



EARTH NATIVE
WILDERNESS SCHOOL

EARTH NATIVE WILDERNESS SCHOOL
License # 250557
Overnight Summer Camp
Emergency Preparedness & Response Plan

Primary campus entrance for Overnight camp operations -
137 Woodview Ln, Bastrop, TX 78612 (30.09262° N, 97.41611° W)

Alternate campus entrance and Overnight camp evacuation entrance -
921 Shiloh Rd. Bastrop, TX 78602 (30.09565° N, 97.41928° W)

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Safety Philosophy

At Earth Native Wilderness School, safety is the foundation of every camp experience. We believe deeply in the value of outdoor education, hands-on learning, and time spent in nature, and we also recognize that meaningful adventures must always be paired with thoughtful preparation. Our goal is simple and unwavering: every camper and every staff member goes home safe, healthy, and happy at the end of each camp week.

We maintain the mindset that **no camp activity or experience is ever worth risking serious injury or endangering someone's wellbeing**. This belief guides every decision we make in planning, training, staffing, supervision, and emergency preparedness. While outdoor programs will naturally include scrapes, bumps, and a few well-earned stories, we aim for **scrapes, not breaks; bandaids, not bandages; bumps and bruises, not MRIs**. These small moments of learning and resilience are expected in the outdoors, but preventing serious injuries and emergencies is always our top priority.

Our staff are trained to approach safety proactively, not reactively. We focus on prevention, situational awareness, careful supervision, clear communication, and detailed emergency planning. When situations arise that require decisive action, our teams strive to respond calmly, confidently, and consistently with established procedures shaped by years of organizational outdoor leadership experience. This Emergency Preparedness & Response Plan reflects our commitment to creating a safe environment, one where campers can explore, build skills, and enjoy the natural world while being supported by well-prepared, knowledgeable staff. It is a document for everyone: a guide for staff, reassurance for families, and a demonstration of the seriousness with which we approach our responsibilities.

While we do not anticipate an emergency arising at camp, it is imperative that we are prepared for any number of scenarios including severe weather, flooding, unauthorized person(s) on campus, and other potential risk to campers and staff. This emergency preparedness response plan serves not only as a reference document in an emergency but also as a valuable tool for training and preparing staff members for emergency response scenarios.

Per state law, this emergency response plan is shared with local first responders to ensure that they are aware of our camps, as well as our policies and procedures, so that they are best positioned to respond to any potential emergencies.



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1. Purpose & Scope

This Emergency Preparedness & Response Plan establishes the procedures and protocols used to prevent, prepare for, and respond to emergency situations during Earth Native Wilderness School's Overnight Camps located at 137 Woodview Ln, Bastrop, TX 78612.

This plan is designed to protect the health and safety of all campers, staff, and visitors and to ensure a coordinated, effective response to a wide range of potential emergencies, including severe weather, medical incidents, fire, and other hazards.

This plan fulfills the requirements of Texas Administrative Code §265.31 and applies to:

- All campers participating in overnight camp programs
- All camp staff, including leadership, instructors, and support personnel
- All Earth Native Wilderness School overnight summer camp operations conducted at this location

All staff are required to be familiar with and follow the procedures outlined in this plan.

2. Plan Access, Storage, and Updates

Earth Native maintains this Emergency Preparedness & Response Plan in both physical and digital formats to ensure it is accessible during any emergency.

- **Primary Binder:** The Camp Director maintains the primary binder in the Overnight Camp Director Office at the Woodview campus. Staff can access this binder at all times.
- **Digital Backup:** Earth Native stores a digital copy in Google Drive, accessible to camp leadership and administrative staff.

All staff must know where the plan is located and be able to access it quickly during an emergency.

Weekly Updates

Before the start of each camp week, the Camp Director updates the Emergency Response Plan Binder to ensure all information is current and accurate. Updates include:

- Current camper rosters with total camper counts clearly identified
- Camper rosters organized into instructor-assigned accountability groups
- Current staff rosters

These updates support accurate and immediate accountability during an emergency.



2.1 Distribution Plan to Parents and Guardians

Earth Native provides the most current version of this Emergency Preparedness & Response Plan to the parent or legal guardian of:

- Each camper participating in a current overnight camp session
- Each camper registered for a future overnight camp session

Earth Native distributes the plan electronically through email or the registration portal. Upon request, staff will provide a printed copy.

2.2 Floodplain Notice and Acknowledgment

When any portion of the camp lies within a floodplain, Earth Native notifies the parent or legal guardian of each camper described in Section 2.1.

Parents or guardians must sign and submit a Floodplain Notice Acknowledgment (**Appendix B**) confirming receipt of this information.

Earth Native maintains signed acknowledgments:

- In the Emergency Response Plan Binder (hard copy), and
- In digital camp administrative records

Floodplain Notice Process

Earth Native provides floodplain notice in pre-camp communications. The Operations Manager distributes, collects, and maintains all signed acknowledgment forms.

Floodway Depiction (FEMA NFHL)

Appendix C includes FEMA National Flood Hazard Layer (NFHL) mapping for the camp area. This mapping identifies floodplain hazard areas in the vicinity of the camp.

The FEMA mapping in **Appendix C** does not show a regulatory floodway boundary within the camp area displayed. If FEMA identifies a regulatory floodway in the future, Earth Native will update **Appendix C** and this plan.

2.3 Emergency Evacuation Plan Submission to Emergency Management

Earth Native provides a copy of the camp's emergency evacuation plan to:

- The Bastrop County Emergency Management Director or Coordinator, and
- The Emergency Management Director or Coordinator for the municipality, if applicable



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After the State approves the emergency plan, Earth Native submits the approved plan to these emergency management contacts no later than the 10th business day following approval.

If the State approves a revised plan, Earth Native submits the updated plan within 10 business days of approval.

3. Emergency Leadership Structure

Earth Native uses a clear leadership structure during emergencies so that every situation is managed quickly, calmly, and in an organized way. Each role has defined responsibilities to ensure that campers are supervised, accounted for, and kept safe at all times.

3.1 Emergency Preparedness Coordinator (EPC)

Primary School EPC: Earth Native Operations Manager, Jason Ballard
Phone: 512-200-2035
Email: Jasonb@earthnativeschool.com

Alternate School EPC: Earth Native Executive Director, Dave Scott
Phone: 512-298-2733
Email: Dave@earthnativeschool.com

Emergency Preparedness Coordinator (EPC)

Oversees the camp's overall emergency planning and ensures that staff are trained and prepared to respond effectively.

Responsibilities include:

- Overseeing emergency planning and annual staff training
- Ensuring compliance with all state emergency preparedness requirements
- Updating this plan and maintaining current versions in required locations
- Serving as the primary point of contact with local emergency management agencies
- Coordinating communication with emergency management when needed
- Maintaining required documentation, including training records, certifications, and plan submissions

The EPC supports the Camp Director during major incidents and may assume coordination responsibilities when an incident extends beyond the camp.

3.2 Camp Director

Camp Director (2026): Emma Kennedy



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Phone: 512-299-8870

Email: Emmak@earthnativeschool.com

The Camp Director is the on-site leader and is responsible for managing all emergency situations as they occur.

Responsibilities include:

- Directing staff actions during an emergency
- Making decisions about evacuation or shelter-in-place
- Ensuring all campers are supervised and accounted for at all times
- Coordinating communication with emergency responders
- Communicating with families until responsibility is transferred to the EPC, if needed

Campers and staff can expect the Camp Director to take clear control of the situation and guide all response actions.

3.3 Lead Instructor

The Lead Instructor is a designated emergency coordination role assigned prior to the beginning of the overnight camp session. The Lead Instructor is not a supervisory or managerial position. The purpose of the role is to streamline emergency response coordination among available staff, support continuity of operations during emergency situations, and help ensure that emergency procedures are implemented quickly, calmly, and consistently.

Responsibilities include:

- Assisting with coordination of staff actions during emergency situations
- Supporting camper accountability procedures and movement coordination during evacuations or shelter-in-place events
- Helping organize field communication and accountability efforts during incidents
- Supporting emergency response operations until responsibility is transferred to the EPC, Camp Director, Executive Director, or another designated organizational representative

The Lead Instructor assignment shall be determined before the start of each overnight camp season and communicated to all camp staff as part of annual emergency preparedness training.



3.4 Responsibilities of All Staff

Every staff member plays a critical role in keeping campers safe. Staff are trained to respond quickly, remain calm, and follow established procedures.

All staff are required to:

- Know emergency procedures and key campus locations
- Carry a charged and operational radio at all times
- Carry a first aid kit when more than five minutes from main camp facilities
- Keep a charged cell phone with emergency alerts enabled
- Maintain supervision of assigned campers and follow accountability procedures
- Follow directions from the Camp Director during any emergency

4. Campus Emergency Locations

Earth Native designates specific locations across campus to support emergency response, including gathering, accountability, shelter, and evacuation.

All emergency locations, evacuation routes, and rally points are identified on the **Campus Map in Appendix A**. Staff use this map for planning and response, and campers are introduced to these locations at the start of camp so they understand where to go during an emergency.

4.1 Primary Emergency Rally Point – Caracara Pavilion

The Caracara Pavilion serves as the primary emergency gathering location for all campers and staff and is identified as **Rally Point 1 on the Campus Map (Appendix A)**.

Staff direct campers to this location during any situation that requires immediate consolidation, accountability, or preparation for evacuation.

This location serves as the central assembly point for camp operations, including Day 1 safety orientation and other activities that bring all campers together. Because campers become familiar with this location early in the week, it provides a reliable and recognizable gathering point during emergencies.

The Caracara Pavilion was selected because it is:

- Familiar to campers
- Centrally located within the main camp area
- Easily accessible from all activity areas

During emergency situations, campers can expect to be brought to this location first so staff can quickly account for everyone and determine next steps.



4.2 Secondary Emergency Rally Point and Reunification Location – Shiloh Campus

The Shiloh Campus serves as the secondary rally point and designated reunification location and is identified as **Rally Point 2 and Reunification Site on the Campus Map (Appendix A)**.

This location includes:

- Juniper Pavilion
- Blue Barn
- Shiloh Campus Staff Office

The Shiloh Campus is used when conditions require movement off the campground property or when evacuation from campground property is necessary.

This location was selected because it:

- Is located outside of flood hazard areas and outside of the floodplain
- Provides safer staging during extended emergencies
- Allows direct and easier access to vehicles and emergency responders via Shiloh Road
- Serves as the designated location for parent/guardian reunification when required

Campers may be relocated to this area after initial accountability at Caracara Pavilion, depending on the nature of the emergency.

4.3 Designated Shelter Structures

Earth Native uses specific structures for shelter during severe weather or when shelter-in-place is required. These locations are also identified on the Campus Map in **Appendix A**.

Primary shelter locations include:

- **Cliff Swallow Building**
Primary tornado shelter and designated space for sick or injured campers
- **Blue Barn (Shiloh North Campus)**
Secondary shelter location during relocation
- **Shiloh Staff Office (Shiloh North Campus)**
Additional enclosed shelter location

Staff will move campers to the nearest appropriate shelter based on conditions and maintain full supervision and accountability until it is safe to resume normal activities.



4.4 Sleeping Arrangements and Cabin Clarification

Earth Native Wilderness School intentionally utilizes primitive camping concepts as part of its program philosophy. The overnight camp experience is designed to immerse campers in a nature-based environment, where sleeping outdoors is a core component of the educational model.

All overnight campers sleep in personal tents. Designated camping areas are selected and adjusted based on program needs, environmental conditions, and learning objectives to support the desired educational outcomes of each camp session.

Camp staff determine sleeping locations with safety as a primary consideration. All designated camping areas are incorporated into emergency planning, including evacuation routes, shelter access, and accountability procedures.

Earth Native does not use cabins or other permanent structures for camper sleeping or lodging at any time during overnight camp operations.

For purposes of state emergency planning review, all references to camper sleeping areas in this plan refer to approved personal tent camping areas, not cabins.

5. Medical & Safety Equipment

Earth Native maintains medical and safety equipment across campus to support rapid and effective response during emergencies. Staff are trained on the location, use, and limitations of this equipment during pre-camp training and are expected to access it quickly when needed.

Equipment Readiness, Care, and Inspection

All medical and safety equipment is maintained in a state of readiness for immediate use. The Camp Director is responsible for ensuring that required equipment is present, functional, and accessible at all times, with support from the Operations Manager.

Earth Native conducts routine inspection and maintenance of equipment as follows:

- Equipment is inspected prior to the start of each camp session
- Critical equipment (AEDs, radios, first aid kits, and warning systems) is visually checked on a regular basis during camp operations
- Supplies (such as first aid materials) are restocked as needed to ensure availability
- Any damaged, missing, or non-functioning equipment is repaired or replaced as soon as practicable

Staff are expected to report any equipment concerns immediately to the Camp Director.



Documentation

Inspection and maintenance activities are documented and maintained with the Emergency Response Plan Binder and/or digital administrative records. Documentation may include inspection checklists, maintenance logs, and confirmation that equipment is operational.

Intent

The intent of this process is to ensure that all emergency equipment is:

- Immediately accessible
- Functional at the time of need
- Known to staff
- Reliable under emergency conditions

5.1 AED Locations

Automated External Defibrillators (AEDs) are located at:

- Osage Building (Woodview Campus - 137 Woodview Ln. Bastrop, TX 78602)
- Main Earth Native Administrative Office (Shiloh Campus - 921 Shiloh Rd. Bastrop, TX 78602)

Staff are trained to retrieve and use an AED immediately in the event of suspected cardiac emergency.

5.2 Fire Extinguisher Locations

Earth Native maintains both water-filled and chemical fire extinguishers across campus.

Large Water-Filled Fire Extinguishers:

- Pecan Bottom Fire Pit
- Caracara Pavilion
- Mesquite Pavilion

Chemical Fire Extinguishers:

- Osage Building
- Shiloh Staff Office (Shiloh Campus)

Staff shall use fire extinguishers only when it is safe to do so. Life safety and evacuation shall always take priority over property protection.

During a wildfire evacuation, staff will take fire extinguishers when feasible and safe, particularly when they may support safe movement or help control small spot fires.



5.3 First Aid Supplies

Staff carry first aid supplies to support immediate response to injuries.

- All staff carry small first aid kits during activities more than five minutes from camp facilities
- Larger first aid kits are stored at:
 - Cliff Swallow Building
 - Shiloh Administrative Office (Shiloh Campus)

Staff provide initial care and coordinate with emergency medical services when higher-level care is required.

5.4 Weather Monitoring Equipment

Earth Native maintains an operable weather alert radio that provides real-time alerts issued by the National Weather Service (NWS) or a comparable professional service. The weather alert radio is stored in the Overnight Camp Director Office with the Emergency Response Plan Binder.

The Camp Director ensures the weather alert radio is operational and that staff know its location at all times. Urgent alerts are communicated immediately to staff by radio and direct notification.

Staff actively monitor weather conditions throughout the day and night. If conditions are forecast to become dangerous, staff act early to move campers to safe locations before hazards become dangerous.

5.5 Emergency Warning System and Public Address Capability

Earth Native maintains an emergency warning system capable of alerting all campers and staff during an emergency.

Alert Methods:

- Audible warning siren
- Staff radio communication
- Direct, in-person notification for any individual who does not respond to audible or radio alerts

Staff ensure that all campers, including those who may not hear audible alerts, receive clear notification and direction through in-person direct contact with the camper.



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Public Address Capability:

- A battery powered handheld megaphone (Brand MGROLX) serves as the public address system.
- The megaphone and backup batteries are stored at the Camp Director office adjacent to the Caracara Pavilion

The megaphone is separate from the warning siren and is used to give clear, verbal instructions across camp areas.

Responsibilities:

- **Maintenance and testing:** Camp Director (Backup: Operations Manager)
- **Operation during an incident:** Camp Director (Backup: Senior Instructor on site)

Campers will hear a warning siren and then receive direct instructions from staff during an emergency. Staff will provide clear, repeated directions and guide campers step-by-step to the appropriate location for evacuation.

5.5.1 Emergency Warning Signals and Meanings

Purpose

To provide clear, simple, and consistent audible signals that alert campers and staff to take immediate action during an emergency.

All campers and staff are trained on these signals at the start of each camp session.

Primary Alert Methods

Emergency alerts are communicated using:

- Audible siren
- Staff radio communication
- Verbal instructions (in-person and/or megaphone)

Staff will always reinforce siren signals with **clear verbal direction**.

Siren Signals and Required Actions

1. Continuous Blast (No Breaks)

Meaning: SHELTER-IN-PLACE / TAKE COVER / IMMEDIATE DANGER

Action:

- Stop all activities immediately
- Go with nearest staff member to the closest safe shelter location
- Follow staff instructions
- Remain in place until further direction is given



2. Pulsing Blast (On/Off Repeating)

Meaning: ASSEMBLE / RALLY

Action:

- Stop all activities immediately
- Gather with nearest staff member
- Move quickly and calmly to the designated rally point (Caracara Pavilion or as directed)
- Staff initiate accountability procedures

3. Verbal “ALL CLEAR” (No Siren Required)

Meaning: END OF EMERGENCY

Action:

- Remain with group
- Follow staff instructions for next steps
- Do not leave the area until directed

Important Notes

- If a camper hears a siren and no staff member is immediately present, they must **go directly to the nearest instructor or the Caracara Pavilion** for guidance.
- Siren signals are **always followed by staff direction** via voice or radio.
- When in doubt, campers should **stop, stay together, and look to staff for instruction.**

Training Requirement

- All campers are instructed on siren meanings during Day 1 orientation
- Staff review and practice emergency signals during pre-camp training

5.6 Monitoring Requirements and Certification

Camp leadership monitors weather, creek conditions, and emergency alerts using reliable and redundant sources. Emergency sources for the Central Texas region are provided in **Appendix D**.

Camp leadership monitors safety alerts from:

- The National Weather Service (NWS) or a reliable weather service
- Local river authorities, if applicable
- Other local emergency notification systems

Monitoring Process

- **During Normal Operations**
The Camp Director or a designated staff member monitors weather conditions



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and safety alerts throughout the day. Relevant information is communicated to staff promptly using radio, text, or direct communication to support early awareness and response.

- **Overnight Monitoring During Elevated Risk Conditions**

During periods of imminent or elevated threat, camp leadership assigns a specific staff member to remain awake and actively monitor weather conditions and safety alerts throughout overnight hours.

This staff member will:

- Maintain continuous access to the weather alert radio and other monitoring systems
- Immediately notify the Camp Director and all staff of any urgent or changing conditions requiring action

Earth Native ensures that during any period of elevated risk, conditions are continuously monitored and campers remain under active supervision and protection.

5.7 Internet Service and Monitoring

Earth Native Wilderness School maintains internet connectivity to support communication, monitoring, and emergency response functions.

- **End-to-end fiber optic service** was not installed for the 2026 camp season because available providers indicated they could not complete the necessary infrastructure buildout in time to meet the state's application requirements.
- The **secondary internet provider that provides broadband service** is Starlink satellite internet service, which is active at both:
 - 137 Woodview Ln, Bastrop, TX (Unit 001)
 - 921 Shiloh Rd, Bastrop, TX (Unit 002)

Operational Use

Internet services are used to:

- Support communication with emergency responders and families
- Monitor weather alerts and emergency notifications
- Maintain access to digital records and emergency systems

Monitoring Responsibility

- The Camp Director is responsible for monitoring internet functionality during camp operations
- Backup responsibility is assigned to the Emergency Preparedness Coordinator (EPC)

Redundancy and Continuity



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- In the absence of end-to-end fiber optic service, the broadband provider serves as the primary operational internet connection
- If the satellite internet service is unavailable, staff will rely on:
 - Cellular communication
 - Radio communication
 - Direct coordination with emergency responders

Camp leadership maintains communication capability to monitor conditions, coordinate response, and communicate with emergency services and families when needed.

Note: Requirements related to fiber optic broadband service and secondary connection redundancy are addressed separately in Earth Native's correspondence to DSHS regarding installation timelines and feasibility.

6. Camper Accountability System

Earth Native maintains a structured camper accountability system to ensure that every camper is continuously accounted for during all activities and especially during any emergency, evacuation, or movement across campus.

This system is designed to provide **multiple layers of verification**, reduce the risk of miscounts, and ensure that no camper is unaccounted for at any point during an incident.

6.1 Two-Stage Verification System

Earth Native uses a structured, two-stage accountability process to verify that all campers are present during an emergency.

This system ensures that accountability is confirmed **at multiple points during movement**, not just once.

Stage 1: Primary Accountability at Caracara Pavilion

- Campers report to the nearest instructor or proceed directly to Caracara Pavilion if no staff member is immediately present
- Instructors gather their assigned groups and conduct a full headcount using rosters
- Instructors confirm that all assigned campers are present or immediately report any discrepancy
- The Camp Director collects and verifies total camper counts across all groups

Stage 2: Secondary Accountability at Relocation Site

If campers are relocated to a secondary rally point:

- Instructors conduct a second full headcount using rosters upon arrival



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- The Camp Director verifies total counts again across all groups
- Any discrepancies are immediately identified and addressed

Intent of Two-Stage Verification: This system ensures that accountability is confirmed both **before and after movement**, reducing the risk of miscounts or separation during an emergency.

6.2 Single-File Movement Protocol

During evacuations or any large-group movement, campers move in single file under instructor supervision. Instructors shall spread themselves out throughout the single file line to ensure that there is appropriate supervision and accountability. One instructor or Director should be placed at the front of the line, one Instructor should be placed at the back of the line, and two to three instructors should be spaced evenly in the middle of the line. If the movement is at night all instructors shall carry a light source.

This movement protocol allows staff to:

- Maintain visual control of all campers
- Conduct quick visual counts during movement
- Identify gaps or separation immediately

Instructors position themselves to maintain control of the group and ensure that all campers remain together throughout movement.

Campers are instructed to:

- Stay in line
- Follow closely and directly behind the person in front of them
- Remain with their assigned group at all times

6.3 Accountability Expectations During Emergencies

During any emergency:

- Campers must immediately go to the nearest instructor or designated rally point
- Instructors maintain direct supervision of their assigned group at all times
- No camper is left unattended or allowed to move independently unless directed by staff
- Accountability checks are repeated as needed until the situation is resolved

6.4 Responsibility and Oversight

During any emergency:

- **Instructors** are responsible for direct accountability campers attending activities within their assigned camp location.



- The **Camp Director** is responsible for verifying total camper counts and confirming full accountability across the camp

No transition, relocation, or change in activity occurs until accountability has been confirmed unless there is imminent danger that requires movement.

7. Emergency Procedures

Earth Native prepares staff to respond to a wide range of emergency situations through structured training, scenario-based rehearsals, and practical application prior to and during camp operations.

Before each camp season, all staff participate in required pre-camp training that includes a full review of this Emergency Preparedness & Response Plan, instruction on roles and responsibilities, and hands-on familiarization with emergency locations, equipment, and procedures.

As part of this training, staff complete tabletop rehearsal exercises in which realistic emergency scenarios are presented and worked through step-by-step. These exercises require staff to make decisions, communicate, and apply procedures in real time, reinforcing their ability to act effectively during an actual incident.

Staff also participate in on-site walkthroughs of evacuation routes, rally points, shelter locations, and equipment staging areas to ensure familiarity with the physical environment and movement expectations.

At the start of each camp session, campers receive a safety orientation that includes instruction on emergency signals, where to go, and how to respond. When appropriate, staff conduct simple, controlled drills to reinforce these expectations.

Command Principles

During any emergency, staff follow these core priorities in order:

- **Life Safety** – Protect campers and staff from immediate danger
- **Supervision and Accountability** – Maintain control of groups and confirm all campers are accounted for
- **Stabilization and Communication** – Assess the situation, communicate clearly, and coordinate next steps
- **Coordination with Emergency Services** – Engage 911 and local authorities when required

These principles guide all actions taken in the procedures below and ensure a consistent, controlled response across all scenarios.



Incident Command and Support Roles

The Camp Director serves as the Incident Commander for all emergency situations and maintains overall responsibility for decision-making, communication, and coordination. The Lead Instructor and Emergency Preparedness Coordinator (EPC) support the Camp Director by carrying out assigned operational, communication, and coordination tasks. These roles function under the direction of the Camp Director and do not replace the Camp Director's authority.

When the Camp Director is actively engaged in incident command and unable to perform specific tasks, the Camp Director may delegate responsibilities such as initiating notifications or coordinating with external agencies to the Lead Instructor or EPC.

If immediate life safety conditions exist and direction cannot be obtained, any Earth Native Employee may take appropriate action to protect campers and staff and support incident stabilization, consistent with established procedures.

Use of Procedures

The procedures outlined in this section are designed to be clear, direct, and executable under stress. Staff are expected to follow these procedures, maintain supervision of campers at all times, and prioritize life safety and accountability in every situation.

These procedures are intended to:

- Provide immediate, clear direction during high-stress situations
- Ensure consistent actions across all staff members
- Support rapid decision-making by reducing uncertainty
- Reinforce the command principles of life safety, accountability, and communication

While each scenario is presented individually, staff should recognize that real incidents may involve overlapping conditions (for example, severe weather combined with evacuation or injury). In these cases, staff follow the established command principles and apply the most appropriate procedures based on the situation.

Scenario Index

The following emergency scenarios are addressed in this section:

- **7.1** Lost Camper
- **7.2** Fire on Premises (Structure Fire and Wildfire)



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- **7.3** Severe Injury, Illness, Accident, or Apparent Death
- **7.4** Waterfront Emergency Response
- **7.5** Unauthorized or Unknown Individual on Campus
- **7.6** Transportation Emergency / Evacuation
- **7.7** Epidemic or Widespread Illness
- **7.8** Natural Disasters & Weather Emergencies
 - 7.8.1 Lightning
 - 7.8.2 Flash Flood Warning
 - 7.8.3 Tornado Watch/Warning
 - 7.8.4 Shelter-in-Place Orders

Integration with Other Sections

These procedures are supported by the Camper Accountability System (**Section 6**), Emergency Locations (**Section 4**), and Evacuation Procedures (**Section 9**), and are to be used in coordination with those sections at all times.

7.1 Lost Camper

Trigger Event

This procedure is activated when:

- A camper is unaccounted for during an activity, transition, or scheduled check-in
- A camper fails to report to their assigned group or location
- A discrepancy is identified during any roster-based accountability check

Important: A missing camper is treated as an emergency until resolved. Immediate action is required.

Command Priorities

- Life Safety – Assume potential risk and act immediately
- Supervision and Containment – Secure all other campers
- Rapid Location of Camper – Begin focused, systematic search
- Escalation and Communication – Engage external support if needed

Roles and Responsibilities

Instructors

- Immediately consolidate and supervise camper groups
- Maintain calm, controlled group behavior
- Keep campers in a secure location and prevent wandering
- Do not leave groups unless directed



EARTH NATIVE WILDERNESS SCHOOL

Lead Instructor

- Assists the Camp Director with incident command and coordination
- Carries out assigned command functions as directed by the Camp Director
- Initiates emergency notifications (**911 and/or Emergency Management**) if directed by the Camp Director or if the Camp Director is unable to do so due to active incident command responsibilities

Camp Director (Incident Commander)

- Assumes immediate incident command
- Establishes Caracara Pavilion as the accountability and coordination base
- Assigns and directs search teams
- Manages escalation decisions and all communications
- **Initiates 911 contact**, or directs the Lead Instructor to initiate 911 if the Camp Director is actively managing incident command
- Directs notification of the Bastrop County Office of Emergency Management
- Manages all internal and external communications

Emergency Preparedness Coordinator (EPC)

- Notified as soon as practicable
- Supports coordination with emergency management if escalation occurs
- Supports coordination with the Bastrop County Office of Emergency Management and other external agencies when escalation occurs
- Assumes responsibility for external coordination if the Camp Director is unable to do so due to active incident command

Immediate Actions (All Staff)

- Stop all activities immediately
- Report missing camper immediately via radio, phone, or directly in person, to the Camp Director (whichever action is the fastest)
- Instructors gather campers and move to the nearest safe, controlled location
- Consolidate all campers in a safe location with a minimum number of necessary safe supervising instructor(s), freeing up other instructors for search. Camp cook, Earth Native office Admin and office support team may be called for additional supervisory support if available.
- Supervising staff must remain with group at all times to ensure that all campers remain safe
- Camp Director initiates accountability check and confirms missing status

Camp activity stops quickly, groups tighten up, and staff shift from activity leadership to controlled supervision and response.



Information Gathering (Camp Director or Designee)

As quickly as possible, gather:

- Last known location
- Time last seen
- Clothing description
- Medical needs or behavioral considerations
- Known tendencies (wandering, favorite areas, etc.)

This information is immediately shared with search teams.

Search Operations

Initial Search (Directed by Camp Director)

Search teams are assigned to specific areas and begin a **focused, systematic search**.

Priority search locations:

- High risk/dangerous areas - i.e. Waterfront
- Last known location
- Tent and sleeping areas
- Bathrooms and structures
- Common activity areas
- Vehicles and access points
- Any high-risk or hazardous terrain

Search priorities:

High-risk areas are prioritized (water, vehicles) along with last known location and most likely location(s).

Search team expectations:

- Maintain continuous radio communication
- Move with urgency, **not panic**
- Report all findings immediately

Containment Principle:

While search teams operate, all other campers remain secured and supervised. No additional movement of campers occurs unless directed.

Accountability and Scene Control

- All campers remain consolidated, supervised, and accounted for
- Headcounts are conducted and confirmed through instructor rosters



EARTH NATIVE WILDERNESS SCHOOL

- Movement of campers is restricted unless directed by the Camp Director
- If escalation occurs, non-affected campers may be relocated to a secondary controlled area (e.g., Juniper Pavilion)

Escalation

The Camp Director escalates response based on time and risk:

Immediate 911 call if:

- There is any indication of danger (water, injury, exposure, abduction risk)

Mandatory 911 call at 20 minutes if:

- The camper is not located

911 Notification Responsibility:

- The Camp Director will initiate the 911 call
- If the Camp Director is actively managing incident command, the Lead Instructor will initiate the 911 call at the direction of the Camp Director
- If immediate life safety conditions exist and direction cannot be obtained, the Lead Instructor may initiate 911 contact without delay

Emergency Management Notification:

- The Camp Director directs notification of the Bastrop County Office of Emergency Management
- The Lead Instructor or EPC will make the notification when:
 - 911 has been activated, OR
 - The search extends beyond 20 minutes, OR
 - External coordination is required

After 911 is activated:

- EPC is notified
- Coordination begins with Bastrop County emergency services
- Staff continue search unless directed otherwise

If First Responder Call is Initiated (If possible):

- The Lead Instructor will ensure all staff moves all campers away from the main search area/main parking areas prior to arrival of emergency service personnel to avoid putting campers in danger from fast moving emergency vehicles and exposing them to the stress of search and emergency personnel.
- The Lead Instructor will oversee the movement of non-affected campers, with sufficient staff, to Juniper pavilion (or another alternate site away from search location) for alternate camp activities prior to arrival of first responders to get them out of the way of search teams so primary focus can be on the lost camper.



EARTH NATIVE WILDERNESS SCHOOL

- All Staff and Instructors should do their best to keep campers calm, avoid sharing detailed information about what is going on and should try and re-direct attention to alternate activities as much as possible. Do not spread rumors.
-

Communication

Internal Communication

- All staff remain on radio
- Camp Director provides clear, frequent updates
- Lead Instructor will assist Camp Director with internal communication
- No independent action without direction unless necessary for immediate camper safety

Parent / Guardian Communication

Initiated by Camp Director or EPC:

- After 911 is contacted, or
- Sooner if immediate risk is identified

Updates provided at least every **30 minutes** until resolution, unless directed otherwise by law enforcement

Resolution

The incident remains active until:

- Camper is located and returned to supervision, or
- First responders assume control

Once located:

- Immediate health and safety check is conducted
- Camper is reintegrated under supervision
- Full accountability of all campers is reconfirmed

Normal activities resume only when directed by the Camp Director.

Documentation

The Camp Director documents:

- Timeline of events
 - Actions taken
 - Search areas covered
 - Notifications made
 - Final outcome
-

7.2 Fire on Premises / Wildfire



EARTH NATIVE WILDERNESS SCHOOL

Trigger Event

This procedure is activated when smoke or fire is observed on or near camp property, including structure fires, vegetation fires, or wildfire conditions that may threaten campers, staff, or operations.

Command Priorities

- **Life Safety** – Protect campers and staff from fire, smoke, and heat exposure
 - **Immediate Notification and Movement** – Alert all staff and initiate protective action
 - **Supervision and Accountability** – Maintain control of all camper groups
 - **Fire Avoidance and Safe Positioning** – Move away from fire and hazardous conditions
 - **Escalation and Coordination** – Engage emergency services and external support
-

Roles and Responsibilities

Instructors

- Immediately consolidate and supervise assigned camper groups
- Maintain calm, controlled group behavior
- Move campers away from fire and smoke to a safe location
- Keep groups together and prevent wandering
- Do not leave assigned groups unless directed

Lead Instructor

- Assists the Camp Director with coordination and communication
- Supports accountability and movement of camper groups
- Initiates emergency notifications (911 and/or Emergency Management) when directed or when the Camp Director is unable to do so due to active incident command responsibilities
- Oversees relocation of non-affected campers if needed

Camp Director (Incident Commander)

- Assumes immediate incident command
- Establishes Caracara Pavilion or alternate safe location as the accountability base
- Directs movement based on fire location, wind, and conditions
- Verifies accountability of all campers and staff
- Initiates 911 contact or directs the Lead Instructor to do so



EARTH NATIVE WILDERNESS SCHOOL

- Determines need for evacuation and implements Evacuation (**Section 9**) if required
- Directs notification of the Bastrop County Office of Emergency Management
- Manages all internal and external communications

Emergency Preparedness Coordinator (EPC)

- Notified as soon as practicable
- Supports coordination with Bastrop County Office of Emergency Management when needed
- Assumes external coordination if the Camp Director is unable to do so

Immediate Actions (All Staff)

- Shout "FIRE" and notify staff via radio immediately
- Stop all activities
- Instructors gather campers and begin movement away from fire
- Activate warning system or use megaphone if needed
- Move to Caracara Pavilion or nearest safe muster location
- Maintain continuous supervision

Camp operations immediately shift to emergency response and controlled movement.

Situation Assessment (Camp Director or Designee)

- Identify fire location and type (structure vs. vegetation/wildfire)
- Assess wind direction and fire movement
- Determine safest direction of travel
- Determine if evacuation is required

Movement and Positioning

(Camp Director directs; staff execute)

Move campers away from fire and smoke to the safest available location

Use the most appropriate option based on conditions:

- Caracara Pavilion (initial accountability)
- Shiloh Campus (if evacuation required)
- Pipeline corridor (low-fuel firebreak)
- Dalton Ranch (open pasture)
- Cedar Creek / Pecan Bottom (only if appropriate and directed)

Avoid: Areas prone to obstacles that impede evacuation

- Avoid moving toward fire or smoke
- Avoid dense vegetation



EARTH NATIVE WILDERNESS SCHOOL

- Avoid uphill fire paths

If the ONLY evacuation route passes within any of the areas above Staff, safely and feasibility utilize a fire extinguisher to aid in evacuation.

Accountability and Scene Control

- Instructors conduct immediate headcounts upon reaching a safe location
- Camp Director verifies total accountability using rosters
- Maintain continuous supervision at all times
- Movement is restricted unless directed by the Camp Director

Escalation and Emergency Communication

911 Activation (Immediate):

The Camp Director will initiate a 911 call immediately for:

- Any structure fire
- Any vegetation or wildfire
- Any fire that cannot be immediately controlled

911 Responsibility:

- The Camp Director initiates the call
- If actively managing incident command, the Lead Instructor initiates the call at the direction of the Camp Director
- If immediate life safety conditions exist and direction cannot be obtained, any staff member may call 911 without delay

Emergency Management Notification:

The Camp Director directs notification of the Bastrop County Office of Emergency Management. The Lead Instructor or EPC will make the notification:

- At the direction of the Camp Director when the Camp Director is unable to do so, OR
- When 911 has been activated, OR
- When evacuation is initiated, OR
- When extended coordination or external support is required

Evacuation Decision

If conditions warrant evacuation, the Camp Director implements **Section 9 – Evacuation Procedures**.



Internal Communication

- All staff remain on radio
- Camp Director provides clear, frequent updates
- Lead Instructor assists with coordination
- No independent action without direction unless required for immediate safety

Parent / Guardian Notification

Responsibility:

- The Camp Director is responsible for notifying parents or guardians
- If the Camp Director is actively managing incident command, the Camp Director may delegate parent/guardian notification to the Emergency Preparedness Coordinator (EPC)
- If both the Camp Director and EPC are unavailable, the Lead Instructor may be assigned to assist with communication under direction of camp leadership

Timing:

- Parent or guardian notification occurs after:
 - 911 has been initiated, AND
 - Camper accountability has been confirmed

Earlier Notification May Occur If:

- There is injury to a camper or staff member
- Evacuation or early pickup is required
- Directed by emergency responders

Communication Expectations:

- Information provided will be clear, accurate, and limited to confirmed details
- Updates will be provided as needed until the situation is resolved

Continuity of Communication:

- If the Camp Director is unable to perform notification due to active incident command responsibilities, the Lead Instructor manages for parent/guardian communication
- If both the Camp Director and Lead Instructor are unavailable, the EPC will assist with communication in coordination with the Camp Director

Resolution

Continue response actions until:

- All campers and staff are safe and accounted for, OR



EARTH NATIVE WILDERNESS SCHOOL

- First responders assume control

Do not return to affected areas until cleared by authorities.

Supporting Actions and Expectations

- Life safety always takes priority over property
 - Staff do not attempt to fight fire beyond what is immediately safe and controllable
 - Campers remain supervised and accounted for at all times
-

Documentation

The Camp Director documents:

- Timeline of events
 - Fire type and location
 - Actions taken
 - Movement decisions
 - Notifications made
 - Final outcome
-

7.3 Severe Injury, Severe Illness, Serious Accident, Life-Threatening Medical Emergency, or Apparent Death

Trigger Event:

This procedure is activated for any severe injury, severe illness, serious accident, life-threatening medical emergency, or apparent death involving a parent or guardian, staff member, visitor, or camper, on camp property or under camp supervision.

Any person who is unresponsive, not breathing normally, without signs of circulation, will be treated as a life-threatening medical emergency until care is transferred to EMS, or another appropriate authority.

Command Priorities

- **Life Safety and Immediate Medical Care** – Provide rapid assessment and care to stabilize the patient
- **Immediate 911 Activation** – Ensure emergency medical services are notified without delay
- **Scene Control and Camper Supervision** – Maintain control of the scene and ensure all other campers are supervised and safe
- **Preservation of Scene When Directed by Authorities** – Protect the integrity of the scene if required by EMS or law enforcement



EARTH NATIVE WILDERNESS SCHOOL

- **Communication and Coordination** – Maintain clear communication between staff, responders, and leadership
 - **Documentation** – Ensure accurate documentation of the incident, actions taken, and outcome
-

Roles and Responsibilities

Instructors

- Immediately secure and supervise all campers
- Move campers away from the incident area to a safe location
- Maintain calm and controlled group behavior
- Continue supervision and accountability at all times

Lead Instructor

- Assists the Camp Director with coordination, communication, and accountability
- Supports movement and supervision of non-involved campers
- Carries out assigned operational and support functions
- Initiates emergency notifications (911 and/or Emergency Management) when directed by the Camp Director or when the Camp Director is unable to do so due to active incident command responsibilities

Camp Director

- Assumes incident command
- Ensures 911 has been called
- Coordinates staff response and scene management
- Maintains communication with the Medical Lead
- Manages communication with parents/guardians and leadership

Medical Lead

(Staff Member on incident site with highest level of medical training)

- Assumes control of patient care until next higher-level of care or first responders arrive
- Provides appropriate medical care within scope of training
- Communicates patient condition and needs to the Camp Director
- Support as required until release by next higher-level of care or first responders

Emergency Preparedness Coordinator (EPC)

- Notified as soon as practicable
- Supports coordination with emergency management if escalation is required
- Assists with communication and coordination as directed
- Assumes responsibility for external coordination if the Camp Director is unable to do so



Immediate Actions (All Staff)

- Call 911 as soon as possible
- Notify the Camp Director by radio, phone, or direct in-person communication, whichever is fastest
- Stop all activities
- Move all non-involved campers away from the scene
- Consolidate all campers with the minimum amount of instructor(s) necessary for safe supervision, freeing up additional instructors to help with emergency or medical response
- Direct all available staff to assist as needed

Medical Response

- The Medical Lead oversees patient care
- Provide care appropriate to training until release by next level of care or first responders arrive
- Do not move the injured person unless necessary for immediate safety of provider or patient.
- Continue care and monitoring until transfer to next level care.

Scene Control and Supervision

- Limit access to the incident area
- Maintain clear space for emergency responders
- Ensure all campers remain supervised and accounted for

Communication and Escalation

- Camp Director ensures 911 has been contacted
- Maintain communication with first responders and provide updates
- Notify Executive Director as soon as possible (patient care and emergency services notification takes precedence)
- EPC coordinates with Bastrop County Office of Emergency Management if incident scope warrants

Parent / Guardian Notification

Parent / Guardian Notification

- Parent or guardian notification occurs after 911 is initiated and the camper is stable or en route to higher care.
- Immediate notification may occur sooner if the situation is life-threatening or directed by emergency personnel.



EARTH NATIVE WILDERNESS SCHOOL

- If a camper is transported by EMS, the parent or guardian will be notified as soon as practical and provided the receiving medical facility name and any available instructions.
- In the event of a confirmed death by medical authority, parent or guardian notification will be coordinated with law enforcement, EMS, and/or appropriate authorities. Camp staff will not release unconfirmed information and will follow direction from responding authorities regarding timing, method, and content of notification.
- Law Enforcement or Medical Personnel at the treating facility will be responsible for death notification unless that responsibility is transferred to the Executive Director.

Resolution

Continue response actions until:

- The patient is transferred to EMS or higher medical care
- The scene is stabilized
- All campers are safe and accounted for

Documentation

The Camp Director documents:

- Timeline of events
- Nature of the injury/illness
- Actions taken and care provided
- Notifications made
- Outcome

7.4 Waterfront Emergency Response (Wading Only)

Note: In accordance with Earth Native Wilderness School policy, participants are only allowed to wade into mid-thigh depth water - no swimming is permitted at Earth Native Wilderness School camp

Trigger Event:

This procedure is activated for any emergency occurring in or near the creek or waterfront area, including injury, distress in water, or any situation requiring immediate intervention.

Command Priorities

- **Life Safety and Immediate Rescue** – Protect life by initiating immediate rescue of the individual in distress
- **Rapid Removal from Water** – Remove the individual from the water as quickly and safely as possible



EARTH NATIVE WILDERNESS SCHOOL

- **Supervision and Accountability** – Maintain control of all other campers and confirm full accountability
 - **Emergency Notification and Coordination** – Ensure 911 is contacted and coordinate response with staff and emergency services
 - **Scene Control** – Secure the area, limit access, and maintain a safe environment for responders and campers
-

Prevention and Staffing

- Campers are not permitted near the creek without staff supervision
- Dedicated staff supervision is required at all times during activities around the water

Staffing Requirement

To mitigate risk and ensure safety of the campers there will be a minimum of two instructors accompanying campers during all waterfront activities.

This ensures that during an emergency:

- One instructor (Activity lead) maintains supervision and accountability of the group
 - One instructor (Rescue) is available to initiate emergency response
-

Roles and Responsibilities

Waterfront Activity Lead

- Maintains direct, continuous supervision of campers in and around the water
 - Initiates emergency response by stopping activity (whistle/blast command)
 - Directs all campers to immediately exit the water
 - Assigns one staff member to maintain supervision of the group
 - Maintains accountability of all non-involved campers
 - Remains with the group and does not leave supervision responsibilities unless relieved
-

Rescue Staff

- Immediately initiates water rescue
 - Enters the water safely and assists the individual
 - Prioritizes airway, breathing, and safe removal from water
 - Transfers care to Medical Lead once on shore
-

Lead Instructor (Designated Weekly Role)

- Not assigned to waterfront supervision duties at the time of the incident
- If serving as the waterfront activity lead, the Lead instructor will designate a non-waterfront activity instructor to support the camp director if the need arises.



EARTH NATIVE WILDERNESS SCHOOL

- During an emergency supports camp organization and accountability efforts under direction of the Camp Director

Medical Lead (Highest medically trained staff on site)

- Assumes control of patient care once the individual is removed from water
- Provides appropriate medical care within scope of training
- Directs care until EMS arrives

Camp Director

- Assumes full incident command upon arrival or notification
- Initiates 911 call or confirms it has been completed
- Directs all response operations and staff assignments
- Confirms accountability of all campers
- Maintains communication with emergency responders and leadership
- Manages parent/guardian communication

Emergency Preparedness Coordinator (EPC)

- Notified as soon as practical
- Supports coordination with Bastrop County Office of Emergency Management when escalation occurs
- Assumes external coordination if the Camp Director is unable to do so

Immediate Actions (All Staff)

Activity Lead - Waterfront activity

- Blows a whistle to stop all activity
- Directs all campers to immediately exit the water and sit on the shoreline
- Maintain supervision of the group (minimum two instructors are present, ensuring supervision is maintained while response actions occur)

Rescue Staff (Closest Qualified Instructor) - Waterfront activity

- Initiates rescue/response immediately

Assigned Staff - non-Waterfront activity

- Maintains supervision and control of the group
- Continue non-waterfront activities until directed otherwise
- Keeps campers calm, seated, and away from the incident

Lead Instructor

- Assists with coordination and communication as directed by the Camp Director
- Does not assume supervision of campers unless specifically assigned by the Camp Director or Executive Director.



Rescue and Water Response

Rescue Staff

- Enter the water quickly but carefully (no diving or high-impact entry)
- Assist the individual with priority on keeping head and airway above water
- Move the individual to shore as quickly and safely as possible
- Avoid creating additional risk to staff or other campers

Medical Lead (Highest medically trained staff on site)

- Assumes care immediately upon remove from water

Medical Response and Escalation

Camp Director will:

- Ensure 911 is called immediately if injury, distress, or any uncertainty exists
- Notify Executive Director and leadership as soon as practical

Lead Instructor (if Camp Director is unavailable or actively managing incident command) will:

- Initiate or assign the 911 call
- Assist with leadership notification

Medical Lead will:

- Provide care appropriate to training until first responders arrive

All Staff will:

- Notify staff via radio to maintain accountability of campers (non-waterfront activity) and support response as required.

911 Notification

- The **Camp Director** will initiate the 911 call
- If the Camp Director is not immediately available, the **Lead Instructor will initiate or assign the 911 call**
- If immediate life-threatening conditions exist, **any staff member may call 911 without delay**

Accountability and Scene Control

Camp Director will direct all instructors/staff to:

- Conduct immediate headcount of all campers
- Maintain supervision of all groups away from the incident



EARTH NATIVE WILDERNESS SCHOOL

- Keep shoreline and access areas clear for responders
 - Submit accountability to Camp Director via radio
-

Communication and Coordination

Camp Director (or Lead Instructor if Camp Director is unavailable)

will:

- Notify EPC and Executive Director as soon as practical
- Maintain communication with first responders and provide updates
- Contact the Bastrop Emergency Management

EPC will:

- Coordinate with Bastrop County Office of Emergency Management
-

Emergency Management Notification:

The Camp Director will notify the Bastrop County Office of Emergency Management. In the event that the Camp Director is unable or is unavailable due Incident command responsibilities the Lead Instructor or EPC will make the notification when 911 has been activated

Parent / Guardian Notification

Camp Director (or Lead Instructor if delegated or unavailable) will:

- Notify parents or guardians after any waterfront emergency involving serious injury or 911 activation
- Ensure notification occurs after emergency services are initiated and accountability is confirmed

EPC may assist with or carry out communication as directed

Resolution

Continue response actions until:

- All individuals are safe and accounted for
 - The injured person is stabilized or transferred to EMS
 - The area is secured and normal operations can safely resume
-

Documentation

The Camp Director documents:

- Timeline of events
- Nature of the incident
- Actions taken and care provided
- Notifications made



- Outcome

7.5 Unauthorized or Unknown Individual on Campus

Trigger Event

This procedure is activated when any individual is observed on campus who is not immediately identifiable as authorized staff, a registered camper, or an approved visitor.

Command Priorities

- **Life Safety and Threat Assessment** – Prioritize camper safety and assess potential risk posed by the individual
- **Immediate Camper Protection and Movement** – Move campers away from the individual and secure safe locations
- **Scene Control and Access Restriction** – Control movement on campus and restrict access points
- **Communication and Escalation** – Ensure timely communication and involve law enforcement if needed
- **Verification and Resolution** – Determine identity and resolve the situation safely

Prevention and Access Control

- All visitors must have prior approval and check in at the front gate
- Authorized visitors are documented on a daily visitor list and restricted to approved areas
- Staff must be clearly identifiable to campers and other staff
- The Woodview entrance gate remains closed and locked at all times except designated drop-off and pick-up periods
- Staff must secure the gate after each entry or exit
- Only authorized staff and registered campers are permitted on campus during overnight operations

Roles and Responsibilities

Instructors

- Maintain supervision of campers
- Immediately move campers away from the individual
- Keep groups together, calm, and controlled
- Do not engage with the individual unless directed



EARTH NATIVE WILDERNESS SCHOOL

Lead Instructor

- Assists the Camp Director with coordination and communication
- Supports movement and accountability of camper groups
- Initiates emergency notifications when directed or if the Camp Director is unavailable

Camp Director (Incident Commander)

- Assumes incident command
- Directs camper movement and secures safe locations
- Determines threat level and next actions
- Initiates 911 contact or directs the Lead Instructor to do so
- Directs notification of the Bastrop County Office of Emergency Management when appropriate
- Manages communication with leadership and, if needed, law enforcement

Emergency Preparedness Coordinator (EPC)

- Notified as soon as practicable
- Supports coordination with law enforcement and emergency management if escalation occurs
- Assumes external coordination if needed

Immediate Actions (All Staff)

- Notify all staff via radio of unauthorized or unknown individual
- Move all campers to Caracara Pavilion **or another safe staging location away from the individual**
- Prevent camper movement toward or interaction with the individual
- Maintain supervision and control of all camper groups

Threat Assessment and Response

- Treat all unknown individuals as unauthorized until verified
- Do not approach the individual if there is any concern for safety
- If a threat is suspected, call 911 immediately
- Maintain visual awareness of the individual from a safe distance if possible

Engagement (Only if Safe)

- A designated staff member or Camp Director may approach the individual **if they have reason to believe it is safe to do so and all campers are in a safe location OR if the Camp Director determines that this action is the best course of action at the time.**



EARTH NATIVE WILDERNESS SCHOOL

- Determine identity, purpose, and authorization status
- Do not escalate confrontation

Escalation and Emergency Communication

911 Activation:

911 is called immediately if:

- The individual poses a potential or confirmed threat
- The individual refuses to leave campus
- There is any uncertainty regarding safety

911 Responsibility:

- The Camp Director initiates the call
- If unavailable, the Lead Instructor initiates the call
- Any staff member may call 911 if immediate life safety concerns exist

Emergency Management Notification:

The Camp Director directs notification of the Bastrop County Office of Emergency Management when:

- 911 has been activated, OR
- The incident requires extended coordination, OR
- Directed by law enforcement or emergency responders

The Lead Instructor or EPC will make the notification if the Camp Director is unable to do so

Accountability and Scene Control

- Conduct headcounts once campers are secured
- Maintain controlled group supervision at all times
- Restrict access points and monitor movement on campus

Internal Communication

Instructors

- All staff remain on radio
- Camp Director provides direction and updates
- Lead Instructor assists with coordination

Camp Director

- Notifies Executive Director and Operations Manager as soon as practical



Parent / Guardian Notification

Camp Director (or Lead Instructor if delegated) will:

- Notify parents or guardians if the incident presents a credible safety concern or 911 activation
- Ensure notification occurs after emergency services are initiated and accountability is confirmed
- Timing determined based on threat level and guidance from law enforcement

EPC may assist with or carry out communication as directed

Resolution

Continue response actions until:

- The individual is identified and authorized, or removed from campus
- Law enforcement assumes control (if applicable)
- All campers are confirmed safe and accounted for

Documentation

The Camp Director documents:

- Description of the individual and actions observed
- Timeline of events
- Actions taken by staff
- Notifications made
- Final resolution

7.6 Transportation Emergency / Evacuation

Trigger Event

This procedure is activated when conditions require the evacuation of campers and staff from the campground property, early parent pickup, or when a transportation emergency occurs during camp operations. This includes:

- Severe weather
- Wildfire
- Flooding
- Unsafe road conditions
- Vehicle breakdown or accident
- Direction from emergency management or first responders



EARTH NATIVE WILDERNESS SCHOOL

Command Priorities

- **Life Safety and Accountability** – Protect campers and ensure all individuals are accounted for at all times
- **Safe Evacuation or Shelter Decision** – Determine whether evacuation or shelter-in-place is the safest option
- **Rapid Emergency Notification** – Ensure 911 and emergency services are contacted when needed
- **Controlled Movement and Supervision** – Maintain structured, supervised movement of all camper groups
- **Family Communication and Reunification** – Coordinate safe and organized parent/guardian pickup
- **Coordination with Emergency Services** – Work with emergency management and responders as needed

Roles and Responsibilities

Instructors

- Immediately secure and supervise assigned camper groups
- Maintain calm, controlled group behavior
- Prepare campers for movement or shelter-in-place as directed
- Maintain continuous accountability using electronic rosters (Enrollsy), paper rosters will be available in the event of outage.
- Lead campers in single-file movement during evacuation
- Do not move until 100% accountability is established and directed by the Camp Director to move to the next location

Lead Instructor

- Assists the Camp Director with coordination, communication, and accountability
- Leads the evacuation movement from the assembly point to the designated safe location (Shiloh Campus)
- Confirms movement and status of all groups via radio
- Ensures all groups have departed and reports closure of movement to the Camp Director
- Supports staging and relocation of campers for EMS transport, reunification, or emergency management coordination
- Initiates emergency notifications (911 and/or Emergency Management) when directed or if the Camp Director is unavailable
- Prepares to notify the Bastrop County Office of Emergency Management as directed



Camp Director (Incident Commander)

- Assumes incident command
- Determines evacuation vs. shelter-in-place decision
- Directs initiation of evacuation or shelter movement
- Ensures 911 is contacted when conditions exceed camp capabilities or require emergency services
- Directs notification of the Bastrop County Office of Emergency Management, or assigns the Lead Instructor to do so
- Coordinates staff assignments and movement (Lead Instructor leads movement; Camp Director remains in command and departs last)
- Establishes and verifies accountability checkpoints throughout the incident
- Confirms all campers are accounted for prior to departure and upon arrival at the safe location
- Remains at the assembly point until all campers have departed, then conducts final sweep and departs last
- Oversees evacuation or shelter operations
- Manages communication with parents/guardians and leadership

Emergency Preparedness Coordinator (EPC)

- Notified as soon as practicable
- Coordinates with Bastrop County Office of Emergency Management as directed
- Supports transportation, evacuation, and reunification coordination
- Assists with external agency communication
- Assumes external coordination responsibilities if the Camp Director is unable to do so

Drivers (if applicable)

- Operate vehicles safely under emergency conditions
- Move vehicles to safe locations if disabled or involved in an accident
- Notify Camp Director or EPC immediately of any issue
- Call 911 when required

Immediate Actions (All Staff)

- Stop all activities
- Secure and group campers immediately
- Await direction from the Camp Director
- Prepare for evacuation or shelter-in-place



EARTH NATIVE WILDERNESS SCHOOL

- If conditions are immediately dangerous, call 911
-

Evacuation and Transportation Decision

The Camp Director (or Executive Director/Operations Manager if available) determines:

- Evacuate campus for parent pickup
- Coordinate evacuation support through emergency services
- Shelter in place if evacuation is unsafe

Primary evacuation method: Parent/guardian pickup

Secondary evacuation method: Emergency services support

Staff shall not transport campers in personal vehicles unless:

- There is an immediate threat to life or safety
 - No safer alternative exists
-

Shelter-in-Place if Evacuation is Unsafe

If conditions deteriorate and evacuation cannot occur safely Staff will move campers to the safest available shelter:

- Cliff Swallow Building
- Shiloh Staff Office (Shiloh Campus)

Call 911 and notify first responders of conditions. Do not move campers until conditions improve or directed by first responders and maintain accountability and supervision until conclusion of evacuation.

Vehicle Breakdown or Accident During Transport

Driver Actions

- Move vehicle off roadway if possible
- Activate hazard lights
- Call 911 for injuries, hazards, or unsafe conditions
- Notify Camp Director or EPC immediately

Camp Director / EPC

- Confirm 911 notification if required
 - Maintain communication with driver and responders
 - Notify parents/guardians with status and location
 - Coordinate additional transportation if needed
 - Coordinate with emergency management if escalation is required
-

Escalation and Emergency Communication



EARTH NATIVE WILDERNESS SCHOOL

911 Activation:

911 is called when:

- There is an immediate threat to life or safety
 - Evacuation is required due to hazardous conditions
 - A transportation accident or breakdown creates risk to campers or staff
-

911 Responsibility:

- The Camp Director initiates the 911 call
 - If the Camp Director is actively managing incident command, the Lead Instructor will initiate the call at the direction of the Camp Director
 - If immediate life safety conditions exist and direction cannot be obtained, any staff member may call 911 without delay
-

Emergency Management Notification:

The Camp Director directs notification of the Bastrop County Office of Emergency Management when:

- Evacuation is initiated, OR
- 911 has been activated, OR
- Transportation support or external coordination is required

The Lead Instructor or EPC will make the notification if the Camp Director is unable to do so due to active incident command responsibilities.

Parent / Guardian Notification

Notification occurs as soon as practical when:

- Evacuation or early pickup is required
- Transportation emergency impacts campers

Parents/guardians receive:

- Pickup location (Shiloh Campus if evacuating)
 - Instructions and timing
 - Status updates as conditions change
-

Resolution

Continue response actions until:

- All campers are safely sheltered or evacuated
 - All campers are released to authorized individuals or transferred to First Responders
 - The situation is stabilized
 - Accountability is confirmed
-



Documentation

The Camp Director documents:

- Timeline of events
- Reason for evacuation or transportation emergency
- Decisions made (evacuate vs. shelter)
- Actions taken
- Communications and notifications
- Final outcome

7.7 Epidemic or Widespread Illness

Trigger Event

This procedure is activated when:

- a camper or staff member exhibits symptoms of communicable illness,
- multiple individuals exhibit similar symptoms,
- a contagious disease exposure is reported,
- or public health conditions create a risk to camp operations.

This includes suspected or confirmed:

- gastrointestinal illness,
- influenza,
- COVID-19,
- fever-related illness,
- or other potentially communicable conditions.

Command Priorities

Command Priorities

- **Protection of Camper and Staff Health** – Limit exposure and prevent spread of illness
- **Early Identification and Isolation** – Quickly identify symptomatic individuals and separate them from group activities
- **Supervision and Medical Monitoring** – Maintain supervision and monitor symptoms and condition changes
- **Parent / Guardian Notification** – Ensure timely communication and pickup when appropriate



EARTH NATIVE WILDERNESS SCHOOL

- **Coordination with Health Authorities** – Coordinate with medical providers or public health agencies when required
- **Continuity of Operations** – Modify activities or camp operations as needed to maintain safety

Prevention and Monitoring

- Staff monitor campers for signs of illness throughout the day
- Campers who feel unwell are encouraged to report symptoms immediately
- A designated rest area is available for campers needing recovery from minor illness or heat-related discomfort
- Staff maintain awareness of current public health guidance

Roles and Responsibilities

Instructors

- Monitor campers for symptoms of illness
- Remove symptomatic individuals from group activities immediately
- Maintain supervision of remaining campers
- Notify Camp Director of concerns

Camp Director

- Assumes incident command
- Determines isolation, removal, and escalation actions
- Ensures parent/guardian notification
- Oversees reporting and operational decisions

Emergency Preparedness Coordinator (EPC)

- Notified as needed
- Supports coordination with public health authorities and emergency management if escalation occurs

Immediate Actions (All Staff)

- Remove symptomatic individual from group activities
- Move individual to designated rest or isolation area
- Assign one staff member for supervision

A camper reporting illness is calmly separated from the group, supervised by a staff member, and evaluated while the rest of the group continues under normal supervision.

Assessment and Initial Care

- Evaluate symptoms (fever, vomiting, signs of contagious illness, etc.)



EARTH NATIVE WILDERNESS SCHOOL

- Allow rest and monitoring for mild or non-contagious conditions
 - If symptoms worsen or indicate communicable illness, initiate isolation procedures
-

Isolation Procedures

- Move individual to designated isolation area (Cliff Swallow Building or other approved location)
 - Maintain separation from other campers and staff
 - Assign one staff member to supervise the isolated individual
 - Limit contact and use PPE as appropriate
-

Parent / Guardian Notification and non-emergency evacuation

- Parents or guardians will be contacted for pickup as soon as practicable when illness is suspected to be communicable or does not improve
 - Campers may return to camp when symptom-free and cleared per current health guidance
 - A doctor's note may be required depending on symptoms and applicable public health recommendations
-

Reporting and Coordination

- Camp leadership follows all required reporting for suspected or confirmed communicable diseases
 - Coordinate with local or state health authorities when required or recommended
 - EPC supports coordination with Bastrop County Office of Emergency Management if warranted
-

Escalation and Operational Decisions

- Monitor for patterns of illness across campers or staff
 - If illness spreads or poses broader risk:
 - Increase isolation and monitoring measures
 - Notify leadership and health authorities
 - Modify or suspend camp activities as needed
 - Cancel camp sessions if required for safety
-

Accountability and Supervision

- Maintain supervision of both isolated individuals and remaining camper groups
 - Ensure all campers are accounted for at all times
 - Prevent unnecessary contact between groups
-



Resolution

Continue response actions until:

- The individual is safely picked up or cleared to return to activities
- Spread of illness is controlled
- Normal camp operations can safely resume

Documentation

The Camp Director documents:

- Symptoms observed and timeline
- Actions taken and care provided
- Notifications made
- Reporting to health authorities (if applicable)
- Outcome and any operational impacts

7.8 Natural Disasters & Weather Emergencies

Trigger Event

This procedure is activated when weather conditions, forecasts, or official warnings indicate a potential or immediate threat to the safety of campers and staff, including flash flooding, tornado activity, or shelter-in-place orders.

Command Priorities

- **Life Safety** – Protect campers and staff from immediate hazards associated with weather or natural events
- **Early Detection and Proactive Response** – Monitor conditions and take action before hazards escalate
- **Immediate Movement to Safe Locations** – Move campers and staff to appropriate shelter or safe areas based on conditions
- **Supervision and Accountability** – Maintain control of all camper groups and confirm full accountability using rosters
- **Coordination with Emergency Services** – Engage 911 and emergency management when conditions warrant

Roles and Responsibilities

Instructors

Instructors are responsible for the immediate supervision and control of their assigned camper groups at all times. Upon any weather alert or emergency signal, instructors stop activities without delay, consolidate their group, and move campers to the designated safe location based on direction from the Camp Director or the procedures outlined in this section.



EARTH NATIVE WILDERNESS SCHOOL

Instructors maintain calm, controlled group behavior and ensure campers remain together, accounted for, and responsive to instructions. They continue supervision throughout movement, sheltering, and resolution of the incident. Instructors do not leave their assigned group unless specifically directed and do not take actions that would compromise supervision.

Lead Instructor

The Lead Instructor supports the Camp Director in coordinating staff actions, communication, and accountability during weather-related emergencies.

The Lead Instructor assists with confirming group movement, relaying instructions, and maintaining situational awareness across all instructor groups. The Lead Instructor helps ensure that all groups have received direction, are moving as instructed, and remain accounted for throughout the incident.

When the Camp Director is actively engaged in incident command and unable to perform specific tasks, the Lead Instructor may carry out assigned responsibilities such as coordinating internal communication, confirming accountability, or initiating emergency notifications.

The Lead Instructor does not replace the Camp Director's authority but serves in a coordination and support role to ensure consistent execution of response procedures.

Camp Director

The Camp Director assumes full incident command for all weather-related emergencies.

The Camp Director is responsible for continuous monitoring of weather conditions, determining when conditions require action, and initiating response procedures. During an incident, the Camp Director directs all staff movement and positioning, establishes Caracara Pavilion or another appropriate location as the accountability base, and verifies full camper and staff accountability. The Camp Director determines whether conditions require evacuation, relocation to secondary sites, or shelter-in-place actions.

The Camp Director manages all communication with emergency services, organizational leadership, and families, and ensures coordination with external agencies when necessary.

Emergency Preparedness Coordinator (EPC)



EARTH NATIVE WILDERNESS SCHOOL

The EPC supports coordination with the Bastrop County Office of Emergency Management and other external agencies as needed, particularly in situations involving evacuation, extended sheltering, or multi-agency response.

The EPC supports reunification and broader coordination efforts and may assume responsibility for external coordination if the Camp Director is unable to do so, but does not replace the Camp Director's on-site command role

General Preparedness and Monitoring

Earth Native Wilderness School continuously monitors weather conditions and takes early, proactive action to reduce risk to campers and staff. The Camp Director is responsible for monitoring weather conditions throughout the day and coordinating response actions, with support from the EPC.

During any period of increased weather risk, including overnight hours, at least one designated staff member remains awake and actively monitoring weather alerts and changing conditions at all times. Staff may rotate this responsibility, but continuous monitoring is required.

Campers are instructed on the first day of camp that any emergency signal, including the warning siren or direct staff instruction—requires immediate action. Campers must stop what they are doing and go directly to the nearest instructor.

Campers are instructed to remain calm, stay with their assigned group whenever possible, and follow all staff instructions until the situation is resolved.

Emergency Notification and Escalation

The Camp Director is responsible for initiating 911 contact during any natural hazard or weather emergency that:

- presents an immediate threat to life or safety,
- requires evacuation,
- involves injury or missing persons, or
- exceeds the camp's ability to safely manage the incident internally.

If the Camp Director is actively engaged in incident command and unable to initiate the call directly, the Lead Instructor will initiate 911 contact at the direction of the Camp Director.

If immediate life safety conditions exist and direction cannot be obtained, any staff member may call 911 without delay.



EARTH NATIVE WILDERNESS SCHOOL

The Camp Director is also responsible for directing notification of the Bastrop County Office of Emergency Management when:

- evacuation is initiated,
- emergency services are activated,
- shelter-in-place conditions become prolonged,
- or external coordination/support is required.

The Emergency Preparedness Coordinator (EPC) may assist with or assume external coordination responsibilities as directed by the Camp Director.

Parent / Guardian Notification

The Camp Director is responsible for ensuring parent or guardian notification during natural hazard or severe weather incidents when:

- evacuation is initiated,
- extended sheltering occurs,
- emergency services are activated,
- campers are injured,
- early pickup is required,
- or camp operations are significantly disrupted.

Parent or guardian notification will occur as soon as practical after:

- immediate life safety actions are completed,
- campers and staff are accounted for,
- and emergency notifications to 911 or emergency management have been completed, when applicable.

If the Camp Director is actively managing incident command responsibilities, notification duties may be delegated to the Lead Instructor, Emergency Preparedness Coordinator (EPC), or Executive Director.

Communication with families will be clear, accurate, timely, and limited to confirmed information.

7.8.1 Lightning Hazard

Trigger Event

This procedure is activated when lightning is observed, thunder is heard, or weather monitoring indicates lightning within a range that poses a risk to camp operations.

Lightning within approximately 6 miles of camp (generally indicated by 30 seconds or less between lightning and thunder) is considered an immediate hazard requiring protective action.



Preparedness

Earth Native monitors weather conditions continuously, including visual observation and real-time weather alerts. During periods of elevated storm activity, staff maintain heightened awareness of developing lightning conditions.

Campers are instructed on the first day of camp that thunder or lightning requires immediate action. At the first sign of lightning or thunder, campers must stop activities and move quickly to the nearest instructor for direction, or proceed directly to a designated shelter if an instructor is not immediately present.

Staff maintain awareness of nearby shelter locations at all times and are prepared to move immediately when conditions change.

Response to Lightning Hazard

Purpose

This procedure is intended to reduce lightning risk during camp operations while recognizing that Earth Native operates primarily in outdoor, wooded environments where immediate access to conventional indoor shelter may not always be available. Staff shall use the least disruptive protective action that is appropriate to the actual conditions, while avoiding known high-risk lightning locations and behaviors.

This procedure applies whenever thunder is heard, lightning is observed, weather alerts indicate thunderstorms near camp, or staff determine that storm conditions may affect camp operations.

Safety Principles

No outdoor location is completely safe from lightning. The safest lightning shelters are substantial enclosed buildings with electricity or plumbing, or fully enclosed hard-topped vehicles with windows closed. The National Weather Service advises moving to safe shelter when thunder is heard and remaining there at least 30 minutes after the last thunder.

Earth Native's camp setting includes wooded terrain, open-air structures, and limited enclosed shelter. When conventional safe shelter is not immediately available, staff shall reduce risk by moving campers away from high-risk areas and into the safest available lower-risk location.



EARTH NATIVE WILDERNESS SCHOOL

The goal is not to eliminate all lightning risk, which is not possible outdoors, but to avoid the most dangerous exposure: open fields, water, isolated trees, high points, metal objects, and open-sided structures used incorrectly.

Lightning Response Levels

Earth Native uses three lightning response levels so staff can respond proportionally and avoid unnecessary disruption when conditions do not require full protective action.

Level 1: Thunderstorm Awareness

Trigger: Thunderstorms are forecast, clouds are building, distant thunder is heard, or weather monitoring indicates possible storm development near camp.

Staff actions:

1. Camp Director or designee monitors radar, weather alerts, and sky conditions.
2. Staff continue normal programming when appropriate, but avoid beginning activities that would place campers in open fields, creek areas, exposed trails, or locations far from safer options.
3. Staff identify the nearest appropriate lightning refuge or lower-risk wooded area before continuing activity.
4. Radios remain on and monitored.
5. Waterfront, creek, open-field, and high-exposure activities should be paused or relocated if storm movement suggests lightning could approach camp.

Program impact: Minimal. Activities may continue in wooded areas or near appropriate refuge options.

Level 2: Lightning Precautions

Trigger: Thunder is clearly heard near camp, lightning is observed, storm movement suggests lightning may approach camp, or weather monitoring indicates lightning within approximately 10 miles.

Staff actions:

1. Stop creek, waterfront, open-field, exposed trail, ridgeline, and high-ground activities.
2. Move groups away from open areas, water, isolated trees, tall edge trees, metal gates, fences, utility lines, equipment, and roof driplines.
3. Move campers to the safest practical nearby location based on the shelter hierarchy below.
4. Maintain calm supervision and avoid rushing unless conditions are rapidly worsening.



EARTH NATIVE WILDERNESS SCHOOL

5. The Camp Director confirms the location and status of all groups by radio.
6. Continue monitoring weather.

Program impact: Moderate. Camp may continue in modified form if groups are in lower-risk locations and conditions are stable.

Level 3: Immediate Lightning Hazard

Trigger:

Lightning is close, thunder follows lightning within approximately 30 seconds, lightning is within approximately 6 miles, lightning is striking nearby, or the Camp Director determines that immediate protective action is needed.

Staff actions:

1. Move immediately to the safest available refuge according to the hierarchy below.
2. Suspend normal programming.
3. Account for all campers.
4. Keep campers in place until the Camp Director gives the all-clear.
5. Resume normal activities only after at least 30 minutes have passed since the last thunder or observed lightning, unless camp leadership determines that conditions remain unsafe.

Program impact: High. Activities pause until the hazard has passed.

Lightning Shelter and Refuge Hierarchy

Staff shall choose the safest available option based on distance, storm timing, terrain, and the condition of the group.

1. Safest Available Option: Fully Enclosed Hard-Topped Vehicles

Fully enclosed hard-topped vehicles with windows closed are considered safe lightning shelters. Campers and staff should avoid touching metal parts inside the vehicle. Use this option only if vehicles are immediately available and moving campers to them does not create greater exposure.

2. Preferred On-Site Lightning Refuge: Cliff Swallow

Cliff Swallow is the fully enclosed earthbag building. It has electricity, no plumbing, thick earthen walls, a metal roof, and gutters. It is also identified in the current emergency plan as the best potential tornado shelter.

Cliff Swallow is Earth Native's preferred on-site lightning refuge when it is close enough to reach safely.



EARTH NATIVE WILDERNESS SCHOOL

Inside Cliff Swallow, staff shall:

1. Keep campers away from doors, windows, exterior walls, outlets, electrical equipment, metal roof supports, gutters, downspouts, and any conductive components.
2. Keep campers seated or calm near the interior center of the building when possible.
3. Avoid using plugged-in electrical devices.
4. Keep campers away from the building perimeter, roof dripline, gutters, downspouts, and flagstone area outside the building.

3. Conditional Refuge: Caracara

Caracara is an open-air pole barn with electricity. The current emergency plan identifies Caracara as the primary emergency rally point because it is familiar, central, and accessible.

Caracara may be useful for accountability, rain cover, staging, and communication. However, because it is open-air, it should **not** be treated as a primary lightning shelter. Open-sided shelters, picnic shelters, sheds, and similar structures are not considered safe lightning shelters by national lightning safety guidance.

Caracara may be used during lightning precautions only when it is the safest practical option under the circumstances, such as when a group is already there and moving into more exposed terrain would increase risk.

If using Caracara during lightning precautions, staff shall:

1. Keep campers away from posts, roof edges, gutters, downspouts, electrical outlets, wiring, panels, metal components, equipment, fences, gates, and the roof dripline.
2. Keep campers as close to the interior center of the covered area as practical.
3. Do not allow campers to gather at the edges of the structure to watch the storm.
4. Do not allow campers to touch posts, metal parts, electrical fixtures, or conductive objects.
5. Move to Cliff Swallow or another safer option if it can be done without increasing exposure.

4. Outdoor Fallback: Even Wooded Stand

If Cliff Swallow, vehicles, or another safer refuge cannot be reached without increasing exposure, staff shall move campers into the safest available wooded area.

The preferred outdoor fallback is a **lower, even stand of trees of generally similar height**, especially smaller or lower trees, away from open ground and isolated tall trees.



EARTH NATIVE WILDERNESS SCHOOL

Forest Service and outdoor lightning guidance generally favors forested terrain over exposed open areas, while avoiding isolated trees and high points.

In a wooded fallback area, staff shall:

1. Avoid isolated trees, the tallest trees, and the edge of the woods next to an open field.
2. Avoid creek areas, standing water, wet drainage areas, fences, gates, utility lines, metal objects, and exposed high ground.
3. Keep campers spread out as much as supervision reasonably allows.
4. Do not allow campers to cluster around one tree.
5. Do not allow campers to lie flat on the ground.
6. If lightning is very close and movement is unsafe, have campers crouch or sit low with feet close together, minimizing contact with the ground.
7. Maintain radio communication with the Camp Director.

Program note: When storm activity is distant and conditions are stable, wooded locations may allow programming to continue with minimal disruption. When lightning becomes close or frequent, normal programming stops and staff move into protective positioning.

Areas to Avoid During Lightning

Staff shall move campers away from the following locations whenever lightning precautions are active:

1. Open fields, clearings, and exposed trails
2. Creek beds, shorelines, wet areas, and standing water
3. Hilltops, ridges, and high points
4. Isolated trees
5. The tallest trees in a stand
6. Tree-line edges bordering open fields
7. Metal gates, fences, tools, equipment, trailers, utility lines, and electrical infrastructure
8. Open-air structure edges, roof driplines, gutters, and downspouts
9. Tents
10. Open gathering areas
11. Any location where campers or staff become the tallest objects in the area

Staff Decision Guidance

Staff should not automatically stop all camp activity for every distant rumble of thunder. Instead, staff should use the response levels above and adjust activity based on proximity, storm movement, terrain, and available refuge.



EARTH NATIVE WILDERNESS SCHOOL

However, staff must not ignore thunder or visible lightning. Thunder means lightning is close enough to be a potential hazard. When in doubt, staff should move campers out of open or high-risk areas first, then contact the Camp Director for further direction.

The preferred **low-disruption response** is:

1. Move out of open, wet, high, or exposed areas.
2. Continue modified programming only in lower-risk wooded areas or appropriate refuge locations.
3. Escalate to Cliff Swallow, vehicles, or full protective action if lightning becomes close, frequent, or storm movement worsens.
4. Resume normal programming after the Camp Director gives the all-clear.

Camp Director Responsibilities

The Camp Director or designee shall:

1. Monitor weather alerts and radar when storms are possible.
2. Communicate lightning response level changes to staff by radio.
3. Decide whether groups should continue modified activities, move to wooded fallback areas, move to Cliff Swallow, or pause activities entirely.
4. Confirm the location and accountability status of camper groups during Level 2 or Level 3 lightning response.
5. Give the all-clear when conditions have improved.
6. Require a 30-minute wait after the last thunder or observed lightning before resuming exposed activities after a Level 3 immediate lightning hazard.

Recommended Plan Classification of Camp Structures

For staff training, use the following simple classification:

Best available lightning refuge

- Fully enclosed hard-topped vehicles, windows closed
- Cliff Swallow, especially after grounding and bonding review

Useful but not primary lightning shelter

- Caracara, because it is open-air even though it has electricity
- Other open-air pole barns or pavilions

Outdoor fallback when safer shelter is not reachable

- Lower, even wooded stands with trees of similar height

Avoid



EARTH NATIVE WILDERNESS SCHOOL

- Open fields
- Creek areas or ponds and water
- Isolated trees
- Tallest trees
- Tree-line edges
- Metal fences, gates, equipment, and utility infrastructure
- Roof edges, gutters, downspouts, and driplines
- Tents

Accountability

Upon arrival at the shelter location, instructors conduct an immediate headcount of their assigned campers. The Camp Director confirms full accountability across all groups as soon as possible.

Campers remain inside shelter structures and under continuous supervision for the duration of the lightning threat.

All-Clear and Return to Activity

Activities do not resume until the lightning threat has passed. The Camp Director is responsible for determining when conditions are safe and authorizing return to normal camp activities.

Parent / Guardian Notification

Parents or guardians will be notified if a lightning event results in extended sheltering, injury, or major disruption to camp operations, or early pickup.

Notification will occur as soon as practical after accountability is established and the situation is stabilized.

The Camp Director or designee will notify parents and guardians

Supporting Actions and Expectations

Lightning can strike at significant distances from a storm and may occur before or after rainfall begins. Staff are expected to act immediately when lightning is detected or when directed by the Camp Director.

Campers and staff must not remain in open areas, near tall isolated trees, or in or near water during lightning conditions. **Early movement to safe(er) areas is critical.**



7.8.2 Flash Flood Warning

Trigger Event:

This procedure is activated when the National Weather Service, local emergency management, or another professional weather monitoring source issues a Flash Flood Warning affecting the camp area, or when rising water, heavy rainfall, creek flooding, or unsafe drainage conditions create a potential flood hazard on or near campus.

Any Flash Flood Warning shall be treated as an immediate hazard requiring protective action, including removal of campers and staff from all flood hazard areas within a maximum of 15 minutes or less.

Preparedness

During conditions where flooding is possible, heightened monitoring procedures are implemented. The Camp Director, or designee, checks weather conditions **at minimum every 30 minutes during high-risk periods** and maintains close communication with the EPC and Executive Director.

All staff maintain active weather alerts on their mobile devices so emergency notifications are received immediately.

Campers are trained on the first day of camp to recognize the flood warning siren and understand that it requires immediate movement to the nearest camp instructor and the Caracara pavilion for accountability.

Response to Flash Flood Warning

If a flash flood warning is issued, immediate action is required.

The Camp Director, or alerting staff member, notifies all staff via radio and activates the flood warning siren. All campers and staff must immediately stop activity and evacuate flood hazard areas without delay.

Flood hazard areas include creekside zones, Pecan Bottom, and all low-lying terrain identified in **Appendix C**. These areas are cleared first.

All campers and staff must be out of flood hazard areas within a **maximum of 15 minutes** from the time of alert.



EARTH NATIVE WILDERNESS SCHOOL

No time is spent gathering personal belongings or equipment. All personal items and gear items are left behind. Under no circumstances should staff or campers attempt to retrieve any items from flood-prone areas once a warning is issued.

Campers gather with the nearest instructor or proceed directly to **Caracara Pavilion** if no instructor is immediately present. Instructors conduct immediate headcounts upon arrival, and the Camp Director, or senior instructor if the Camp Director is not present, verifies full accountability.

If warranted by the scope of the incident, the EPC coordinates with Bastrop County Office of Emergency Management.

Post-Accountability Movement

Once accountability is established at Caracara, the Camp Director determines next steps based on conditions.

If safe to move north, campers and staff relocate to the Shiloh Campus (Juniper Pavilion, Blue Barn, or Staff Office).

If conditions are not safe for movement, campers remain at Caracara or move into the Cliff Swallow Building if weather escalates to include high winds or tornado risk.

7.8.3 Tornado Watch / Tornado Warning

Trigger Event:

This procedure is activated when a Tornado Watch or Tornado Warning is issued by the National Weather Service or another professional weather monitoring source for the camp area, or when observed weather conditions (such as rotating clouds, funnel cloud sighting, or rapidly deteriorating severe storm conditions) indicate a potential or imminent tornado threat. A Tornado Warning or any visual confirmation of a tornado shall be treated as an immediate life safety hazard requiring prompt protective action and movement to designated shelter.

Preparedness

During tornado risk conditions, continuous monitoring is maintained, including overnight. The Camp Director checks weather conditions at least every 30 minutes during elevated risk periods and maintains communication with leadership.

Campers are trained on Day 1 to understand emergency signals and required actions.

Response to Tornado Warning



EARTH NATIVE WILDERNESS SCHOOL

If a tornado warning is issued and presents a threat to the camp, immediate protective action is required.

Staff notify all personnel via radio and activate the warning siren if needed. Campers and staff move immediately and directly to the Cliff Swallow Building.

Movement is controlled and supervised. Instructors remain with their assigned groups and maintain accountability.

Once sheltered, instructors conduct headcounts and the Camp Director confirms full accountability. Staff remain in shelter until an all-clear is issued or conditions are deemed safe.

7.8.4 Shelter-in-Place Orders

Trigger

This procedure is activated when a Shelter-in-Place Order is issued by the Bastrop County Office of Emergency Management or other local emergency management authority, or when conditions on or near camp (including hazardous weather, environmental threats, or public safety incidents) require campers and staff to remain in a secure location for their safety.

This includes any situation where movement or evacuation would increase risk, and remaining in place provides the safest immediate protective action.

Immediate Response (0–2 Minutes)

Camp Director

- Initiates shelter-in-place and announces location via radio and/or audible signal
- Directs all staff actions

All Staff

- Immediately acknowledge command
- Gather assigned camper groups

Instructors

- Account for all assigned campers
- Prepare for controlled movement to shelter

Movement to Shelter (2–10 Minutes)

- Campers are moved using **single-file movement protocol** to maintain visual control and accountability
- Each instructor leads their assigned group and maintains continuous supervision



EARTH NATIVE WILDERNESS SCHOOL

- Groups remain intact; campers are not reassigned or merged
- A staff member may be positioned at the rear (sweep) to ensure no camper is left behind

Shelter Locations (Designated and Restricted)

Primary Shelter Locations:

- Cliff Swallow Building (primary severe weather shelter)
- Shiloh Staff Office
- Blue Barn

Secondary / Conditional Use (only if appropriate to hazard):

- Caracara Pavilion (not suitable for high wind, tornado, or severe storm conditions)

Prohibited Locations for Shelter-in-Place:

- Creekside camping areas
- Pecan Bottom firepit or other open firepit areas
- Floodplain or low-lying areas when flood risk is present
- Open campsites or wooded areas during severe weather or security threats

If flood hazards are present or anticipated, **no shelter location within a flood hazard area may be used under any circumstances.**

A flood hazard area is defined as any area within the 100-year floodplain or floodway as identified in Appendix C.

Accountability (MANDATORY)

Accountability follows the camp's established roster system:

1. **Initial Headcount**
 - Instructors conduct immediate roster-based headcount upon arrival at shelter
2. **Director Verification**
 - Camp Director confirms total camper and staff count
3. **Ongoing Accountability**
 - Headcounts repeated:
 - Every 15 minutes during active sheltering
 - After any movement or disruption

Any discrepancy must be reported immediately and resolved before further action is taken.



Supervision and Control

- Each instructor maintains supervision of their assigned camper group at all times
- Campers remain seated and grouped for visibility and control
- No camper movement without staff permission
- Staff maintain radio communication throughout the incident

Coordination and Communication

- Camp Director maintains contact with emergency management personnel as applicable
- Staff communicate updates via radio
- Emergency services (911) will be contacted if conditions warrant

Resolution

Shelter-in-place procedures remain in effect until:

- An official all-clear is issued by emergency management, or
- The Camp Director determines it is safe to resume normal operations or initiate evacuation

Before release:

- A final accountability check is conducted
- Movement out of shelter follows controlled group procedures

7.8.5 Wildfire / Wildland Fire

Wildfire and wildland fire response procedures are addressed in **Section 7.2**, Fire on Premises / Wildfire.

For wildfire conditions, staff follow **Section 7.2** in coordination with the natural disaster command structure in **Section 7.8**. This includes weather and condition monitoring, immediate movement away from fire and smoke, accountability, evacuation decision-making, coordination with 911 and Bastrop County Office of Emergency Management when needed, and parent/guardian notification.

If wildfire conditions require evacuation, staff implement Section 9, Evacuation Procedures.

8. Communication Procedures

8.1 Emergency Notification Order



EARTH NATIVE WILDERNESS SCHOOL

In any emergency situation, communication shall occur in the following order, as applicable to the incident:

1. **Call 911** - Immediate activation of emergency services for any life-threatening or rapidly escalating situation.
2. **Notify Bastrop County Office of Emergency Management** - Coordination with local emergency management for large-scale incidents, severe weather events, or evacuation support.
3. **Notify Camp Director** - If not already aware, the Camp Director must be informed immediately to assume incident command and direct response actions.
4. **Notify Executive Director** - The Executive Director will be notified as soon as practicable to support coordination, decision-making, and external communication.
5. **Communicate with Staff** - Staff will be notified using radio, Zello, and/or text messaging to ensure rapid, clear, and redundant communication across campus.

8.2 Family Communication

The Camp Director is responsible for communication with parents or guardians. If the Camp Director is actively managing the incident, this responsibility may be delegated to the Lead Instructor. The Executive Director may support or assume communication responsibilities as needed.

Communication with families will occur **after immediate life safety actions are completed and camper accountability is established**, unless earlier notification is warranted due to the severity of the situation.

All communication will be **clear, accurate, timely, and limited to confirmed information**.

Updates will continue as appropriate until the situation is resolved.

In extended or large-scale incidents, communication may be conducted through **phone calls, text messaging, or email**, depending on available systems.

Parent/Guardian Notification Criteria

Parent or guardian notification is coordinated by the Camp Director, with support from the Lead Instructor, EPC, Operations Administrator, or Executive Director as needed. Responsibility may shift based on operational demands, but communication will remain centralized and consistent.

Parents or guardians will be notified as follows:

- **Lost camper:** After 911 is contacted, or sooner if immediate risk is identified. Updates will be provided at least **every 30 minutes** until resolution unless directed otherwise by law enforcement.



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- **Fire or wildfire:** After 911 is initiated and camper accountability is established. Notification may occur sooner if evacuation or injury requires.
- **Severe injury, severe illness, serious injury, medical emergency:** After 911 is initiated and the camper is stable or en route to higher care. In the event of death, notification will be coordinated with law enforcement, EMS, or appropriate authorities.
- **Waterfront emergency:** After any waterfront emergency involving serious injury or 911 activation, once emergency services are initiated and accountability is confirmed.
- **Transportation emergency or evacuation:** As soon as practical when evacuation, early pickup, vehicle accident, vehicle breakdown, or transportation disruption impacts campers.
- **Natural disaster, severe weather, lightning, flash flood, tornado, or shelter-in-place:** When the event results in extended sheltering, evacuation, injury, major disruption, or early pickup.
- **Unauthorized or unknown individual on campus:** If the incident results in a credible safety threat.
- **Communicable illness:** When illness is suspected to be communicable, does not improve, requires isolation, or requires parent pickup.
-

Communication methods may include direct text, mass text, email, direct phone call, or a combination of methods depending on urgency, available systems, and the nature of the incident.

All family communications will be clear, accurate, timely, and limited to confirmed information.

8.3 Local Emergency Services Contact Sheet

A printed copy of this contact sheet shall be maintained in the front of the Emergency Preparedness & Response Plan Binder and be readily accessible at all times.

- **Local EMS – 911**
 - **Bastrop Office of Emergency Management – (512) 581-4022**
 - **Bastrop County Sheriff's Department - 200 Jackson St. Bastrop, TX 78602–911 / (512) 303-1080**
 - **Fire Department (ESD1 Station #4 Cedar Creek) - 116 Stoney Brook Dr. Cedar Creek, TX 78612– 911 / (512) 308-0086**
 - **Emergency Room – Ascension Seton Bastrop - 630 SH 71, Service Rd, Bastrop, TX 78602– (737) 881-7400**
-



8.4 Communication Redundancy and System Failure (PACE Framework)

Earth Native Wilderness School utilizes a **PACE (Primary, Alternate, Contingency, Emergency)** communication model to ensure continuity of operations during emergencies. Staff will transition through communication methods as needed if systems become unreliable or fail.

Primary (P) – Normal Operations

Primary communication methods used during standard and emergency operations:

- Staff radios (primary real-time communication)
- Cell phones (voice and text)
- Zello or similar push-to-talk application

Alternate (A) – Secondary Systems

If primary systems are degraded or unavailable:

- Cell phones (if radios fail)
- Zello or messaging applications over cellular data
- Direct, in-person communication between nearby staff

Contingency (C) – Limited Communication

If electronic communication systems are unavailable:

- Audible warning systems (siren, whistle, megaphone)
- Pre-established verbal commands
- Runners assigned to deliver messages between locations

Emergency (E) – Loss of All Communication Systems

If all communication systems fail:

- Staff follow established emergency procedures based on the incident type
- All groups report to the Primary Emergency Rally Point (Caracara Pavilion) unless unsafe
- Staff maintain supervision and accountability using rosters
- The Camp Director re-establishes command and communication from the rally point or another safe location

Transition Protocol

Staff will transition through communication levels as follows:

- If radios fail → transition to cell phones or Zello
- If cellular service is unavailable → transition to in-person communication and runners



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- If all systems fail → implement Emergency (E) procedures and report to rally points

Accountability During Communication Failure

- Instructors maintain continuous supervision and accountability of assigned camper groups at all times
- Accountability is confirmed using rosters
- Groups remain together and do not move unless directed or required for safety
- The Camp Director verifies accountability once communication is re-established

External Communication Failure

If the camp is unable to contact 911 through standard methods:

- Staff will attempt to use any available device or alternative communication method
- iPhone 14 and newer devices may utilize satellite emergency communication when cellular service is unavailable
- If necessary and safe, a staff member may be dispatched to a location with reliable communication access or to request emergency assistance in person

Coordination with emergency responders will resume immediately once communication is restored.

8.5 Emergency Warning System and Public Address Capability

Earth Native maintains an emergency warning system designed to rapidly alert all campers and staff of an emergency condition.

Audible Warning System (Siren)

- The primary emergency alert system is an **audible siren**, which is used to immediately signal all campers and staff to stop activities and follow emergency procedures
- The **siren activation control is located in the Guest House**, a central and accessible location for camp leadership
- The siren will provide **broad, immediate notification across the campground**, including outdoor activity areas
- Upon hearing the siren, all campers and staff are trained to:
 - Immediately stop activity
 - Seek direction from the nearest staff member or proceed to the designated rally point if instructed



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The battery-powered megaphone has been evaluated and is capable of being heard across the entire Earth Native Wilderness School facility under normal operating conditions, including primary activity areas, the campground, and designated emergency assembly locations.

The emergency warning siren and battery-powered megaphone/public address system operate independently of internet connectivity and remain functional during internet outages or broadband service interruptions.

These systems do not rely on Wi-Fi, cellular data service, or cloud-based communication platforms in order to activate or broadcast emergency instructions.

Public Address System (Megaphone)

- A **battery-powered megaphone** is co-located in the Guest House with the siren activation system and is used to provide **clear verbal instructions** during emergency situations
- The megaphone has been evaluated and is capable of being **heard across the entire campground under normal operating conditions**, including primary activity areas and the central rally point
- The megaphone is used to:
 - Reinforce siren alerts
 - Provide specific instructions (e.g., evacuation, shelter-in-place, movement directions)
 - Communicate with groups during evacuation or staging

Redundant Notification Methods

To ensure all individuals are alerted, Earth Native uses multiple overlapping communication methods:

- Audible siren
- Megaphone (public address)
- Staff radios
- Direct verbal communication by staff

Staff are trained to provide **in-person notification** to any individual who does not respond to the siren or public address system, including individuals who are:

- Out of audible range
- Hard of hearing
- In isolated activity areas

Operational Responsibility

- The **Camp Director (or designee)** is responsible for activating the siren and/or megaphone during an emergency



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- Staff will maintain awareness of the location and operation of the megaphone at all times
- Backup personnel (e.g., Lead Instructor) may operate the megaphone if directed

Reliability and Readiness

- The megaphone is **battery-powered and maintained in a ready-to-use condition**
- Batteries are checked regularly to ensure functionality during an emergency
- The system is included in staff training and emergency drills to confirm effective use

9. Evacuation Procedures

9.1 Evacuation Order Trigger

An evacuation may be initiated under any of the following conditions:

Direction from local emergency management, fire department, or law enforcement

Conditions that pose an immediate or developing threat to camper or staff safety, including wildfire, flooding, severe weather, or other hazardous conditions on or near camp property

Loss of essential services or conditions that make continued safe operation of camp impracticable

Determination by the Camp Director, in consultation with the Executive Director or Emergency Preparedness Coordinator (EPC) when available, that evacuation is necessary to protect life safety

Command Authority

- **Camp Director (Incident Commander)**
The Camp Director is the sole on-site supervisor during an emergency and has full authority over all evacuation decisions and operations. The Camp Director initiates evacuation, directs all staff actions, confirms accountability, and coordinates with emergency responders.

Support Roles

- **Lead Instructor (On-Site Support)**
The Lead Instructor supports the Camp Director by coordinating instructor actions in the field. Responsibilities include:
 - Relaying directions from the Camp Director to instructors
 - Verifying instructors have completed accountability checks
 - Assisting with organization of groups for movement



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- Providing real-time status updates to the Camp Director
The Lead Instructor does not independently initiate evacuation or override Camp Director decisions.
- **Emergency Preparedness Coordinator (EPC)**
The Emergency Preparedness Coordinator (EPC) remains available throughout overnight camp operations to support emergency coordination, communication, resource requests, reunification support, and extended incident management as needed.
Responsibilities include:
 - Coordinating with the Bastrop County Office of Emergency Management and other external agencies
 - Assisting with resource requests, including transportation support
 - Supporting extended incident management and parent communication
 - Responding to camp or reunification locations when additional leadership support or coordination is required
- **Instructors**
Instructors are responsible for direct supervision and accountability of assigned campers and for executing evacuation procedures as directed.
- **Designated Communications Lead (if assigned)**
A staff member may be assigned by the Camp Director to manage outgoing communications (e.g., contacting 911 if delegated, assisting with parent notifications), but all communication occurs under Camp Director direction.
- **Assigned Camper (general term to define participants/campers)**
For purposes of this emergency plan, an “assigned camper” refers to any camper who is under the direct supervision of a specific staff member within that staff member’s designated activity area at a given time.

Because camp programming is activity-based, camper groupings may change throughout the day. At all times:

- Each camper is under the supervision of a specific staff member based on their current activity location
- Staff are responsible for all campers present within their activity area during that activity period
- Staff maintain awareness of which campers are in their group and are responsible for accountability using rosters or activity attendance records

During any emergency:



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- The staff member supervising the activity at the time of the incident becomes responsible for those campers as their “assigned campers”
- These staff members will gather, supervise, and account for those campers during evacuation or sheltering procedures until relieved or reassigned by the Camp Director

9.2 Access and Functional Needs

At registration, parents or guardians are asked to disclose any camper disability or access and functional needs relevant to evacuation or sheltering.

Camp leadership will review this information prior to each camp session and identify any campers who may require additional assistance during an emergency.

- **Assignment of Support Staff**

The Camp Director will assign a specific staff member (or secondary backup staff member if appropriate) to each camper requiring evacuation or sheltering assistance. This assignment will be documented and communicated to all relevant staff prior to the start of camp activities.

- **Staff Responsibilities**

The assigned staff member is responsible for:

- Maintaining awareness of the camper’s within their assigned activity location at all times
- Assisting with immediate movement to rally points or shelter locations
- Ensuring the camper is included in all accountability checks using rosters
- Remaining physically with or directly supervising the camper throughout the entire evacuation or sheltering process, including reunification

- **Lead Instructor Oversight**

The Lead Instructor will verify that all campers with access and functional needs have assigned staff and will confirm with instructors that those campers are accounted for prior to movement.

- **Accountability Procedures**

Campers requiring additional assistance will be included in the same roster-based accountability system as all other campers. Instructors will specifically confirm the status of these campers during each accountability check and report to the Camp Director.

- **Equipment and Mobility Considerations**

If a camper uses mobility aids or requires specific equipment (e.g., medications, assistive devices), staff will make reasonable efforts to ensure those items



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accompany the camper during evacuation when it is safe and does not delay life safety movement.

- **Escalation for Additional Assistance**

If the needs of a camper exceed available staff capability, available equipment, or safe movement conditions:

- The Camp Director will call **911 immediately** to request assistance
- The Emergency Preparedness Coordinator (EPC) will be notified as soon as practical
- Camp staff will maintain supervision and safety of the camper until emergency responders arrive

- **Sheltering Considerations**

During shelter-in-place events, assigned staff will ensure that:

- The camper is positioned in the safest and most appropriate location within the shelter
- Any medical or functional needs are monitored
- The camper remains included in all accountability checks

9.3 Evacuation Process

If an evacuation is required, the following steps will be followed:

1. Immediate Gathering (All Staff and Campers)

Upon direction from the Camp Director:

- All instructors will immediately gather campers within their activity area and proceed to the **Primary Emergency Rally Point (Caracara Pavilion)**
- Instructors will maintain direct supervision of their campers at all times
- The **Lead Instructor** will assist the Camp Director by:
 - Confirming all instructor groups have arrived, or
 - Reporting any missing groups or delayed movement

2. Initial Accountability Check (Instructors, Lead Instructor, Camp Director)

- Instructors will take attendance using **printed camper rosters** and conduct both **verbal and visual headcounts**
- Each instructor will report status:
 - "All present" OR
 - "Missing [name / last known location]"
- The **Lead Instructor** will verify that all groups have completed accountability checks and report overall status to the Camp Director
- The **Camp Director** will:
 - Confirm total accountability of all campers and staff
 - Identify any missing individuals



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- Call **911 immediately** if any camper or staff member is unaccounted for or if the incident involves an active threat

No movement will begin until accountability is confirmed or emergency responders are notified and engaged.

3. Activation of Emergency Services (Camp Director)

- The Camp Director will call **911**:
 - Immediately for any active or developing threat, OR
 - Immediately if any camper or staff member is unaccounted for
 - The Camp Director will notify the **Emergency Preparedness Coordinator (EPC)** as soon as practical after 911 is contacted or immediately for large-scale incidents
-

4. Movement to Evacuation Exit (Lead Instructor Directed Movement / Camp Director Oversight)

Once accountability is confirmed and it is safe to move:

Lead Instructor (Forward Movement Lead):

- Moves ahead of or with the front of the evacuation group
- **Leads the evacuation movement toward the Shiloh Campus / safe haven**
- Establishes safe arrival flow at the destination
- Receives incoming groups and organizes staging upon arrival
- Provides **real-time progress updates** to the Camp Director (e.g., first group moving, halfway point, first group arrived)

Instructors (Group Supervision):

- Lead campers in **single-file lines by activity group**
- Maintain:
 - One staff member at the front of each group
 - One staff member at the rear (if staffing allows)
- Ensure no camper leaves the group during movement

Camp Director (Movement Control / Rear Command):

- Remains at or near the **assembly point and rear of movement**
 - Controls the **release of groups** from the rally point to prevent congestion
 - Confirms all groups have departed
 - Maintains communication with the Lead Instructor
 - Ensures evacuation flow remains continuous from Caracara Pavilion to Shiloh Campus
-



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Evacuation Route Enhancements

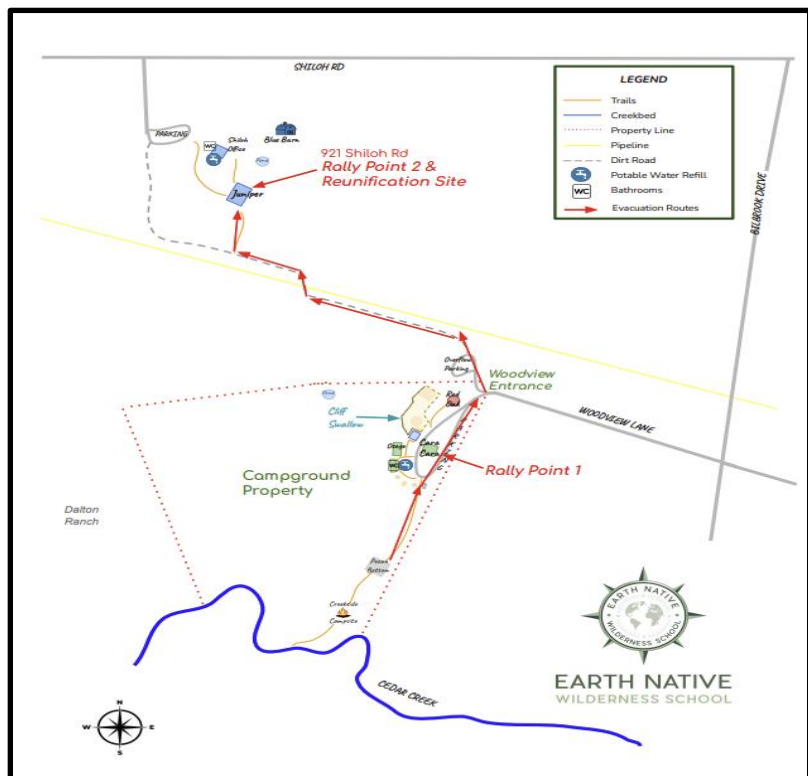
The evacuation route is maintained with fixed illumination and marked for visibility during both daytime and nighttime conditions.

Evacuation Route Description (Woodview to Shiloh Campus)

The evacuation route begins at the **Cara cara Shelter (Rally Point 1)** on the Woodview campground property. **North is the top of the image**

From Primary Emergency Assembly point: (Rally Point 1)

- Proceed north along the primary internal camp road to exit the Woodview campus
 - Follow the clearly defined road leaving the immediate campground area
 - This segment is relatively straight and serves as the initial movement corridor
- Continue to the main bend in the road
 - The route curves to the left (west/northwest) as it exits the central camp area
- Staff should maintain group control through this turn, as it is a natural directional change point
- Follow the access road to the primary intersection with the pipeline access near the roundabout/drive junction
 - This is a key decision and control point along the route
- Proceed north/northwest along the connecting pipeline road toward Shiloh Campus
 - This section leads directly toward the developed Shiloh Campus area
 - Maintain formation and spacing as visibility opens up





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- Arrival at Shiloh Campus (Safe Haven Area)
 - First arrival point: **Juniper Shelter (Rally Point 2)** – primary staging and accountability area
- Continue slightly further as directed to:
 - Shiloh Campus Office
 - Designated reunification location

Key Route Characteristics (for staff awareness)

- Total distance is approximately 679 yards (~0.4 miles)
- Route follows an established internal road with gradual elevation change
- Includes:
 - One primary turn
 - One key intersection/control point
- Route is marked and illuminated, but may require additional guidance in:
 - Low visibility
 - Night conditions
 - Inclement weather

Operational Notes

- Movement is continuous from Caracara Pavilion (#1) → internal road → Shiloh Campus (#2)
- Lead Instructor advances movement and receives groups at Juniper Shelter(#2)
- Camp Director controls release and flow from the origin point Caracara (#1)
- Staff should be especially attentive at:
 - The road bend
 - The intersection/roundabout area

(Route shown in Appendix A)

If determined necessary by the **Camp Director**, and staffing levels permit, additional safety measures may be implemented to enhance visibility, directional control, and movement efficiency along the evacuation route based on current conditions.

These enhancements may include:

- Strategic placement of staff at key locations such as midpoints, turns, low-visibility areas, or potential congestion points
- Use of additional lighting or visual markers
- Adjustment of group spacing or movement sequencing

All staff positioned along the evacuation route must:

- Maintain continuous communication with the **Lead Instructor** and/or **Camp Director** via radio or other reliable communication device (**Section 8**)



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- Provide directional guidance and monitor group movement
- Report hazards, delays, or concerns immediately

At no time will staff be positioned along the evacuation route without direct communication capability or without maintaining overall accountability coverage.

The **Camp Director** retains authority over all route enhancement decisions and will ensure that any additional measures do not compromise camper supervision, accountability, or overall evacuation flow.

5. Secondary Accountability Check (Instructors, Lead Instructor, Camp Director)

Upon arrival at the Shiloh Campus:

- The **Lead Instructor** will:
 - Receive arriving groups
 - Organize them into a controlled staging area
 - Confirm when groups are ready for accountability checks
- Instructors will immediately conduct a second **full roster-based accountability check**
- Status will be reported:
 - "All present" OR
 - "Missing [name]"
- The **Lead Instructor** will confirm all groups have reported
- The **Camp Director** will verify total accountability of all campers and staff once all groups have arrived

6. Coordination with Emergency Responders (Camp Director / EPC)

- The Camp Director will coordinate directly with first responders on-site
- If the incident requires extended coordination or resources:
 - The **EPC** will coordinate with the Bastrop County Office of Emergency Management
- Camp staff will follow all directions from emergency responders once they assume operational control

7. Transportation and Reunification Transition

- The primary evacuation method is **parent or guardian pickup** at the designated reunification location
- If parent pickup is safe and accessible:
 - Camp will proceed with standard reunification procedures
- If parent pickup is unsafe, delayed, or not possible:
 - The Camp Director will request transportation assistance through **911**
 - The EPC will assist with coordination of transportation resources



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- Camp staff will maintain full supervision and accountability of all campers until:
 - The camper is released to an authorized adult, OR
 - The camper is transferred to emergency responders

9.4 Parent Notification During Evacuation

Parents or guardians will be notified as soon as practical after:

- The evacuation has been initiated,
- Initial camper and staff accountability has been confirmed, and
- **911 has been contacted, if applicable to the incident**

Responsibility for Notification

- The Camp Director is responsible for ensuring parent or guardian notification occurs
- The Camp Director may delegate communication tasks to:
 - The Lead Instructor, or
 - The Emergency Preparedness Coordinator (EPC)

All communications will occur under the direction of the Camp Director.

Communication Content

Initial communication to parents or guardians will include, at minimum:

- Notification that an evacuation is in progress or has occurred
- Confirmation that camper accountability has been established (or a statement that accountability is in progress, if applicable)
- The designated **reunification (pickup) location**
- Clear instructions for pickup, including where to go and what to expect

If conditions warrant, communication may also include:

- Whether emergency responders are involved
- Any changes to standard pickup procedures

Communication Methods

Communication methods may include:

- Mass text notification systems
- Email
- Direct phone calls

The method used will depend on:

- Urgency of the situation
- Availability of communication systems
- Reliability of cell or internet service



Ongoing Updates

- Updates will be provided at **regular intervals (30 Minutes)** as conditions change or new information becomes available
- If there are no significant changes, periodic reassurance updates may still be provided to maintain communication with families

Continuation Until Reunification

- Communication will continue until:
 - All campers have been safely reunited with authorized adults, OR
 - Campers have been transferred to emergency responders
- The Camp Director (or designee) will ensure that all families receive final confirmation once reunification is complete

9.5 Reunification and Parent Pickup

Reunification is the process of safely returning campers to their parent, legal guardian, or authorized emergency contact after an evacuation.

Reunification Location

All campers will be released only at the reunification location at **Shiloh Campus** pickup location:

921 Shiloh Rd., Bastrop, TX 78602

- This location is off-site and is not located on the overnight camp campground property.
- Although 921 Shiloh Rd. is part of Earth Native's broader campus operation area, it is a separate property from the overnight camp campground property at 137 Woodview Ln. For purposes of this evacuation plan, 921 Shiloh Rd. serves as the off-site reunification location.

Arrival and Check-In Process

Parents or authorized individuals should proceed to the designated pickup area (Shiloh Campus Main Parking area) at the Shiloh Campus and follow staff directions.

Release Authorization and Identification

Campers will only be released to:

- A parent or legal guardian, or an authorized emergency contact listed in the camper's registration records
- Staff will verify identity and confirm authorization before releasing a camper per regular Earth Native protocols.



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Documentation of Release

Each camper release will be documented using:

- The **Earth Native System of Record (Enrollsy)** when available, or
- A written reunification log if electronic systems are unavailable

Documentation will include:

- Camper name
- Name of the authorized individual
- Time of release

Maintaining Accountability Until Final Release

Camp leadership will continue to track all campers until every camper has been released to an authorized individual or transferred to emergency services.

9.6 If Conditions Prevent Immediate Evacuation

If conditions become unsafe for movement (for example, severe weather or active hazard conditions), camp staff will:

- Shelter campers in the nearest safe structure
- Maintain full accountability
- Contact 911 and coordinate with emergency responders
- Delay evacuation until it is safe to proceed or until directed by emergency personnel

10. Training, Orientation, and Postings

10.1 Mandatory Camper Safety Orientation

Not more than **48 hours** after each camp session begins, the Camp Director or a designated staff member shall conduct a mandatory safety orientation for all campers. Camp Staff will make every effort to fit the Safety Orientation into the first day of camp on Monday afternoon.

This orientation will:

- Clearly identify camp boundaries, restricted areas, and known hazards present on the camp premises
- Establish behavioral expectations during normal operations and emergency situations
- Provide developmentally appropriate instruction on how to respond to emergency events, including evacuation, shelter-in-place, severe weather alerts, and accountability procedures



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- Explain the meaning of audible alerts (siren, whistle, megaphone) and the expected camper response
- Instruct campers to immediately follow staff direction and to report to the nearest staff member or designated rally point during any emergency

The goal of this orientation is to ensure all campers understand how to respond quickly, safely, and appropriately in any emergency situation.

Program Oversight and Updates

The **Camp Director**, in coordination with the Emergency Preparedness Coordinator (Operations Manager), is responsible for ensuring that camper safety orientation content remains current and aligned with this Emergency Preparedness & Response Plan. The orientation shall be reviewed and updated as needed whenever changes are made to the emergency plan, identified risks, or emergency procedures.

10.2 Annual Staff and Volunteer Training and Records

At least once each year, Earth Native shall ensure all staff members and volunteers are trained on this Emergency Preparedness & Response Plan.

This process includes:

- Providing each staff member and volunteer with a copy of the most current emergency plan
- Requiring successful completion of emergency preparedness training in accordance with any minimum standards and required hours established by department rule
- Instructing staff and volunteers on their **roles and responsibilities** during emergency scenarios, including supervision, communication, accountability, and incident response
- Conducting scenario-based or practical training exercises when appropriate to reinforce emergency procedures
- Maintaining written records documenting successful completion of all required training

Training Documentation and Recordkeeping Process

The Operations Manager is responsible for tracking, maintaining, and ensuring compliance with all emergency preparedness training records.

To document successful completion of required training, Earth Native will implement the following process:

- All staff members and volunteers must sign a **training attendance sheet** at the conclusion of each training session.



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- Each staff member and volunteer must also complete and sign a **training acknowledgment form** verifying that they have received, reviewed, and understand the Emergency Preparedness & Response Plan and their responsibilities under it.
- Training documentation will include, at minimum:
 - Staff/volunteer printed name and signature
 - Date of training completion
 - Type of training completed
 - Name of trainer or person conducting the training

Record Storage and Maintenance

- Physical (hard copy) training records shall be stored in the **Emergency Response Plan Binder** located in the Camp Director Office.
- Digital copies of all training records shall be maintained in the Earth Native **Google Drive (designated Training Records folder)**.
- Training records will be retained in accordance with applicable state requirements and made available for inspection upon request.

10.3 Camping Area Evacuation Route Posting and Night Illumination

The evacuation route described in this plan is clearly posted in conspicuous locations throughout the camp premises and within all camping areas.

- Evacuation route postings align with the campus map provided in **Appendix A**, including routes between rally points and the designated evacuation exit
- Evacuation routes are **illuminated at night** using fixed solar lighting and supplemented by staff-issued handheld lighting to ensure visibility during low-light conditions
- Because this camp utilizes **personal tents rather than cabins**, evacuation route postings are posted in locations where campers and staff can reliably see them, including:
 - Camping areas
 - The Primary Emergency Rally Point (Caracara Pavilion)
 - Entry points to designated sleeping areas
 - Additional high-traffic or gathering locations as appropriate

These measures ensure that evacuation routes are clearly identifiable at all times and can be followed safely during both daytime and nighttime emergency conditions.



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Appendix B - Floodplain Notice Acknowledgment

Floodplain Notice Acknowledgment

This acknowledgment is required by the Texas Administrative Code (25 TAC §265.31(g)(3)). By signing below, I,

_____ (parent or legal guardian),
acknowledge that I have received notice from Earth Native Wilderness School that one or more areas of the camp premises are located within a floodplain.

Note: For purposes of this document, floodplain means any area within a 100 year floodplain identified by FEMA.

Camper name: _____

Camp session name and dates: _____

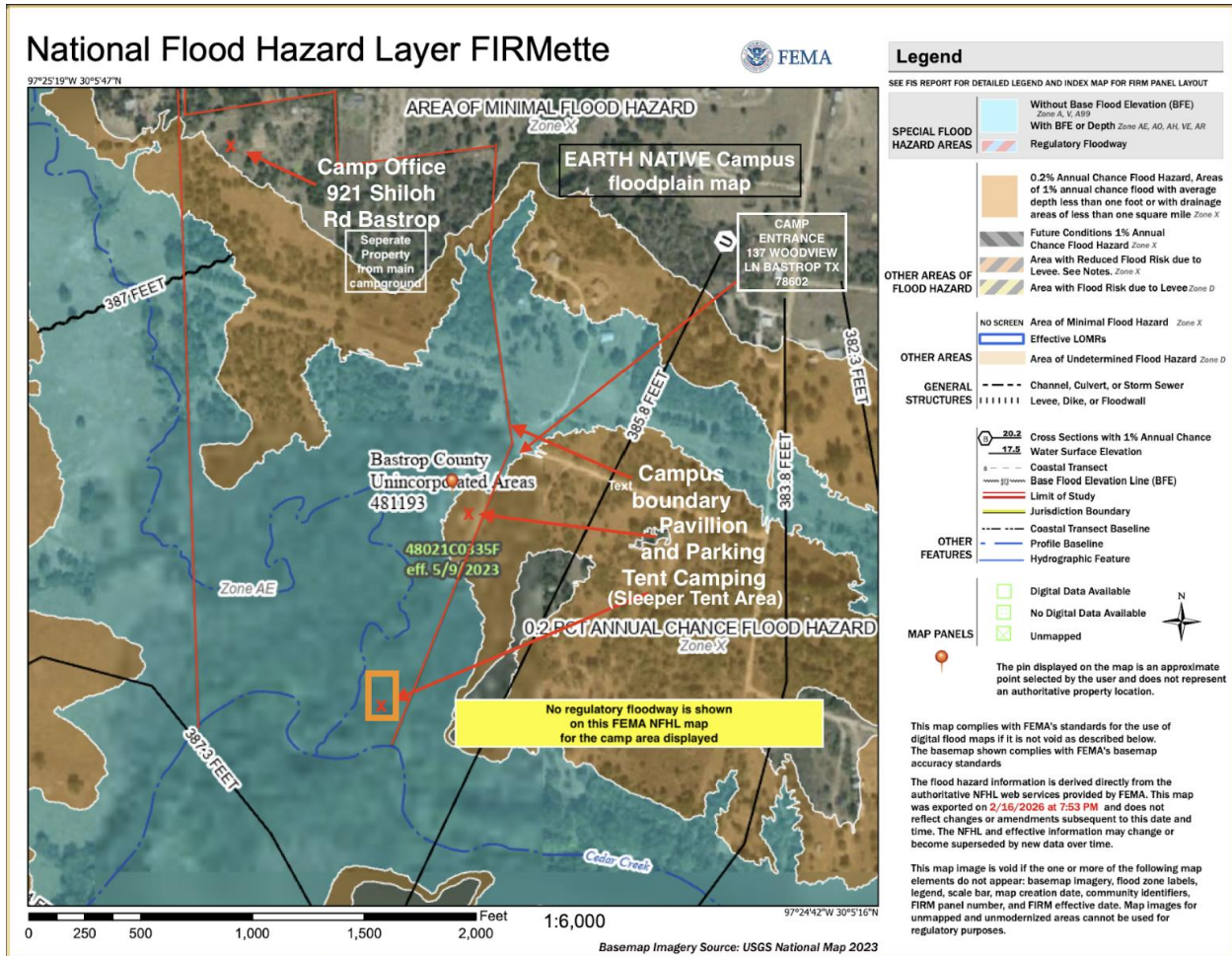
Parent or legal guardian name: _____

Signature: _____

Date: _____



Appendix C - FEMA Floodplain Map 2026



Appendix C includes FEMA National Flood Hazard Layer (NFHL) mapping that clearly identifies the camp property boundary, designated sleeping (tent) areas, and applicable floodplain hazard zones affecting the camp premises.

This demonstrates that portions of the camp property are located within mapped floodplain areas. The designated tent camping (sleeping) areas are identified on the map to support risk awareness, emergency planning, and evacuation procedures.

The map does not depict a regulatory floodway within the camp property boundary shown. If FEMA mapping is updated in the future to identify a regulatory floodway affecting the camp property, Earth Native Wilderness School will update **Appendix C** and revise this Emergency Preparedness & Response Plan accordingly.



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Appendix E - Camper Accountability and Sign-out Sheet

For use in the event of a loss of electronic signout capability (cell service outage, Enrollsy outage, etc. - Use along with included camp binder roster)

Camper Accountability and Sign-out Sheet						
#	Name, Last	Name, First	Parent/Guardian/ Authorized Adult	Contact Number	Signature	Time
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						



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Camper Accountability and Sign-out Sheet

#	Name, Last	Name First	Parent/Guardian/ Authorized Adult	Contact Number	Signature	Time
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
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Camper Accountability and Sign-out Sheet

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