ATX KIDS CLUB

YOUTH CAMP EMERGENCY PLAN

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Emergency Operations and Communications Procedures

Purpose

This section establishes the emergency management structure, communication procedures, muster zone procedures, camper accountability procedures, parent notification procedures, weather monitoring responsibilities, and emergency coordination processes used by ATX KIDS CLUB during all camp operations, transportation activities, field trips, and emergency events.

All emergency response plans shall be implemented in accordance with these procedures.

Emergency Leadership Structure

Executive Director (Tammy Miller)

The Executive Director serves as the administrative support lead during emergencies and provides secondary emergency management support when needed.

Responsibilities include:

- Supporting emergency communications with parents and guardians
- Assisting with reunification efforts
- Coordinating with community partners when necessary
- Serving as backup emergency coordinator if the Program Director is unavailable
- Assisting with required DSHS notifications and reporting
- Serving as secondary weather monitoring official

Program Director / Emergency Preparedness Coordinator (Linnie LaMaster)

The Program Director serves as the Emergency Preparedness Coordinator during emergencies.

Responsibilities include:

- Activates emergency response procedures
- Directing Field Trip Leaders
- Coordinating emergency operations.
- Contacting or directing contact with 911
- Coordinates with law enforcement, EMS, fire departments, emergency management, public health authorities, and DSHS.
- Verifying camper accountability.
- Coordinating parent and guardian notifications
- Maintaining emergency preparedness records
- Monitoring weather and safety conditions
- Coordinates emergency drills and staff training

Field Trip Leaders

Field Trip Leaders are responsible for direct camper supervision and accountability.

Responsibilities include:

- Maintaining direct supervision of assigned campers.
- Carrying attendance rosters and emergency contact information.
- Conducting head counts and roll calls.
- Escorting campers to designated Muster Zones.
- Reporting camper status to the Program Director.
- Providing First Aid/CPR within the scope of their training.
- Assisting with emergency response and reunification.

Emergency Communications

Staff Communications

Primary communication methods:

- Cell phone calls
- Text messaging or Group messaging
- Direct verbal communication

Field Trip Leaders shall immediately notify the Program Director of emergencies using the most effective communication method available.

The Program Director shall notify the Executive Director whenever an emergency involves:

- Emergency medical services
- Law enforcement response
- Missing campers
- Evacuations
- Severe weather incidents
- Significant transportation incidents
- Significant operational disruptions

Emergency Services and Government Notifications

The Program Director serves as the primary contact for emergency responders.

9-1-1 Shall Be Contacted Immediately For:

- Threats to life or safety
- Serious injuries or illnesses
- Missing campers
- Fire emergencies
- Criminal activity
- Dangerous weather events
- Aquatic emergencies
- Transportation accidents requiring emergency response

If the Program Director is unavailable, a Field Trip Leader shall contact 9-1-1 immediately.

Office of Emergency Management (OEM)

The Program Director shall contact the local Office of Emergency Management if the emergency extends beyond 30 minutes, involves multiple responding agencies, requires large-scale search resources, or otherwise impacts public safety.

DSHS and Government Reporting

The Program Director shall coordinate required reporting to:

- Texas Department of State Health Services (DSHS)
- Local health authorities
- Emergency management officials
- Other agencies as required

Reportable communicable disease incidents or outbreaks shall be reported within 24 hours as required by DSHS regulations and public health guidance.

Emergency Plan Distribution

Parents and guardians shall receive the complete Emergency Preparedness Plan electronically during enrollment or prior to participation.

Staff shall receive training on all emergency procedures before camp operations begin and whenever significant revisions occur.

Documentation of plan distribution and staff training shall be maintained by ATX KIDS CLUB.

Internet and Communications Infrastructure

Purpose

ATX KIDS CLUB maintains communication systems, internet connectivity, weather monitoring resources, and emergency notification procedures to support camper safety, emergency preparedness, and continuity of operations during all camp activities, transportation events, and field trips.

Because ATX KIDS CLUB operates as a mobile camp at multiple community locations, communication systems are designed to function across a variety of outdoor and off-site environments.

Internet Connectivity

ATX KIDS CLUB operates as a mobile day camp and utilizes broadband internet connectivity through commercial cellular networks that connect to carrier-operated fiber optic broadband infrastructure.

Primary Internet Service

- Cellular broadband internet service provided through a mobile device utilizing the Verizon Wireless network. (Program Director)
- Service provides internet connectivity for weather monitoring, emergency communications, emergency contact access, parent communications, and operational needs.

Secondary Internet Service

- Cellular broadband internet service provided through a mobile device utilizing the AT&T Wireless network (Executive Director). AT&T connectivity is available if the primary network (Verizon) becomes unavailable.

Internet Service Monitoring

- The Program Director is responsible for ensuring internet-capable devices are operational and available during camp activities.
- The Executive Director serves as the secondary person responsible for communication system readiness and backup connectivity.

Because ATX KIDS CLUB operates in community locations throughout Austin, internet access is maintained through mobile broadband services rather than a fixed-location wired connection. Field Trip Leaders carry internet-capable devices during all camp operations, field trips, and transportation activities.

Emergency Communication Equipment

ATX KIDS CLUB maintains the following communication resources:

Primary Communication Methods

- Cell phones
- Voice calls
- Text messaging

Secondary Communication Methods

- Email
- Mobile hotspot connectivity
- Direct verbal communication

Emergency Communication Equipment

- NOAA Weather Radio
- Mobile devices with emergency alert capability
- Portable battery charging equipment
- Attendance rosters and emergency contact information

Communication devices shall accompany staff during transportation activities, field trips, and off-site programming.

Operable Weather Radio

The NOAA Weather Radio is maintained in the ATX KIDS CLUB Emergency Operations Kit and accompanies the Program Director during camp operations. If the Program Director is unavailable, responsibility transfers to the Executive Director.

Primary Responsibility

Program Director

Secondary Responsibility

Executive Director

The NOAA Weather Radio shall be maintained, tested periodically, and monitored when weather conditions indicate a potential risk to camp operations.

Weather radios and emergency alert applications may be used simultaneously to ensure timely awareness of changing weather conditions.

Weather Monitoring and Emergency Alerts

The Program Director shall serve as the primary weather monitoring official.

The Executive Director shall serve as the secondary weather monitoring official.

Weather conditions shall be monitored using:

- NOAA Weather Radio
- National Weather Service alerts
- Emergency Alert System notifications
- Cellular weather applications
- Local emergency management notifications

Weather conditions shall be reviewed before:

- Outdoor activities
- Transportation activities
- Aquatic activities
- Field trips
- Special events

If severe weather conditions develop, the Program Director may modify, delay, relocate, or cancel activities to protect camper safety.

Emergency Notification Procedures

During emergencies, Field Trip Leaders shall be notified through:

- Cell phone calls
- Text messages
- Direct verbal communication

The Program Director shall coordinate emergency notifications to Field Trip Leaders and camp leadership.

If electronic communication is unavailable, direct verbal communication shall be used whenever possible.

Camper Emergency Notifications

Campers shall be notified of emergencies through:

- Verbal instructions from Field Trip Leader
- Whistles or attention signals when appropriate
- Group assembly procedures
- Direct supervision and guidance

Field Trip Leaders shall ensure campers understand emergency instructions and know where to assemble during emergency situations.

Accommodations for Campers with Disabilities

ATX KIDS CLUB will make reasonable accommodations to ensure emergency information is communicated effectively to all campers.

Campers who are deaf, hard of hearing, have communication challenges, or require additional assistance may be notified through:

- Direct visual contact by staff
- Written instructions when appropriate
- Hand signals or visual cues
- One-on-one staff assistance
- Individualized accommodations identified by parents or guardians prior to participation

Field Trip Leaders are responsible for ensuring campers requiring communication accommodations receive emergency instructions and assistance during emergency situations.

Parent and Guardian Communications

Parents and guardians may be contacted during emergencies through:

- Telephone calls (primary method)
- Text messages
- Email communications

The Program Director shall be primarily responsible for parent notifications.

The Executive Director may assist with parent communications when multiple notifications are required.

Emergency contact information shall remain accessible during all camp activities, transportation events, and field trips.

System Maintenance

The Program Director shall conduct periodic reviews of:

- Emergency communication equipment
- NOAA Weather Radio functionality
- Emergency contact information
- Mobile device readiness
- Emergency communication procedures

Corrective actions shall be implemented when communication systems require maintenance, updates, or replacement.

Muster Zones

The Muster Zone will be a safe, easily identifiable location where campers and Field Trip Leaders can assemble during an emergency, evacuation, accountability check, or reunification event.

Home Base Muster Zones

ATX KIDS CLUB maintains four designated Home Base Muster Zones that serve as the primary assembly, accountability, and reunification locations for camp operations:

- Brentwood Park
- Pease Park
- Garrison Park
- Bartholomew Park

These locations serve as:

- Daily check-in and check-out locations
- Emergency assembly locations when campers are at or near the site
- Parent reunification locations when feasible

Temporary Field Trip Muster Zones

When camp activities occur away from the Primary Muster Zones, Field Trip Leaders will establish a temporary Muster Zone at the beginning of the activity.

The Temporary Muster Zone shall:

- Be clearly identifiable
- Be accessible to campers and staff
- Be away from hazards
- Allow head counts and roll calls
- Communicated to all campers and Field Trip Leaders
- Used for accountability checks, emergency assembly, and reunification if necessary

Examples include:

- Museum lobbies
- Pavilions
- Bus stops
- Designated meeting points

Upon activation of an emergency procedure, Field Trip Leaders will immediately direct campers to a designated Muster Zone. Upon arrival, Field Trip Leaders will conduct a head count and roll call using the daily attendance roster. Accountability results will be reported to the Program Director. Any discrepancy in camper accountability will immediately initiate Lost Camper procedures.

Camper Accountability Procedures

ATX KIDS CLUB maintains continuous accountability for all campers during camp activities, transportation, field trips, transitions, emergencies, evacuations, and reunification events.

Accountability Responsibilities

Field Trip Leaders

- Maintain supervision of assigned campers.
- Carry attendance rosters during all activities.
- Conduct head counts and roll calls.
- Immediately report discrepancies to the Program Director.

Program Director

- Verifies accountability reports from all groups
- Coordinates searches for missing campers
- Directs emergency accountability procedures

Accountability Process

- Head counts and roll calls will occur:
- At arrival
- Before departure from any location
- Upon arrival at a destination
- During all activity transitions
- Upon entering transportation
- Upon exiting transportation
- At designated muster zones
- During Emergencies
- Before camper release

Any discrepancy in camper accountability shall immediately be reported to the Program Director and shall initiate Lost Camper procedures.

Emergency Accountability

During Emergencies:

1. Group Leaders immediately escort campers to the designated Muster Zone.
2. Group Leaders conduct a head count and roll call using attendance rosters.
3. Status is reported to the Program Director by cell phone, text message, or two-way radio.
4. The Program Director confirms accountability of all campers and Field Trip Leaders.
5. Any unaccounted-for camper immediately triggers Lost Camper procedures.

Designated Emergency Preparedness Coordinator

Name: Linnie LaMaster
Position: Program Director / Emergency Preparedness Coordinator
Contact Info: 512-234-5437 or email: linnie@atxkidsclub.org

Responsibilities of the Emergency Preparedness Coordinator

The Emergency Preparedness Coordinator is responsible for the following duties:

- Developing, maintaining, reviewing, and updating the camp's written emergency preparedness and response plan
- Ensuring emergency procedures comply with applicable DSHS Youth Camp licensing requirements and Texas Health and Safety Code requirements
- Coordinating emergency preparedness activities for all camp operations, including transportation, field trips, public transit activities, and off-site programming
- Conducting periodic reviews and updates of emergency contact information, evacuation procedures, shelter locations, and emergency resources
- Coordinating Field Trip Leader training regarding emergency procedures, child accountability, evacuation procedures, severe weather response, transportation safety, and incident reporting
- Maintaining documentation of emergency drills, Field Trip Leader training, and emergency preparedness activities
- Serving as the primary point of contact for emergency preparedness coordination with local emergency management agencies, public safety officials, transportation authorities, facility partners, and emergency responders
- Monitoring emergency alerts, weather conditions, and safety risks that may impact camp operations
- Ensuring emergency supplies, first aid supplies, communication devices, and emergency contact information remain accessible during camp activities
- Coordinating emergency response activities during incidents and ensuring proper communication with Field Trip Leaders, parents/guardians, and emergency responders
- Reviewing incidents, emergencies, and safety concerns to identify corrective actions and improve preparedness procedures
- Assisting with post-incident documentation and follow-up procedures
- Supporting continuity of operations and safe reunification procedures during emergencies or evacuations
- Ensuring Field Trip Leaders understand and implement child supervision and accountability procedures during emergencies and transportation activities

The Emergency Preparedness Coordinator has authority to:

- Initiate emergency response procedures
- Modify or cancel activities due to safety concerns
- Coordinate evacuations or shelter-in-place procedures
- Communicate emergency instructions to Field Trip Leaders
- Coordinate with emergency responders and public safety agencies
- Recommend updates to policies, procedures, and training requirements

Emergency Communications Coordination

- Primary: Text messaging
- Secondary: Phone Calls
- Direct Verbal communication
- Group Texting through ConnectTeam
- Location Tracking of Leaders via ConnectTeam

Field Trip Leaders will immediately notify the Program Director of any emergency situation by cell phone, text message, or direct verbal communication.

The Program Director will notify the Executive Director when emergency situations involve:

- Emergency medical services
- Law enforcement response
- Missing campers
- Evacuations
- Severe weather events
- Significant operational disruptions

Lost Camper Response Plan

ATX KIDS CLUB maintains procedures to ensure immediate response, child accountability, staff coordination, and emergency notification when a camper is identified as missing, separated from the group, or otherwise unaccounted for during camp activities, transportation, field trips, or community-based programming.

Immediate Staff Responsibilities:

If a camper is believed to be lost or missing, the Field Trip Leader in charge will immediately initiate the following procedures:

1. The Field Trip Leader identifying the missing camper will immediately notify the Program Director and/or Executive Director by text or phone.
2. The Field Trip Leader will conduct an immediate head count and verify attendance records and assigned groups.
3. The Field Trip Leader will identify:
    - The camper's last known location
    - Time last seen
    - The Field Trip Leader assigned to the camper's group
    - Description of the camper, including clothing and identifying information
4. Remaining campers will be gathered and supervised in a designated muster zone identified prior to the field trip while search procedures are initiated.
5. Field Trip Leaders will conduct a rapid search of the immediate area, including:
    - Restrooms
    - Activity spaces
    - Nearby public areas
    - Designated meeting points
6. The Field Trip Leader assigned to the search will maintain communication with camp leadership throughout the incident.

Coordination with Local Authorities and Emergency Management

If the camper is not located immediately, or if circumstances indicate potential danger or abduction risk, **the Program Director will contact 9-1-1 without delay**.

9-1-1

Call 9-1-1 immediately if:

- The camper is not located within 10 minutes of initiating search procedures.
- The camper is believed to be in danger.
- The camper is believed to have left the immediate area.
- Environmental conditions create additional risk.

OEM

The Program Director shall contact the local Office of Emergency Management if the missing camper incident extends beyond 30 minutes, involves multiple responding agencies, requires large-scale search resources, or otherwise impacts public safety.

Information provided to emergency responders may include:

- Camper name and age
- Physical description
- Clothing description
- Medical or behavioral considerations
- Last known location and time seen
- Actions already taken by Field Trip Leaders

Field Trip Leaders will cooperate fully with:

- Local law enforcement
- Emergency management personnel
- Transportation authorities if applicable
- Facility security personnel
- Emergency responders

Field Trip Leaders will maintain supervision and accountability of all remaining campers during the incident.

Notification of Parent/Legal Guardian Process

The Program Director shall be primarily responsible for parent and guardian notification. The Executive Director may assist when multiple notifications are required.

Parents or guardians may be contacted by:

- Telephone call (primary method)
- Text message
- Email

Parents shall be notified generally within 30 minutes after the emergency has been stabilized when:

- Emergency medical services are contacted
- A camper experiences a serious injury or illness
- A camper is missing or unaccounted for
- An evacuation occurs
- A significant transportation emergency occurs
- A communicable disease incident requires notification
- Camp operations are disrupted due to an emergency

When circumstances permit, notification will begin within 30 minutes of the emergency being stabilized.

Camper Reunification Procedures

Once the camper is located:

- Field Trip Leader will assess the camper's physical and emotional condition
- Field Trip Leader will administer First Aid if necessary or obtain appropriate medical attention if beyond their scope of care.
- Parents/guardians and emergency responders will be updated immediately
- Camper supervision procedures will resume
- The Field Trip Leader will document the incident and corrective actions taken

All missing camper incidents will be documented using an incident report form and reviewed by camp leadership.

Documentation and Review

All missing camper incidents will be documented using an incident report form and reviewed by camp leadership.

Documentation will include:

- Timeline of events
- Actions taken
- Notifications made
- Emergency agency involvement
- Resolution of the incident
- Corrective actions or procedural improvements identified

ATX KIDS CLUB will review incidents to strengthen child supervision, transportation accountability, and emergency preparedness procedures.

Fire Response Plan

ATX KIDS CLUB maintains procedures to protect campers, staff, volunteers, and visitors in the event of a fire, smoke condition, explosion, wildfire threat, or other fire-related emergency occurring during camp activities, transportation, field trips, or community-based programming.
This plan shall be implemented in conjunction with the Emergency Operations and Communications Procedures, Camper Accountability Procedures, and Muster Zone Procedures.

Fire Emergency Identification

A fire emergency may include:

- Visible fire or smoke
- Burning odors
- Structure fires
- Vehicle fires
- Wildfires or grass fires
- Utility-related fires
- Explosions or fire-related hazards
- Fire alarms activated at facilities being used by the camp

Any Field Trip Leader who identifies a potential fire emergency shall immediately notify the Program Director by cell phone, text message, or direct verbal communication.

Immediate Response Procedures

Upon identification of a fire emergency:

1. The Program Director or Field Trip Leader shall immediately stop camp activities in the affected area.
2. Campers and staff shall be moved away from the fire, smoke, or hazard using the safest available route.
3. Campers shall be directed to the designated Muster Zone or an alternate safe location if the Muster Zone is unsafe.
4. Field Trip Leaders shall conduct an immediate head count and roll call using attendance rosters.
5. Accountability results shall be reported to the Program Director.
6. Any unaccounted-for camper shall immediately trigger Lost Camper procedures.
7. No camper, staff member, volunteer, or visitor shall re-enter an affected area until authorized by emergency responders.

Emergency Services Notification

The Program Director shall ensure 9-1-1 is contacted immediately when:

- Fire is visible.
- Smoke creates a safety concern.
- A wildfire or grass fire threatens camp operations.
- An explosion occurs.
- A fire alarm activation cannot be confirmed as a false alarm.

- Emergency assistance is otherwise needed.

If the Program Director is unavailable, the nearest Field Trip Leader shall contact 9-1-1 immediately.

The Program Director shall serve as the primary contact for:

- Fire departments
- Law enforcement
- Emergency medical services
- Local emergency management officials when appropriate

Information provided to emergency responders may include:

- Exact location
- Nature of the emergency
- Number of campers and staff present
- Injuries or medical concerns
- Accountability status of campers and staff

The Program Director shall contact the local Office of Emergency Management when a fire emergency results in evacuation, prolonged displacement, wildfire threat, multiple responding agencies, significant operational disruption, or when emergency responders request coordination.

Transportation-Related Fires

If a vehicle fire occurs:

1. The driver or supervising Field Trip Leader shall immediately stop the vehicle in a safe location when possible.
2. Campers and staff shall evacuate the vehicle immediately.
3. Campers shall be moved to a safe distance from the vehicle.
4. Field Trip Leaders shall conduct a head count and roll call.
5. 9-1-1 shall be contacted immediately.
6. Campers shall remain supervised until emergency responders arrive or alternate transportation is arranged.

Wildfire or Grass Fire Response

If a wildfire, grass fire, or uncontrolled outdoor fire threatens camp activities:

1. The Program Director shall evaluate the threat and determine whether activities should be relocated or canceled.
2. Campers shall be moved away from affected areas immediately.
3. Emergency responders shall be contacted when conditions present a threat to life or safety.
4. Campers and staff shall relocate to a safe location or Home Base Muster Zone when feasible.
5. Parent notifications shall occur if camp operations are significantly disrupted.

Parent and Guardian Notification

Parent and guardian notification shall occur in accordance with the Emergency Operations and Communications Procedures.
The Program Director shall be primarily responsible for notifications.
The Executive Director may assist with notifications when necessary.
Parents or guardians shall be notified by:

- Telephone call (primary method)
- Text message
- Email

Parents shall be notified generally within 30 minutes after the emergency has been stabilized when circumstances permit.

Notifications may include:

- Nature of the incident
- Camper status
- Changes to camp operations
- Pickup or reunification instructions if necessary

Documentation and Incident Review

All fire-related emergencies shall be documented using camp incident reporting procedures.

Documentation shall include:

- Date, time, and location
- Description of the incident
- Actions taken by staff
- Emergency responder involvement
- Parent notifications
- Injuries or damages
- Corrective actions identified

Following the incident, camp leadership shall review the response to evaluate effectiveness and identify opportunities for improvement.

Severe Injury, Serious Illness, Serious Accident, or Death Plan

When a severe injury, serious illness, serious accident, or death occurs, the Field Trip Leader will immediately take the following actions:

1. Ensure the immediate safety of all campers in the area.
2. The Field Trip Leader will notify the Program Director and/or Executive Director immediately by text and/or phone call.
3. A Field Trip Leader (all are trained in First Aid and CPR) will assess the situation and provide appropriate emergency care within the scope of their training.
4. Field Trip Leaders will not move an injured individual unless necessary to prevent further danger.
5. Remaining campers will be supervised and relocated from the immediate area if appropriate.
6. Field Trip Leaders will maintain calm supervision and reassurance for campers during the emergency response.

Coordination with Local Authorities and Emergency Management

If the situation involves:

- Loss of consciousness
- Difficulty breathing
- Severe bleeding
- Head, neck, or spinal injury
- Suspected overdose or poisoning
- Seizure activity
- Serious allergic reaction
- Broken bones
- Heat-related emergency
- Serious accident
- Threat to life or safety
- Death

Field Trip Leaders will immediately contact 9-1-1. The Program Director and/or Executive Director will coordinate with:

- Emergency medical services (EMS)
- Local law enforcement
- Fire department personnel
- Emergency management officials if applicable
- Transportation authorities or Field Trip Leaders if relevant to the incident

9-1-1

Call immediately for:

- Life-threatening injuries
- Unresponsive individuals
- Severe illness

- Death
- Serious accidents

OEM

The Program Director shall contact the local Office of Emergency Management when the incident results in a fatality, involves multiple victims, requires a prolonged emergency response, results in significant disruption of camp operations, or when requested by responding emergency agencies.

Information provided to emergency responders may include:

- Nature of the emergency
- Name and age of the injured or ill individual
- Exact location
- Medical conditions or allergies if known
- Actions already taken by Field Trip Leaders
- Number of individuals involved

Notification of Parent/Legal Guardian Process

The Program Director shall be primarily responsible for parent and guardian notification. The Executive Director may assist when multiple notifications are required.

Parents or guardians may be contacted by:

- Telephone call (primary method)
- Text message
- Email

Parents shall be notified generally within 30 minutes after the emergency has been stabilized when:

- Description of the emergency or incident
- Current condition of the camper if known
- Actions taken by camp staff
- Whether emergency responders have been contacted
- Hospital or medical transport information if applicable
- Instructions regarding reunification or pickup procedures

When circumstances permit, notification will begin within 30 minutes of the emergency being stabilized. If a parent or legal guardian cannot be reached, emergency contacts listed in the camper's records will be contacted.

Aquatic Emergency Response Plan

ATX KIDS CLUB maintains procedures to respond to aquatic emergencies that may occur during swimming activities, water recreation, boating activities, splash pads, waterfront activities, or any camp-sponsored activity involving water exposure.

Aquatic emergencies may include:

- Drowning or near-drowning incidents
- Missing swimmers
- Swimmer distress
- Water rescue situations
- Capsized watercraft
- Water-related medical emergencies
- Unsafe water conditions

During aquatic activities, Field Trip Leaders will maintain active supervision and continuous camper accountability using rosters and headcounts.

If an aquatic emergency occurs, **Field Trip Leaders** will immediately initiate the following procedures:

1. Stop all aquatic activities immediately.
2. Alert lifeguards, aquatic staff, or supervising personnel.
3. Remove all campers from the water when appropriate.
4. Conduct an immediate head count and identify the individual involved.
5. Field Trip Leaders trained in water rescue, First Aid, CPR, or AED use will respond within the scope of their training.
6. One Field Trip Leader will remain responsible for supervision and accountability of the remaining campers at the designated muster zone identified prior to the field trip.
7. Field Trip Leaders will clear the area as needed to allow emergency responders access.

For missing swimmer incidents:

- Field Trip Leaders will immediately conduct an emergency head count using rosters
- Water entry points and surrounding areas will be checked by Field Trip Leaders
- Lifeguards or trained responders will initiate emergency water search procedures
- Field Trip Leaders will contact Emergency responders immediately if the swimmer is not located at once

For capsized watercraft incidents:

- Field Trip Leaders will account for all occupants immediately
- Individuals will be instructed to remain with flotation devices or watercraft when safe to do so
- Trained responders will initiate rescue procedures
- Emergency responders will be contacted immediately if needed

Coordination with Local Authorities and Emergency Management

9-1-1 will be contacted immediately in situations involving:

- Suspected drowning or near-drowning
- Missing swimmers
- Unresponsive individuals
- Serious injuries
- Respiratory distress
- Water rescue situations
- Capsized watercraft with injury or missing occupants
- Any life-threatening emergency

The Program Director and/or Executive Director will coordinate with:

- Emergency medical services (EMS)
- Local fire/rescue departments
- Law enforcement agencies
- Park or aquatic facility personnel
- Emergency management officials if applicable

9-1-1

Call immediately for:

- Drowning
- Near-drowning
- Missing swimmer
- Capsized watercraft with missing or injured occupants
- Water rescue situations

OEM

The Program Director shall contact the local Office of Emergency Management if an aquatic emergency involves a missing swimmer, prolonged rescue operation, multiple victims, fatality, large-scale emergency response, or significant disruption of camp operations.

Information provided to emergency responders may include:

- Nature of the aquatic emergency
- Number of individuals involved
- Last known location of swimmer or watercraft
- Medical conditions if known
- Actions already taken by Field Trip Leaders
- Current condition of injured individuals

Camp leadership will review aquatic incidents to evaluate supervision practices, emergency response effectiveness, and opportunities for safety improvement.

Notification of Parent/Legal Guardian Process

The Program Director shall be primarily responsible for parent and guardian notification. The Executive Director may assist when multiple notifications are required.

Parents or guardians may be contacted by:

- Telephone call (primary method)
- Text message
- Email

Parents shall be notified generally within 30 minutes after the emergency has been stabilized when:

- Description of the incident
- Current condition of the camper if known
- Actions taken by field trip leader
- Whether emergency responders have been notified
- Hospital or medical transport information if applicable
- Instructions regarding reunification or pickup procedures

When circumstances permit, notification will begin within 30 minutes of the emergency being stabilized. If a parent or legal guardian cannot be reached, emergency contacts listed in the camper's records will be contacted.

Safety and Prevention Procedures

To reduce aquatic risks, ATX KIDS CLUB may implement:

- Active staff supervision
- Buddy systems
- Designated swim boundaries
- Frequent head counts
- Life jacket or flotation device requirements when appropriate
- Use of approved aquatic facilities
- Coordination with certified lifeguards or aquatic personnel when required
- Weather and water condition monitoring

Campers will be instructed to follow all aquatic safety rules and Field Trip Leaders directions during water-related activities.

All aquatic emergencies, rescues, injuries, or missing swimmer incidents will be documented using incident reporting procedures.

Documentation may include:

- Date, time, and location of incident
- Individuals involved
- Description of emergency
- Rescue actions taken
- Emergency services involvement
- Parent/guardian notifications
- Follow-up actions and corrective measures

Epidemic and Communicable Disease Response Plan

The Program Director will notify DSHS and any required local health authorities within 24 hours of becoming aware of a reportable communicable disease outbreak or as otherwise required by state law and DSHS guidance.

The Program Director shall contact the local Office of Emergency Management if a communicable disease outbreak results in significant disruption of camp operations, closure of camp activities, public health emergency declarations, or coordination with local emergency response agencies.

ATX KIDS CLUB maintains procedures for responding to potential epidemics, communicable disease outbreaks, or public health emergencies that may affect campers, staff, volunteers, or program operations. The purpose of this plan is to reduce transmission risk, protect the health and safety of participants, maintain appropriate supervision, and coordinate with health authorities when necessary.

Identification and Monitoring Procedures

Field Trip Leaders will monitor campers for signs of communicable illness during program operations.

Symptoms that may require immediate response measures include, but are not limited to:

- Fever
- Vomiting
- Diarrhea
- Persistent cough
- Difficulty breathing
- Rash
- Flu-like symptoms
- Symptoms identified by public health authorities as concerning during an outbreak or epidemic

Field Trip Leaders will promptly report concerns regarding potentially contagious illnesses to the Program Director via text or phone.

Personal Protective Equipment (PPE)

ATX KIDS CLUB will maintain access to appropriate personal protective equipment (PPE) for Field Trip Leaders use during situations involving potential exposure to contagious illness.

Available PPE may include:

- Disposable gloves
- Face masks
- Hand sanitizer
- Cleaning and disinfecting supplies

Field Trip Leaders who are assisting or supervising individuals with symptoms of contagious illness may use appropriate PPE based on the circumstances and current public health guidance.

Field Trip Leaders will be instructed regarding:

- Proper glove use and disposal
- Proper mask use when appropriate
- Hand hygiene procedures
- Reducing exposure to bodily fluids and respiratory droplets
- Cleaning and disinfecting contaminated surfaces

Isolation Procedures

If a camper develops symptoms of potentially contagious illness during camp operations:

1. The camper will be separated from other campers to the extent possible while remaining appropriately supervised.
2. The Program Director will be notified to come to the destination for supervision and to move the camper to a low-contact or isolated area when available. (park or green space outdoors)
3. Field Trip Leaders and/or Program Director supervising the camper may utilize appropriate PPE.
4. The camper will be monitored for worsening symptoms or medical distress.
5. Shared surfaces or materials used by the camper will be cleaned and disinfected as appropriate.
6. Parents/guardians will be contacted promptly for camper pickup when necessary.

Campers exhibiting symptoms that prevent participation or require care beyond what Field Trip Leaders can provide may not remain in the program.

Reporting Process for Contagious Diseases

The Program Director will maintain awareness of applicable reporting requirements for communicable diseases.

When required by law, regulation, or public health guidance, the camp may coordinate reporting with:

- Local health departments
- Public health authorities
- Emergency management agencies
- DSHS or other applicable agencies

Camp leadership will cooperate with public health guidance regarding:

- Exposure notifications
- Exclusion recommendations
- Return-to-program criteria
- Cleaning and sanitation recommendations
- Temporary operational modifications if warranted

Coordination with Local Authorities and Emergency Management

If a communicable disease outbreak, epidemic, or public health emergency significantly affects camp operations or participant safety, the Program Director may coordinate with:

- Local public health authorities
- Emergency management officials
- Healthcare providers
- Facility partners
- Transportation providers when applicable

Parent/Legal Guardian Notification

The Program Director shall be primarily responsible for parent and guardian notification. The Executive Director may assist when multiple notifications are required.

Parents or guardians may be contacted by:

- Telephone call (primary method)
- Text message
- Email

Parents or legal guardians will be notified promptly if:

- Their child develops symptoms of contagious illness during camp
- Emergency medical care is needed
- Exposure notifications are required by public health guidance
- Program operations are significantly affected by an outbreak or public health emergency

Notifications may include:

- Description of symptoms or concerns
- Actions taken by Field Trip Leaders
- Pickup instructions if applicable
- Recommendations regarding medical evaluation
- Information regarding operational changes or public health guidance

Emergency contact information will remain accessible during all camp operations and off-site activities. When circumstances permit, notification will begin within 30 minutes of the emergency being stabilized. If a parent or legal guardian cannot be reached, emergency contacts listed in the camper's records will be contacted.

Cleaning and Prevention Measures

ATX KIDS CLUB will implement reasonable health and sanitation practices to reduce the spread of illness, which may include:

- Routine handwashing procedures
- Access to hand sanitizer
- Cleaning and disinfecting high-touch surfaces
- Monitoring food handling safety
- Encouraging hydration and wellness monitoring

- Excluding individuals who are ill from participation when appropriate

Documentation and Review

Communicable disease incidents, outbreak concerns, and public health responses may be documented and reviewed by camp leadership.

Camp leadership will evaluate:

- Field Trip Leaders response procedures
- Communication effectiveness
- Sanitation and isolation procedures
- Coordination with public health agencies

Unauthorized Individual Response Plan

ATX KIDS CLUB maintains procedures for identifying, responding to, and managing unauthorized individuals who may enter, approach, interfere with, or otherwise create safety concerns during camp operations, transportation activities, field trips, or community-based programming.

The purpose of this plan is to safeguard campers, Field Trip Leaders, and volunteers while maintaining orderly operations and coordinating with law enforcement when necessary.

Field Trip Leaders, staff, and volunteers all wear a designated camp shirt with camp logo and name tags. When in water, campers all wear camp wristbands.

Identification of Unauthorized Individuals

An unauthorized individual may include:

- A person attempting to access camp activities without authorization
- A person refusing to follow camp safety procedures
- A person attempting unauthorized contact with campers
- A disruptive or threatening individual
- A person exhibiting suspicious, aggressive, or unsafe behavior
- An individual attempting unauthorized pickup of a camper

Field Trip Leaders are expected to remain alert to unfamiliar individuals or suspicious activity during camp operations, field trips and use of transit.

Initial Response Procedures

If an unauthorized individual is identified and there is no immediate threat to safety:

1. Field Trip Leaders will notify the Program Director via text.
2. Field Trip Leaders will distance themselves and the group from the individual.
3. Field Trip Leaders will avoid escalating the situation and maintain professional communication.
4. Campers will remain supervised and separated from the situation when possible.
5. Field Trip Leaders will continue monitoring the individual until the matter is resolved.
6. Field Trip Leaders will notify the Program Director and/or Executive Director if the situation is not easily resolved.

Non-Compliant Unauthorized Individuals

If an unauthorized individual refuses to comply with Field Trip Leaders directions, becomes disruptive, or creates concern for safety:

1. Field Trip Leaders will immediately notify the Program Director via text or phone call.
2. Field Trip Leaders will avoid physical confrontation whenever possible.
3. 9-1-1 will be contacted if:
    - The individual refuses to move away from the group
    - The individual behaves aggressively or threateningly
    - Field Trip Leaders believe safety may be compromised

    - The situation escalates beyond Field Trip Leaders control
4. Field Trip Leaders will continue supervising campers and maintaining distance from the individual while awaiting law enforcement response.
5. Field Trip Leaders will provide responding authorities with:
    - Description of the individual
    - Current location
    - Nature of behavior or concern
    - Known identifying information if available
    - Actions already taken by Field Trip Leaders

Active or Direct Threat Situations

If an unauthorized individual presents an immediate or direct threat to the safety of campers:

1. Field Trip Leaders will immediately initiate appropriate emergency protective actions based on the circumstances, which may include:
    - Relocation of campers
    - Securing campers in protected locations
    - Evacuation from the area
    - Shelter-in-place or lockdown procedures
2. 9-1-1 will be contacted immediately.
3. Field Trip Leaders will prioritize:
    - Camper safety
    - Maintaining supervision and accountability
    - Reducing exposure to danger
    - Following instructions from law enforcement and emergency responders
4. Field Trip Leaders will maintain as calm an environment as possible while awaiting emergency response.

Camper Release and Identification Procedures

Campers will only be released to authorized individuals identified through camp registration or parent authorization procedures.

If an unauthorized pickup attempt occurs:

- Field Trip Leaders will deny release of the camper
- Program Director will be notified immediately via text
- Parents/guardians will be contacted by Program Director via phone call
- Law enforcement may be contacted if safety concerns exist

Parent/Legal Guardian Notification

The Program Director shall be primarily responsible for parent and guardian notification. The Executive Director may assist when multiple notifications are required.

Parents or guardians may be contacted by:

- Telephone call (primary method)

- Text message
- Email

Parents or legal guardians will be notified when:

- Their child is directly involved in an incident
- Law enforcement is contacted regarding a camp safety concern
- A situation significantly impacts camper safety or camp operations

Notifications will include information appropriate to the circumstances while maintaining confidentiality and supporting ongoing safety procedures. When circumstances permit, notification will begin within 30 minutes of the emergency being stabilized. If a parent or legal guardian cannot be reached, emergency contacts listed in the camper's records will be contacted.

Documentation and Incident Review

Unauthorized individual incidents will be documented and reviewed by camp leadership.

Documentation may include:

- Date, time, and location
- Description of the individual
- Actions taken by Field Trip Leaders
- Law enforcement involvement
- Notifications made
- Resolution of the incident
- Corrective actions or procedural improvements identified

Camp leadership will review incidents to strengthen supervision practices, safety procedures, and emergency preparedness efforts.

Transportation Emergency Response Plan

ATX KIDS CLUB maintains procedures for responding to transportation-related emergencies that may occur during camp-sponsored transportation activities, including walking trips, public transportation use, program-authorized vehicles, and field trips.

Transportation emergencies may include:

- Vehicular accidents
- Disabled or inoperable vehicles
- Medical emergencies during transport
- Behavioral emergencies
- Missing campers during transportation transitions
- Unsafe environmental conditions
- Public transportation disruptions
- Emergencies occurring during pedestrian travel

Field Trip Leaders are responsible for maintaining active supervision and camper accountability during all transportation activities.

In the event of a transportation emergency, Field Trip Leaders will:

1. Assess the immediate safety of campers.
2. Maintain calm supervision and provide reassurance to campers.
3. Conduct an immediate head count and verify camper accountability using transportation rosters or attendance records.
4. Move campers to a safer location if remaining in the area presents additional danger.
5. Provide First Aid or CPR within the scope of Field Trip Leaders training when necessary.
6. Notify the Program Director and/or Executive Director as soon as possible via text or phone.
7. Maintain supervision of all campers while emergency response procedures are underway.

Field Trip Leaders will carry:

- Emergency contact information
- Attendance rosters
- Mobile phones with external battery charger
- First aid supplies

Vehicular Accident Procedures

If a vehicular accident occurs:

1. Field Trip Leaders will assess injuries and immediate hazards.
2. 9-1-1 will be contacted immediately when injuries, unsafe conditions, or significant vehicle damage are present.
3. Campers will remain secured or supervised in the safest available location unless evacuation from the vehicle is necessary.
4. Field Trip Leaders will conduct head counts and verify accountability of all campers.

5. Field Trip Leaders are all trained in First Aid or CPR and will provide emergency care within the scope of their training until emergency responders arrive.
6. Program Director will be notified as soon as possible via text or phone.

Field Trip Leaders will cooperate fully with:

- Emergency medical services (EMS)
- Law enforcement
- Fire department personnel
- Transportation authorities
- Emergency management personnel when applicable

Disabled Vehicle Procedures

If a transportation vehicle becomes disabled or inoperable:

1. A Field Trip Leader will move the vehicle to a safe location if possible.
2. Campers will remain supervised by a Field Trip Leader at all times.
3. Field Trip Leaders will assess whether campers should remain in the vehicle or relocate to a safer area based on environmental conditions and safety concerns.
4. Program Director will be notified immediately via text or phone.
5. Alternate transportation arrangements will be coordinated when necessary by Program Director.
6. Field Trip Leaders will continue with head counts and camper accountability procedures throughout the incident.

Medical Emergencies During Transportation

If a camper experiences a serious illness, injury, allergic reaction, behavioral health emergency, or other medical concern during transportation:

1. Field Trip Leaders will assess the situation immediately.
2. First Aid or CPR will be provided within the scope of Field Trip Leaders training.
3. Field Trip Leader will contact 9-1-1 immediately for life-threatening or serious medical conditions.
4. Field Trip Leaders will maintain supervision and accountability of all remaining campers.
5. Program Director will be notified as soon as possible.
6. Field Trip Leader will determine if transportation should be rerouted or stopped as necessary to address the emergency safely.

Public Transportation Emergencies

If an emergency occurs while using public transportation:

1. Field Trip Leaders will immediately gather and account for all campers.
2. Field Trip Leaders will follow emergency instructions provided by transportation personnel or emergency responders.
3. Field Trip Leaders will relocate campers to a safe area when necessary.
4. Emergency responders and camp leadership will be contacted when appropriate.

5. Field Trip Leaders will continue head counts and active supervision throughout the incident.

Coordination with Local Authorities and Emergency Management

9-1-1 will be contacted immediately by the Field Trip Leader and/or Program Director for emergencies involving:

- Serious injuries or illness
- Threats to safety
- Vehicle accidents involving injuries
- Missing campers
- Dangerous environmental conditions
- Criminal or threatening activity
- Situations requiring emergency assistance

The Program Director will coordinate with:

- Emergency medical services (EMS)
- Local law enforcement
- Fire departments
- Transportation authorities
- Emergency management officials when applicable

9-1-1

Call immediately for:

- Injuries
- Vehicle accidents
- Medical emergencies
- Missing campers
- Threats to safety

OEM

The Program Director shall contact the local Office of Emergency Management if the transportation emergency involves multiple injuries, a fatality, extended roadway closure, evacuation of campers, multiple responding agencies, or significant disruption of camp operations.

Information provided to emergency responders may include:

- Nature of the emergency
- Exact location
- Number of campers involved
- Known injuries or medical concerns
- Transportation details
- Actions already taken by Field Trip Leaders

Notification of Parent/Legal Guardian Process

The Program Director shall be primarily responsible for parent and guardian notification. The Executive Director may assist when multiple notifications are required.

Parents or guardians may be contacted by:

- Telephone call (primary method)
- Text message
- Email

When circumstances permit, notification will begin within 30 minutes of the emergency being stabilized. If a parent or legal guardian cannot be reached, emergency contacts listed in the camper's records will be contacted.

Documentation and Incident Review

Transportation emergencies and incidents will be documented and reviewed by field trip leaders and/or camp leadership.

- A transportation emergency affects their child
- Emergency medical services are contacted
- Significant transportation delays or disruptions occur
- Injuries or safety concerns arise
- Description of the incident
- Camper status if known
- Actions taken by Field Trip Leader
- Emergency response involvement
- Parent/guardian notifications
- Corrective actions or procedural improvements identified

Natural Disaster Response Plan

ATX KIDS CLUB maintains a comprehensive Natural Disaster Plan designed to ensure the safety of all campers and staff during events including wildfires, tornadoes, hurricanes/tropical storm remnants, flash flooding, and other severe weather conditions. Response actions will be determined based on the specific hazard and real-time guidance from local authorities.

Responsibilities Include:

- Program Director
    - Makes the initial determination for field trip leaders to have their group of campers shelter-in-place, relocate, or evacuate. Contacts leaders via phone or text.
    - Maintains communication with emergency services and field trip leaders via phone or text.
    - Activates the emergency notification system to families.
    - Assist with communication to parents/guardians.
    - Support coordination with emergency responders.
- Field Trip Leaders
    - Account for all campers using attendance rosters.
    - Implement immediate protective actions (e.g., moving campers to shelter areas or evacuation staging points) as designated at their specific destination.
    - Ensure campers remain grouped and supervised at all times.
    - Maintain direct supervision of assigned camper groups.
    - Move campers quickly and calmly to designated safe zones.
    - Take attendance before, during, and after relocation.
    - Document incident timeline and actions taken.

All staff are trained in emergency procedures and are required to follow direction from the Program Director immediately.

Natural Disaster Emergency Notification Procedures

Emergency Services (9-1-1) Notification

- The Field Trip Leader at the affected location will immediately call 9-1-1 if there is an immediate threat to life, serious injury, medical emergency, fire, entrapment, missing campers, or any situation requiring emergency responder assistance.
- If the Program Director becomes aware of the emergency first, the Program Director may also initiate a 9-1-1 call.
- Emergency responders' instructions take precedence over all other actions.

Local Emergency Management Notification

- The Program Director will contact the local Office of Emergency Management (OEM) when:
    - An evacuation of campers is required.
    - A shelter-in-place order has been issued.
    - A disaster significantly impacts camp operations.
    - Guidance or assistance is needed regarding weather-related threats, evacuation routes, shelters, or recovery operations.

- The Program Director will maintain phone communication with OEM and emergency officials throughout the incident as needed.

Parent/Guardian Notification

- The Program Director is responsible for parent/guardian communications.
- Parents/guardians will be notified as soon as campers are safe and accountability has been completed, unless emergency responders direct otherwise.
- Notifications may be sent using:
    - Text message
    - Phone call
    - Email
- Communications will include:
    - Nature of the emergency
    - Status and safety of campers
    - Current location of campers
    - Any reunification instructions, if applicable
    - Updates regarding schedule changes, delayed pickup, or early dismissal

Communication Priority

1. Protect campers and implement emergency procedures.
2. Contact 9-1-1 if emergency assistance is needed.
3. Account for all campers by headcounts and rosters.
4. Contact OEM or local emergency authorities, if applicable.
5. Notify parents/guardians via phone or text.
6. Provide ongoing updates until the incident is resolved.

Notification of Parent/Legal Guardian Process

The Program Director shall be primarily responsible for parent and guardian notification. The Executive Director may assist when multiple notifications are required.

Parents or guardians may be contacted by:

- Telephone call (primary method)
- Text message
- Email

Parents shall be notified generally within 30 minutes after the emergency has been stabilized when:

- Emergency medical services are contacted
- A camper experiences a serious injury or illness
- A camper is missing or unaccounted for
- An evacuation occurs
- A significant transportation emergency occurs
- A communicable disease incident requires notification
- Camp operations are disrupted due to an emergency

When circumstances permit, notification will begin within 30 minutes of the emergency being stabilized.

Evacuation Response Plan (& NWS Notice)

ATX KIDS CLUB maintains a comprehensive Evacuation Plan to ensure the safe, orderly, and accountable movement of all campers and staff from program locations to designated safe assembly or relocation sites in the event of fire, severe weather, flooding, facility emergencies, or directives from emergency authorities. Evacuation procedures are practiced periodically and incorporated into staff training to ensure rapid, calm, and coordinated execution.

Evacuation Route Maps

- Field Trip Leaders shall review evacuation routes and emergency procedures upon arrival at each facility or destination and follow site-specific emergency instructions provided by facility personnel.

Responsibilities During Evacuation

- Program Director / Executive Director
    - Authorizes evacuation and relocation decisions.
    - Coordinates directly with 9-1-1 and emergency management agencies.
    - Oversees family notification and reunification approval.
    - Assist with communication and documentation.
    - Support camper tracking and reunification processing.
- Field Trip Leaders
    - Initiate evacuation procedures immediately upon directive or identified threat.
    - Ensure all campers are directed to assembly areas.
    - Conduct and verify headcounts at all stages.
    - Maintain direct supervision of assigned campers.
    - Lead safe and orderly movement along evacuation routes.
    - Carry attendance rosters.

Assistance for Persons with Disabilities and Access or Functional Needs

- Individual evacuation support is provided based on documented needs.
- Field Trip Leaders are assigned to assist campers requiring mobility, sensory, cognitive, or medical support.
- Buddy systems may be used when appropriate.

Camper Accountability

- Immediate headcounts are conducted upon arrival at assembly or relocation sites.
- Attendance rosters are used to confirm all campers are accounted for.
- Missing persons are immediately reported to the Program Director and emergency services if necessary.
- Headcounts are repeated at regular intervals.

Flash Flood Warning– Triggered Evacuation Requirement

- Field Trip Leaders will evacuate any outdoor site or program location immediately upon issuance of a Flash Flood Warning by the National Weather Service (NWS) when the site is within or potentially impacted by the warning area. Notifications from NWS are received on all employee cell phones as part of the Wireless Emergency Alerts (WEA) System.
- Evacuation decisions will not be delayed for onsite confirmation when an official NWS Flash Flood Warning is issued.

Upon issuance of a Flash Flood Warning:

- Field Trip Leaders will immediately initiate evacuation to pre-identified higher ground or relocation sites following all camper accountability procedures. (page 5)
- Field Trip Leaders will contact 9-1-1 if campers are in imminent danger or road conditions require emergency assistance.
- Program Director will coordinate with local emergency management authorities for situational guidance, road safety information, and evacuation support as needed.
- Transportation will be rerouted away from flood-prone roadways, and no travel will occur through standing water or flooded crossings.

This protocol ensures rapid response to life-threatening flood conditions common in Central Texas.

Coordination with 9-1-1 and Emergency Management

- 9-1-1 will be contacted immediately by a Field Trip Leader when evacuation is initiated due to life-safety hazards or when emergency assistance is required.
- The Program Director or Executive Director will coordinate with:
    - Fire department (wildfire, structural threats, rescue)
    - Law enforcement (evacuation support, traffic control)
    - Local emergency management agencies (flooding, weather events, regional coordination)

Field Trip Leaders will comply fully with all evacuation directives issued by emergency authorities.

The Program Director shall coordinate with the local Office of Emergency Management when an evacuation involves multiple locations, prolonged displacement of campers, community-wide emergency conditions, or when directed by emergency responders.

Notification of Parent/Legal Guardian Process

Parent or legal guardian notification will be initiated by the Program Director or Executive Director generally within 30 minutes after the emergency has been stabilized when circumstances permit.

Notification may occur by:

- Telephone call (primary method)
- Text message
- Email

Significant incidents requiring emergency services will be communicated to parents as soon as practical, generally within 30 minutes of the incident when circumstances permit.

- Families will be notified once campers are accounted for and it is safe to communicate.
- Notification methods include text, email, and phone calls as appropriate.
- Communications will include:
    - Confirmation of evacuation
    - Current camper location
    - Pickup or reunification instructions
    - Safety updates as available

Emergency Transportation Coordination

- If camp transportation is insufficient, the Camp Director will coordinate with emergency management for supplemental evacuation transport.
- Resources may include city/county emergency transport, school district buses, or contracted providers.
- Camper supervision is maintained at all times during transport.

Reunification Plan

- A designated reunification site will be established if evacuation occurs away from the primary location.
- Only authorized guardians listed in enrollment records may pick up campers.
- Photo ID is required for release.
- Field Trip Leaders verify identity and document all releases.
- No child will be released without authorization from the Program Director or emergency authorities when applicable.

Shelter-In-Place Response Plan

ATX KIDS CLUB maintains a Shelter-In-Place Plan to ensure the immediate safety of campers and staff during emergencies where remaining indoors or moving to a designated protective area is the safest option. Shelter-in-place procedures are activated in response to a tornado warning issued by the National Weather Service (NWS), severe weather conditions, or a shelter-in-place directive issued by local emergency authorities.

Shelter-In-Place Activation Criteria and Process

Shelter-in-place procedures will be initiated when any of the following occur:

- A Tornado Warning is issued by the National Weather Service for the camp's location or surrounding area
- A shelter-in-place order is issued by local emergency management, fire, or law enforcement authorities
- The Program Director or designee determines that immediate environmental hazards (e.g., high winds, debris, severe storms) make evacuation unsafe

Upon activation:

- The Program Director will immediately notify all Field Trip Leaders via text, group messaging, or phone to initiate shelter procedures
- Field Trip Leaders will cease all activities and move campers to designated shelter areas without delay
- 9-1-1 will be contacted if there is immediate life-safety risk or structural danger

The Program Director shall contact the local Office of Emergency Management when shelter-in-place operations exceed one hour, involve a community-wide emergency, require ongoing emergency coordination, or significantly disrupt camp operations.

Shelter-In-Place Location

Designated shelter-in-place locations are identified based on current location of campers and are selected based on structural safety and protection from windborne debris.

Typical shelter destinations include:

- Public Libraries
- Museums
- Cultural Centers
- Recreation Centers

Typical shelter areas include:

- Interior rooms on the lowest possible floor
- Hallways without windows
- Bathrooms or enclosed interior spaces
- Structural areas away from glass, exterior doors, and skylights

Shelter areas are clearly communicated to Field Trip Leaders and are reviewed during training and site orientation.

Process for Moving Campers to Shelter Location

When shelter-in-place is initiated:

- Field Trip Leaders immediately direct campers to designated shelter areas using the safest and fastest available route
- Field Trip Leaders maintain direct supervision of assigned camper groups at all times
- Field Trip Leaders ensure campers move in an orderly, calm manner without running or retrieving personal belongings
- Any outdoor groups are brought indoors immediately upon warning notification
- Field Trip Leaders bring attendance rosters and emergency supplies when feasible
- Doors to shelter areas are closed and secured once all groups have entered

Roles in Shelter-In-Place Areas

- Program Director
    - Confirms shelter-in-place activation and communicates with emergency authorities as needed
    - Oversees overall safety status and authorizes all-clear release
    - Support communication efforts with families
    - Coordinates parent/guardian communication after accountability is confirmed
- Field Trip Leaders
    - Ensure all campers reach designated shelter areas
    - Conduct immediate and repeated headcounts
    - Maintain organization and calm within shelter areas
    - Maintain supervision of assigned campers at all times
    - Keep campers seated or positioned away from doors and windows
    - Provide reassurance and behavioral support as needed
    - Record incident timeline and actions taken when able
    - Assist with attendance tracking and documentation

Camper Accountability in Shelter

- Field Trip Leaders conduct a full headcount immediately upon entering shelter
- Attendance rosters shall be used for roll call verification and accountability results shall be reported to the Program Director by phone, text message, or direct verbal communication.
- Attendance rosters are used to verify all campers are present
- Headcounts are repeated periodically while sheltering continues
- Any missing camper is immediately reported to the Program Director, who will coordinate with emergency services if required
- Campers remain in shelter until an official “all clear” is given by:
    - National Weather Service updates, or
    - Local emergency authorities, or Program Director based on verified safety conditions

Notification of Parent/Legal Guardian Process

The Program Director shall be primarily responsible for parent and guardian notification. The Executive Director may assist when multiple notifications are required.

Parents or guardians may be contacted by:

- Telephone call (primary method)
- Text message
- Email

Parents shall be notified generally within 30 minutes after the emergency has been stabilized when:

- Emergency medical services are contacted
- A camper experiences a serious injury or illness
- A camper is missing or unaccounted for
- An evacuation occurs
- A significant transportation emergency occurs
- A communicable disease incident requires notification
- Camp operations are disrupted due to an emergency

When circumstances permit, notification will begin within 30 minutes of the emergency being stabilized.

Emergency Plans to Staff

ATX KIDS CLUB ensures all Field Trip Leaders receive, review, and acknowledge the Emergency Operations Plan prior to beginning work with campers.

- Emergency procedures are reviewed during initial training and reinforced periodically throughout the program season.
- Field Trip Leaders participate in drills to ensure familiarity with procedures.
- Updates to the Emergency Operations Plan are communicated promptly and require acknowledgement of any revisions.

Distribution of Emergency Plan to Field Trip Leaders

All Field Trip Leaders are provided a copy of the Emergency Operations Plan prior to or on their first day of service.

- The plan is available in the following formats:
    - Digital copy via secure email or onboarding portal
    - On-site binder accessible at office location

Field Trip Leaders Review and Acknowledgment Process

- Field Trip Leaders are required to review the Emergency Operations Plan during onboarding.
- Each individual must sign an acknowledgment form confirming:
    - Receipt of the Emergency Operations Plan
    - Understanding of their responsibilities during emergencies
    - Agreement to follow all emergency procedures as outlined
- Signed acknowledgments are maintained in personnel files for documentation and compliance purposes.

Training and Reinforcement

- Emergency procedures are reviewed during initial training and reinforced periodically throughout the program season.
- Field Trip Leaders participate in drills (e.g., evacuation, shelter-in-place) to ensure familiarity with procedures.
- Updates to the Emergency Operations Plan are communicated promptly and require acknowledgement of any revisions.

Parent Emergency Plan Provision

ATX KIDS CLUB ensures that parents and legal guardians are provided a full copy of the emergency procedures prior to their child's participation in camp programming. Emergency information is provided in a clear, accessible manner to support transparency and preparedness.

Emergency Plan to Parents and Guardians

- A copy of the camp's Emergency Operations Plan is provided to all parents or legal guardians:
  - At the time of registration
- Emergency information is made available through one or more of the following methods:
  - Registration website
  - Email communication prior to the start of camp sessions

Prospective Campers

- Families of prospective campers can view the Emergency Operations Plan on our website.

Updates and Ongoing Communication

- Any material updates to emergency procedures are communicated to families in a timely manner via email or official camp communication channels.

- Families are encouraged to maintain current contact information to ensure reliable emergency notifications.

Monitoring Safety Alerts

Responsibility for Monitoring Safety Alerts

- The Program Director is primarily responsible for monitoring safety alerts during program operations.
- In the Program Director's absence, the Executive Director assumes responsibility for monitoring alerts.
- Field Trip Leaders may support monitoring as assigned, particularly during high-risk weather periods or off-site activities.

Sources Used for Safety Alert Monitoring

The camp monitors alerts from credible, official sources, including but not limited to:

- National Weather Service (NWS)
- Local county and city emergency management notifications
- Local law enforcement and fire department alerts
- Emergency Alert System (EAS) broadcasts
- Wireless Emergency Alerts (WEA) received on mobile devices
- Facility or venue-specific emergency notifications (when applicable)

Monitoring Process During Camp Operations

- Safety alerts are actively monitored throughout all program hours.
- Increased monitoring occurs during elevated risk periods (e.g., severe weather forecasts, wildfire risk days, or flood watches/warnings).

Communication and Relay of Information

When a safety alert is received:

- The Program Director immediately evaluates the alert level and potential impact on camp operations.
- Relevant information is relayed without delay to Field Trip Leaders.
- Communication methods may include:
    - Direct verbal instruction (primary method for urgent alerts)
    - Phone or text messaging systems

Operational Response to Alerts

- The Program Director determines appropriate action based on the severity and type of alert, including:
    - Continuing normal operations with heightened awareness
    - Moving activities to safer areas
    - Initiating shelter-in-place procedures
    - Initiating evacuation procedures

- Field Trip Leaders are required to follow all instructions immediately and maintain supervision of campers at all times during alert-driven changes.

Camper Safety Training Plan

ATX KIDS CLUB provides structured, developmentally appropriate, safety training to all campers at the beginning of each camp session and reinforces key concepts throughout programming. The training is designed to ensure campers understand basic safety expectations, recognize hazards, and respond appropriately during emergency situations.

Safety Training Curriculum for Campers

All campers receive instruction covering the following core safety topics:

Camp Boundaries and Hazards

- Defined physical boundaries of camp locations and activity areas
- Identification of off-limits areas and restricted zones
- Awareness of environmental and situational hazards (e.g., roads, water features, heat exposure, construction areas, and natural terrain)
- Importance of staying within designated supervision areas at all times

Behavioral Expectations in Emergency Events

- Following Field Trip Leaders instructions immediately and without argument or delay
- Remaining calm and moving in an orderly manner (no running or pushing)
- Staying with assigned Field Trip Leaders group
- Avoiding separation from the group during emergencies
- Listening for directions and remaining quiet when instructed to do so

Emergency Actions and Procedures

Campers are instructed in age-appropriate terms on how to respond to common emergency situations, including:

- Evacuation: lining up quickly, staying with Field Trip Leaders, moving to safe locations
- Shelter-in-Place: moving indoors quickly, staying away from windows, sitting quietly in designated areas
- Severe Weather (tornado/flash flood): immediate response to Field Trip Leaders direction and movement to safety zones
- General understanding that emergencies require fast action and Field Trip Leaders guidance

Campers are not given procedural complexity beyond their developmental ability; emphasis is placed on simple, repeatable instructions such as “stop, listen, go with your group, stay together.”

Developmentally Appropriate Instruction

ATX KIDS CLUB ensures all safety training is tailored to the age, developmental stage, reading level, and comprehension ability of campers by:

- Using simple, direct language appropriate for elementary and middle school age groups
- Providing verbal instruction supported by demonstrations and guided practice
- Adjusting explanations based on age group (younger campers receive simplified instructions; older campers receive expanded context and responsibility expectations)
- Reinforcing key concepts through repetition throughout the camp session

Field Trip Leaders are trained to assess camper understanding and provide clarification or additional support as needed.

Staff Responsible for Providing Training

- Program Director
    - Oversees development and approval of camper safety training content
    - Ensures consistency of training across all camp sites and sessions
- Field Trip Leaders
    - Deliver primary safety orientation to campers at the start of each session
    - Reinforce expectations during daily programming as needed
    - Reinforce safety expectations continuously during activities
    - Model appropriate emergency behaviors
    - Support campers during drills and real-time emergency responses

Training Updates and Continuous Improvement

- Camper safety training content is reviewed and updated:
    - Prior to each camp season
    - After any emergency drill or real incident
    - When procedures, locations, or hazard risks change
- Field Trip Leaders communicate updates to campers using age-appropriate explanations and demonstrations
- Updated expectations are reinforced consistently to ensure understanding and retention

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Annual Staff Training and Maintenance of Training Records

ATX KIDS CLUB ensures all Field Trip Leaders receive comprehensive annual training on the Emergency Operations Plan (EOP) to maintain readiness, consistency, and compliance with applicable camp safety requirements.

Process for Delivering Annual Safety Training

Annual emergency preparedness training is provided to all Field Trip Leaders prior to or at the beginning of each camp season and includes:

- Review of the full Emergency Operations Plan, including:
    - Evacuation procedures
    - Shelter-in-place procedures
    - Natural disaster response protocols
    - Communication and notification procedures
    - Camper accountability and reunification processes
- Role-specific responsibilities during emergencies
- Review of site-specific evacuation routes and shelter locations
- Discussion of real-world scenarios relevant to camp operations (e.g., severe weather, flooding, heat emergencies)

Refresher training may also be conducted during the camp season when procedures are updated or when operational needs require additional instruction.

Process for Documenting Completion of Training

- All Field Trip Leaders are required to acknowledge completion of emergency preparedness training.

Process for Maintaining Training Records

- Training records are maintained in secure personnel files (digital or physical).
- Records are retained for each staff member and include:
    - Initial onboarding training documentation
    - Annual refresher training documentation
    - Updated training acknowledgments following any plan revisions
- Records are maintained in accordance with internal recordkeeping procedures and are made available for inspection upon request by authorized regulatory authorities.

Responsible for Training

- Program Director / Executive Director
    - Oversees development and approval of all emergency training materials
    - Ensures annual training is scheduled, delivered, and documented appropriately
    - Conducts or facilitates Field Trip Leaders training sessions
    - Ensures training consistency across all Field Trip Leaders
    - Reinforce training content during daily operations
    - Support onboarding training for new Field Trip Leaders during the camp season