

IN AN EMERGENCY:



HOLD

Stay in your room or area.

ALERT: "Hold in your area."

Campers

- Remain in place until the "All Clear."
- Continue activities as usual.

Adults

- Keep campers in place.
- Take attendance.



SECURE

Get inside. Lock outside doors.

ALERT: "Secure – Move Inside.
Lock Exterior Doors."

Campers

- Move inside nearest building.
- Continue activities indoors.
- Remain inside until the "All Clear."

Adults

- Bring everyone inside.
- Lock exterior doors.
- Take Attendance.
- Report any suspicious persons to the Guest Host.



LOCKDOWN

Locks, Lights, Out of sight.
Protect yourself.

ALERT: "Lockdown. Lockdown."

Campers

- Immediately move inside.
- Stay silent and hide out of sight.
- Do not open doors.

Adults

- Bring all campers inside.
- Lock doors, lights out, hide.
- Take attendance.
- Prepare to evade or defend.



EVACUATE

To the nearest Rally Point.
(Archer, Adrion, Meyer, Worship Center)

ALERT: "Evacuate to nearest Rally Point."

Campers

- Leave your stuff behind.
- Follow your leader.

Adults

- Lead campers to rally point.
- Place sponsors at the front and back.
- Take attendance before and after.
- Report missing campers to Guest Host.



SHELTER

ALERT: "[Hazard] Warning. Seek shelter immediately."

| HAZARD | SAFETY PROCEDURES |
|---------------|--|
| → Lightning | Move indoors. Wait for "All Clear." |
| → Tornado | Move to the nearest indoor shelter or rally point, away from windows. If outside, lie facedown in a low ditch. |
| → Earthquake | Drop, cover, and hold. |
| → Wildfire | Shelter in place & seal the room. |
| → Flash Flood | Move to high ground or upper floor. |

Adults

- Lead procedures.
- Take attendance.
- Report missing campers to Guest Host.

CONTACTS:

EMERGENCY SERVICES:

9-1-1

GUEST HOST (24HR):

936-581-1115

OFFICE:

936-594-5011

CAMP ADDRESS:

4341 FM 356

TRINITY, TX 75862



Go to the next
page to see our
Emergency
Action Plan



EMERGENCY ACTION PLAN

Trinity Pines Conference Center (TPCC) is a Christ-centered retreat facility offering a welcoming environment where individuals and groups can step away from daily distractions to experience rest, renewal, meaningful connection, and spiritual growth. The following plan is designed to help guests and staff understand their responsibilities during an incident, respond effectively to emergencies, minimize impact, communicate appropriately, and provide the best possible care to guests and staff alike.

Emergency Preparedness Coordinator

To ensure clear leadership and accountability during an emergency, TPCC designates an Emergency Preparedness Coordinator (EPC) to oversee all safety protocols, local coordination, and communications.

Emergency Preparedness Coordinator: Danny Gearheart, Executive Director

Contact Information: Office: 936-594-5011, Cell: 915-929-7538 Email: danny@trinitypines.org

Designated Alternates: Operations Director, Resource Director, Experience Director

EPC Responsibilities:

- Conduct a comprehensive annual review and certification of the Emergency Action Plan (EAP), ensuring all protocols and contact information remain current.
- Oversee the annual emergency response training for all full-time staff, seasonal staff, and volunteers.
- Serve as the primary liaison to the Trinity County Emergency Management Coordinator (EMC) and local first responders.
- Verify that evacuation routes and emergency procedures are permanently and visibly posted in every cabin and occupied building on campus.
- Act as the sole authority for all outgoing communications to parents and legal guardians.
- Serve as the official and sole spokesperson for TPCC regarding media inquiries and public statements.
- Manage the maintenance and regular testing of campus emergency equipment, including the PA system, AEDs, and fire extinguishers.
- Coordinate with the local health authority and the Trinity County EMC during suspected disease outbreaks or epidemics.
- Ensure all required post-incident reports are filed with appropriate authorities within 24 hours of a major incident.

Emergency Levels

The guidelines below help determine the appropriate level of emergency response.

- **Minor Emergency:** Impacts an individual or small group without disrupting camp operations. Report to the Guest Host.
- **Major Emergency:** Impacts multiple people or facilities and may disrupt operations or require outside EMS. Report immediately to the Guest Host and EPC to coordinate with authorities.
- **Disaster:** Large-scale event (e.g., tornado, wildfire) significantly impairing camp and community operations. The EPC coordinates with county officials.

Emergency Plan Access and Distribution

The full Emergency Action Plan is maintained on the TPCC website for public review. A copy of the plan is provided during registration and guests must acknowledge that they've reviewed the document. All staff and volunteers are provided a copy of the EAP and participate in a comprehensive review of the plan during annual training prior to the summer season. Completion of EAP training is documented via a signed acknowledgment form and kept on file in the office. Emergency procedures and evacuation routes are posted near exits in all occupied buildings, including all cabins, meeting rooms, lodging, and common areas.

To ensure a unified response with local authorities, the EPC will provide an updated copy of the Emergency Action Plan to the Trinity County Emergency Management Coordinator (EMC) whenever significant revisions are made or, at minimum, on an annual basis prior to the summer season.

Internet Services and Backup Connectivity

TPCC maintains a primary high-speed, end-to-end fiber optic internet connection to facilitate incident reporting and coordination with emergency services. For redundancy, a secondary internet connection is maintained through satellite link. The Guest Host and Executive Director have access to these systems to maintain contact with emergency services, county officials, and parents.

Emergency Warning System

TPCC utilizes a centrally-located, high-output Perry Weather monitoring station and PA system designed to reach all occupied areas of the campus, including lodging, meeting spaces, and outdoor recreation areas. The system is solar-powered with a battery backup and remains operational during power outages. It is programmed with distinct tones and messaging parameters to alert guests to specific emergencies, such as adverse weather, fire, or campus-wide evacuations. In the event of a total system failure, TPCC will conduct door-to-door or zone-to-zone verbal notifications to group leaders, providing visual alerts for any guests who are deaf or hard of hearing.

Shelter-in-Place Locations (Rally Points) and Capacity

TPCC has designated specific indoor and outdoor locations around campus as Rally Points in the event of a shelter-in-place emergency or assembly prior to evacuation. All designated Rally Points are marked with high-visibility reflective signage to ensure they remain easily identifiable. The designated indoor Rally Points and their maximum capacities are Archer Auditorium (125), Adrion Auditorium (250), Meyer Building (300), Worship Center (1200). The fields adjacent to each of these locations will be utilized as outdoor Rally Points, if necessary.

Incident Communications & Privacy

To ensure a coordinated response, the Emergency Preparedness Coordinator (EPC) serves as the sole spokesperson for all media and external inquiries, parent notifications, and outgoing emergency communication. In the event of high-volume incidents, the EPC may designate the Operations Director or Resource Director to assist with calls. The Experience Director is specifically designated to coordinate and communicate with the families and emergency contacts of TPCC team members and volunteers.

For life-safety threats, vehicle accidents involving injury/collision, NWS-triggered evacuations, or lockdown, TPCC will notify parents/guardians within one hour of the incident. For minor medical treatments, mechanical delays without injury, or precautionary sheltering-in-place, parents/guardians will be notified within four hours. Primary notification will be made via the emergency contact phone numbers provided on the group's registration forms. If a parent/guardian cannot be reached by phone, staff will leave a voicemail and immediately attempt to contact the secondary emergency contact listed. Staff must document the exact time of the call and the name of the person spoken to in the Incident Communication Log. For evacuations, a secondary notification will be made once the camp has reached the designated relocation site to provide the specific pickup address.

Camper Safety Orientation

Upon arrival and prior to beginning any camp activities, all campers and sponsors must participate in a mandatory safety orientation centered around the TPCC Safety Training Video. The training videos covers physical camp boundaries, water-safety hazards, and behavioral expectations during an emergency, including specific instructions on how to respond to PA system alerts and locate high-visibility Rally Points. Training delivery is tailored to the age of the audience, using developmentally appropriate language and interactive demonstrations.

Emergency Responses

The following emergency responses assist guests and staff in the event of an emergency or potential incident. As with any incident, it's impossible to be able to list every possible scenario. The Guest Host or Executive Director has the authority to deviate from these plans as necessary to safely approach incident response.

If there is an immediate threat to life or safety, call 911 first, then notify the Guest Host.

1. ADVERSE WEATHER RESPONSE

When to Activate: *Lightning, High Winds, Tornado Watch or Warning, Extreme Heat, Flooding, Severe Storms*

General Guidelines

- The Guest Host, Emergency Preparedness Coordinator, and TPCC office staff will monitor weather using the Perry Weather system (via app) and the NOAA weather radio posted in the front office.
- The PA system will be utilized to notify staff and campers of when to seek shelter due to adverse weather and will issue an “All Clear” 30 minutes after the last thunder or lightning.
- Groups may seek shelter in the closest indoor Rally Point or return to their assigned meeting rooms or lodging if they can do so safely and in a timely manner.

Aquatics (Lake, Lagoon, and Pool)

- **Lightning/Thunder:** If thunder is heard, lightning is seen or strikes within a 15-mile radius;
 - Evacuate all boaters and staff immediately to a safe indoor area.
 - Evacuate pool and deck area to a safe indoor area.
 - Close waterfront and pool until given the “All Clear.”
- **High Winds or Whitecaps:**
 - Evacuate if winds exceed safe thresholds to a safe indoor area (e.g., 25+ mph).
 - Secure equipment and dock areas. Close umbrellas.
- **Heavy Rain or Flood Risk:**
 - Monitor water levels and currents.
 - Remove campers from low-lying areas and move to nearest indoor Rally Point.

Recreation Fields

- **Lightning/Thunder:** If thunder is heard, lightning is seen or strikes within a 15-mile radius;
 - Evacuate fields immediately.
 - Move to designated indoor shelter.
- **Extreme Heat:**
 - Implement frequent water breaks, shaded rest breaks, etc.
 - Cancel or modify strenuous activities.
- **Heavy Rain or Mud:**
 - Suspend field activities to prevent injury, if conditions become unsafe. The Guest Host may evaluate any condition that may pose damage to the grounds and suspend activities at their discretion.

Above-Ground Adventure Course

The course presents a unique condition, as it is time consuming to exit the above ground elements. The radar apps should be utilized to determine any extreme weather conditions that may pose an imminent threat, with any lightning showing within a 15-mile radius, and refrain from starting any activity until the threat passes.

- **Lightning/Thunder:**
 - Evacuate the course immediately to the Worship Center.
 - Do not resume until the “All Clear” is heard.
- **High Winds:**
 - Suspend use if winds exceed safe operating limits (typically 20–25 mph). The supervisor responsible for the day’s course activities will suspend activities at their discretion.
- **Rain or Wet Conditions:**
 - Assess course for slipperiness.
 - Suspend if surfaces are unsafe, visibility is poor, or hail is present.

Flash Flood Warning

- TPCC will monitor NOAA weather radio and radar apps for Flash Flood Warnings issued by the National Weather Service. The Guest Host will use the PA system to notify groups of the warning.
- All activities in low-lying areas, including the waterfront and recreation fields, must be suspended immediately. Guests in these areas will move to nearest indoor Rally Points on higher ground.

Tornado Watch

- If the National Weather Service issues a tornado watch for the vicinity of the camp grounds, the EPC, TPCC office staff, and Guest Host will monitor the weather radio and apps, adjusting any outdoor activities that may need to be suspended due to the complexity of the activity.

Tornado Warning

- If the National Weather Service issues a tornado warning, the EPC and Guest Host will monitor the weather radio and radar apps to identify the threat in relation to the camp’s location. Guest Host will alert campers via the PA system to suspend all outdoor activities and, if outside, move to the nearest indoor Rally Point. All activities already in a safe indoor location should shelter in place in the middle of the building away from windows.

Coordination with Local Authorities

- In the event of an NWS-issued warning (Tornado, Flood, or Flash Flood), the EPC will maintain contact with local authorities (911) and the Trinity County EMC to coordinate the use of county-wide resources, road closure updates for FM 356, and the activation of shelters if a campus-wide evacuation is required.

2. EPIDEMIC / COMMUNICABLE DISEASE RESPONSE

When to Activate: *Suspected contagious illness, fever, lice, dehydration presenting as illness, or multiple campers exhibiting similar symptoms.*

General Guidelines

- Healthy campers begin at home. Campers should arrive well rested, hydrated, nourished, and fever-free. Groups should complete temperature checks and head lice checks prior to arrival and document findings.
- TPCC reserves the right to refuse admission to anyone posing a communicable health risk.
- Anyone arriving with active head lice will be isolated and parents contacted for pickup.
- All illnesses must be reported to the Camp Medic or Guest Host.

Immediate Actions:

- Campers exhibiting fever or any signs of a communicable disease will be isolated to the camp clinic and the parent or guardian will be contacted for immediate pickup.
- Dehydration symptoms will first be addressed with hydration. If symptoms persist, the camper will be treated as ill and sent home or referred for medical care.
- If multiple campers show similar symptoms:
 - Isolate affected individuals as facilities allow.
 - Notify Camp Medic and Guest Host.
 - Contact parents.
- If warranted, the EPC will coordinate directly with the DSHS Piney Woods Public Health Region office and the Trinity County Office of Emergency Management to determine if campus-wide isolation or county-level resources are required.

PPE Use and Sanitation Procedures

- Disinfect all potentially exposed areas and collect and bag linens.
- PPE (primarily masks and gloves) may be utilized as appropriate.

Authorized Pickup

- All campers sent home must be released only to authorized individuals verified by ID.
- Group leadership and TPCC staff will ensure safe transfer of care.

Final Authority:

- The Camp Medic or Guest Host determines whether campers must return home.

3. FIRE ON PREMISES RESPONSE

When to Activate: *Any unintended fire in buildings or on grounds*

Immediate Actions:

- If an unintended fire has been observed, the observer should immediately notify the Guest Host or the Emergency Preparedness Coordinator, who will take action to determine the extent of the fire, call 911, and have the camp alarm sounded if necessary. Individual buildings affected may only need evacuation.
 - **Building Fire**
 - If an individual building is involved, evacuate the building to the nearest Rally Point.
 - The Guest Host or Executive Director should immediately call 911.
 - **Multi-Building or Grounds Fire**
 - If the fire involves more than one building or an area of grounds, all buildings should be evacuated.
 - The Guest Host or Executive Director should immediately call 911.
 - Campers should immediately report to nearest Rally Point and group leaders should conduct headcounts.
 - **Small, Contained Fires**
 - If the fire is small and contained, then a portable fire extinguisher may be appropriate to suppress the fire.
 - Once a small fire cannot be suppressed or becomes uncontrolled, the Guest Host or EPC should immediately call 911.

- The “All Clear” will be sounded from the PA system when the threat is eliminated.

Coordination with Authorities:

- The EPC or Guest Host will call 911 immediately for any fire that cannot be suppressed with a single extinguisher.
- For any fire involving a structure or an encroaching wildfire, the EPC will also notify the Trinity County Emergency Management Coordinator to ensure the camp's evacuation needs are coordinated with county road closures and fire-fighting resources.

Parent Communication:

- If a fire results in a building evacuation, any injury, or a threat to campus safety, the EPC will initiate contact with parents/guardians within one hour.

4. SERIOUS INJURY, ILLNESS, AND MEDICAL EMERGENCIES RESPONSE

When to Activate: *Any significant medical event, severe injury, illness requiring off-site care, or fatality.*

General Guidelines:

- The Automated External Defibrillator (AED) is located at the Clinic and emergency phones are located outside the main office and at the pool.
- All treatment recommendations will be made by the Camp Medic.
- For minor injuries during summer camp season, take the injured person to the clinic, if able, or contact the medic on duty/Guest Host at 936-581-1115. During retreat season, take the patient to the office, if able, or contact the Guest Host at 936-581-1115.

Immediate Response and Field Care

- The first staff member on the scene will assess for safety and check the victim's responsiveness. Do not move the individual if spinal or head trauma is suspected.
- Immediately notify the Camp Medic and Guest Host via radio or phone.
- Qualified staff will initiate CPR or utilize the AED (located at the Clinic) if the victim is unresponsive and not breathing.

Emergency Activation:

- The Guest Host, or Camp Medic will call 911 immediately for any life-threatening condition, uncontrolled bleeding, or respiratory failure.
- The Guest Host will meet responding EMS at the front gate and direct them to the patient's location.
- A designated staff member will remain with the patient until a parent, guardian, or emergency transport assumes care. A copy of the camper's medical release form will be provided to EMS.

Specific Critical Conditions:

- **Anaphylaxis:** Administer an Epi-Pen immediately if prescribed and notify the Medic. 911 must be called for all epinephrine administrations.
- **Heat Stroke:** If a camper exhibits altered mental status or high body temperature, move them to the shade and begin active cooling (ice packs to armpits/groin) while awaiting EMS.
- **Seizures:** Protect the individual from injury; do not restrain. Notify the Medic immediately to monitor the duration and post-seizure state.

Fatality or Catastrophic Incident:

- In the event of a fatality or catastrophic injury, the Guest Host and EPC will immediately secure the area. The scene must remain undisturbed for law enforcement and the Justice of the Peace.
- The EPC will notify the Trinity County Emergency Management Coordinator to coordinate county-level resources, such as specialized transportation or mental health/grief support for the camp community.

- No staff member is authorized to share details, photos, or names regarding a medical emergency on social media or with external parties.

Parent Notification:

- The EPC is the sole authority for medical notifications to ensure accuracy and privacy.
- For any severe injury, life-threatening illness, or emergency transport, the EPC will contact the parents/guardians within one hour.
- For serious but non-life-threatening medical referrals (e.g., suspected fracture or illness requiring clinic isolation), notification will be made within four (4) hours.

Post-Incident Reporting:

- The EPC will file a formal incident report within 24 hours for any incident resulting in hospital admission, emergency transport, or death.
- The Camp Medic and EPC will conduct a debriefing within 48 hours to evaluate the response and update protocols if necessary.

5. MISSING CAMPER RESPONSE

When to Activate: Any suspected missing camper.

Immediate Actions:

1. Initial Alert

- Any group leader or sponsor who suspects a camper is missing must notify the Guest Host immediately via phone.
- The Guest Host will immediately gather the following information:
 - Camper's full name, age, and physical description (including clothing)
 - Last known location and time
 - Known medical or behavioral concerns
 - Friends or cabin mates

2. Confirm and Contain

- The Guest Host will coordinate with group leaders to conduct initial search and note the time the search began. After the first 15 minutes, Guest Host will enlist supervisory staff to continue to quietly check nearby bathrooms, cabins, and activity zones. Interview the "buddy" and the group leader from the last known location. *Note: Check popular activity zones (Pool/Lagoon) as campers often drift toward preferred activities.*
- Campers will hold in place in their current activity zones to prevent swapping locations during the search. The Guest Host, EPC, and TPCC team will conduct a silent headcount in all groups.
- Guest Host or EPC will assign staff to monitor exits, roads, and waterfronts.
- TPCC will utilize closed-circuit security cameras to assist in tracking the individual's last movements.

3. Search Protocols

- Guest Host and EPC will coordinate Team Leaders, utilizing unassigned TPCC staff, group leaders and sponsors.
- Assign teams to camp zones with the highest probability of verification first, expanding until the entire camp has been accounted for.
- Teams will use the buddy system, maintain constant radio contact, and search quietly to listen for verbal responses. *Note: Search inside and under furniture/beds.*

External Coordination (within 30 minutes):

- If the camper is not located within 30 minutes of the initial report, the EPC or Guest Host will call 911 to request law enforcement assistance.
- The EPC will notify the Trinity County Emergency Management Coordinator, should they determine to activate broader county resources, such as search and rescue teams or specialized tracking equipment.

Parent Communication & Post-Incident:

- The EPC is responsible for contacting the parents or legal guardians of the missing camper. This contact must be initiated as soon as law enforcement is called, and no later than one hour from the time the camper was first reported missing.

- The EPC will provide parents with the contact information for the law enforcement lead on-site and provide status updates every 30 minutes until the camper is located.
- Once the camper is found, the EPC will notify the Trinity County EMC and file a formal incident report within 24 hours.

6. TRANSPORTATION EMERGENCY RESPONSE

When to Activate: *Any accident, mechanical failure, or medical emergency involving a motorized vehicle while on TPCC property*

General Safety Requirements:

- All vehicle speed limits on camp property are 15 MPH. All group leadership signs a transportation agreement committing to abide by all vehicle policies and should relay the information to all the supervision in their respective groups.
- No vehicle or cart shall exceed its maximum designated passenger capacity.
- Park only in designated parking areas. Be alert to fire lanes.
- Pedestrians have the right-of-way.

Immediate Actions:

- The operator must immediately stop the vehicle, engage the parking brake, and shut off the engine. If the operator is unable to act, the first staff member at the scene will immediately attempt to safely stop the vehicle, engage the emergency brake, and turn off the ignition. Ensure the vehicle is stable before any passengers offload.
- Once the vehicle is secured, the lead staff member on-scene will initiate life-saving measures, if necessary, and designate a secondary staff member or group leader to call 911 and notify the Guest Host and Camp Medic.
- The secondary staff member or group leader will direct all passengers to a safe assembly area at least 50 feet away from the vehicle and any roadway. They will conduct an immediate headcount and confirm with the passengers if anyone is unaccounted for.
- Guest Host, or designated staff, will meet EMS at the front gate and lead them to the scene.
- Guest Host will report "All Accounted For" or "Missing" status to the EPC, noting any suspected injuries, and notify the group leaders of all involved.

Emergency Coordination and Parent Communication:

- For accidents involving a high number of passengers or incidents that require heavy rescue equipment, the EPC will notify the Trinity County Emergency Management Coordinator.
- For any incident involving an injury, vehicle rollover, or transport to a medical facility, the EPC will initiate contact with parents/guardians within one hour.

7. UNAUTHORIZED/UNKNOWN INDIVIDUAL RESPONSE

When to Activate: *Any individual without visible authorization.*

General Guidelines:

- All camp guests are given a colored arm band upon campus arrival to identify them as authorized. Group leadership is to ensure all their attendees wear their armbands throughout the entirety of their stay.
- TPCC team will be identified by staff shirts.

Immediate Actions:

- Anyone seen on campus without an armband will be questioned and directed to the Front Office. Staff should approach individuals in pairs whenever possible or call for assistance from a supervisor.
- Guest Host should be informed of any unauthorized individuals found on campus. These individuals should not be left unattended at any time and should be witnessed leaving the campus.
- If the individual is noncompliant, exhibits aggressive behavior, or refuses to leave the premises, the staff member will immediately notify the Guest Host via radio or phone.
- The EPC or Guest Host will evaluate the threat and, if necessary, initiate a campus-wide lockdown via the PA system and call 911 immediately.
- When speaking with dispatch, provide a physical description of the individual(s), their behavior, and the suspect's direction of travel or vehicle description.
- A TPCC team member will be dispatched to the main entrance to meet responding officers and provide immediate access through the gate.

Communication:

- In the event of a campus lockdown, a "Hold-in-Place" order, or a threat requiring community-wide awareness, the EPC will:
 - Maintain a communication line with the Trinity County Emergency Management Coordinator. This ensures camp protective actions are synchronized with county emergency protocols and resource availability.
 - Follow an urgent timeline (within 1 hour) for parent notification via contact information provided via registration.

8. WILDFIRE THREAT RESPONSE

When to Activate: *County burn bans, extremely dry conditions, nearby wildfires or brush fires, smoke impacting air quality, or advancing fire toward campus.*

General Guidelines:

- TPCC is located in a heavily wooded area and may face wildfire risk year-round, especially during drought conditions.
- Trinity County may issue burn bans during dry periods. When a burn ban is in effect:
 - All outdoor burning and open flames are prohibited.
 - The Guest Host and Executive Director remain in communication with local authorities during elevated fire risk.
 - TPCC routinely removes dead vegetation, clears brush, and evaluates trees to reduce fuel sources.

Immediate Actions:

- **Dry Weather Threat**
 - Suspend all outdoor flames and campfires.
 - Monitor local fire conditions and air quality.
 - Modify or suspend outdoor activities as needed for guest safety.
- **Off-Site Fire Threat**
 - The Guest Host and Executive Director will be in contact with the local authorities and forestry service if there is any wildfire activity to monitor and will proceed with any evacuation guidelines that may be necessary.
 - Monitor direction and severity of fire. Temporarily suspend outdoor activities if smoke impacts guest health.
 - A fire that is extensive and moving in the general direction of the camp may require evacuation. If there is time for an orderly evacuation, each group may contact their transportation and be off campus in a short time. Groups that are hours away may require evacuation to a safe location.
 - The EPC will coordinate with outside organizations like the local school district for transportation, and the county for safe facilities. This may result in leaving personal belongings in the housing facilities. Any required medications will be given to the group leadership, whether they are able to return home, or have to be relocated.

9. TOTAL PREMISES EVACUATION RESPONSE

When to Activate: *A threat requiring evacuation of the entire TPCC campus (e.g., advancing wildfire, hurricane path, major natural disaster, structural threat, or other directive from local authorities). TPCC will immediately implement the applicable portions of the Evacuation or Shelter-in-Place plan upon the issuance by the National Weather Service (NWS) of a Flash Flood Warning, Flood Warning, or Tornado Warning.*

General Guidelines:

- The EPC, in coordination with the Guest Host, local authorities (911), and the Trinity County Emergency Management Coordinator, will determine when full evacuation is necessary.
- The primary exit is the gated entrance to FM 356. If inaccessible, the secondary exit is located behind the maintenance shop. If both are unusable, the gate near Coleman Soccer field provides a tertiary exit through the Westwood Shores area.
- All primary evacuation routes and assembly areas are illuminated by campus-wide street lighting and exterior security lighting. Reflective exit signs, street signs, and Rally Point markers are posted throughout campus.
- Evacuation route maps showing primary, secondary, and tertiary exits and all designated assembly Rally Points are posted in each cabin, meeting room, and common area near primary exits. Posted maps include the nearest Rally Point name, the primary and alternate exit routes, and the location of the AED and camp clinic.

Individuals with Disabilities and Access and Functional Needs (DAFN)

- Group leadership is responsible for identifying any individuals requiring additional assistance during an emergency or evacuation.
- In the event of an evacuation or a shelter-in-place, group sponsors will provide direct assistance to individuals with DAFN to ensure they safely reach indoor or outdoor Rally Points.
- Evacuation routes and shelter-in-place locations will be selected to ensure accessibility for those with mobility challenges.

If Evacuation is Required with MORE Than 12 Hours' Notice:

- The Guest Host will direct group leaders and sponsors to begin packing essential items and verify headcounts.
- The Guest Host will instruct campers to remain at their assigned cabin, group house, or room and await transport instructions.
- The EPC will verify transportation arrival times, confirm with the Guest Host, and provide a briefing to group sponsors. The EPC will ensure all medical records and physical group rosters are sent with the transport vehicles.
- Groups will be loaded and transported to the reunification location.
- The EPC, Guest Host, and delegated TPCC staff will notify parents/legal guardians of the evacuation plan, reunification location, and expected timeline.

If Evacuation is Required with LESS Than 12 Hours' Notice:

- **Groups WITH On-Site Transportation:**
 - Guest Host, delegated TPCC staff, and group leaders will direct immediate loading of vehicles.
 - Group leaders will verify headcount before the vehicle leaves and notify Guest Host or EPC upon departure.

- **Groups WITHOUT On-Site Transportation:**
 - The EPC will coordinate with the Trinity County EMC and local school district to secure emergency buses.
 - The Guest Host will direct groups to move to the closest designated Rally Points to await incoming transport.
 - Group leaders will verify headcount before the vehicle leaves and notify Guest Host or EPC upon departure.
 - Groups will be transported to the reunification location outside of the threat area.
 - The EPC, Guest Host, and delegated TPCC staff will notify parents/legal guardians of the evacuation plan, reunification location, and expected timeline.

Shelter-in-Place Followed by Delayed Evacuation

- If immediate evacuation is not possible and shelter-in-place is required:
 - Guests will remain in designated safe structures until the EPC and local authorities give the "Clear" for a sequenced departure using the most viable exit.

Coordination and Communications:

- Upon the decision to evacuate, the EPC will immediately notify local authorities (911) and the Trinity County EMC to coordinate safe passage and identify official county shelters/staging areas.
- The EPC, Guest Host and delegated TPCC staff will initiate contact with parents/guardians within one hour of the evacuation order.
- No camper will be released from an off-site relocation point without a government-issued ID from the parent/guardian that matches the authorized pickup list on the group roster.

10. SHELTER-IN-PLACE RESPONSE

When to Activate: *National Weather Service (NWS) Tornado Warnings, extreme high-wind events, hazardous material leaks in the vicinity, or any external threat where the EPC determines that evacuation would be more dangerous than remaining indoors.*

Immediate Actions:

- The EPC or Guest Host will issue the "Shelter-in-Place" order via the campus-wide PA system and radio. The EPC will initiate direct coordination with 9-1-1 and the Trinity County EMC to monitor the threat's duration.
- TPCC staff in the immediate areas will guide all guests to the nearest indoor Rally Point or building as identified on posted maps.
- Staff will ensure all exterior doors and windows are closed and locked. For hazardous material threats, the Guest Host will immediately shut off HVAC/air circulation systems.
- If a vehicle is in transit, the closest staff member will direct the vehicle to the nearest safe building and move passengers indoors immediately.
- Once inside the safe structure, Group Leaders must perform an immediate face-to-name headcount using a physical roster to visually confirm every individual is present.
- Group leaders will report their status to the Guest Host and remain sheltered-in-place until the "All Clear" is issued.

Emergency Coordination and Parent Communication:

- The EPC will maintain communication with local authorities (911) and the Trinity County EMC to receive real-time "All Clear" notifications and safety updates.
- For any Shelter-in-Place event involving a confirmed NWS Tornado Warning or life-safety threat, the EPC, Guest Host, and delegated TPCC staff will notify parents/guardians within one hour of the initial activation.
- For brief precautionary sheltering not involving a direct threat to campus safety, notification will be made within four hours.

11. AQUATIC EMERGENCY RESPONSE

When to Activate: *Drowning or near-drowning incident, missing swimmer, capsized watercraft, or any water-based rescue.*

General Guidelines:

- Swimming is strictly permitted only in the campus pool; no swimming is allowed in the lake.
- All participants in the lagoon (water zip line, blob, etc.) are required to wear a lifejacket at all times. Free swimming is prohibited in the lagoon.
- The Automated External Defibrillator (AED) is located at the Clinic. Lifeguard shacks are equipped with essential first aid supplies for immediate use.

Immediate Actions:

- Lifeguards will initiate the emergency sequence with three (3) long blows on the whistle and point directly to the individual in distress.
- The primary lifeguard will perform the rescue. Secondary lifeguards or available staff will immediately clear all other guests from the water and deck area.
- Secondary lifeguards will call 911 immediately for any life-threatening incident.
- Notify the Guest Host or Camp Medic to bring the AED to the scene.
- In the event of a missing boater or capsized watercraft in the lake, the EPC will call 911 immediately to request the fire department for search and rescue assistance.

Emergency Coordination and Parent Communication:

- For any life-threatening aquatic incident or a missing person search that extends beyond the initial local response, the EPC will notify the Trinity County Emergency Management Coordinator to ensure that county or state resources are activated without delay.
- For any submerged victim, missing swimmer, or injury requiring emergency transport, the EPC will initiate contact with parents/guardians within one hour.
- For non-life-threatening aquatic injuries requiring a clinic visit or evaluation from the camp medic, the EPC will provide notification within four hours.

Post-Incident:

- Following a major aquatic incident, the EPC will close the Lagoon or Lakefront until a full safety debrief is conducted.
- The EPC will file a formal incident report within 24 hours of any aquatic emergency involving a 911 call or hospital transport.