
WATERS EDGE POLICY & PROCEDURES, EAP MANUAL



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TABLE OF CONTENTS

Section One – Grounds, Maintenance, & General Tool and Equipment Safety

Lawn Care	3
Tool Safety	3
Lifting And Carrying	3
Chemical Safety	3

Section Two – Recreation Safety

Water Safety	
WEE Rec Lake 6	
WEE Boating Policy	8
Hayrides	9
Archery	9
Axe Throwing	10

Section Three – Emergency Action Plan

Emergency Action Plan Overview (Roles and Responsibilities)	13
Lost Camper Policy	15
Physical and Sexual Abuse Policy	18
Evacuation Plan	19
Structural Fire Plan	21
Wildland Fire Plan	23
Natural Disaster Plan (Flooding, Tornado, Lightning, Severe Weather)	25
Flooding	26
Hurricanes and Tropical Storms	26
Tornadoes	27
Severe Storm, Hail, Lightning	28
Hail, High Wind	29
First Aid / Medical Treatment / Medicine Disbursement	30
Aquatic Emergency Plan	35
Driving and Vehicle Policies	38
Transportation Emergency Plan	40
Camp Guests	41
Unauthorized Individual Policy	41
Active Shooter Plan	44
Emergency Plan for Pandemics / Outbreaks	45
Communication	48
Building Evacuation Route Index	50
General Safety and Guidelines	52

Section Four

General Camp Information	54
Important Emergency Contact Numbers	54
Reunification Centers	56
Evacuation Maps and Shelter In Place Maps for Each Facility	57

SECTION ONE:

**GROUND, MAINTENANCE & GENERAL
TOOL & EQUIPMENT SAFETY**

LAWN CARE

- **Before Using Lawn Care Equipment¹:**
 - Familiarize yourself with all operation/owner's manuals. Equipment must be operated only the manner described by manufacturer.
 - Inspect all equipment to ensure that components are in good, safe, working, order, and that all guards and other safety features are in proper place and operation.
 - Any damaged parts or components should be replaced before operation. Do not operate any equipment with damaged parts or components.
 - Inspect all necessary fluid levels and fill as needed.
 - Equipment should only be operated by approved WEE personnel.
- **Basic Safety**
 - Closed toe shoes, safety glasses with side shields, ear protection, and gloves should be worn at all times when operating any lawn-care equipment. **Long pants are encouraged due to debris.**
 - Equipment should only be used in a manner prescribed in the owner/operator's manual.
 - Never try to touch and/or work on equipment while an engine is running. Make sure engine is off, and all blades, string, and/or other mechanized components are not in operation.
 - Never operate equipment over or around exposed electrical, gas, or other utility lines.
- **Basic Operation of Mowers:**
 - Never mow on steep inclines or unstable ground or any terrain that places the mower in an awkward or unsafe position.
 - Maintain a 10-foot radius between yourself and other mowers that may be in use.
 - Use caution when mowing around buildings, vehicles, or other equipment and persons, constantly aware of the mower's discharge.
 - Never mow over rocks, limbs, or any other foreign object that could damage the mower or launch foreign objects.

TOOL SAFETY

- **Basic Safety**
 - Keep all tools in good condition with regular maintenance.
 - Use the right tool for the job.
 - Examine each tool for damage before use and do not use damaged tools.
 - Operate tools according to the manufacturers' instructions.
 - Appropriate personal protective equipment such as safety goggles and gloves must be worn at all times.
 - Keep all people not involved with the work at a safe distance from the work area.
 - Never carry a tool by the cord or hose.
 - Avoid accidental starting and do not hold fingers on the ignition/on switch while carrying a tool.
 - Properly store tools in the maintenance barn storage when not in use.

¹ Lawncare equipment is defined as any equipment used in the regular maintenance of the grounds of WEE including but not limited to: mowers, weed eaters, blowers, hedge trimmers, sprayers.

LIFTING AND CARRYING

- **Size up the load and check overall conditions.** Don't attempt the lift by yourself if the load appears to be too heavy or awkward.
- **Keep a wide base of support.** Your feet should be shoulder-width apart, with one foot slightly ahead of the other (karate stance).
- **Squat** down, bending at the hips and knees only. If needed, put one knee to the floor and your other knee in front of you, bent at a right angle (half kneeling).
- **Keep good posture.** Look straight ahead, and keep your back straight, your chest out, and your shoulders back, tucking your chin in. This helps keep your upper back straight while having a slight arch in your lower back.
- **Slowly lift** by straightening your hips and knees (not your back). Keep your back straight, and don't twist as you lift.
- **Hold** the load as close to your body as possible, at the level of your belly button.
- **Use your feet** to change direction, taking small steps.
- **Lead with your hips** as you change direction. Keep your shoulders in line with your hips as you move.
- **Set down** your load carefully, squatting with the knees and hips only.

CHEMICAL SAFETY

- **Read all instructions & warnings, regarding any chemical to be used.**
- **Keep all chemicals in clearly labeled appropriate containers.**
- **Never mix chemicals.**
- **Store all chemicals in the appropriate storage areas.**
 - Janitorial Chemicals should be stored in the designated Janitorial supply closets on campus.
 - Maintenance chemicals (i.e. paint thinner, weed killer, etc) should be properly stored in the maintenance shed.
- **Use chemicals only in and for the manner prescribed by the manufacturer.**
- **Use appropriate safety equipment at all times including eye protection and gloves.**
- **Never pour chemicals down the drain.**
- **Properly dispose of empty containers.**
- **Report and/or clean up any spill immediately.**
- **Wash your hands and any affected areas after using chemicals.**

SECTION TWO:

RECREATION SAFETY

WATER'S EDGE WATER SAFETY

DROWNING

No camper or counselor should be in the lake or pool at any time unless it is a sponsored activity with Waters Edge lifeguards on duty. In the event of a drowning, or near drowning, allow the trained lifeguards to perform the appropriate rescue. In the event there is a drowning, or near drowning, with no lifeguards on duty; rescue attempts should not be made that endanger other lives. The rule of thumb is "Throw, don't go."

BASIC RULES & GUIDELINES

1. All swimmers take and pass the WEE swim test in order to determine their swimming skill level and swimming area access in areas deeper than 6ft.
2. All swimmers in the Rec Lake Swimming Area must wear a US Coast Guard approved lifejacket at all times.
3. No swimming without a WEE approved lifeguard present.
4. Do not enter the swimming areas if you have a communicable disease or an open cut or blister.
5. All swimwear must comply to the WEE swimwear guidelines.
6. No Diving.
7. Spitting or spouting water from mouth is prohibited.
8. No running or horseplay/rough play of any kind allowed in swimming areas.
9. No food, drink, or gum allowed in the swimming area.
10. Exit swimming areas for bathroom breaks.
11. Periodic safety test may be performed at various times to help ensure optimal swimmer safety.

WEE REC LAKE SWIMMER POLICIES

The WEE Buddy System will be used to check in and out of the Wee Rec Lake Swimming Area.

1. Each swimmer will be assigned a buddy in the same swim area.
2. Buddies will be recorded by the WEE staff member.
3. While in the swimming areas, buddies will stay in close proximity to one another.
4. If one buddy desires to leave the swim area, both must return to the check in station where the camper desiring to leave can check out and the remaining camper can be assigned a new buddy.
5. Buddy Checks will be performed routinely. When the whistle blows twice, swimmers need to stop and find their Buddy.
6. A WEE Staffer will then call for each pair to sound off checking their records to make sure all are accounted for.
7. Upon an accurate completed count, the whistle will be blown once and activities resumed.
8. If an accurate count cannot be completed, all activities will remain suspended until such a time as the count is affirmed.

Rec Lake Swim Test Policy

Red Level

To swim in the designated “Red Deep End” of the Rec Lake swimming area, the swimmer must complete the Deep Water Swim Test requirements. A lifejacket must be worn during all testing.

1. Jump from the pier into the water and return to the surface.
2. Swimmers must then float in upright position for 30 seconds and then transition to floating on their back for 30 seconds to demonstrate comfort with their lifejacket.
3. Next swim 25 yards unassisted without stopping to a designated point and then swim back to the pier in a like manner.
4. Upon completion of the test, a yellow arm band will be awarded that must be worn at all times in the swimming area.

Green Level

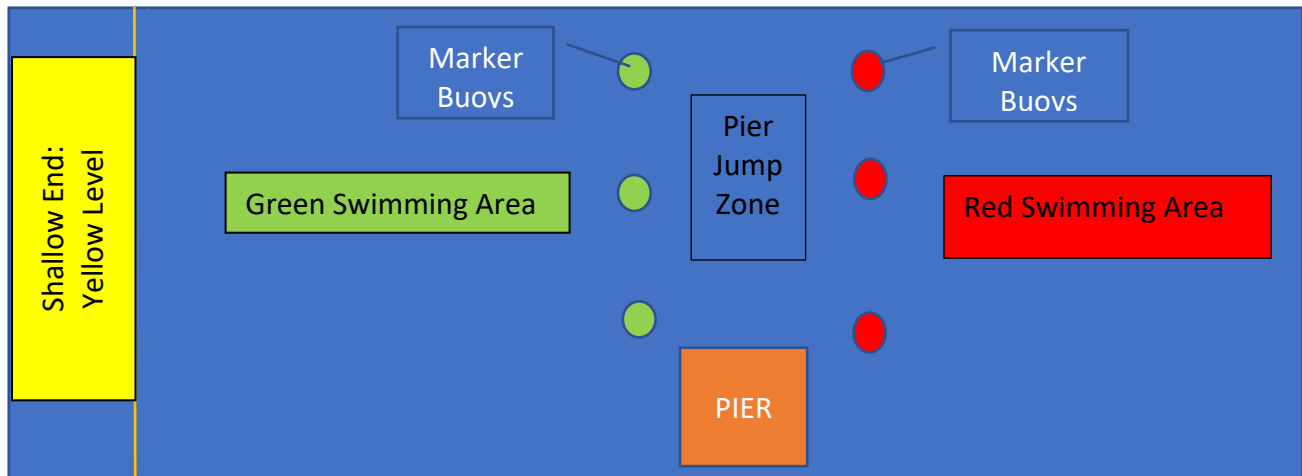
To swim in the designated “Green Intermediate Swimmer Area”, the swimmer must complete the Shallow Water Test requirements. A lifejacket must be worn during all testing.

1. Jump from the pier into the water and return to the surface.
2. Swimmers must then float in the upright position for 30 seconds to demonstrate comfort with their lifejacket.
3. Swimmers must then be able to swim back to the pier ladder and exit.
4. Upon completion of the text, a green arm band will be awarded that must be worn at all times in swimming area.

Yellow Level

1. Those not wanting or able to complete the Red or Green tests must remain in the “Shallow Area” and not pass over the boundary rope.
2. They must also wear a lifejacket, and stay in water that is armpit deep or less.

LAKE SCHEMATIC



WEE SWIMMING POOL POLICY

- All Water Area safety guidelines must be followed in the pool area.
- No campers are allowed to swim without a certified lifeguard
- Safety devices must be on hand for lifeguards before swimmers are allowed into the pool area
- The pool area must remain locked at all times when a lifeguard is not present
- Swimmers will be tested regarding their swimming abilities and divided into two groups: Non-swimmers and swimmers. Campers may not swim in a swimming area above their ability level.
- Each camper will have a swim test on their first day of camp used to determine swimming ability.
- The swim test will consist of swimming from one side of the pool and back.
- Swimmers that are proficient will be given a colored band to wear around their wrist at all times in the pool.
- Swimmers without bands will not be allowed into the deep end of the pool.

WEE BOATING POLICY

All boating activities including canoeing, kayaking, and/or the usage of other WEE watercraft are subject to the following rules and guidelines.

1. All boaters are required to complete the WEE Boating Safety Instruction to the initial use of any WEE Watercraft.
2. All watercraft are to be used only during approved boating activity times and only when an approved WEE staff person is present. No exceptions.
3. All watercraft must be checked out with the on duty WEE staff member at the WEE Watercraft Station and checked in when you are done boating.
4. All boaters must check-in at the lifeguard station before entering water and must check-out upon leaving.

5. Lifejacket must be properly worn by all boaters at all times and are to be returned to the life vest station after you are done boating.
6. Paddles are to be used in an appropriate rowing manner only.
7. Vessel occupation will be restricted to the US Coastguard recommendations listed on the vessel.
8. Respect your fellow boaters and operate your watercraft in a courteous manner at all times.
9. Never ram another boat on the water.
10. Do not intentionally try to overturn your watercraft or that of another boater.
11. In the event your boat overturns, or your fall overboard, if safely possible, grab hold of your boat and wait for help. If necessary, swim to the closest safe area possible and await help.
12. Two whistle blows signals all boaters need to return to shore.

WEE Boating Checkout

Prior to using any WEE Watercraft, a WEE staff member will explain all boating rules and guidelines for operating watercraft in the lake. Upon completing this instructional course, a WEE Staff member will record the campers name and completed tests results in a notebook kept for such purposes.

All WEE Watercraft must be checked out with the WEE Staff member on duty. To check out a watercraft, campers must:

1. Go to the WEE Watercraft Station and request their desired vessel.
2. The staff member will assign boaters a watercraft and record the name of the boater/boaters and the number of the watercraft they are assigned.
3. When boaters are finished with their watercraft, they will return to the boating checkout and check out with the WEE Staff member.
4. The WEE Staff member will make sure all boaters assigned to that watercraft number are accounted for.

HAYRIDES

- Riders must remain seated on wagons at all times.
- No throwing hay or horseplay of any kind.
- Staff members must be present on the trailer or wagon at all times.
- All limbs must be kept inside the trailer or wagon at all times.

ARCHERY

- Archery staff must be trained in archery safety and operation. Range Captain must have approved archery training
- Archery Areas may only be used during approved times with approved staff present.
- Staff must inspect all equipment for any defect or issues prior to use.
- Give clear instruction.
 - Range commands must be used to move archers to the shooting line, to allow them to shoot, and to retrieve arrows.
- Make sure range is clear and targets are properly set before allowing archers to fire.

- Bows should never be aimed anywhere except at approved targets at appointed times.
- Never allow bows to be dry fired or arrows to be shot upwards.
- All bows and arrows must be securely stored when not in use.
- Two Staffers are encouraged to be present in order to safely perform an archery class – Range Captain & a Line Coach. A Ranch Captain is mandatory for operation.
- A Range Captain and Line Coach will be present during the class. The Range Captain will instruct campers prior to each session on all safety rules. The Line Coach will monitor the shooting line while the Range Captain is working with individual campers in order to maintain safety.
- Whistles System will be used in the following manner:
 - one tweet – campers may release an arrow
 - two tweets – campers may approach the line
 - three tweets – all shooting stops immediately
 - four or more tweets – EMERGENCY Stoppage
- If whistles are not available, verbal commands may be given by the range captain
- Shot Sequence is as follows:
 - Take your Stance
 - Nock Your Arrow
 - Set Your hands
 - Raise the Bow
 - Draw the String
 - Come to Anchor Position
 - Aim
 - Release
 - Follow Through
 - Reset
- Verbal commands are as follows:
 - Load your arrow
 - Bows up
 - Fire at will
- 3 Safety Lines will be established and clearly marked with paint, rope, or safety cones
 - Waiting Line (6 ft behind shooting line)
 - Shooting Line (20 yards from target)
 - Scoring Line (6 ft from target)
- Because most injuries occur at the scoring line, two hands must be used to remove the arrow from the target. One hand is placed firmly on the target and the other is placed on the arrow at the closest exposed spot and pulled back slowly.

AXE THROWING

- Range Captain must have approved axe certification. Preferably WATL.
- Only axes from WEE are to be thrown at targets. Axes must be investigated prior to a session to check for any possible defects.

- **Fault lines must be painted on the ground or clearly marked by other means.**
- **Axes are to be stored on the table and/or handed to each participant by a certified Axe Coach**
- **Throw Together, Retrieve Together**
- **All Spectators must stay behind those throwing a minimum of 6 ft.**
- **Boards must be wet with water prior to each throwing session**
- **After each session, axes must be returned to the rec shed and secured properly**
- **When holding an axe, no one should ever let their guard down**
- **The blade should never be touched with bare skin regardless of how dull it is perceived to be**
- **Axes should always be held by the handle. Instruct customers to never touch the axe Head**
- **There should never be someone in between a thrower and the target, or a live target:**
- **ie. No holding a board by the target while someone throws an axe against it, no throwing axes around or above any individual**
- **Safety is paramount to being a successful coach**

Identifying Customers Who Should Not Throw or Stop Throwing

If the customer has had recent or chronic issues with their arms or shoulders, they will need to use extreme caution and be warned that throwing will be at their own risk. Not all of these are directly throwing issues, but these examples are some warning signs that the customer is not respecting the activity or instructions.

- Customer doesn't seem to be paying attention to their throws
 - It's extremely easy to relax too much when having fun so giving friendly reminders to pay attention to throwing will usually get them back on track
- Thrower is not following coaching advice
 - This does not mean that if they don't follow coaching 100% that they should stop throwing. Allow them to adjust the throws you instruct a bit, but if they're using bad technique to the point where it may harm the boards, axes, themselves, or others, their behavior should be addressed
- Customer is inserting themselves into instruction of another thrower over the coach's instruction
 - Though their intentions may be good, they likely are not an axe throwing professional.

What worked for them may not work for others

- Customer is being too physical with the other patrons, coaches or other people, even in jest
- Thrower is not respecting the handling of an axe
- Thrower is trying too hard to be a spectacle
 - If they seem to be trying to get everyone's attention by doing bad throws, throwing too hard, or attempting unapproved trick shots
- The guest seems to have difficulty handling the axe
 - Some people may be too weak to handle a certain axe weight or length If the customer has had recent or chronic issues with their arms or shoulders, they will need to use extreme caution and be warned that throwing will be at their own risk. Not all of these are directly throwing issues, but these examples are some warning signs that the customer is not respecting the activity or instructions.

SECTION THREE:

Emergency Action Plan (EAP)
& General Safety & Procedures

Availability of Emergency Action Plan

- A copy of EAP will be made available in the camp office, the First Aid Office, and in designated places across Waters Edge including each cabin next to the illuminated evacuation routes. These will be always made available to all staff and volunteers. Additionally a pdf will be made available online for public access.

Roles and Responsibility for the Emergency Action Plan

- Unless otherwise noted, the Camp Director will serve as the Emergency Preparedness Coordinator (EPC) and is responsible for submitted an annual emergency preparedness plan to The state of Texas for approval.

EPC ROLE AND RESPONSIBILITY: Waters Edge Camp's Emergency Preparedness Coordinator (EPC), or the designee, is responsible for the development, distribution, maintenance, testing, and activation of this Emergency Action Plan, as well as for oversight, implementation, and annual review of this Emergency Action Plan in accordance with 25 TAC Chapter 265. This individual has the authority to activate emergency procedures, coordinate with local emergency services, ensure required notifications are made, and verify that all staff are trained in their responsibilities under this plan before the start of each camp session.

Other Roles and Responsibilities

Chief Medical Officer: The Chief Medical Officer is responsible for providing medical attention to campers and staff and communicating with 9-1-1 for all medical emergencies and medical support requests. This role is typically assumed by the Healthcare Administrator or Camp Nurse.

Roles and responsibilities of Support positions include:

- **Camp Staff** are responsible for alerting nearby campers and staff to incidents or emergencies that require action.
- **Counselors/Activity Leaders** are responsible for leading campers to the designated assembly area, establishing personnel accountability, and reporting accountability to the Camp Director or designee.

Accountability during evacuations

- During any mass evacuation, Counselors/Activity Leaders/ Group Leaders maintain direct supervision of their assigned group and lead campers to the designated Outdoor Muster Zone.
- At the Muster Zone, accountability is confirmed using the assigned numbers to confirm presence and identify any missing campers or Counselor/Activity Leaders immediately.
- The Camp Director (or designee) coordinates and records the count-off results.
- All staff will be trained by the Emergency Preparedness Coordinator and their name will be recorded in the camp office after going through the training.
- In order to assure preparedness by all counselors and campers, a video will be shown within the first 48 hours of programming for each camp session. If the video is not available, The Emergency Preparedness Coordinator will, within the first 48 hours of

camp programming, give a detailed overview of muster zones, evacuation procedures, and severe weather protocols.

Redundant Internet Connections

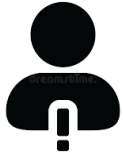
- Redundant internet connections have been established. Satellite internet is located in the Dining Hall and The Girling House. Fiber Optic High Speed internet is located in Freedom Hall. Both connections will be maintained in order to ensure communication during emergencies.

Reporting

- Parents will be notified via website and / or social media should a disaster occur which requires evacuation of the camp.

Flexibility Disclaimer

Flexibility Disclaimer: This plan is intended to provide clear, actionable guidance for responding to emergencies; however, not all situations can be anticipated. Conditions at the scene may require responders to adapt or deviate from these procedures when doing so is in the best interest of camper or staff safety. Any deviation from established procedures is permitted with the approval of the Camp Director and shall be based on sound judgment and situational needs.



LOST CAMPER POLICY

Applicability and Definitions

The following definitions apply:

Missing Camper: A camper who is not where they are expected to be when they are expected to be there.

Lost Camper: A camper who has not been located after a careful primary search of assigned cabins, activity areas, and travel pathways.

Runaway Camper: A camper who has intentionally left supervision or is suspected of leaving camp supervision without authorization

A missing, lost, or runaway camper may require notification of local law enforcement and parents/guardians as deemed appropriate by camp leadership

Prevention

- Waters Edge emphasizes prevention through active supervision and accountability.
- Preventive measures include:
 - Prompt and accurate roll-taking at the start of all activities
 - A Strict 1:8 ratio of supervising adults
 - Staff training in radio usage and communication protocols
 - Camper orientation to campus layout and expectations for being where they are assigned

Identifying a *Missing Camper* Incident

- If a camper is believed to be missing during scheduled activities, the counselor or group leader shall immediately contact the Camp Director.
- For all activities a missing camper call is initiated if a camper is not accounted for within the first 10 minutes of the activity period.

Response to a *Missing Camper*

- The Camp Director or designee will acknowledge the missing camper call and gather relevant information, including:
 - Camper cabin assignment
 - Activity schedule
 - Last known location
- Information may be obtained from the Master Camper List, Counselors/Activity Leaders, or office staff. Group leaders should confirm that the camper did not report to another activity by mistake.

Initiating the Search for a *Missing Camper*

- The Camp Director or designee coordinates the search and assigns staff resources. This may include:

- Healthcare Assistants
- Program staff
- Executive and/or year-round staff
- Summer interns

Primary Search for *Missing Camper*

- Primary search locations include:
 - Camper cabin (including on and under bunks and bedding)
 - Scheduled activity areas
 - Travel pathways between locations
- Staff should not assume a camper will respond to verbal calls. Each searched location must be reported over the radio with findings.

Clearing a *Missing Camper* Call

When the camper is located, the Camp Director will announce over the radio that the missing camper call has been cleared. The Camp Director ensures all search teams are notified. If medical attention is required, the camper will be transferred to the First Aid Area.

Expanded Search for a *Missing Camper*

If the camper is not located during the primary search:

- The Search Leader assigns search areas using a campus map, including all accessible buildings, activity areas, and locations frequently visited by the camper. Previously searched areas may be rechecked. Approved camp vehicles may be used.
- **Key camp area designations for searches are as follows:**
 - Area A: Freedom Hall, behind Freedom Hall, in front of Freedom Hall**
 - Area B: Dormitories – Nissi and Jireh, Lakeside Cabins**
 - Area C: Dining Hall, The Loft, recreation fields**
 - Area D: The wooded area around the lake, swimming pool, and lake**

Search Communication for *Missing Camper*

- Search teams will use radios or phones as directed.
- Each team receives:
 - Camper name and physical description
 - Clothing worn
 - Last known location
- Teams must remain within communication coverage and provide regular check-ins to the Camp Director
- When the siren sounds rings continuously or a radio transmission/cell phone call indicates the search is concluded, searchers will gather back at the muster zone located at Freedom Hall.
- Phone calls, as soon as appropriate, should be made to family members; The EMC will make calls, as appropriate, to supervisors and local law enforcement.

LOST CAMPER PROCEDURES

- If a camper is not located within one hour of initiating a missing camper call:
 - The Camp Director or designee will contact the camper's parent(s)/guardian(s)
 - Local law enforcement (9-1-1 and/or Houston County Sheriff's Department) is notified
 - Camp leadership consults with law enforcement regarding continuation and scope of the search
- A search of the campgrounds includes the following procedures:
 - The camp director will remain on the porch of Freedom Hall while the search is conducted in order to provide relevant information to incoming law enforcement or search team personnel.
 - Visitors should remain in a group until the search is concluded.
 - Key camp area designations for searches are as follows:
 - Area A: Freedom Hall, behind Freedom Hall, in front of Freedom Hall
 - Area B: Dormitories – Nissi and Jireh, Lakeside Cabins
 - Area C: Dining Hall, The Loft, recreation fields
 - Area D: The wooded area around the lake, swimming pool, and lake

RUNAWAY CAMPER PROCEDURES

- Runaway camper incidents follow the same escalation and notification procedures as lost camper incidents, with additional emphasis on boundary control and coordination with law enforcement.



PHYSICAL AND SEXUAL ABUSE POLICY

- Should a counselor discover evidence of child abuse or sexual molestation, it should be reported to the Camp Director and the Administrator. Advice on procedures to follow can be obtained by calling the abuse hotline, 1-800-252-5400. We are obligated by law to report all incidents.
- All persons over 18 must have completed an approved child abuse awareness training before being allowed to interact with minors. Copies of their certificates must be kept on file in the camp office.
- All persons over 18 must have proof of a completed background check. Copies of forms can be given to the camp office or a signed letter on church letterhead indicating all background checks have been performed and no issues were found.



EVACUATION PLAN

SPECIAL NOTES

- Evacuation Routes and Shelter in Place instructions have been placed in all cabins and meeting rooms in illuminated covers
- A copy of each is attached to the appendix of this plan
- All Evacuation Routes are illuminated at night and are not dependent on electrical service

General Overview

Evacuation of Camp

In case of a wild fire in close proximity to camp property, other natural disaster, or any event which warrants an evacuation of camp premises, an evacuation of camp may be called by the Emergency Preparedness Coordinator, or designee. If an evacuation is deemed necessary, camp leadership will inform the counselors and camp staff, who will be responsible to give orderly and clear directions to campers. Please follow these procedures for evacuation.

In the case of an evacuation or a call to muster the Emergency Preparedness Coordinator will engage the emergency siren to notify all camp participants to begin assembling at the designated muster zone. The muster zone is located outside the front door of Freedom Hall and is clearly marked with muster zone signage. The siren is located at the dining hall and a hand siren is located inside freedom hall. Additionally, an announcement will be made on the intercom system at camp.

Immediate Evacuation

In the case of an impending wildfire or other natural disaster that warrants an immediate evacuation of camp premises direct all counselors and campers to meet at the Muster Zone which is located at Freedom Hall IMMEDIATELY. DO NOT go to cabins during an immediate evacuation to get personal items (lives are more important than things)! At the meeting location directions will be given and the entire camp attendance will be transported off of the camp premises to a secure location. Camp Staff and Counselors will be responsible for the orderly evacuation of buildings and camp premises. The Emergency Preparedness Coordinator will be responsible for maintaining a record to make sure everyone has been evacuated properly.

Note: When/if professional emergency services arrive and begin taking control; their directions will supersede this written procedure in any circumstance.

General Evacuation

In a situation where there is ample time for campers and counselors to do so, camp leadership may direct counselors and campers to gather their belongings from cabins and evacuate the

premises in personal/church vehicles and vans. Camp staff and Counselors will be responsible for the orderly evacuation of buildings and camp premises. Camp Staff and Counselors are required to check in / out at the designated muster zone located at Freedom Hall.



STRUCTURAL FIRE PLAN

This section establishes Waters Edge procedures for responding to structural fires (including kitchen/hood fires) and wildland fires, to protect life, ensure rapid accountability, and support coordinated communication and evacuation decisions.

Immediate Actions Upon Discovery of Fire (Any Location)

When any staff member becomes aware of fire, smoke, or an active fire alarm condition, staff shall:

- Alert and evacuate people in immediate danger using clear verbal commands.
- Notify the Camp Director immediately and call 9-1-1 as soon as feasible.
Provide: location, type of fire, known hazards, best access gate, and whether evacuation is underway.
- Initiate evacuation using the appropriate Emergency Public Address System (EPAS) for mass notification.
- Do not delay evacuation to retrieve belongings.

Use of Extinguishers and On-Site Suppression

- Staff may use a portable extinguisher only if the fire is small/incipient and evacuation is not delayed (practical rule: “small trash-can size or smaller”).
- Only trained staff may attempt suppression actions. If smoke conditions worsen or the fire grows, stop immediately and evacuate.
- In the kitchen area, trained kitchen staff may utilize available suppression controls (e.g., hood suppression activation / fire extinguishers where applicable) and then evacuate.
- *Camp priority is always life safety over property protection.*

Structural Fire Evacuation and Accountability

Evacuate to Outdoor Muster Zone

When evacuation is directed, staff will:

- Use the posted evacuation diagram for the building/room and move to the assigned Outdoor Muster Zone.
- Choose routes that move upwind and away from smoke and, when feasible, away from forest fuel.
- Keep groups together and conduct immediate headcounts at the Outdoor Muster Zone.
- Report accountability (present/missing/injured) to the Safety Officer (or designee) without delay.
- No one re-enters a building until the Camp Director issues an All Clear.

Dining Hall / Kitchen Fire (Mealtime Scenario – Camp Actions)

If a fire occurs in or near the Dining Hall/kitchen during mealtime, staff shall:

- Alert campers verbally and evacuate immediately using the nearest safe exit.
- Use available exits on both sides of the building as posted; staff should direct movement to prevent congestion.

- Avoid routing evacuees around the kitchen end of the building if fire/smoke is present there; route around the opposite end as conditions allow.
- Move all campers and staff to the assigned Outdoor Muster Zone outside of Freedom Hall and hold the group there until directed otherwise. Watch for emergency equipment traffic.
- Counselors/Activity Leaders supervise campers during evacuation, begin headcounts immediately, and report totals to the Camp Director or designee at the Outdoor Muster Zone at Freedom Hall.



WILDLAND FIRE – DECISION AND EVACUATION

Decision to Evacuate vs. Shelter

- The Camp Director will evaluate conditions (wind, smoke, fire location and spread, road access) and seek guidance from emergency services when feasible. If there is a mandatory evacuation order, Waters Edge will comply.

Off-Site Evacuation (When directed)

If the decision is made to evacuate some or all campers/staff off property:

- Camp programming ceases and groups report as directed for staging, packing, and accountability at the area's Outdoor Muster Zone at Freedom Hall.
- Camp uses planned transportation resources (e.g., Group transportation, buses through local districts/partners as available) and assigns riders by cabin/group. The Houston County Emergency Management Coordinator (HCEMC) coordinates the Memorandum of Understanding (MOU) between Waters Edge and local ISDs (e.g., Kennard and Crockett) for school bus transportation availability if needed. Groups attending Waters Edge are required to have their own transportation, but the HCEMC has coordinated the MOU as a secondary form of transportation in case the need arises.
- A headcount is conducted before departure; rosters are maintained by each vehicle/group leader.
- A responsible adult leader is assigned per vehicle/group with communications capability (phone/radio as available).

Essential Items (When Evacuating Off-Site)

- When evacuating off-site, the Camp Director designates staff to stage and transport essential items as time and safety permit.
- ***Priority is people first, then critical records / medications / communications.***

Minimum essentials (by function):

- Accountability & reunification
 - Current camp session rosters/cabin lists (hardcopy if possible).
 - Emergency contact list and reunification notes as applicable.
 - Writing supplies for tracking headcounts and transfers.
- Medical
 - Required medications for campers/staff as directed by healthcare staff.
 - First aid supplies appropriate to the group size.
 - Any critical medical information needed for continuity of care.
- Communications
 - Radios and chargers/spare batteries as available.

- Phone charging capability (vehicle chargers).
- Maintain communications discipline and channel use per camp communications procedures.

• **Operations**

- Keys needed to secure facilities and access storage/vehicles.
- Minimal “go-kit” supplies if time permits (water, flashlights).

Notes:

- Do not delay evacuation to gather items if doing so increases risk.
- Each vehicle/group leader confirms headcount and roster before departure and upon arrival.

Parent/Guardian Communication

Before campers depart the property when feasible, designated office/leadership staff will notify parents/guardians of evacuation status, destination (if known), contact number(s), and reunification instructions.

Shelter-in-Place (Fire Conditions)

Shelter-in-place may be used only when evacuation routes are unsafe or not feasible. The Camp Director will designate the appropriate Primary Emergency Shelter Area (Indoor) or other safer refuge based on smoke/fire conditions and instructions from emergency services when available. Occupants will remain under supervision, with accountability maintained, until an All Clear is issued or evacuation becomes feasible.



NATURAL DISASTER PLAN INCLUDING FLOODING, TORNADO, LIGHTNING OR SEVERE WEATHER

This section establishes procedures for preparing for and responding to natural disasters that may affect Waters Edge. Covered hazards include flooding, hurricanes/tropical storms, tornadoes, and severe storms (including hail and lightning) as applicable to East Texas summer operations.

SPECIAL NOTES

- All Areas of the camp will have operable Weather radios to monitor weather in the area. Weather Radios have been placed in all cabins, Freedom Hall, The Dining Hall, and The Camp Office
- Waters Edge staff will monitor weather and alert counselors in case of tornado or severe weather. If a severe storm or tornado is in the area, camp leadership will inform the counselors and camp staff, who will be responsible to give orderly and clear directions to campers.
- Camp Director will have a lightning meter.
- In the event of an impending threat, the sirens at camp will be engaged to notify all campers and counselors to take emergency procedures.
- In the event of an evacuation of campus, the Emergency Preparedness Coordinator will notify parents via the website and / or social media channels.

Risk Assessment and Planning

- The Camp Director shall conduct a rapid hazard assessment and determine protective actions.
- The assessment will consider current conditions and official alerts, populations and facilities at risk, shelter-in-place or evacuation options, road access, and impacts to critical systems (power, water, and communications).
- Based on this assessment, the Camp Director will select and communicate the appropriate action (e.g., restrict an area, shelter-in-place, relocate within camp, evacuate), assign responsibilities, and ensure accountability for all campers and staff. If evacuation or relocation is required due to an NWS- issued warning (e.g., flash flood, flood warning, or tornado warning), staff will initiate the evacuation process of campus.
- During severe weather, the Camp Director will prioritize moving groups out of wooded areas due to the risk of falling limbs (“widowmakers”).
- Coordination with local emergency services will occur as appropriate. Conditions will be reassessed until the incident is stabilized and normal operations can safely resume.



Special Notes

Flooding presents a very low risk to Waters Edge program.

The FEMA FIRM shows the mapped flood hazard concentrated primarily along the shoreline of a dammed lake.

Waters Edge has no cabins located in the mapped flood hazard area.

Lake recreation ends well before flooding becomes a concern.

Procedures

- Monitor/confirm conditions: Camp Director monitors rainfall forecasts, lake conditions, and official alerts.
- Restrict lake/shoreline early: Suspend lake activities and restrict shoreline recreation when heavy rain or rising levels are expected.
- Protective actions: If needed, relocate away from shoreline recreation areas and dining hall.
- Accountability: Counselors/Activity Leaders account for all campers/staff; report any missing person to Camp Director immediately.
- Evacuation (if required): Use normal camp routes to designated muster zone outside of Freedom Hall on high ground.
- Medical care: Provide first aid/medical care as needed.
- Reassess/restore: Continue monitoring until conditions normalize; resume lake/swimming only when reopened and water-quality criteria are met.



HURRICANES AND TROPICAL STORMS (INCLUDING REMNANTS)

Procedures

- Forecast monitoring: Begin enhanced monitoring when a system may affect Houston County.
- Office staff monitors forecasts and official alerts and communicates updates to camp leadership.
- The Houston County OEM will send out alerts via mobile phone to the Camp Director.
- Pre-event readiness: Secure loose outdoor items; stage flashlights, radios, and medical kits; confirm readiness of critical systems as applicable. Exit lights are on battery backup. A Propane fueled generator is installed to operate the Dining Hall.
- Operational adjustments: Modify activity schedules early to avoid peak storm periods and lightning windows.
- Move out of woods early: When storms approach, clear wooded program areas and trails early due to the risk of falling limbs and trees.

- **Protective Action Decision:** The Camp Director determines the safest protective action—re-locate, shelter-in-place, relocate within camp, or evacuate camp—based on forecast/warning information, time available, expected impacts, and road conditions.
- **Shelter-in-Place (if used):** Move campers to interior rooms/halls on the lowest level available, away from windows and exterior doors.
- **Accountability:** Counselors/Activity Leaders conduct headcounts and maintain supervision through all moves.
- **During the event:** Keep campers indoors and away from windows; limit travel between buildings to essential movements only.
- **After the event:** Assess hazards (downed limbs/trees, unstable hangers, power lines), confirm utilities, and document damage before resuming full operations.



Procedures

- **Forecast monitoring:** Begin enhanced monitoring when a storm system containing a potential tornado threat may affect Houston County. Office staff monitors forecasts and official alerts and communicates updates to camp leadership. The Houston County OEM will send out alerts via mobile phone to the Camp Director.
- **Trigger:** Tornado Warning for the camp area or credible visual confirmation → initiate immediate shelter-in-place.
- The Camp Director will initiate a shelter-in-place, relocate within camp, or evacuate camp—based on forecast/warning information, time available, expected impacts, and road conditions. If tornado conditions are possible and time permits, the Camp Director may relocate campers as early as possible. Once a Tornado Warning is issued or a tornado is sighted, do not move campers outdoors; shelter in the nearest interior, lowest-level locations.
- The safest interior room of each building is marked with a Tornado Shelter sign.
- **Shelter-in-Place (if used):** Move campers to interior rooms/halls on the lowest level available, away from windows and exterior doors.
- **Protective posture:** Have campers sit/cover head and neck; use blankets/mattresses where available.
- **Accountability:** Counselors/Activity Leaders keep groups together and report headcount to Camp Director.
- **All-clear:** Resume movement only when Camp Director confirms threat has passed.
- **Post-event:** Treat downed lines and hanging limbs as hazards; provide first aid; coordinate with emergency services as needed.



SEVERE STORMS, HAIL, AND LIGHTNING

Special Notes

- Lightning is the most common hazardous weather risk during Texas summer camp operations.
- The Camp Director and all waterfront Directors will always maintain a lightning meter and monitor it during all activities.
- When lightning or severe storms are detected, Counselors/Activity/Group Leaders immediately stop the indicated activity, secure the group, and move to shelter.

Triggers

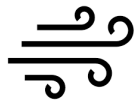
- If it strikes within Ten (miles), we go in!
- Severe storm conditions develop (damaging wind, hail, rapidly worsening weather)

Immediate Actions (All Staff)

- Stop indicated activity immediately.
- Clear high-risk areas: Move groups out of wooded areas, trails, and from under large trees due to falling-limb risk; move away from open fields and hilltops.
- No water exposure: Clear campers from lake/pool/docks/boats and any wet areas immediately.
- Move to shelter: Use the nearest designated shelter location.
- Any vehicle with a hard metal roof (not a cart) and rolled-up windows can provide a measure of safety and is better than remaining outdoors. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof, which dissipates the lightning strike around the vehicle. DO NOT TOUCH THE SIDES OF THE VEHICLE.
- Avoid being in or near high places and open fields, isolated trees, flagpoles, light poles, bleachers (metal or wood), metal fences, convertibles, golf carts, or water. When inside a building, avoid the use of a telephone, washing your hands, any contact with conductive surfaces with exposure to the outside such as metal door or window frames, electrical wiring, telephone wiring, cable TV wiring, or plumbing.
- Accountability: Counselors/Activity Leaders keep groups together, conduct headcounts, and report status as directed by leadership.
- Indoor safety: Keep campers away from windows/exterior doors; avoid contact with conductive surfaces as directed in the Lightning Safety Plan.

Outdoor Activity Sheltering Designations:

- All waterfront activities: Dining Hall
- All Recreation Areas: Freedom Hall
- Archery: Freedom Hall
- Axe Throwing: Freedom Hall



HAIL / HIGH WIND (NON-TORNADO)

- Move campers indoors and away from windows.
- Suspend exposed activities until conditions pass.
- Treat downed limbs, hanging branches, and downed power lines as hazards; keep campers clear and report to the Camp Director.

All-Clear and Resumption

- Once the lightning safety plan is initiated, all campers and staff should proceed to shelter and stay in shelter until the “all clear” is given by the Camp Director.
- Counselors/Activity Leaders return groups in an orderly manner and re-confirm headcounts before restarting activities.

Communications and Parent Notification

- The Camp Director or designee will use radio, EPAS (public address), and approved text/phone channels to communicate protective actions and status updates to staff and campers.
- Only the Camp Director (or designated Public Information lead) will communicate with parents/guardians.
- Parent/guardian notification is not made for routine weather precautions, including temporary sheltering or relocation to the PES while storms pass. Leadership will notify parents when appropriate for significant incidents, such as camp evacuation, emergency services response, serious injury/illness requiring off-site care, extended operational disruption (e.g., delayed pickup/transport), or any situation requiring parent action.

Medical Response and Documentation

- Provide first aid and medical care as needed and activate EMS when indicated. Medical evaluation, treatment protocols, medication procedures, parent/guardian notification thresholds, documentation, and required reporting shall be handled in accordance with Waters Edge policies and initiated by the Camp Director and Camp Medical Officer.

Training and Drills

- Waters Edge will train staff annually on the natural-disaster response actions in this section, with emphasis on lightning and severe storms. Training will include: weather monitoring and escalation, proper use of radio/EPAS announcements, clearing wooded areas due to falling-limb risk, indoor sheltering expectations, and accountability / headcount procedures during sheltering or relocation.



FIRST AID / MEDICAL TREATMENT / MEDICAL DISBURSEMENT PLAN

This section establishes required procedures for preventing, responding to, reporting, and documenting accidents, injuries, serious medical incidents, and fatalities at Waters Edge. These procedures support compliance with DSHS Youth Camp Safety and Health regulations (25 TAC Chapter 265, Subchapter B) and promote a safe environment for all campers, staff, and visitors.

Scope

These procedures apply to:

- All campers (youth and adult participants).
- All staff, volunteers, contractors, and program leaders.
- All camp facilities, vehicles, and activity areas.

NOTES

- ALL CAMPER MEDICATIONS, both prescription and non-prescription, must be turned in to the Camp Nurse or Medical Staff.
- Sponsors are required to turn in their medications.
- All medication must be in the original container. Prescription medication must be in the original container with the prescription label.
- Each camper should put their medication(s) in a Ziploc bag labeled with their name and church name.
- Medications needed for immediate use for life-threatening conditions (e.g. rescue inhalers and EpiPens) must be checked in with the Camp Nurse unless the camper's doctor requires him/her to keep it on his/her person at all times. The camper must have a written statement of medical necessity from the prescribing doctor for the camper to carry it. The camper is responsible for his/her own medication and may only give it to his/her sponsor to hold (not a fellow student camper).
- ALL medication must be stored securely.
- At no time shall a camper be allowed to self-administer medication without Medic supervision.
- A bound Medication Log, a record of dispensation of routine medications, will be kept by the camp nurse.
- Each time a camper takes their routine medications, record their name, the date, and the time and initial the entry.
- The Medication Log remains at Waters Edge when the retreat/camp concludes.
- The licensed/certified Camp Nurse must handle and document all medications and/or treatments. Neither Sponsors nor any other persons shall handle the medical care of campers.
- The Medic is to ensure that medications/treatments are administered in a manner consistent with directions on medical forms and/or prescription labels for the duration of

the camp/retreat. In order to accomplish this, the Camp Nurse may have to track down a camper and/or his/her sponsor on campus.

- At a children's camp/retreat, a child must be accompanied by a Sponsor when they go to the designated First Aid Area.

MEDICAL RECORDS:

- Campers (students and sponsors) are required to include a signed waiver form listing out any and all medications.
- The Medic must compare medication(s) listed on the Medication Form to checked-in medication(s), ensuring that the documentation accurately reflects the medication(s) and/or prescription(s) on hand. He/she must resolve any discrepancies between checked-in medications and the Medication Forms.
- A hard copy of a health record is required for EVERY CAMPER on the Waters Edge.
- Health records are to be kept on file in the designated First Aid area during the retreat/camp and are to remain at Waters Edge when the retreat/camp concludes.
- Health records are to be reviewed prior to or at the onset of the retreat/camp to ensure awareness of the medical condition(s) of campers.
- The Camp Nurse must inquire with campers about medications listed on health records that were not turned in and make every effort to ensure that NO medications are in camper lodging facilities.
- The Camp Nurse is to obtain and have on file contact information for both a male and a female sponsor for each church attending the camp/retreat for communication purposes related to medical and nursing care.

DESIGNATED FIRST AID AREA

- Keep health records on file in this location during the retreat.
- Properly store ALL medication and supplies in this location.
- At the onset of the retreat the Camp Nurse must clearly communicate the location of the First Aid Area to all campers (children, youth, and adults) as well as how he/she can be reached when needed.
- Isolation space is available if a camper is feeling ill or if he/she is contagious with something and cannot stay in his/her cabin. Feel free to use the isolation space any time during the camp session for sick campers. Clean linens are available in the laundry room when the space needs to be refreshed.

EMERGENCIES & NON-EMERGENCY DOCTOR CONSULTATIONS:

1. For all emergencies requiring immediate medical attention, call 911 and Waters Edge Medical Staff.
 - Call 911 and have an ambulance sent to the camp.
 - Contact Camp Director or an on-call manager and have them meet the ambulance at the front entrance to escort it to the camper.
 - Parents will be notified of emergency situations by the Camp Nurse and / or the Emergency Preparedness Coordinator.
2. The Camp Health Officer may send a camper to either Urgent Doc or CHI St. Luke's Health Memorial, both in Lufkin (approximately 45 minutes away), for an injury/condition that requires a doctor consult/diagnosis.

- The camper needs to see a doctor but the injury is not serious.
 - The camper has an obvious fracture or dislocation.
3. For all non-emergency visits to Crockett the sponsor for the injured camper must transport the camper to the doctor. *Neither the Camp Nurse on call nor the Director can leave the camp to transport the camper.*

General Injury Prevention

Waters Edge implements the following injury prevention measures:

- Maintaining equipment and facilities in accordance with DSHS safety standards.
- Ensuring required ratios of adults to campers 1:8.
- Conducting safety inspections of activity areas prior to use.
- Enforcing the use of personal protective equipment (PPE), including helmets, pads, and life jackets.
- Providing required staff training in emergency procedures.

Injury Identification and Immediate Response

When an accident occurs, staff shall:

- Stop the activity immediately.
- Ensure scene safety.
- Provide care consistent with their training.
- If further care is needed, the camper will be transferred to the First Aid Area (if transportable) where the Medical Officer can further evaluate.

Minor Injuries

Examples include scrapes, small cuts, and minor sprains.

- Notify camp healthcare staff.
- Provide basic first aid (cleaning, bandaging, ice packs).
- Monitor the camper for continued symptoms.
- Document the injury using the incident report sheet. Incident Report Sheets will be filed in the First Aid Office.
- Notify the Camp Director and parent/guardian per camp policy.

Major Injuries

- Major injuries require immediate medical attention and may include broken bones, head injuries, major bleeding, or other serious trauma.

Suspected Broken Bones/Fractures

- Do not move the injured limb unless the camper is in immediate danger
- Stabilize with a splint only if trained to do so
- Apply ice wrapped in a cloth; do not apply ice directly to the skin
- Call EMS (9-1-1) if:
 - The bone is visibly deformed.
 - The camper cannot bear weight.

- Severe pain or swelling is present.
- Notify the Camp Director and parent/guardian immediately.
- Complete the required DSHS injury report.

Head Injuries / Potential Concussions

- Any blow to the head, fall, or jolt requires careful monitoring.
- Possible symptoms include:
 - Loss of consciousness (any duration)
 - Dizziness or confusion
 - Nausea or vomiting
 - Headache
 - Unequal pupils
 - Slurred speech
 - Memory gaps
 - Seizures
- Response actions:
 - Stop all activity immediately.
 - Call EMS (9-1-1) if loss of consciousness occurs, vomiting is repeated, or symptoms worsen.
 - Do not allow return to activities the same day.
 - Keep the camper awake, talking, and supervised until medical personnel arrive or a parent/guardian retrieves them.
 - Notify the Camp Director and parent/guardian immediately
 - Document the incident per DSHS requirements.
 - Require written medical clearance from a licensed healthcare provider prior to return.

Severe Bleeding

- Apply direct pressure with a clean dressing.
- Elevate the injury if possible.
- If bleeding is excessive, apply a tourniquet if trained.
- Call EMS (9-1-1).
- Monitor for signs of shock.
- Notify parents/guardians and document.

Emergency Medical Services (EMS) Activation

- Staff must call 9-1-1 when **any** of the following occur:
 - Suspected broken bone with deformity.
 - Head injury with neurological symptoms.
 - Loss of consciousness.
 - Uncontrolled bleeding.
 - Major falls.
 - Chest pain or breathing difficulty.
 - Severe allergic reaction or anaphylaxis.

Parent/Guardian Notification

- Major injuries: Immediate notification via phone.
- Minor injuries: Notification by the end of the day or via written incident report.

Documentation and Reporting

- The following records must be completed and maintained:
 - Injury/Accident Report (within 24 hours).
 - Witness statements, if applicable.
 - EMS or medical reports.
 - Staff involved and response actions.
 - Environmental conditions (location, equipment, time).
- Records will be retained in the First Aid Office

Incident Review

The Camp Director and Medical Officer will:

- Review all major injury incidents within 72 hours.
- Determine whether safety procedures require revision.
- Implement corrective actions or additional staff training as needed.

Staff Training Requirements

- All Counselors/Activity Leaders and supervisory staff must maintain:
 - Annual camp-specific safety training.

Return-to-Activity

- A camper or staff member involved in a major injury may return to activities only when:
 - Cleared in writing by a licensed medical provider.
 - Symptoms have fully resolved.
 - The camp health officer has reviewed and approved the return.



AQUATIC EMERGENCY PROCEDURE

Purpose

This appendix establishes procedures for preventing drowning incidents, responding to aquatic emergencies, and managing water-related accidental deaths at Waters Edge. These procedures support compliance with 25 TAC Chapter 265, Subchapter B (Texas Youth Camps Safety and Health) and other applicable regulations.

This section may be used in conjunction with other applicable policies within Waters Edge policy manuals.

Scope

These procedures apply to:

- All campers, staff, volunteers, and visitors.
- All aquatic areas, including pools, lakes, rivers, splash zones, and watercraft activities.
- All camp-sponsored off-site aquatic activities.

Drowning Prevention and Water Safety Standards

Supervision Requirements

- A certified lifeguard (American Red Cross, YMCA, Lifeguard-Pro or equivalent) must be on duty during all aquatic activities.
- Camper-to-lifeguard ratios shall meet or exceed Texas TAC requirements
- Lifeguards must actively supervise and may not swim unless separately assigned.
- The pool area must remain locked at all times when a lifeguard is not present

Staff Training

- All aquatic staff must maintain:
 - Current CPR/AED and First Aid certification
 - Annual in-service training that includes:
 - Water rescue techniques.
 - Victim recognition strategies.
 - Emergency communication protocols.
 - Spinal injury management.
- Non-aquatics staff supervising campers near water must receive basic water-safety awareness training.

Swim Tests and Ability Classification

- In areas where the depth exceeds 5 ft., all campers must complete a documented swim test prior to participating in aquatic activities. The swim test will consist of swimming from one side of the pool and back.

- Swimmers will be tested regarding their swimming abilities and divided into two groups: Non-swimmers and swimmers. Campers may not swim in a swimming area above their ability level.
- Visual identifiers (e.g., color-coded wristbands) may be used. Swimmers that are proficient will be given a colored band to wear around their wrist at all times in the pool.
- Swimmers without bands will not be allowed to swim at depths greater than 5' in depth.
- Campers may only access aquatic areas appropriate to their swim classification.

Safety Equipment

- All aquatic areas must maintain:
 - U.S. Coast Guard–approved life jackets for boating activities.
 - Rescue equipment (life rings, reaching poles, rescue tubes).
 - A stocked first-aid kit.
 - An immediately accessible AED.
 - Clearly posted emergency procedures and depth markers.

Water Area Rules

- No swimming without staff permission and active lifeguard supervision.
- No running on pool decks or docks.
- No diving.

Emergency Response: Drowning or Water-Related Injury

Emergency Activation

- Upon recognition of a distressed or submerged individual:
 - The lifeguard performs an immediate rescue.
 - The Head Lifeguard initiates a medical emergency call to camp responders.
 - Staff notify healthcare staff
 - Non-essential personnel clear the area and assist with crowd control

On-Site Medical Response

- Begin CPR and use an AED as indicated
- Continue life-saving efforts until EMS arrives and assumes care
- Document: Time of rescue, Victim condition, All interventions performed

Communication

- The Camp Director notifies parents/guardians as soon as possible
- Law enforcement is contacted when required, including in the event of a fatality

Response to Accidental Death (Aquatic)

If an aquatic incident results in death:

Immediate Actions

- EMS and law enforcement assume control of the scene
- Staff shall not move or disturb the site except to provide life-saving care
- All witnesses remain available for statements

Notifications

- The Camp Director must notify:
 - Parents or legal guardians
 - Local law enforcement (if not already present)
 - Texas Department of State Health Services (DSHS)
 - The camp's insurance provider
 - The governing organization or board
- Notifications must follow required legal timeframes.

Documentation and Reporting

- Within 24 hours, the camp must complete:
 - Incident and fatality reports
 - Staff and witness statements
 - Equipment inspection logs
 - A written summary of actions taken
- All records must be securely stored and made available to DSHS upon request.

Staff Support and Debriefing

- Mandatory debriefings are conducted for involved staff
- Counseling resources are made available to campers and staff
- No public statements may be made without authorization from the Camp Director

Review and Compliance

- This policy is reviewed annually and updated to reflect:
 - Current Texas regulations
 - Industry best practices
 - Recommendations from health and safety professionals
- Failure to follow this policy may result in retraining, reassignment, or termination, depending on severity.



DRIVING AND VEHICLE POLICIES

Applicability – The following policies apply to all staff driving on the camp ground either in a personally-owned vehicle or in a camp-owned vehicle. All staff driving on the camp ground must have a valid Driver's License (not a permit). Waters Edge conducts an assessment of the driving record of all staff driving camp vehicles during camp weeks, and reserves the right to reassign driving responsibilities based on past driving performance.

Speed Limit – When driving any vehicle on the campground, do not exceed 15 miles per hour. Staff should be very careful of campers walking about when they are driving on camp property. Accelerate slowly; do not spin rear tires.

No camper or staff will be allowed to ride in or on the back of a truck, tractor or other equipment. The camper and staff exception is for wagons and trucks driven at slow speeds off public roads when protective devices are provided to keep persons from falling off. Staff exceptions for transporting food or other loads requiring supervision driven at slow speeds off public roads, and for trash walks are acceptable only with permission from the Camp Director.

Limit Vehicle Use – No staff person will drive around camp in any vehicle indiscriminately when they are able to walk to their destination. This includes when camp is not in session. For example, do not drive down to the lake on a Saturday when you can walk.

Dirt bikes, three wheelers, and four wheelers (A.T.V.'s) – These vehicles are not to be ridden on the premises of the camp, unless specifically authorized by a Full-time staff member.

Unattended vehicles – should be parked with the windows rolled up. Never leave an unattended vehicle running and never leave the keys in the ignition. Leave keys in vehicles that may need to be moved by other people hidden in the sun visor or cup holder.

Authorization and Training for driving camp vehicles – All camp-owned vehicles, including boats, tractors, and utility vehicles, may only be driven by trained, authorized, and “signed-off” staff members with a valid Driver's License (not a permit). A signed copy of the training record will be kept in the staff's personnel file. Drivers requiring behind-the-wheel experience (those not having sufficient experience driving the vehicle they are authorized to drive) will be given training and supervised practice prior to being authorized to drive on their own. Authorization to drive on camp property may be revoked for driving policy infractions or violations (both on and off the camp property).

Transporting Campers in Vehicles: Staff will use the “rule of three” when transporting campers in enclosed vehicles (golf carts and utvs are “open” and therefore public). For enclosed vehicles, at least TWO staff members are required to transport a single camper.

Maintenance – all camp vehicles will be kept in a clean and orderly condition. Report broken camp equipment to the Maintenance Department immediately. Damage to equipment will be investigated by the appropriate Director. Damage necessitating significant repairs or indicating serious lapses in judgment will be documented and placed in the staffer's personnel file. Remember that all our equipment belongs to God—please drive accordingly!



TRANSPORTATION EMERGENCY PLAN

This section establishes procedures for responding to transportation-related incidents involving Waters Edge staff, campers, or vehicles to ensure prompt medical care, appropriate notification, and proper documentation.

Procedures

Serious Transportation Accident (any injury, suspected injury, major damage, or unsafe scene)

- If a serious accident occurs while transporting campers/staff (Waters Edge vehicle, staff personal vehicle used for camp purposes, or other non-chartered vehicle):
 - Scene safety first: Stop in the safest location available, activate hazards, and assess hazards (traffic, fire, downed lines, fuel leak). Move occupants to a safer area only if remaining creates greater danger.
 - Activate EMS: Call 9-1-1 immediately and provide location, number of patients, and known hazards.
 - Provide care: Provide first aid within training; do not move injured persons unless necessary to prevent further harm.
 - Supervision & accountability: Keep uninjured passengers together and supervised.
 - Conduct a headcount using the trip roster and confirm names.
 - Notify camp leadership: Notify the Camp Director or designee as soon as possible.
 - Parent/guardian notification: The Camp Director (or designee) will notify parents/guardians as appropriate.
 - Information collection: When safe, document vehicles involved, driver info, location, time, and obtain witness names/contact information.
 - If any injury or suspected injury occurs, follow Waters Edge procedures for medical response, parent notification, documentation, and required reporting.

Non-Serious Transportation Accident (no injury, minor damage, safe scene)

- Move to a safe location as appropriate and exchange required information for insurance purposes.
- Notify the camp office as soon as practical with location, vehicle(s) involved, and status.
- Continue travel only if the vehicle is safe and leadership approves; otherwise arrange alternate transportation.
- Do not continue travel if any occupant reports symptoms, the vehicle is not fully roadworthy, or the scene becomes unsafe



SPECIAL NOTES

- All guests must check-in at the camp office and identify their purpose of visiting
- If guests are staying for meals, activities, or overnight, they are required to sign a guest waiver that explains camp procedures and protocols.
- Sign-in sheet, guest waivers, and name tags are located in office lobby
- To maintain the safety of our campers and camp family the camp has a zero-tolerance policy for violent and sexual offenders to be present on camp property. Please report any known offenders to the Camp Director as soon as possible.



UNAUTHORIZED INDIVIDUAL POLICY

This appendix establishes procedures for identifying and responding to unauthorized or unknown persons on the Waters Edge campus to protect campers, staff, and visitors and to support rapid reporting, supervision, and coordinated incident management.

Procedures

All visitors must:

- Check in at the camp office upon arrival.
- Wear a visitor lanyard visibly at all times while on property.
- Remain accompanied by Waters Edge staff (Counselor/Activity Leader or other staff) while on campus unless expressly authorized by the Camp Director or designee.
- Staff shall direct any unbadged/ unescorted visitor to the camp office for check-in or notify leadership to escort the individual.

Definitions and Recognition

- An unauthorized individual is anyone who has not registered at the camp office his/her presence in camp. This may include parents of campers or even church staff. The camp office should be notified if you suspect there is someone in camp that does not belong. Anyone acting suspicious should be reported. Campers and counselors should not be in remote areas of the camp late at night.

Reporting and Initial Staff Actions

- Any suspicious, unknown, or unauthorized person shall be reported immediately to a Camp Director or designee. Staff should:
 - Maintain a safe distance and avoid confrontation.
 - Make a radio call alerting staff of an unauthorized/suspicious person. Provide leadership with the person's description, location, direction of travel, and observed behavior.
 - Keep campers under direct supervision.
 - Quietly move campers away from the person only if a clearly safe route exists; otherwise remain in place and await direction.
 - If a vehicle is involved, document the vehicle description and license plate number only when it can be done safely.

Immediate Law Enforcement Notification Triggers

- Staff or the Camp Director should call 9-1-1 immediately if any of the following occur:
 - A weapon is seen or suspected.
 - Threats are made, violence occurs, or forced entry is attempted.
 - The person attempts to separate a camper from supervision or an abduction is suspected.
 - The person refuses to leave after being directed by leadership, or attempts to access camper living/program areas.
 - The situation is escalating and staff cannot maintain safe supervision and separation.

Camp Director Actions and Protective Measures

- The Camp Director (or designee) will assess the situation and may:
 - Restrict access to certain areas and direct staff to increase supervision of campers.
 - Direct staff to secure buildings (close/lock doors as available; control entry; keep campers inside and out of sight where practicable).
 - Direct movement to assigned locations as appropriate (Outdoor Muster Zone or Primary Emergency Shelter Area).
 - Designate a single staff point-of-contact to meet/direct responding emergency personnel at the safest access point.

Movement, Accountability, and Reunification (If directed)

- If the Camp Director directs movement for safety, staff will follow instructions and use assigned locations as appropriate:
 - Move to a designated Primary Emergency Shelter Area (Indoor) if directed to shelter indoors, or
 - Move to an Outdoor Muster Zone (Outdoor) if directed to assemble outdoors for accountability and further instruction.
 - Counselors/Activity Leaders will maintain supervision, conduct headcounts, and report accountability status as directed by the Camp Director.
 - Campers will be released/reunited only as directed by the Camp Director and only to authorized persons.

Documentation and Return to Normal Operations

- After the incident, the Camp Director (or designee) will ensure appropriate documentation is completed (time, location, description, actions taken, witnesses, and any law enforcement involvement) and will determine when normal operations may resume.

Parent/Guardian Notification (Unauthorized or Unknown Person Incident)

- The Camp Director (or designee) will determine whether a parent/guardian notification is required and authorize it. Notifications will be initiated as soon as practicable once immediate protective actions are in place and information is verified, and in a manner that does not compromise camper safety or law enforcement operations.



ACTIVE SHOOTER STRATEGY

Active shooter situations require immediate action by law enforcement and camp staff to ensure the safety of all individuals. The following response strategies are designed to provide guidance during such incidents. While every situation is unique, staff should remain flexible and prioritize the physical and emotional safety of campers and staff at all times.

Immediate Response: Run, Hide, Fight

- **RUN:** If a safe evacuation route is available, evacuate immediately. Leave all belongings behind and assist campers in exiting quickly and safely. Encourage others to follow, but do not delay your exit for those who hesitate. Once outside, move as far away from the danger as possible and seek shelter.
- **HIDE:** If evacuation is not possible, find a secure location to hide. Lock doors, barricade entry points with heavy furniture, close blinds, and turn off lights. Silence all cell phones and remain as quiet as possible. Stay out of sight and avoid making noise that could draw attention to your location.
- **FIGHT:** As a last resort, if your life or the lives of others are in imminent danger, take action to incapacitate the shooter. Use physical aggression and available objects (e.g., chairs, fire extinguishers) to defend yourself and others. Commit fully to your actions to neutralize the threat. When safe to do so, call 911. Provide as much info as possible, including the location and number of shooters, description of the shooter(s), weapons used, and number of potential victims.

When it is safe to do so, call 911 and provide detailed information, including:

- The location of the shooter(s).
- The number of shooters, if known.
- A physical description of the shooter(s) (e.g., clothing, height, distinguishing features).
- The type of weapons being used.
- The number and condition of potential victims.
- Any other relevant details that could assist law enforcement.
-

Accountability: Once in a secure location, perform an immediate headcount to account for all campers and staff. Report any missing individuals to law enforcement as soon as possible. Maintain a list of all individuals present in the safe area for accountability purposes.



EMERGENCY PLAN FOR PANDEMICS / OUTBREAKS

This section establishes procedures to protect the health and safety of campers, staff, and visitors during an epidemic/pandemic or infectious disease outbreak, while ensuring continuity of camp operations when possible. This appendix may be used in conjunction with other applicable policies in the Frontier Camp policy manuals.

Scope

These procedures apply to:

- All campers (day and overnight programs).
- All staff, volunteers, contractors, and visitors.
- All camp facilities and program areas.

Policy Statement

- Waters Edge is committed to maintaining a safe and healthy environment. In the event of an outbreak, the camp will follow guidance issued by the Centers for Disease Control and Prevention (CDC), DSHS, and local health authorities.
- The Camp Director retains the authority to suspend or close camp operations if closure is determined to be the most appropriate course of action to safeguard the health and safety of guests and staff.

Prevention and Preparedness

- Supplies:
The camp will maintain an adequate supply of PPE (masks, gloves), thermometers, disinfectants, and hand sanitizer, which will be stored in the nurse's station. The Emergency Preparedness Coordinator will conduct regular inventory checks to ensure all supplies are available, functional, and within expiration dates. Supplies will be replenished as needed to maintain readiness.

Vaccination Records

- Campers and staff may be required to provide proof of vaccination when recommended by public health authorities.
- Communication: The camp registration form will include a statement requiring parents to confirm that their child is free of symptoms and has not been exposed to an outbreak within the past 14 days. Parents must sign this acknowledgment. In the event a camper is unable to attend due to illness, a 50% refund of the camp registration fee will be provided. This policy will be clearly communicated to parents during the registration process.

Hygiene Protocols

- Handwashing stations and hand sanitizer will be available throughout camp.
- Staff will reinforce proper hygiene practices with campers.

Cleaning and Disinfection

- High-touch surfaces and shared equipment will be disinfected regularly.
- Sleeping quarters, dining areas, and restrooms will be cleaned regularly.

Response Procedures

On-Site Outbreak

If an infectious disease outbreak occurs on-site:

- Isolation: Individuals exhibiting symptoms will be immediately isolated in a designated medical area.
- Notification: Parents/guardians and local health authorities will be notified promptly.
- Testing: On-site testing may be conducted when available and recommended.
- Contact Tracing: The camp will assist health officials in identifying and notifying close contacts.
- Isolation Protocol: If a camper exhibits symptoms consistent with the outbreak, they will be escorted to the nurse for evaluation. Based on the nurse's assessment, the camper will either be cleared to return to activities or moved to the designated isolation area located in the nurse's station. The isolation area will be equipped with necessary supplies to ensure the comfort and safety of the camper while minimizing the risk of transmission. Parents will be notified immediately if their child is placed in isolation.

Widespread Regional Outbreak

If a widespread outbreak occurs in the surrounding region:

- Camp operations may be delayed, suspended, or modified in accordance with public health directives.
- Virtual or remote programming may be offered if in-person sessions are canceled.
- Policies regarding refunds, credits, or rescheduling will be communicated clearly to families.

Communication

- The Camp Director or designee will serve as the designated spokesperson for all public health and media communications.
- Parents/guardians Notification: "In the event of an outbreak, the Emergency Preparedness Coordinator will notify parents/guardians and local health officials promptly. Notifications will include details of the situation, steps being taken to mitigate the spread, and any actions required by parents (e.g., early camper pick-up). Communication will be conducted via email, phone, and/or the camp's website and social media channels.
- During active outbreaks, staff briefings will be held regularly to ensure awareness and preparedness.

- **Closing Criteria:** The decision to close the camp will be made collaboratively by the Emergency Preparedness Coordinator and local health officials, based on the severity of the outbreak and the risk of further transmission. Factors such as the number of confirmed cases, the ability to isolate affected individuals, and guidance from public health authorities will be considered. Parents will be notified immediately of any closure and provided with instructions for camper pick-up or transportation.

Staff Training

All staff will receive training on:

- Recognizing symptoms of infectious diseases.
- Proper use of personal protective equipment (PPE).
- Emergency response and isolation procedures.
- Hygiene and sanitation protocols.

Compliance

- This policy aligns with guidance issued by the CDC, DSHS, and local health departments. All campers, staff, and visitors are expected to comply with applicable health directives and camp procedures.



COMMUNICATION

This section identifies the communication systems, equipment, redundancy measures, and management practices used by Waters Edge Camp to support effective emergency response operations.

Primary Communication Systems

Two-way radios are the primary on-site communication method for staff coordination and emergency response. Mobile phones provide external communications and redundancy.

System	Description	Notes
Two Way Radios	Two Way Radio IP67 Waterproof Walkie Talkies, with Weather Alert	Primary on-site system. All Directors and Leadership Carry at all times.
Cell phones	Cellular devices used for external and backup communications.	Cell Phones are carried by Camp Director, Camp Medical Officer, and Waterfront Director
Emergency Public Address System (EPAS)	Fixed system for camp-wide announcements. Each station has a battery backup.	Broadcasts transmissions from handheld radios, or microphones at each station. Operable without internet.

Backup and Alternate Communication Methods

When radios or cellular service are limited, staff will use runners, bull horns, and other alternate methods as needed to relay emergency instructions and maintain accountability

Method	Description
Runners	Staff Assigned to physically relay messages
Audible Alert Devices	Bull horns, lifeguard whistles

Emergency Communications Equipment Inventory

Onsite Communications Equipment

Resource	Description	Notes
Two Way Radios (12)	Waterproof Weather Alert Long Distance Two way Radios	Location: Staff Office at the Girling House and First Aid Office
EPAS	10 on site	Locations: All Cabins, First Aid Office, Worship Center, Girling House, Office

Weather Alert Radios	10 on site	Locations: All Cabins, First Aid Office, Worship Center, Girling House, Office
Audible Alert Devices	Bullhorn	Location: Freedom Hall Closet
Spare Radio Batteries	For Extended Time	Location: Camp Office
Backup Power	6 Mobile Generators	Located in Mid-Barn, Pool, Girling House
Backup Power	Generac 27K Generator	Located on Dining Hall
Broadband Connection #1	Starlink Satellite Internet	Dining Hall & Girling House
Broadband Connection #2	Spectrum Fiber Optic Internet	Freedom Hall

The camp maintains two broadband internet connections through distinct service providers to support redundancy for emergency communications.

- Fiber broadband service (primary): Waters Edge's primary broadband service is provided by Spectrum Business via fiber-to-the-premises, terminating at an Optical Network Terminal (ONT) located at Freedom Hall.
- Satellite Internet Service (secondary): Waters Edge maintains Starlink Satellite Services in both the Girling House and the Dining Hall.

Monitoring and failover verification: The Camp Director is responsible for ensuring internet readiness for emergency communications. Internet service status is monitored day-to-day by camp office staff, and outages are reported immediately to year-round leadership and the provider as needed. Both services are continual services so transition monitoring is not needed.

BUILDING EVACUATION ROUTE INDEX

Building	Evacuation to primary emergency shelter (indoors)	Evacuation to designated muster zone	Effective date	Last verified by date
Freedom Hall	Enter the main building and shelter in the main hall	Exit the front entrance and gather outside the front awning under the Muster zone sign	02/01/26	
Nissi	Enter the bathrooms on each side, get in showers if necessary (area marked with Tornado shelter signage)	Follow the lit sidewalk to the muster zone outside of Freedom Hall	02/01/26	
Jireh	Enter the bathrooms on each side, get in showers if necessary (area marked with Tornado Shelter signage)	Follow the lit sidewalk to the muster zone outside of freedom Hall	02/01/26	
James	Enter the bathrooms, get in showers if necessary (area marked with Tornado Shelter signage)	Follow the lit path down the main road, up the lit path in between Nissi and Freedom Hall, and assemble under the muster zone sign on the front of Freedom Hall	02/01/26	
Zaccheus	Enter the bathrooms, get in showers if necessary (area marked with Tornado Shelter signage)	Follow the lit path down the main road, up the lit path in between Nissi and Freedom Hall, and assemble under the muster zone sign on the front of Freedom Hall	02/01/26	
Baruch	Enter the bathrooms, get in showers if necessary (area marked with Tornado Shelter signage)	Follow the lit path down the main road, up the lit path in between Nissi and Freedom Hall, and assemble under the muster zone sign on the front of Freedom Hall	02/01/26	
Caleb	Enter the bathrooms, get in showers if necessary (area marked with Tornado Shelter signage)	Follow the lit path down the main road, up the lit path in between Nissi and Freedom Hall, and assemble under the	02/01/26	

		muster zone sign on the front of Freedom Hall		
Matthew	Enter the bathrooms, get in showers if necessary (area marked with Tornado Shelter signage)	Follow the lit path down the main road, up the lit path in between Nissi and Freedom Hall, and assemble under the muster zone sign on the front of Freedom Hall	02/01/26	
The Hideout	Enter the bathroom, get in shower if necessary (area marked with Tornado Shelter signage)	Cross the main road and use the lit path in between Nissi and freedom Hall, assemble under the muster zone sign on the front of Freedom Hall	02/01/26	
Dining Hall	Enter into the main room away from the windows and take cover	Use the lit concrete sidewalk and path all the way to Freedom Hall and Assemble at the muster zone Alternate Route: Use the lit roadway all the way to Freedom Hall muster zone	02/01/26	
The Girling House	Enter into the hallways in between the bedrooms and take cover	Use the sidewalk in front to go to the muster zone	02/01/26	
Refuge	Enter into the hallway in between the bedrooms and take cover	Use the sidewalk in front to go to the muster zone	02/01/26	
Axe and Archery	Enter into Freedom Hall using the lit path between Nizzi and Freedom Hall	Cross the main road and use the lit path in between Nissi and freedom Hall, assemble under the muster zone sign on the front of Freedom Hall	02/01/26	
Rec Fields	Enter in to Freedom Hall using the front entrance	Assemble in front of Freedom Hall at the Muster Zone	02/01/26	

GENERAL SAFETY AND GUIDELINES

FIRE

1) Keep flammable materials away from heat sources.

If a fire occurs:

2) Assess the situation and have an escape route,

3) Turn off electricity and gas feeding the fire if possible,

4) Try to smother small fires with a lid (if fire is in a pan), fire blanket, fire extinguisher, or baking soda.

FALLS AND SPILLS

1) Always clean up messes immediately to prevent falls.

2) Use a sturdy step ladder to reach things.

3) Use floor mats and cones.

CAMPERS

Campers must always be supervised! The best way to avoid problems is **TO BE WITH YOUR CAMPERS!** This is especially true in between activity periods, during rec time, before and after meals, and in cabins. Most problems occur while campers are waiting for something to happen. Remember, you don't have to be a policeman or a boss, just build relationships with them during these "off times."

FIRST AID

In all emergency situations:

2. Stay calm.

3. Survey the Scene. Be clear and ready to report on the details.

4. Notify the Medical Staff (Camp nurse or EMT), and Managing Director.

5. Do not leave an injured camper alone. Send another person if necessary.

6. Seek out someone with a radio. Assure the camper that help is on the way to keep the camper calm and do not make assumptions about their injury unless you are trained

7. Crowd Control (once medical staff arrive, this may be your primary role)

Ensure the safety of the other campers

Keep people calm

Pray with them

Obey all medical staff instructions

8. Under most situations, **DO NOT MOVE THE PERSON.**

- Special Situations • Shock – have the person lie down or remain lying down; elevate feet and keep warm

- • Heavy Bleeding – apply direct pressure; elevate wound above heart

- • Burns – if minor, cool with water, do NOT use ice

- • Snake Bite – keep person calm; get help fast; identify snake if possible
- • Poisoning – keep person calm; get help fast; identify source of poisoning
- • Fractures – do not move; immobilize or support if needed
- • Diabetes – get help fast, ask if you can get them anything
- • Seizures – remove hazards; do not restrain; position on side
- • Hyperventilation – start a conversation and have them try to take deep breaths
- • Fainting – cushion fall, do not move them

SECTION FOUR:

Appendix and Supporting Materials

General Camp Information

This Emergency Action Plan (EAP) is specific to and intended for use only at the camp identified in the table below. The procedures, roles, and site-specific information contained in this EAP apply exclusively to that camp's location, operations, staffing, and facilities and are not intended to be used for any other camp or site without formal review and adaptation.

Camp Name	Waters Edge Encampment
Camp Address	7900 FM 1733 Crockett, Texas 75835
Camp Phone	(936) 546-0700
Camp Directions	From Crockett: Take Hwy 21 East approximately 10 miles. Turn Right on FM 1733 and go approximately 2.3 miles. The entrance to Waters Edge will be on your left. <i>VISITORS MUST CHECK IN AT THE CAMP OFFICE!</i>
Camp License	250869
Camp Director	Mikey Osborne

Important Emergency Contacts

Agency / Group	Location	Contact	Alternate Phone
Houston County Sheriff	700 S Fourth St, Crockett, TX 75835	9-1-1	(936) 544-2862
Houston County EMS	1106 E Loop 304, Crockett, TX 75835	9-1-1	(936) 544-4505
Hospital – Mid Coast Medical Center	1100 E Loop 304 Crockett, TX 75835	(936) 546-3891	
Houston County Air Rescue/Air	Crockett MidCoast Medical Center, 1100 E	(935) 545-8596	

Evac Lifeteam 127	Loop 304 Crockett, TX 75835		
Houston County Fire Marshall and Office of Emergency Management	Heath Murff EMC 600 Bradshaw, Crockett, TX 75835	(936) 544-7175	(936) 546-5148
Camp Doctor	Mike Mcleod, M.D.	(936) 655-0500	(361) 799-9000
Camp Director	Mikey Osborne	(936) 546-0700	(936) 546-1949
Emergency Preparedness Coordinator	Mikey Osborne	(936) 546-0700	(936) 546-1949

Reunification Centers

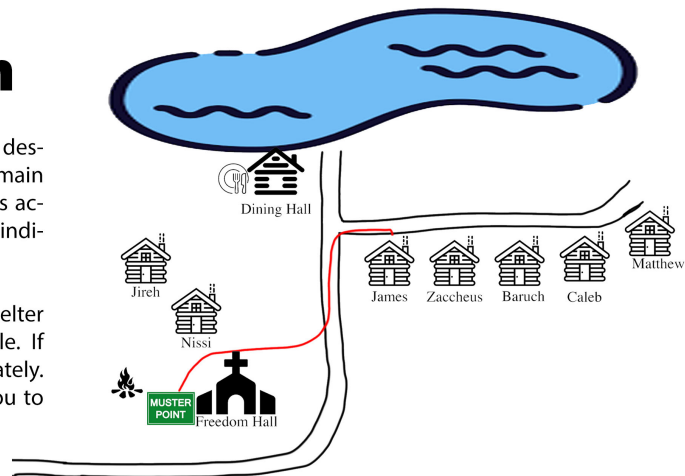
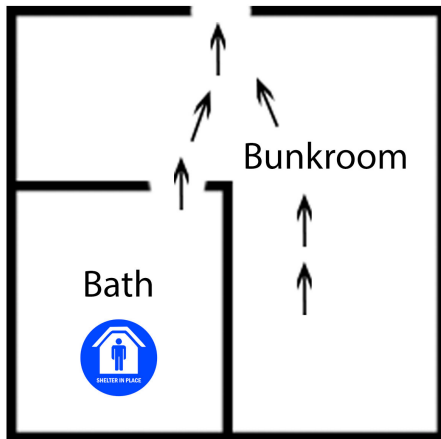
Name	Address	Contact
Harvest Church	1403 East Loop 304 Crockett Texas 75835	Dennis Ivey - (936) 544-9945
Tabernacle of Praise	170 State HWY 7 West Kennard, TX 75847	Kevin Smith - (936) 655-2026
River of Life	595 S. MARCUS, ALTO, TEXAS 75925	Ron Rose – (936) 858-4862

JAMES CABIN EVACUATION MAP

Evacuation Plan

MUSTER ZONE EVACUATION - Proceed directly to the designated safe exterior area at freedom hall, and remain there for a mandatory roll call to ensure everyone is accounted for, only leaving when instructed. The line indicates the path to take to the muster zone.

SHELTER IN PLACE - In the event you are asked to shelter in place, proceed to the bathroom as soon as possible. If you hear the tornado siren, shelter in place immediately. Stay there until The Emergency Director releases you to normal activities.



EMERGENCY SERVICES

In an emergency, call 911 . Emergency medical services are available 24 hours a day and they know how to get to Waters Edge. First aid stations are available in the dining hall.. The physical address at Waters Edge is 7900 FM 1733 Crockett, Texas 75835

FIRE

In the event of a fire, exit building as soon as possible and gather in the area in front of your lodging at a safe distance. Notify camp Director immediately of fire. Do not attempt to put the fire out, human lives are more important than facilities

EXITING THE BUILDING

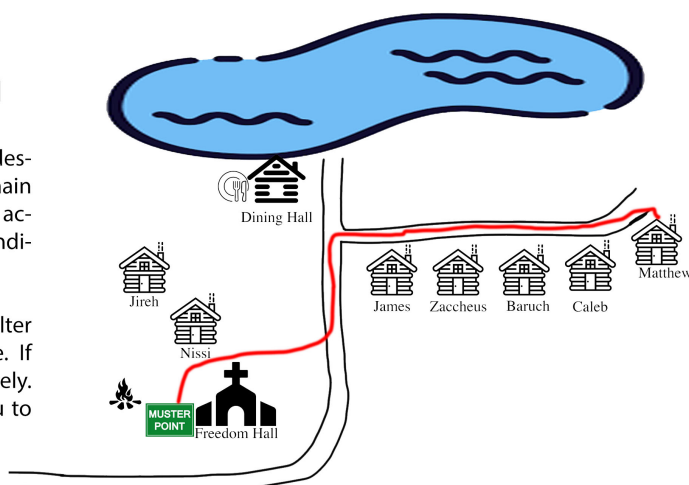
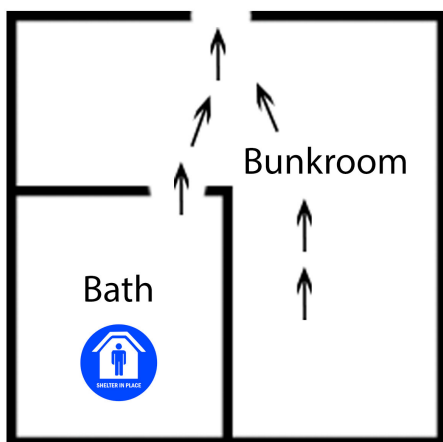
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MATTHEW CABIN EVACUATION MAP

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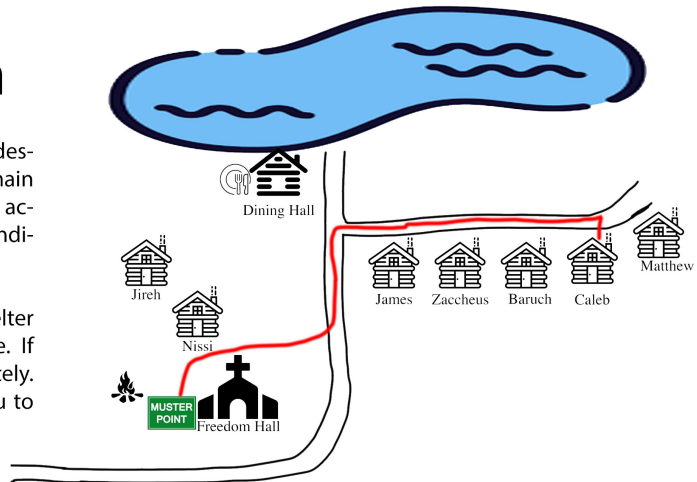
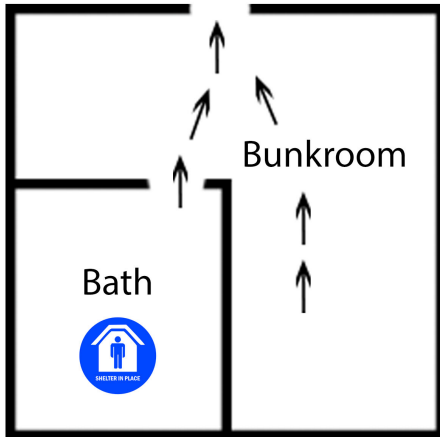
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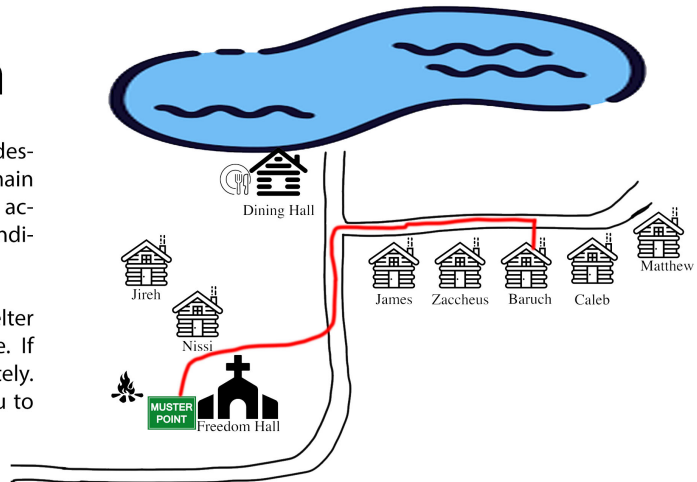
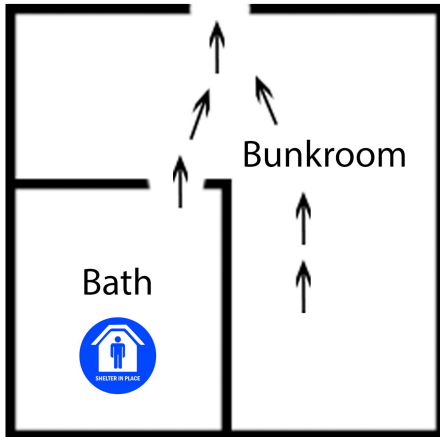
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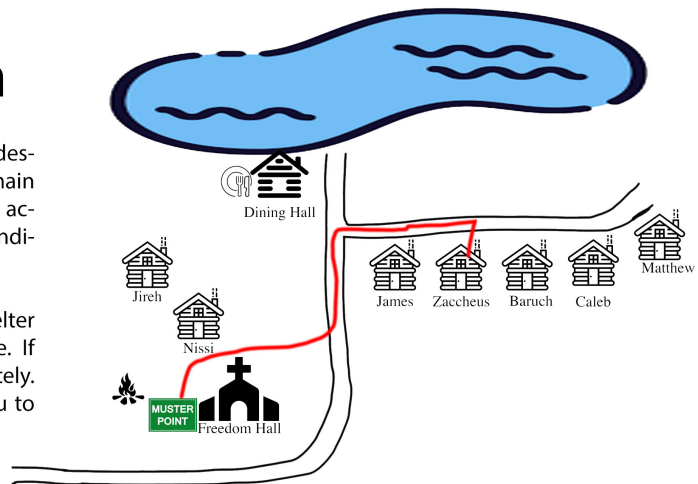
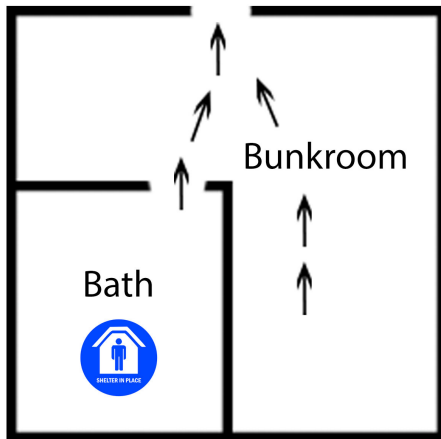
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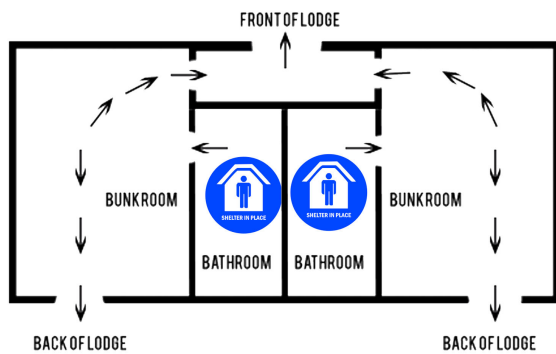
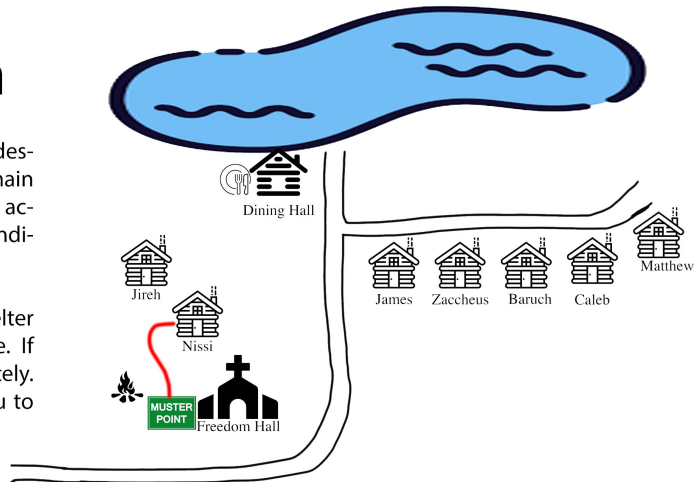
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NISSI EVACUATION MAP

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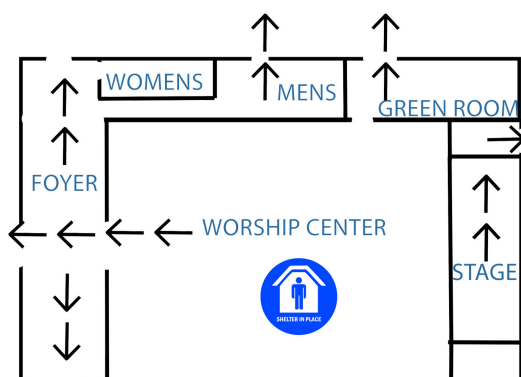
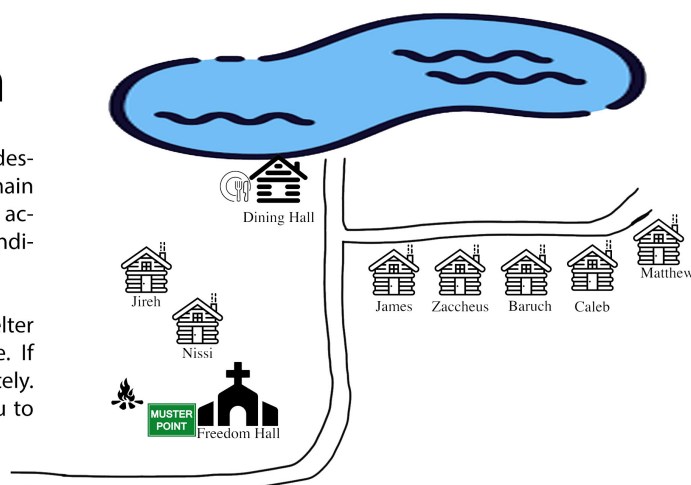
In the event of an emergency, exit the building in an orderly fashion. Do not push or shove anyone. Exits are located in the front entrance and at the rear of each bunk room . and are also notated by a lit exit sign. Do not attempt to save any material possessions as your life is more important. Exit the building and gather in the front of your lodging at an appropriate distance away

FREEDOM HALL EVACUATION MAP

Evacuation Plan

MUSTER ZONE EVACUATION - Proceed directly to the designated safe exterior area at freedom hall, and remain there for a mandatory roll call to ensure everyone is accounted for, only leaving when instructed. The line indicates the path to take to the muster zone.

SHELTER IN PLACE - In the event you are asked to shelter in place, proceed to the bathroom as soon as possible. If you hear the tornado siren, shelter in place immediately. Stay there until The Emergency Director releases you to normal activities.



EMERGENCY SERVICES

In an emergency, call 911. Emergency medical services are available 24 hours a day and they know how to get to Waters Edge. First aid stations are available in the dining hall. The physical address at Waters Edge is 7900 FM 1733 Crockett, Texas 75835

FIRE

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EXITING THE BUILDING

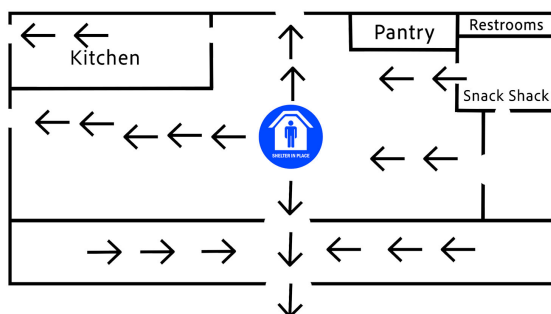
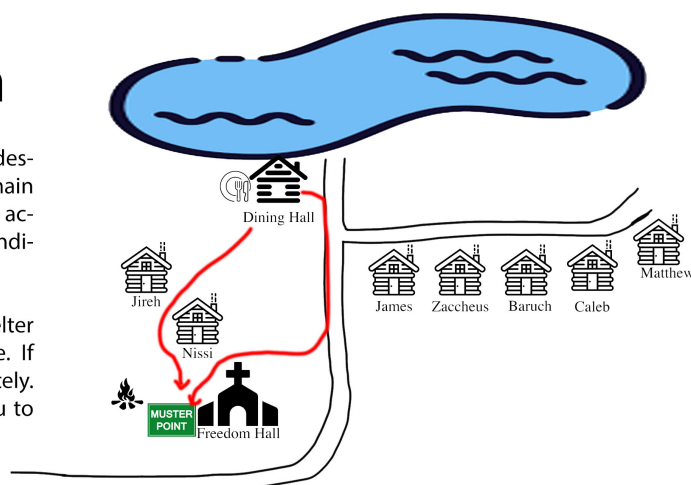
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DINING HALL EVACUATION MAP

Evacuation Plan

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SHELTER IN PLACE - In the event you are asked to shelter in place, proceed to the bathroom as soon as possible. If you hear the tornado siren, shelter in place immediately. Stay there until The Emergency Director releases you to normal activities.



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EXITING THE BUILDING

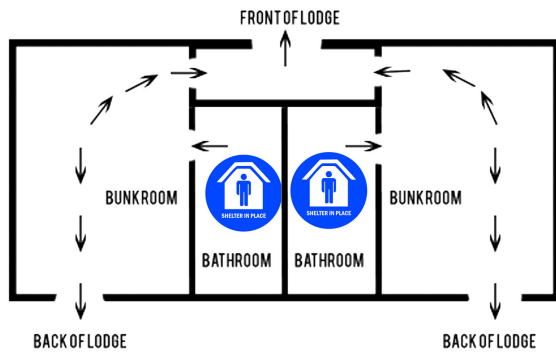
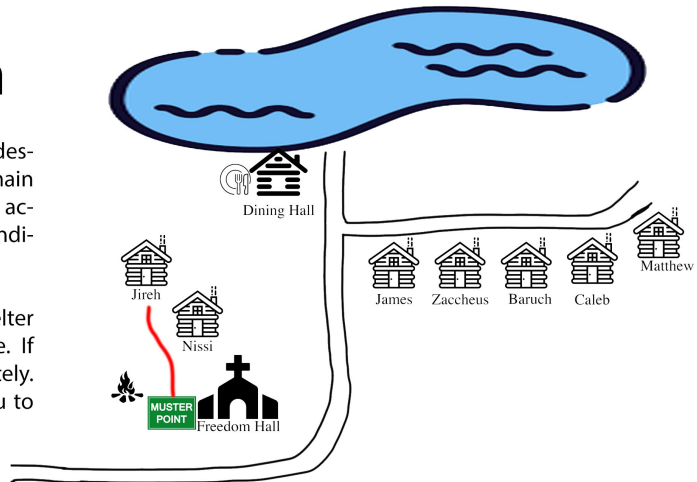
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JIREH CABIN EVACUATION MAP

Evacuation Plan

MUSTER ZONE EVACUATION - Proceed directly to the designated safe exterior area at freedom hall, and remain there for a mandatory roll call to ensure everyone is accounted for, only leaving when instructed. The line indicates the path to take to the muster zone.

SHELTER IN PLACE - In the event you are asked to shelter in place, proceed to the bathroom as soon as possible. If you hear the tornado siren, shelter in place immediately. Stay there until The Emergency Director releases you to normal activities.



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