DSHS.)
-

Emergency Ladders – Floodplain Cabins (HSC §762.002 Compliance)

YMCA Camp Carter maintains emergency ladder systems in all cabins located within the FEMA-designated floodplain (Zone AE) to comply with **Texas Health and Safety Code §762.002**, which requires that cabins in a floodplain be equipped with a means of accessing the roof during flood emergencies.

Applicability

- This requirement applies to:
 - **Riverside Cabin cluster (Zone AE – 1% annual chance floodplain)**
- Cabins outside the floodplain (Zone X) are not required to have emergency ladders but may utilize shared equipment as part of broader emergency response operations.
- Cabin roof height is 11.5ft from ground which meets the specifications of this ladder.

Ladder Type and Specification

- Each applicable cabin is equipped with a:
Portable Telescoping Extension Ladder (Deployable Roof Access Ladder)
(Amazon Model Reference: B0DNR47F11)



- Ladder specifications include:
 - **Material:** Aluminum alloy construction
 - **Type:** Telescoping / collapsible extension ladder
 - **Maximum Height:** Approximately 16.5 feet
 - **Load Capacity:** Minimum 300–330 lbs
 - **Features:**
 - Non-slip rungs
 - Locking extension mechanism
 - Compact, portable design for rapid deployment

Ladder Location

- Ladders are:
 - Stored **inside each floodplain cabin**
 - Positioned in a **designated, clearly marked, and accessible location**
 - Maintained in a condition allowing **rapid deployment by trained staff**

Purpose and Use

- Emergency ladders are intended to provide:
 - **Vertical evacuation access to the cabin roof**
 - Use during **rapid-onset flood events or flash flooding**
 - A temporary refuge point when:
 - Ground-level egress is unsafe due to rising water
 - Immediate evacuation is not possible
- Ladders are:
 - **Deployed only by trained staff**
 - Used to assist campers and staff in safely reaching the roof when directed by the Person In Charge (PIC)

Staff Responsibilities for Ladder Deployment

- **Group Leaders / Cabin Staff**
 - Maintain awareness of ladder location
 - Initiate deployment when directed or when flood conditions prevent ground evacuation
 - Assist campers in safe ladder use as appropriate
 - **Camp Counselors / Direct Care Staff**
 - Provide physical supervision and assistance during ladder use
 - Maintain calm and controlled movement of campers
 - **Person In Charge (PIC)**
 - Determines when ladder use / roof evacuation is necessary
 - Coordinates with emergency responders for rescue or further evacuation
-

Access and Functional Needs (AFN) – Ladder Usage

YMCA Camp Carter maintains additional procedures for individuals who are unable to safely use ladders due to age, mobility, disability, or other access and functional needs:

- **Pre-Planning**
 - Individuals requiring assistance are identified prior to each session
 - Assigned **primary and secondary staff support personnel**
 - **Individuals with mobility issues will be prioritized for housing in cabins not located in Zone AE.**
 - **Priority Evacuation**
 - Individuals with mobility or access needs are prioritized for:
 - **Early evacuation prior to flood impact**
 - Relocation to **upland safe zones (Zone X areas)**
 - **Assisted Evacuation**
 - Staff provide:
 - Direct physical assistance
 - One-on-one supervision
 - Movement using safest available route
 - **Alternative Methods**
 - If ladder use is not safe or feasible:
 - Evacuation via **camp vehicles or transportation resources**
 - Relocation to **designated shelter locations**
 - Coordination with **911 / emergency responders** for assisted evacuation
 - At no time will an individual with access or functional needs be directed to use a ladder without appropriate assistance and supervision.
-

Inspection, Maintenance, and Training

- Ladders are:
 - Inspected regularly for:
 - Structural integrity
 - Locking mechanism functionality
 - Stability and cleanliness
 - Maintained in accordance with manufacturer guidelines
- Staff receive training on:
 - Ladder location and deployment
 - Safe use procedures
 - Assisting campers, including those with AFN
 - Integration with flood evacuation protocols

H13 - EPIDEMIC RESPONSE

Purpose:

Provide a clear, role-based process to detect, contain, report, and manage suspected or confirmed communicable illness affecting campers, staff, or visitors at YMCA Camp Carter, protecting health while maintaining safe operations to the extent possible.

Scope:

Applies to all Camp Carter programs, cabins, activity areas, the Equestrian Center, dining facilities, and off-site/transport activities. It covers campers, staff, volunteers, and visitors and guides coordination with local health authorities/DSHS when required.

Recognize (Activation Triggers)

- Activate this procedure when any of the following occur:
 - Multiple individuals develop similar symptoms (e.g., fever, vomiting, diarrhea, rash, cough, sore throat, “flu-like” symptoms).
 - A contagious illness is suspected or confirmed by the Camp Medical Officer or an outside healthcare provider.
 - Notification of potential exposure is received from a parent/guardian or a public health authority before or during camp.

Texas requirement: Outbreaks or unusual group expressions of disease must be reported promptly to the local health authority/DSHS under Health & Safety Code Ch. 81 and 25 TAC Ch. 97. Some conditions require immediate reporting.

Respond

- Identify and Isolate
 - Medical Officer (Camp Nurse/Health Center Lead) Clinically assess symptomatic person(s) immediately.
 - Move affected individuals to the designated isolation area; if multiple cases, cohort ill persons separately from well groups.
 - Use appropriate PPE (gloves; add mask/eye protection if splash/vomit risk). Stress soap-and-water handwashing for GI illness (preferred over alcohol rubs).
 - Start a line list/monitoring log (name/ID, role, cabin, onset time, symptoms, severity, locations used, contacts).
 - Cabin/Activity Staff Escort symptomatic campers to the Health Center/isolation area when directed and reassure remaining campers; maintain routine supervision and discourage rumors.
-

Communication

- Medical Officer
 - Notify the Incident Commander (PIC) of suspected/confirmed communicable illness and share count, symptoms, onset times/locations, and any urgent care needs.
 - Coordinate clinical care or EMS as needed.
 - Incident Commander (PIC)
 - Activate the Communicable Disease Protocol; determine if this is an isolated case vs. a cluster/outbreak.
 - Arrange parent/guardian communications (content/timing) and staff updates.
-

Contain and Prevent Spread

- Cabin/Activity Staff
 - Separate affected cabins/groups as directed; minimize cross-group contact. Emphasize handwashing and no sharing of personal items.
 - Support/Maintenance Staff
 - Disinfect areas used by affected individuals (cabins, restrooms, dining/activity spaces) using EPA-registered disinfectants with norovirus claims (e.g., EPA List G); follow label contact times and repeat as directed.
 - Incident Commander (PIC)
 - Modify/suspend activities to reduce contact; consider pausing large group dining or assemblies during GI outbreaks.
 - Adjust schedules/cohorting to limit mixing; evaluate ventilation and outdoor activity options for respiratory-virus periods.
-

Personnel Accountability

- Cabin/Activity Staff
 - Confirm accountability for all campers/staff; identify close contacts and report to PIC.
 - Medical Officer
 - Monitor exposed individuals for symptom development; escalate isolation/care if symptoms worsen.
-

External Notification and Guidance

Coordination with Local Health Authorities and Emergency Management

- **Incident Commander (PIC)**
 - In coordination with the Medical Officer, establish and maintain communication with the **local health authority (Tarrant County Public Health/DSHS)** for all suspected outbreaks, notifiable diseases, or unusual illness clusters, and follow all directives related to testing, isolation, quarantine, cohorting, and reporting.
 - When an outbreak has the potential to impact **camp-wide operations, public safety, or requires additional resources**, the PIC will coordinate with **local emergency management (City of Fort Worth Office of Emergency Management and/or Tarrant County Emergency Management)** to ensure a unified response.
 - Triggers for emergency management coordination include:
 - Rapidly escalating case counts or severe illness requiring EMS support
 - Need for **mass isolation, evacuation, or early camp closure**
 - Supply shortages (PPE, sanitation materials, medical support)
 - Situations requiring **multi-agency coordination or public information management**
 - The PIC will ensure information shared with agencies includes:
 - Number of affected individuals and population at risk
 - Symptoms and suspected illness type
 - Timeline of onset and spread
 - Actions taken by camp (isolation, cleaning, cohorting)
 - Resource needs or operational concerns
 - The PIC will align camp actions with guidance from **both public health and emergency management partners**, integrating direction into operational decisions, communications, and protective measures.

- All coordination efforts, guidance received, and actions taken will be **documented in the incident log** and included in post-incident reporting.
-

Staffing and Operational Adjustments

- Incident Commander (PIC)
 - Reassign staff if ill/quarantined; exclude ill direct-care and food-service staff until symptom-free for ≥48 hours for suspected norovirus-like illness. Maintain compliant staff-to-camper ratios.
 - Prepare contingency plans for reduced group sizes, modified programming, or early dismissal if directed by public health.
-

Recover

- Document the incident: timeline, rosters/line list, decisions, actions, communications, and public-health guidance received; submit any required reports.
 - Conduct an after-action review within 48–72 hours; update procedures, postings, and training.
 - Return-to-camp criteria: Medical Officer verifies provider/public-health clearance and symptom-resolution windows (e.g., respiratory illness: improving overall and fever-free 24 hours without antipyretics before resuming normal activities; add precautions for 5 days).
 - Reinforce prevention with staff/campers: hygiene, clean-air steps indoors, staying home when sick, and early reporting of symptoms.
-

Communication Aids (ready to use)

Parent/Guardian Notification (initial):

- “This is YMCA Camp Carter. We are managing a [suspected/confirmed] communicable illness affecting [number] individual(s) in [location/program]. Impacted campers are receiving appropriate care, and we are working with public-health guidance on cleaning, monitoring, and next steps. Please monitor for [key symptoms] through [date] and contact your healthcare provider as needed. We will update you by [time/date] or sooner if guidance changes.”

Staff Briefing (PIC to staff):

- “We have [suspected/confirmed] [illness type/syndrome] in [group]. Actions now: isolate/cohort, strict handwashing, no sharing of items, and enhanced cleaning in the following areas: [list]. Keep groups separated and continue normal supervision. Report any new symptoms to the Medical Officer immediately.”

Reporting Quick Reference (for PIC/Medical Officer):

- Outbreaks or unusual clusters: Immediately notify local health authority/DSHS per Texas HSC Ch.81/25 TAC Ch.97; follow reporting timeframes for specific notifiable conditions.
- Maintain and share the line list upon request (confidential handling).

H14 - AQUATICS EMERGENCY PLAN (POOL & WATERFRONT)

Purpose: Provide a clear, time-based procedure for recognizing, responding to, and recovering from aquatic emergencies in pools and waterfront areas—ensuring rapid rescue, scene control, EMS coordination, family notification, and thorough documentation.

Scope: Applies to **pools, lakefronts, docks, boats**, and all aquatics programming at Camp Carter (swim, boating, instructional, recreational).

Code BLUE = Active aquatic emergency requiring lifeguard EAP activation, rescue, and likely EMS response.

RECOGNIZE (Detection & Immediate Alert)

- **Time standards**
 - **10 seconds** to recognize a victim or emergency in water or on deck.
 - **20 seconds to reach, rescue, and begin care** (total **30 seconds** from recognition).
 - Use **5-4-3-2-1** scanning discipline; if *anything* isn't right, **respond within 5 seconds**.
 - **Typical recognition cues**
 - Passive/vertical victim, face-down or motionless in water
 - Active struggle, climbing ladder motion, head back, ineffective kick
 - Submersion, gulping, gasping, or silence in a previously noisy area
 - Collapse or medical event on deck/dock/boat
 - **Immediate signal**
 - **Two long whistle blasts = Activate EAP and clear the water immediately.**
-

RESPOND (EAP Activation, Rescue, Care, Communications)

Roles & Responsibilities

Role	Primary Responsibilities
Person In Charge (PIC)	Confirms Code BLUE ; ensures 911 call; oversees rescue/care; coordinates with EMS; authorizes All Clear; triggers notifications (COO/Risk). During an emergency, the Person in Charge is responsible for communication with county emergency management, 911 for fire/law enforcement/EMS dispatch, and/or direct contact with responding agencies.
Primary Lifeguard	Whistle two long blasts; appropriate entry/approach/rescue per training (pool or waterfront); initiates in-water rescue breathing if indicated and safe; removes victim when appropriate; begins care.
Secondary Lifeguard	Activate alarm (if present), clear pool/waterfront , bring backboard , assist with extrication and care, direct a staff/bystander to retrieve AED/O₂/First Aid .
Tertiary Lifeguard / Support Staff	Bring AED, O₂, First Aid to scene; assist with crowd control; call 911 if not already; start incident time log (Scribe); meet EMS and guide to scene.

Camp Office / Welcome Center	Upon notification/alarm: page overhead " Attention Staff, Code BLUE to the [pool/lakefront/dock] " (repeat x3), grab AED/O₂/First Aid if not already en route, notify Branch Executive ; if only two guards on duty, call 911 from the pool deck phone .
EMS Guide / Gate Control	Wait at the designated access point; expedite EMS to the exact location; keep route clear .
Family Liaison	Contacts the participant's emergency contact ; provides calm, factual updates as directed by PIC.
Camp Counselors	Responsible for the supervision and accountability of all non-injured campers to be moved away from the scene of accident or injury and kept safe from hazards or cause of event.

In limited staffing windows, roles may be doubled initially—delegate as support arrives.

Rescue & Care (Pool and Waterfront)

- **Pool**
 - **Two long whistle blasts** → **EAP active** → **Evacuate pool**.
 - Primary lifeguard performs the **trained entry/approach/rescue**.
 - **Secondary** clears the pool/deck, **activates alarm**, brings **backboard**, assists with removal.
 - **Tertiary/support** brings **AED/O₂/First Aid**, initiates 911 if not already, begins scribing times.
 - **Waterfront (Lake/Dock/Boat)**
 - Signal **Code BLUE**; **clear swimming area**, keep docks/shoreline accessible.
 - Use appropriate **watercraft** and **rescue equipment** for reach/throw/row/go per training; consider current, wind, visibility, distance.
 - Coordinate shoreline and boat positions for **safe extrication**; keep launch/landing zone **clear**.
 - **Care (Both settings)**
 - **Assess breathing and pulse immediately** after extrication (or in-water if trained and safe).
 - **Provide two rescue breaths as soon as safely possible** (in water or on deck)—**breaths are essential to survival** in drowning.
 - Begin **CPR/AED** if indicated; follow AED prompts (use pediatric/adult pads as appropriate).
 - Control severe bleeding; manage suspected spinal injury with manual stabilization and **backboard** as trained.
 - Continue care **until EMS arrives** and then as EMS directs.
 - **Do not move** the victim unless necessary for lifesaving care or to remove from danger.
-

Communications & Scene Control

- **911 Call** (from deck/shore phone if available; landline preferred): report **Code BLUE** at **YMCA Camp Carter, Fort Worth, Texas**, exact location; pool or lakefront/dock/boathouse). Include **approx. age**, status (**conscious/unconscious, breathing/not breathing**), and care in progress (**CPR/AED/rescue breaths**).
- **PA System**: "**Attention Staff, Code BLUE to the [Pool/Lakefront/Dock]**" (three times).

- **Crowd control:** Clear participants/spectators; keep privacy and safety; maintain a **clear path** for EMS.
 - **Law enforcement & local authorities:** Camp staff **cooperate fully**.
-

Transport & Accompaniment

- EMS transport is **preferred** for significant aquatic incidents.
 - If EMS directs non-ambulance transport (rare) and the victim is stable: use a **YMCA vehicle only** with PIC approval.
 - A **YMCA representative MUST accompany** the injured person to the hospital at all times.
 - **Call ahead** to the receiving facility when feasible.
-

Notifications (During/Immediately After Stabilization)

- **Notify supervisor/Branch Executive** immediately.
 - **Contact individual's emergency contact** on file.
 - **Notify COO and Risk Management** promptly for Code BLUE or serious incidents.
 - Staff **do not** make statements to media; route inquiries to the **CEO/Communications**.
 - For policy details, refer to the **YMCA Aquatic Policy Manual**.
-

RECOVER (All Clear, Reporting, After-Action)

- **All Clear**
 - PIC issues **All Clear** only after EMS has taken over and the scene is safe.
 - **Documentation (Same Day)**
 - **Incident Report / Occurrence Form** completed with: recognition time, actions taken, rescue type, breaths/CPR/AED use (including pad type and shocks), 911 call time, EMS arrival, transport, notifications.
 - **Scribe time log** attached.
 - Submit to **Metro Risk Management** per policy.
 - **Debrief & Restock**
 - Team debrief within **48–72 hours**: identify improvements (coverage, equipment placement, access routes, alarm function, radio clarity).
 - **Restock** first aid/O₂, inspect/replace AED pads/electrodes, sanitize equipment, and return to **ready state**.
-

Communications Aids (Scripts)

- **911 Script**
 - "This is **YMCA Camp Carter** in Fort Worth, Texas. We have a **Code BLUE** at the **[Pool/Lakefront/Dock – exact location]**. Patient is approximately **[age]**, **[conscious/unconscious]**, **[breathing/not breathing]**. We have begun **[rescue breaths/CPR/AED]**. Please enter via **[gate/access point]**; a staff member will meet and guide you. Callback: **[PIC number]**."
- **PA System / Radio Page**
 - "**Attention Staff, Code BLUE to the [Pool/Lakefront/Dock]—repeat—Code BLUE to the [location].**"
- **Family/Guardian Script (Minor)**
 - "Hello, this is **[Name]** from **YMCA Camp Carter**. **[Child's first name]** experienced an aquatic emergency at **[time]** at the **[pool/lakefront]**. Our lifeguards initiated the emergency action plan and provided care, and **[EMS is**

on scene/transporting now]. We are at **[location]**. Please call **[number]**; we'll keep you updated."

- **Media Holding Statement (All Staff)**
 - "I'm not the spokesperson. Please contact the YMCA's CEO/Communications Office for information."
-

Equipment & Readiness (Pools & Waterfront)

- **Rescue tubes, backboard with head immobilizer, ring buoy/throw bag, reach poles**
 - **AED(s) with adult & pediatric pads, oxygen unit, First Aid kit, PPE** (gloves, masks, eye protection)
 - **Emergency phone** at deck/shore; **posted address** and **EMS access map**
 - **Alarms/paging** tested per schedule; **radios** on designated channel
 - **Boat/watercraft** readiness for waterfront rescue (if applicable)
-

Training, Drills & Posting

- All lifeguards current in **Lifeguarding/First Aid/CPR/AED/O₂**; waterfront staff trained for open-water rescue and boat operations where applicable.
 - **EAP drills** (pool and waterfront scenarios) conducted **regularly** in season—include recognition timing (10/20/30 seconds), alarm, AED/O₂ deployment, EMS route, crowd control, and documentation practice.
 - Post at aquatics areas: **Code BLUE page language, address & GPS/EMS access, equipment locations, and roles chart.**
-

Policy Notes

- Evacuate the pool area **immediately** during an aquatic emergency.
- **Continue care** until **other YMCA responders or EMS** take over; then follow EMS direction.
- YMCA staff **cooperate fully** with law enforcement and local authorities.
- **For more detail**, reference the **YMCA Aquatic Policy Manual**.

H15 - SEVERE WEATHER (Lighting, Tornado, Flood, Earthquake, Blizzard)

Purpose:

Protect the health and safety of campers, staff, volunteers, and visitors by ensuring **rapid, consistent action** for severe weather hazards (lightning, tornado, flood, hurricane, earthquake, blizzard/winter storm), using **NOAA Weather Radio alerts** and clearly defined shelter/evacuation procedures.

Scope:

Applies to **all Camp Carter facilities** (cabins, Retreat Center, Dining Hall, Rec Hall, Welcome Center, Main Office, Equestrian Center, outdoor program areas) and **transport/off-site activities**. All buildings on camp are equipped with **Midland WR120 NOAA Weather Alert Radios** (S.A.M.E. localized alerts); staff are trained under the EAP to **take immediate action** (evacuate, shelter-in-place, or other procedures) upon alerts.

Recognize (Activation Triggers)

- **Automated Alerts:** Any **Watch/Warning** received via **NOAA Weather Radio** (WR120), Wireless Emergency Alerts, or verified NWS/EM updates.
- **Observed Hazard:** Lightning/thunder; funnel cloud or rotating wall cloud; rapidly rising water; damaging winds; strong shaking; blizzard conditions. (NWS/CDC list these as immediate action cues.)
- **Official Direction:** Evacuation/shelter orders from emergency officials.
- **Watch vs. Warning (tornado): Watch = Be Prepared; Warning = Take Action Now** (interior, lowest level, away from windows).

Respond

Roles & Responsibilities

Role	Evacuation Responsibilities	Shelter-in-Place Responsibilities
Person In Charge (PIC) / Incident Commander	Directs evacuation to designated muster zones; determines routes and relocation; ensures 911 is contacted when needed; coordinates with emergency management; verifies accountability reports; authorizes off-site movement and All Clear.	Directs shelter-in-place activation and assigns shelter locations; ensures all groups are inside appropriate hardened/interior spaces; maintains communication with 911 and emergency management; verifies full accountability at shelter locations ; determines All Clear and next steps.
Caller / Communications Lead	Calls 911 for life-safety hazards; provides evacuation status, injuries, and location; communicates instructions to staff; maintains updates with PIC and responders.	Calls 911 for structural damage, injuries, or escalating threats; communicates shelter instructions via radio/PA; maintains contact with emergency responders and relays weather/emergency updates to PIC and staff.
Safety Officer / Accountability Lead	Collects headcounts at muster zones; verifies 100% accountability ; tracks missing	Collects headcounts at each shelter location ; confirms all campers and staff are accounted for

	individuals and last known location; reports to PIC; initiates escalation if needed.	inside shelter areas ; tracks any missing persons immediately; reports status to PIC and updates continuously during the event.
Area Leads / Group Leaders (Cabin & Program Staff)	Lead groups along evacuation routes; maintain supervision; conduct headcounts before departure and at muster; keep groups together; report accountability to Safety Officer/PIC.	Move groups to designated shelter-in-place locations (interior rooms, lowest level, away from windows); maintain constant supervision; conduct headcounts upon arrival and periodically; keep campers calm and seated/positioned safely; report accountability to Safety Officer/PIC.
Shelter / Evacuation Team	Guides evacuation movement; ensures routes are safe and clear; redirects groups if necessary; assists individuals with access/functional needs; prevents re-entry into unsafe areas.	Assists with placement of groups inside shelter areas ; ensures doors are secured and exposure risks are minimized; helps position campers safely (e.g., against interior walls, protective posture); supports groups with additional needs.
Medical Officer	Provides care during evacuation; triages injuries; prepares for EMS arrival; monitors for heat, exhaustion, or injury during movement.	Provides medical support at shelter locations; monitors for stress, injury, or exposure; prepares for EMS response post-event; tracks any medical needs during shelter period.
Emergency Management / Law Enforcement Liaison	Coordinates with incoming responders; provides location of evacuation routes, muster zones, and accountability status; assists with traffic and site control.	Coordinates with responders regarding shelter locations and population counts ; relays official instructions; informs responders of any missing or injured individuals inside shelter areas; supports unified command.
Facilities / Maintenance Lead	Assesses hazards along evacuation routes; secures utilities if safe; ensures safe egress from buildings; assists responders with access.	Secures buildings for shelter use (doors, utilities if needed); identifies safest interior areas; monitors structural risks; reports damage or hazards to PIC immediately.
Communications & Family Liaison	Notifies parents/guardians after evacuation stabilization; provides location updates and reunification instructions.	Notifies parents/guardians after shelter event stabilization; provides status updates and next steps; ensures messaging is verified and coordinated with leadership.
Scribe / Documentation Lead	Logs evacuation order, routes used, headcounts, missing persons, and communications with responders.	Logs shelter activation time, shelter locations used, headcounts at each location, conditions inside shelters, and communications with responders.

Camp Counselors / Direct Care Staff	Assist Group Leaders during evacuation; maintain camper supervision; help with headcounts; keep campers organized and moving safely.	Assist Group Leaders inside shelter areas; maintain continuous supervision and behavioral support ; ensure campers remain in safe positions; assist with repeated headcounts and communication of needs.
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In limited staffing windows, roles may be doubled initially—delegate as support arrives.

All groups assigned to shelter locations will:

- Conduct an **immediate roll/face count upon entering the shelter**
- Report status to the Safety Officer or PIC:
 - “All accounted” or
 - “Missing [Name / Last Known Location]”

Ongoing accountability will include:

- Re-checking headcounts at regular intervals during the event
- Maintaining **continuous supervision with no camper movement between locations**
- Confirming accountability again prior to exiting shelter or relocation

Central accountability:

- Safety Officer compiles all shelter reports
- PIC confirms **100% accountability of all campers and staff within shelter locations**
- Any missing individual triggers immediate escalation and notification to responders

RESPOND (cont.)

- Lightning
 - **Cease all outdoor activity** immediately; **move indoors** to a substantial building. **There is no safe place outside** when thunder is heard.
 - **Aquatics: Close pools (indoor and outdoor)**; resume **≥30 minutes after the last thunder** or lightning. (NWS: “Stay in safe shelter at least 30 minutes after last thunder.”)
 - Stay **away from doors/windows**, plumbing, and corded electronics.
- Tornado
 - **Tornado Watch (Be Prepared)**
 - **Cease outdoor activities**; review shelter locations; monitor NOAA Weather Radio.
 - **Tornado Warning (Take Action Now)**
 - **Cease all activities.**
 - Move everyone to **interior, windowless rooms** on the **lowest level** (not gyms/cafeterias/large open spans). **Cover head/neck.**
 - Keep groups together; **bring rosters** for accountability where feasible.
 - **Remain shielded** until the **All Clear** from authorities/NWS.
- Flood / Flash Flood
 - **Flood Watches and Flash Flood Warnings**
 YMCA Camp Carter monitors Flood Watches and Flash Flood Warnings through National Weather Service alerts received via NOAA Weather Radios and verified emergency alert systems.
 - **Flood Watch:** Indicates conditions are favorable for flooding. Upon issuance of a Flood Watch, the Person in Charge and Camp Emergency Preparedness Coordinator increase monitoring of river levels, weather

- conditions, and alert systems, review evacuation readiness, and prepare staff for potential escalation.
 - **Flash Flood Warning:** Indicates flooding is occurring or imminent. Upon issuance of a Flash Flood Warning, evacuation or relocation to designated flood-safe muster zones is initiated immediately for impacted areas, following the Program/Facility Evacuation – Flood procedures.
 - **Cease activities and move to higher ground** or remain on high ground. Follow the “**Turn Around, Don’t Drown®**” rule—**never** walk or drive through floodwaters.
 - If directed to evacuate, **leave immediately**; otherwise, **stay put** in safe high locations and monitor alerts.
 - **Disconnect electrical equipment** if safe; **do not touch** electrical devices if wet/standing in water.
 - Earthquake
 - **Inside: Drop, Cover, and Hold On** under sturdy furniture or beside interior wall; **do not run outside** during shaking.
 - **Outside:** Move to **open area** away from buildings, trees, lines; then **Drop, Cover, Hold On** until shaking stops.
 - After shaking: check for injuries and hazards; avoid broken glass and utilities issues.
 - Blizzard / Winter Storm
 - **Shelter in place, avoid travel**, maintain heat, and monitor NOAA Weather Radio. If travel unavoidable, **slow down** and carry winter kit.
 - **Camp Radios:** The **Midland WR120** provides S.A.M.E. county-targeted alerts across seven NOAA channels; staff must keep units powered and monitored.
-

Recover

- **Account for all persons;** assess injuries and building impacts; document timelines/actions.
 - **Notify COO and Risk Management.**
 - **Media:** Staff do **not** provide statements; route to **CEO/Communications**.
 - Complete a **YMCA Incident Report** the same day.
 - **Post-event safety:** For floods/hurricanes, **avoid floodwater** (health/electrical hazards), watch for **downed lines**, and follow public-health cleaning guidance.
-

Communication Aids (plain-language scripts)

- **Weather Radio Alert (General) – Staff PA/Radio**
 - “**Attention:** A [**Watch/Warning**] has been issued for [**hazard**]. All staff, move your groups to [**designated interior room / higher ground / shelter**] now. Bring rosters. Await further instructions on **All Clear**.”
- **Lightning (Pool/Fields) – Aquatics/Programs**
 - “Thunder has been heard. **All swimmers out of the water and all outdoor activities stop now**. Move indoors and stay there **for 30 minutes after the last thunder**.”
- **Tornado Warning – Building Lead**
 - “This is a **Tornado Warning**. **Move immediately to interior, windowless rooms on the lowest level**. Cover head and neck. Stay until officials issue an **All Clear**.”
- **Flood / Flash Flood – PIC**

- **"Flood threat** in low-lying areas. **Move to higher ground now. Do not** walk or drive through floodwater—**Turn Around, Don't Drown®.**"
- **Hurricane/Tropical Remnants – PIC**
 - "High winds/heavy rain expected. **Shelter in a small interior room away from windows.** After the storm, **avoid downed lines and floodwater** until cleared."

Notes for Camp Carter Implementation

- **Shelter locations** (interior rooms per building) and **flood-safe muster points** are posted on site maps; staff maintain **rosters** at all times.
- **WR120 maintenance:** Keep each unit **plugged in**, with **3×AA battery backup** installed; verify **S.A.M.E. codes** and **channel** reception quarterly or after transmitter changes.

H16 - CHEMICAL EXPOSURES

RECOGNIZE

- Treat all chemical exposures with urgency and consistently to ensure safety.
- Signs and symptoms of possible chemical exposure:
 - Chest tightness
 - Dim or blurred vision, conjunctival injection
 - Mild increase in bronchial secretions
 - Miosis (pupillary constriction) with eye pain or headache
 - Moderate coughing, wheezing
 - Generalized weakness
 - Nausea, vomiting
 - Shortness of breath
 - Coma
 - Seizures

RESPOND

- For chemical eye contact:
 - Refer to the Safety Data Sheet (SDS) for proper treatment for ingestion. Refer to the Branch Evacuation Plan for the location of the SDS binder
 - Promptly flush eyes with water for a prolonged period (minimum 15 minutes); hold eyelids open.
 - Do not put anything else into the eye except water unless instructed to do so by a physician.
 - Seek medical attention.
- For chemical inhalation:
 - Refer to the SDS for proper treatment for ingestion or inhalation
 - Relocate individual to an area with fresh air.
 - Seek medical attention.
- For ingestion:
 - Refer to the SDS for proper treatment for ingestion.
 - Encourage the victim to drink only if indicated on the SDS.
 - DO NOT force fluids on an unconscious individual.
 - DO NOT induce vomiting except on the advice of a physician.
 - Seek medical attention.
 - Contact Poison Control at 911.
 - Proceed with the necessary spill containment and clean-up procedures after rendering first aid.
- For chemical spills:
 - Evacuate area.
 - Close doors.
 - Call Facility and Branch Director.
 - Refer to SDS for the chemical and follow instructions.
 - Clean up, contain and dispose of material in prescribed manner.
 - Call trained individuals to clean up hazardous materials.

RECOVER

- Notify your immediate supervisor.
- Contact supervisor COO and Risk Management.
- Do not communicate with media.
- If media representatives ask for a statement, refer them to the CEO.
- Fill out and submit an incident form at the conclusion of the event accounting for all details of the emergency.

H17 - BLOOD BORNE PATHOGEN EXPOSURE

RECOGNIZE

- Any observed or reported bodily fluids including blood, vomit, urine or feces.
- Any objects or equipment with bodily fluids present.

RESPOND

- General Clean Up
 - Always use a spill kit to clean up bodily fluids.
 - Always use gloves and a disposable CPR airway when necessary.
 - Always wash hands.
- Exposure
 - If your eyes are splattered with blood or body fluids, flush immediately with water for at least five minutes. It is best to rinse under clean running water.
 - If blood or any body fluids get into your mouth, rinse your mouth with 50/50 mix of hydrogen peroxide and water, rinse with plain water.
 - For incidents involving both eyes and mouth, report to your health care provider or medical authority immediately for follow-up treatment and care.
 - If you get a needle stick or puncture wound, the wound should be milked to induce bleeding.
 - Wash the area thoroughly with soap and water.
 - For any bite, scratch, or lesion that may have had blood or bodily fluid exposure, wash the area thoroughly with soap and water, or pour a small amount of hydrogen peroxide on the wound. Cover wound with a sterile dressing.
 - Ensure spill is removed with proper procedure and universal precautions in place.
 - Seek medical attention for future action.

RECOVER

- Contact supervisor, Branch Executive, COO and Risk Management.
- Do not communicate with media.
- If media representatives ask for a statement, refer them to the CEO.
- Fill out and submit an incident report at the conclusion of the event accounting for all details of the emergency.

H18 - MEDICAL EMERGENCY & SERIOUS ILLNESS (Code BLUE / Code PURPLE)

Purpose: Provide a clear, time-based procedure for responding to medical issues ranging from minor first aid to life-threatening emergencies, while ensuring scene safety, rapid care, appropriate transport, family communication, and thorough documentation.

Scope: Applies to **participants, members, guests, volunteers, and staff** on Camp Carter property and during any YMCA-led off-site activity.

Code PURPLE = First-aid level injury/illness (conscious, non-life-threatening).

Code BLUE = Life-threatening or potentially life-threatening medical emergency (unconscious/unresponsive, severe respiratory distress, major bleeding, head/neck/back injury, seizure without known history, etc.).

RECOGNIZE (What Triggers a Medical Response)

- **A medical incident or emergency may be recognized by:**
 - Anyone becoming **severely ill, unconscious, or injured** on YMCA property or in a YMCA program.
 - Staff, participant, parent/guardian, or outside source **reports** a medical concern.
- **Observed signs/symptoms** of a medical emergency, such as:
 - Difficulty breathing/choking/shortness of breath; suspected **anaphylaxis**
 - Change in level of consciousness or **unresponsiveness**
 - **Uncontrolled bleeding** or bleeding that cannot be stopped
 - Head, neck, or back injury; significant fall; major trauma
 - New, unexplained **seizures/convulsions**
 - Chest pain/pressure, slurred speech, one-sided weakness, signs of **stroke**
- When in doubt, **treat it as Code BLUE** and activate **911**.

RESPOND (Scene Safety, Codes, Care, Transport, Communications)

Roles & Responsibilities

Role	Primary Responsibilities
Person In Charge (PIC)	Confirms code level; authorizes 911 call; coordinates with EMS; escalates notifications (COO/Risk); approves transport decisions; final "All Clear." During an emergency, the Person in Charge is responsible for communication with county emergency management, 911 for fire/law enforcement/EMS dispatch, and/or direct contact with responding agencies.
Medical Lead	Performs primary assessment (30 seconds), initiates care; directs AED use; manages PPE; assigns tasks to responders.
Second Responder/Runner	Retrieves AED and First Aid Bag ; pages code with location as needed; meets EMS and guides to scene.
Scribe	Maintains a time-stamped incident log (recognition time, code declared, care given, AED use/shocks, 911 call time, EMS arrival, transport).
Scene Safety/Traffic Control	Secures the area, keeps bystanders back, manages privacy, clears pathways for EMS.

Family Liaison	Communicates with parent/guardian (minor) or spouse/relative (adult) and keeps them updated per PIC.
Transport Lead (if non-911 transport is appropriate)	If authorized by PIC, coordinates YMCA vehicle transport for non-life-threatening cases only; ensures YMCA representative accompanies the injured to the hospital; confirms documents go with patient.
Camp Counselors	Responsible for the supervision and accountability of all non-injured campers to be moved away from the scene of accident or injury and kept safe from hazards or cause of event.

In lean staffing windows, one person may cover multiple roles initially. Delegate as backup arrives.

Immediate Actions (First 30–60 seconds)

- **Assess and secure the scene** (safety for staff and victim).
 - **Introduce yourself as a first aid responder**, wear **PPE**, get **consent** if the person is conscious.
 - **Do not move** the person **unless** the environment is unsafe or movement is necessary to provide lifesaving care.
 - **Assign** a bystander/staff to **call 911** immediately if the person is **unconscious/unresponsive** or shows **life-threatening signs** (Code BLUE).
 - **Second Responder** retrieves **AED** and **First Aid Bag** and returns to the scene quickly.
-

Code PURPLE — First Aid Level (Conscious, Non-Life-Threatening)

- **Examples:** Minor cut, abrasion, twisted ankle, minor fall with no head/neck/back involvement, stable illness without red-flag symptoms.
 - **Actions:**
 - Provide **first aid** immediately if a qualified person is available.
 - **Only page "Code PURPLE"** (with location) if additional staff assistance is needed.
 - **Do not move** the person if movement could worsen injury (e.g., suspected fracture), unless the area is unsafe.
 - **Grab Incident Report** and begin basic documentation.
 - If more than first aid is necessary **but not life-threatening** and the person can be safely moved:
 - **PIC may authorize transport** to the **nearest appropriate care** in a **YMCA vehicle only**.
 - If a YMCA vehicle is not available, consult PIC; when in doubt, **call 911**.
 - A **YMCA representative must accompany** the injured person.
 - **Notify parents/guardians** immediately for minors and **release the child to their care** when appropriate. Do **not** leave a minor **unsupervised** at any time (including at a hospital) until a parent/guardian or designated YMCA personnel arrive.
 - **Control the scene**—keep participants and spectators away to reduce confusion and protect privacy.
-

Code BLUE — Medical Emergency (Life-Threatening or Unresponsive)

- **Examples:**
 - Difficulty breathing/choking/severe allergic reaction (anaphylaxis)
 - Change in consciousness; **unresponsiveness** when spoken to or touched
 - **Severe bleeding** or bleeding that can't be stopped
 - **Head/neck/back** injury or major trauma
 - New, unexplained **seizures** or prolonged seizure
 - Signs of **heart attack** or **stroke**
 - **Actions (immediately):**
 - **Initial responder** begins the **Emergency Action Plan** and **care within 30 seconds.**
 - **Direct a bystander** to **call 911** and report:
 - "Medical emergency at **YMCA Camp Carter**, Fort Worth, Texas, [exact location on site]."
 - Victim status (approx. age, conscious/unconscious, breathing/not breathing, bleeding).
 - **Second responder** pages "**Code BLUE + location**" via radio/phone/paging for additional staff assistance; **returns with AED and First Aid bag.**
 - **Begin care immediately:**
 - **CPR/AED** if pulseless/not breathing; follow AED prompts (adult/child pads as appropriate).
 - **Control bleeding** (direct pressure, hemostatic gauze if available, tourniquet if trained/indicated).
 - For **anaphylaxis:** assist with **epinephrine auto-injector** if available and per training/consent.
 - Maintain airway, stabilize suspected **spinal injuries** (manual stabilization), **do not move** unless danger persists.
 - **Scribe** notes times: collapse/recognition, 911 call, AED on, shocks delivered, changes in condition, EMS arrival.
 - **Meet and guide EMS** from the gate to the scene; keep pathways **clear.**
 - A Code PURPLE may **escalate** to Code BLUE at any time. Be prepared to **upgrade** and call 911.
-

Transport Guidance (From Both Prior Policies)

- **If more than first aid is necessary:**
 - **If serious or uncertain** → **Call 911. Do not move** the person; seek medical aid immediately.
 - **If non-life-threatening** and the person can be safely moved → **PIC may authorize** transport in a **YMCA vehicle only.** If no YMCA vehicle is available, **call 911.**
 - A **YMCA representative MUST accompany** the injured person to the hospital **at all times.**
 - **Call the destination hospital ahead** to advise that you are en route; provide name, age, sex, known physician (if any), and **nature of injury/illness.**
-

Parents/Guardians & Family Communication

- For minors: **Inform parents/guardians at once.** If practical, **release the child** into their care after assessment/EMS disposition.

- If a parent/guardian **cannot be reached**, the **employee with immediate supervision** follows this plan and assumes responsibilities until a parent/guardian or authorized YMCA leader arrives.
 - For **potentially contagious illness**: Ask the treating clinician about **symptoms, exposure risk, and protective steps**. Coordinate with the **Branch Director** and **Association Marketing/Communications** to prepare and distribute a **parent communication** (factual, no PHI beyond what is necessary).
-

RECOVER (Notifications, Reporting, After-Action)

- **Immediate Notifications**
 - **Notify your YMCA supervisor/Branch Executive** as soon as feasible after care is underway.
 - For **Code BLUE**: also notify **COO** and **Risk Management immediately**.
 - **Media**: Staff **do not** make statements. Refer inquiries to the **CEO/Communications**.
 - **Documentation**
 - Complete a YMCA **Incident Report** at the conclusion of the event (same day): timeline, symptoms/signs, care rendered (including AED use), transport method, hospital notified, parent notifications, EMS details, names/roles of responders.
 - **Attach**: incident log (Scribe notes), any AED event data printouts if available, and copies of permissions/health history relevant to care.
 - **Health history & permission forms** should accompany the individual to the hospital when feasible (or be transmitted promptly).
 - **Follow-Up**
 - For illness events with exposure risk, **written follow-up** to parents/guardians per clinician guidance and YMCA communication protocols.
 - Conduct an **after-action debrief** within **48–72 hours**: what worked, what to improve (equipment, signage, access routes, training refreshers), and update this plan and training schedules.
-

Communications Aids (Scripts & Templates)

- **911 Script (Any Code BLUE / Uncertain Severity)**
 - “We have a medical emergency at **YMCA Camp Carter**, Fort Worth, Texas, located at **[exact area on site]**. The patient is **[approx. age]**, **[conscious/unconscious]**, **[breathing/not breathing]**, with **[key symptoms—e.g., severe bleeding, suspected anaphylaxis, seizure]**. CPR/AED/first aid is in progress. Our responders will meet EMS at **[gate/parking landmark]** and guide you in. Callback: **[PIC number]**.”
- **Hospital Advance Call (If Transporting by YMCA Vehicle for Non-Life-Threatening Case)**
 - “This is **YMCA Camp Carter** in Fort Worth. We are en route with **[Name, age, sex]** for **[brief description: e.g., stable ankle injury / mild asthma symptoms improved with inhaler]**. ETA **[minutes]**. Known physician: **[if known]**.”
- **Parent/Guardian Notification (Minor)**
 - “Hello, this is **[Name]** from **YMCA Camp Carter**. **[Child’s First Name]** experienced **[brief factual description]** at **[time]**. We provided first aid/activated 911 as appropriate and **[EMS disposition: evaluating on site / transporting to hospital / monitoring and releasing to you]**. We are at **[location]**. Please call **[number]**; we’ll keep you updated.”

- **Media Holding Statement (All Staff)**
 - "I'm not the spokesperson. Please contact the YMCA's CEO/Communications Office for information."
-

Equipment, Safety & Privacy

- **AEDs & First Aid Kits:** Located at designated posts throughout camp; check **readiness** daily during operating season.
 - **PPE:** Gloves, masks, eye protection; follow **bloodborne pathogens** procedures and proper disposal.
 - **Child vs Adult AED pads:** Use **child pads** for those under manufacturer's weight/age guidance; if unavailable, use adult pads **not touching** each other on a small chest.
 - **Spinal precautions: Manual stabilization** if head/neck/back injury suspected.
 - **Privacy/HIPAA-conscious:** Share only the **minimum necessary information** with bystanders and non-essential staff.
 - **Scene control:** Keep spectators away; protect dignity and safety.
-

Documentation & Records (What to Keep)

- **Incident Report** (same day) with:
 - Recognition time, code level, assessment findings, care given, AED actions/shocks, 911/EMS times, transport details, hospital notified, parent notifications.
 - **Scribe Time Log:** minute-by-minute notes (key actions and changes).
 - **Health history & permission** forms (bring to hospital when feasible).
 - **Exposure logs** (if BBP exposure) and **equipment checklists** restocked post-incident.

H19 - CRIMINAL ACTS

Purpose: Protect the safety of participants, staff, and visitors while ensuring a calm, coordinated response to suspected or actual criminal acts; timely notification of authorities and YMCA leadership; evidence preservation; and thorough documentation.

Scope: Applies to **all criminal or potentially criminal activity** on Camp Carter property or during YMCA-led activities (e.g., theft, vandalism, assault, threats, weapons sightings, suspicious persons, burglary/vehicle break-ins, fraud/counterfeit, property damage).

Separate plans (e.g., **Active Threat/Violence**) should be followed if there is an immediate threat to life. When in doubt, **call 911**.

RECOGNIZE (Safety First & Initial Assessment)

- **Triggers (any one of these):**
 - You **witness** a criminal act or an **immediate threat** (weapon displayed, violent act in progress).
 - A participant, staff member, parent/guardian, or visitor **reports** a criminal act or threat.
 - You **observe** signs of crime: damaged locks/doors, forced entry, missing property, vandalism/graffiti, tampered vehicles, counterfeit bills, or suspicious behavior.
 - **Immediate safety checks (within 0–1 minute):**
 - **Do not confront, pursue, or detain** a suspect. **Do not** take the matter into your own hands if it **cannot safely wait** for authorities.
 - If there is **imminent danger: Call 911** and initiate protective actions (e.g., **secure/lock doors, hold in place, clear area**).
-

RESPOND (Notify, Stabilize, Preserve, Communicate)

Roles & Responsibilities

Role	Primary Responsibilities
Person In Charge (PIC)	Ensures 911 is called when warranted; directs site safety (hold-in-place/lockdown/clear area); assigns roles; coordinates with law enforcement; approves "All Clear." During an emergency, the Person in Charge is responsible for communication with county emergency management, 911 for fire/law enforcement/EMS dispatch, and/or direct contact with responding agencies.
Caller/Communications Lead	Calls 911 (Tarrant County) with concise details; if safe, provides updates; manages internal paging/radio in plain language (no codes needed).
Scribe	Starts a time-stamped incident log (who/what/when/where; actions taken; notifications; arrival/departure times).
Safety & Scene Control	Keeps people away from the affected area; secures the scene ; prevents contamination of potential evidence; manages any needed hold-in-place .
Law Enforcement Liaison	Greets and escorts police to the exact location; provides access, maps, logs, and supports requests.

Family/Member Liaison	Handles participant/parent communication as directed by the PIC; maintains confidentiality and calm, factual tone.
Property/IT Support	Preserves CCTV footage and access control logs ; secures any digital evidence as requested by police.

In small staffing windows, one person may cover multiple roles initially; delegate as support arrives.

If You Witness a Criminal Act or Immediate Threat

- **Safety first:** Move yourself and others to safety (distance, door closed/locked if appropriate).
- **Call 911** immediately.
- If safe, **observe and remember** details (no chasing):
 - **Suspect description:** clothing, distinguishing marks, approximate height/build.
 - **Direction of travel,** vehicle make/model/color, **license plate** if visible.
- **Notify the PIC/Branch Director** as soon as practicable.
- **Do not** make statements to anyone other than **law enforcement or YMCA leadership.**

If You Receive a Report (Not Witnessed)

- **Evaluate urgency:** If the situation **requires authorities, call 911**; otherwise **notify the PIC/Branch Director** for next steps.
- **Do not discuss** with anyone except **authorities or YMCA supervisors.**
- Begin **Scribe** log (times, who reported, what was said, actions taken).

Site Safety & Evidence Preservation

- **Secure the area:** Limit access; use cones/signage/staff to keep others away.
- **Do not touch or clean** anything possibly related to the incident.
- Protect and note **locations of items,** footprints, tools, damaged locks, or debris.
- **Preserve CCTV:** Mark relevant camera IDs, **time ranges,** and request IT to **export/lock** footage.
- Note **who discovered** the incident and **first time known secure** vs **first time found compromised.**

Interacting with Police/Authorities

- **Cooperate fully** with law enforcement and local authorities.
- If **police accuse** or detain a staff member or participant, **cooperate** and **immediately notify the Branch Director/PIC.**
- Provide **incident log, CCTV references, access logs,** and contact details for witnesses.
- **Remember:** Individuals are **innocent until proven guilty.** Treat all persons with dignity.

Special Situation — Suspected Child Abuse

- Follow **YMCA Personnel Policies/Procedures** and **applicable state law** for reporting.
- **Do not investigate** on your own; **do not promise confidentiality**; ensure the **child's immediate safety** and notify the **PIC/Branch Director** for next steps per policy.

Internal & External Communications

- Use **plain language** internally (e.g., “Security needed at [location], police en route”).
 - **Media:** Staff **do not** make statements. Refer all inquiries to the **CEO/Communications**.
 - **Parents/Guardians:** If participants are affected, communicate **factual, minimal necessary** information as directed by the PIC; avoid speculation.
-

RECOVER (All Clear, Reporting, After-Action)

- **All Clear**
 - PIC issues **All Clear** only after law enforcement has finished on-site actions and the area is safe to re-open.
 - **Documentation (Same Day)**
 - Complete an **Occurrence/Incident Report** with **facts only:** date/time, location, who reported, what was observed, actions taken (including 911 call), names/badges of responding officers if known, and any property impact.
 - Send the occurrence form to **Metro Risk Management** per policy.
 - Attach **Scribe log**, photographs (if requested/appropriate), and a list of **CCTV clips preserved**.
 - **Debrief & Follow-up**
 - PIC/Branch Director conducts a brief **after-action review** within **48–72 hours** to identify improvements (lighting, locks, cameras, alarms, training).
 - Coordinate **repairs, re-keying, or security upgrades** as needed.
 - Provide **written follow-up** to affected members/parents when appropriate (factual; approved by leadership/Comms).
-

Communications Aids (Scripts)

- **911 Script**
 - “This is **YMCA Camp Carter** in Fort Worth, Texas. We need police at **[exact location on camp]** for a **[brief description: e.g., theft in progress, suspicious person, vandalism discovered]**. Suspect description: **[key details]** last seen heading **[direction/vehicle description]**. We have secured the area and will meet officers at **[gate/landmark]**. Callback: **[PIC number]**.”
- **PA System/Radio (Plain Language)**
 - “**Attention staff:** Police are en route to **[location]**. Please keep participants clear of the area and await further instructions.”
- **Family/Member Message (If Needed)**
 - “Today at approximately **[time]**, staff identified **[brief description: e.g., property damage]** at **[location]**. We immediately contacted law enforcement and secured the area. There is **no current safety risk** to participants. For questions, please contact **[name/number]**.”
- **Media Holding Statement (All Staff)**
 - “I’m not the spokesperson. Please contact the YMCA’s CEO/Communications Office for information.”

H20 – TRANSPORTATION EMERGENCY (Accident/Collision, Vehicle Incident, or Transit-Related Event)

Purpose:

Provide clear, role-based procedures for responding to transportation-related emergencies, including vehicle accidents/collisions, mechanical failures, or incidents occurring during **field trips, off-site evacuations, or camper transport (arrival/departure, parent pick-up/drop-off routes)**. The goal is to protect life safety, coordinate with emergency responders, ensure accountability, and communicate promptly with families.

Scope:

Applies to all YMCA Camp Carter transportation activities, including:

- YMCA-owned vehicles and contracted transportation
- Staff-led field trips or off-site programs
- Emergency evacuations requiring transport
- Parent/guardian drop-off and pick-up zones on camp property

RECOGNIZE (Triggers & Immediate Risk Assessment)

- Activate this protocol immediately for any of the following:
 - Vehicle accident or collision (minor or major)
 - Vehicle breakdown in an unsafe location
 - Injury or medical emergency occurring during transport
 - Hazardous roadway conditions (e.g., severe weather, flooding, obstruction)
 - Incident during parent drop-off/pick-up posing risk to campers or staff
- **Immediate Priorities (within seconds):**
 - Protect life safety first (campers, staff, public)
 - Assess scene hazards (traffic, fire, fuel leak, downed lines)
 - Determine if emergency services (911) are required

RESPOND (Life Safety, Roles, Coordination, Communication)

Roles & Responsibilities

Role	Primary Responsibilities
Driver (Staff in Charge of Vehicle)	Stops vehicle safely; sets hazard lights; assesses injuries; calls 911 if needed; remains with passengers unless unsafe; initiates evacuation if required.
Person In Charge (PIC)	Coordinates overall response; ensures 911 contact has been made; communicates with emergency responders and YMCA leadership; authorizes notifications and next steps. During an emergency, the Person in Charge is responsible for communication with county emergency management, 911 for fire/law enforcement/EMS dispatch, and/or direct contact with responding agencies.
Second Staff / Trip Leader	Supervises campers; conducts headcount; keeps group together and calm; assists with first aid if trained.
Caller/Comms Lead	Contacts 911 (if not already done); communicates with camp base; relays location, injuries, and status updates.
Scribe	Documents timeline, actions, injuries, witness info, and communications.

EMS/Law Enforcement Liaison	Assists first responders upon arrival; provides rosters, participant info, and situation details.
Family Liaison	Coordinates parent/guardian notification with PIC after facts are verified.

- *Staff may cover multiple roles in small group transport situations—safety first.*

Immediate Actions (All Transportation Emergencies)

- **Stop & Secure Scene**
 - Pull vehicle to a safe location if able; activate hazard lights.
 - If unsafe to remain in vehicle (fire, traffic risk), **evacuate to a safe area away from roadway.**
- **Assess Injuries**
 - Check all passengers.
 - Provide first aid within training limits.
 - Do NOT move injured persons unless necessary for safety.
- **Call 911 (Required for collisions, injuries, or unsafe conditions)**
 - Provide:
 - Exact location (road, mile marker, landmark)
 - Nature of incident
 - Number of people involved
 - Injuries (if known)
- **Accountability**
 - Conduct immediate headcount using roster.
 - Keep campers together and supervised at all times.

Coordination with Emergency Services (Required Element)

- The **Driver, PIC, or designee will contact 911 immediately** for any accident, injury, or unsafe situation.
- Upon arrival of responders:
 - Provide **participant roster and injury status**
 - Follow all directions from law enforcement/EMS
 - Do not leave the scene unless directed by authorities or PIC
- Camp Leadership will be notified:
 - Branch Executive Director
 - District Executive Director
 - Risk Management

Transportation Scenarios

1. Vehicle Accident / Collision

- Call 911 immediately
- Do not admit fault or liability
- Exchange information only as required by law enforcement
- Keep campers away from traffic and hazards

2. Vehicle Breakdown (No Immediate Danger)

- Move vehicle off roadway if possible
- Keep campers inside vehicle unless unsafe
- Contact camp base for support/backup transport
- Continue supervision and accountability

3. Off-Site Evacuation Transport Emergency

- Prioritize safe relocation of passengers

- b. Coordinate with **local emergency management** if large-scale transport is impacted
 - c. Use alternate transportation only as directed by PIC
4. **Parent Drop-Off / Pick-Up Incident**
- a. Secure children away from traffic
 - b. Call 911 if injury or unsafe situation
 - c. Alert PIC and front desk immediately
 - d. Maintain controlled release of children only to authorized adults
-

Internal Communication

- Use plain language via phone/radio:
 - "Transportation emergency at [location]. We have [#] campers, [status]. EMS has been notified / en route."
-

Parent/Guardian Notification (Required Element)

- Initiated **as soon as practical after stabilization and verification of facts**
 - Conducted by **PIC or Family Liaison only**
 - Must include:
 - What happened (factual, no speculation)
 - Status of their child
 - Any required action (pickup, hospital location, etc.)
-

RECOVER (Stabilization, Notification, Documentation)

- **After Immediate Emergency**
 - **Medical Care**
 - Ensure all individuals receive appropriate care (EMS, hospital if needed)
 - A YMCA staff member accompanies any transported camper
 - **Reunification**
 - Release campers only to authorized individuals with ID
 - Follow standard reunification protocols
-

Notifications

- Notify:
 - COO and Risk Management
 - YMCA leadership chain
 - Staff must **not speak to media**
 - Refer all inquiries to CEO/Communications
-

Documentation (Same Day Required)

- Complete a YMCA Incident Report including:
 - Date, time, and exact location
 - Vehicle(s) involved
 - Driver and staff names
 - Camper roster and accountability status
 - Description of incident
 - Injuries and care provided
 - 911 call time and responding agencies
 - Witness statements (if available)
- Attach:
 - Scribe log
 - Photos (if appropriate)
 - Police report information

After-Action Review

- Conduct within **48–72 hours**
- Review:
 - Staff response and supervision
 - Communication effectiveness
 - Transportation procedures and safety practices
 - Update training and protocols as needed

COMMUNICATION AIDS (Scripts)

- **911 Script:**

“This is YMCA Camp Carter in Fort Worth, Texas. We have a transportation emergency at [exact location]. We have [#] campers and staff involved. The situation is [collision/breakdown/injury]. Injuries: [known/unknown]. Please send EMS/law enforcement. Callback: [number].”
- **Internal Notification:**

“Transportation emergency at [location]. [#] passengers accounted for. EMS is [en route/on scene]. Awaiting instructions.”
- **Parent/Guardian Message:**

“Today at approximately [time], there was a transportation incident involving a YMCA Camp Carter group at [location]. Your child is [safe/being evaluated/etc.]. Emergency responders are involved and we will continue to update you with verified information. Please contact [number] with questions.”
- **Media Holding Statement (All Staff):**

“I’m not the spokesperson. Please contact the YMCA CEO/Communications Office for information.”

EMPLOYEE RECEIPT ACKNOWLEDGEMENT

YMCA of Metropolitan Fort Worth
EAP Acknowledgement

By signing this statement, I acknowledge that I have received a copy of the YMCA CAMP CARTER Emergency Action Plan. I understand that I am responsible for reading and identifying situations or conditions that have an impact on this plan and should be addressed by modifications or additions. Changes shall be made and communicated as soon as their need is recognized.

I understand that if I am in the facility during a potentially dangerous situation, I must comply with the procedures and work practices outlined in this plan.

I understand that this Emergency Action Plan is the property of the YMCA of Metropolitan Fort Worth and must be returned upon request.

If I have any questions regarding the content or interpretation of the Emergency Response Plan, I will bring them to the attention of my supervisor.

Employee Name (Print)

Employee Signature

Date