

CRISIS MANAGEMENT MANUAL

AED LOCATIONS:

- 1) Dining Hall behind serving line
- 2) Tally Retreat Center by windows across from women's restroom
- 3) Auditorium Foyer

ISSUES TO BE ADDRESSED: 1. COMMAND CENTER FOR CRISIS SITUATIONS 2. EVACUATION PLANS FOR WEATHER **3. FIRE EMERGENCY PLANS 4. ACTIVE SHOOTER** 5. LOST CHILD 6. REPORTING TO YOUTH CAMP **OPERATOR(S)**

The Command Center will be located in the main Office Conference Room. If the Main Office is unavailable, the TRC front desk area will be the Command Center. If both rooms are unavailable, another room will be designated and text messages sent out to notify the new location.

If the need to evacuate the students by buses or other vehicles, the Command Center will move to the designated bus loading location. This will allow personnel to count and identify each person being evacuated.

COMMAND CENTER

Emergency Texts

Camp Copass offers an emergency communication text group through the **GroupMe** app. Please download this on your phone by using the QR code below. This is to help campers and counselors get critical and up to the minute urgent information about the weather or any threats to security and safety. Participation is optional but recommended during your stay on camp grounds.



TEXT ALERTS

When severe weather is approaching:

*Text alert group leaders when severe weather is approaching.

- 1) Bring all campers indoors
- 2) Have campers placed in safe zones (restroom areas)
- 3) Stay in place until an all clear message is received
- 4) Make sure no one runs from building to building.

SEVERE WEATHER PROCEDURES

IN CASE OF FIRE:

IMMEDIATELY EVACUATE BUILDING AND COUNT HEADS. IF SOMEONE IS MISSING, HAVE ANOTHER COUNSELOR STAY WITH GROUP WHILE YOU SEEK ASSISTANCE.

CALL 911

CONTACT CAMP STAFF COUNSELORS: KEEP CAMPERS AWAY FROM FIRE AND STAY WITH THEM. **DO NOT ATTEMPT TO FIGHT THE FIRE.**

FIRE EMERGENCY

IN CASE OF AN ACTIVE SHOOTER OR DANGEROUS INDIVIDUAL/SITUATION:

- 1) LEADERS ARE TO SECURE CAMPERS IN SAFE ZONE AND LOCK DOORS.
- 2) CALL 911
- 3) CALL CAMP MANAGER @ 214.212.4712
- 4) AN EMERGENCY ALERT WILL BE SENT TO EVERY CAMP LEADER.
- 5) MOVE CAMPERS AWAY FROM WINDOWS AND DOORS.
- 6) COVER WINDOWS IF POSSIBLE.
- 7) DO A HEAD COUNT OF CAMPERS. IF SOMEONE IS MISSING, TEXT THAT INFORMATION TO CAMP MANAGER. DO NOT LEAVE CAMPERS TO LOOK FOR MISSING PERSON.
- 8) **KEEP EVERYONE QUIET!**
- 9) IF THIS OCCURS WHILE CAMPERS ARE IN DINING HALL, CAMP STAFF WILL LOCK DOORS AND ALL CAMPERS MOVED TO KITCHEN AREA.
- 10) TEXT ALERTS WILL BE ISSUED WHEN IT'S "ALL CLEAR"

ACTIVE SHOOTER

IN CASE OF MISSING CAMPER:

- 1) NOTIFY CAMP PERSONNEL IMMEDIATELY. CAMP PERSONNEL WILL SWEEP THE CAMP AND THE FRONT GATE WILL BE CLOSED.
- 2) DO NOT WAIT MORE THAN 1 HOUR BEFORE CALLING 911.
- 3) DO NOT SEND CAMPERS OUT TO SEARCH. THE CAMP COPASS STAFF/PERSONNEL WILL DO THE SEARCH.
- 4) STAY WITH YOUR CAMPERS.

MISSING CAMPER

INFORMATION FOR GROUP LEADERS:

- 1) OUR MAIN COMMUNICATION WITH YOU IN CASE OF EMERGENCY IS THROUGH TEXT MESSAGE – SO KEEP YOUR PHONE WITH YOU.
- 2) MAKE SURE YOU CAN CONTACT EACH OF YOUR COUNSELORS IN CASE OF EMERGENCY – VIA TEXT GROUP MESSAGE IS BEST WAY.
- 3) WHEN EMERGENCY INFORMATION IS SENT TO YOU, YOU ARE RESPONSIBLE FOR RELAYING THAT TO YOUR COUNSELORS.
- 4) KEEP A ROSTER OF YOUR CAMPER'S NAMES AND EMERGENCY CONTACT INFORMATION WITH YOU AT ALL TIMES.

IF ABUSE IS REPORTED OR SUSPECTED:

Any reported or suspected abuse of any kind (whether it is a camper or an employee) is to be immediately reported to the Camp Copass Executive Director and/or the President of the Board of Directors for Camp Copass. The Executive Director or Board President will follow the Texas Department of Youth Camp Licensing Rules and Regulations in reporting and filing the accusations to the proper authorities.

Reporting to Youth Camp Operator (s)