



Emergency Action Plans

1232-C County Road 411B

Glen Rose, Texas 76043

254-897-4011

817-319-9617

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EMERGENCY RESPONSE POLICY

This policy was designed to guide the emergency procedures that should take place at Riverbend Retreat Center in the event of a crisis. Included in the plan are guidelines for actions to be taken internally by the camp staff as well as communicating externally with outsiders such as the media. Also included in the plan are examples of possible scenarios and the appropriate responses to these scenarios. Copies of this emergency plan can be found at the office, front gate and are available digitally at <https://www.riverbend.camp/safety>. Staff and Volunteers (at the time of registration) are provided a link of the EAPs and a video-based training. Upon review of the EAP's and completion of the training they are required to fill out an online form confirming they have completed the training. The Emergency Preparedness Coordinator will maintain these records. In addition, this link is provided in the registration information of all campers (for parents to review) and an acknowledgement statement is in the consent/release form of all campers (that parents must sign). This plan will be shared with Local Emergency Management and will be resent when updated and/or revised. The Emergency Preparedness Coordinator will monitor safety alerts and communicate to staff and guests as needed.

- I. General Procedures in the Event of a Crisis
 - a. Notify Executive Director. Executive Director should go to the scene.
 - b. In any situation, if the Executive Director is not present, the Operations Director will be his or her designee. The Executive Director or his designee will be the Emergency Preparedness Coordinator and will assign all further action and communication procedures.
 - i. The Emergency Preparedness Coordinator will bring the situation under control, if possible. Always protect people first and property second.
 - ii. Gather as much preliminary information as possible, who, what, where, when, why, how, and what's next.
 - iii. With this information, determine if the crisis requires an emergency response from the staff.
 1. Is there a death?
 2. Are campers injured?
 3. Are campers at risk due to the emergency?
 - a. Are guns or explosives involved?
 - b. Is there a harmful chemical or gas being released into the environment?
 - c. Is their danger of fire?
 - d. Is the drinking water contaminated?
 - e. Are the building structures unsafe due to storm damage, etc.
 - c. Call 911 at the request of Emergency Preparedness Coordinator.
 - d. Get staff to the scene at the request of the Emergency Preparedness Coordinator.
 - e. In any emergency, staff will:
 - i. Work with church leaders to ensure all campers are accounted for.
 - ii. Aid church leaders in assisting persons with disabilities and others with access and functional needs.
 - f. Riverbend will utilize, as needed, a Camp Wide Text System as its Emergency Warning System (EWS). This will go out to all adults on camp who will then communicate instructions to their campers. As a part of the EWS, an Emergency Broadcast System (that is

not dependent on an internet connection) may be used as needed. The Emergency Preparedness Coordinator or his/her designee will be responsible for maintaining the Emergency Warning System and determine when it should be activated. In the event the Emergency Warning System is inoperable, the EPC will utilize a vehicle and bull-horn (located in the office) to alert adults and campers of an emergency.

- g. Administer first aid.
- h. Station someone at the gate guard house and have them secure the entrance and log those entering and exiting the facility.
- i. Clear uninvolved people from the scene and return them to their cabins or other places of safety.
- j. Gather all facts and determine exactly what took place.
- k. Work with church leaders to communicate to camper parents. Additional notification is located in individual EAP's.
- l. Any interaction with the media should be handled by the Executive Director. Refer to the Media Response Action Plan.
- m. The state requires us to include in this plan that Riverbend provides and maintains internet service through a broadband service that connects using end-to-end fiber optics. This is provided by United Cooperative Services. In addition, there is a secondary internet connection through a broadband service that is distinct from the camp's primary internet service that is provided by Starlink. Our IT Staff are responsible for monitoring internet services.
- n. Riverbend will work with the Group Leader to provide a state mandated safety training within 48 hours of the camp session beginning. This training will inform the campers of:
 - i. Camp boundaries and hazards.
 - ii. Instructions campers on behavioral expectations in an emergency event.
 - iii. Provides each camper with developmentally appropriate instruction on the actions and procedures to follow in an emergency event.

EMERGENCY CONTACT INFORMATION

Emergency Preparedness Coordinator:

Brad Lambert, Executive Director – 254-396-0313

Responsibilities for the Emergency Preparedness Coordinator: Ensure the facility is prepared on a day-to-day basis to respond in the event of any emergency.

EPC is responsible to notify and communicate with camp administration and camp medical services staff during an emergency.

Camp Office: 254-897-4011

24-7 Staff Response: 817-319-9617

Staff:

Brad Lambert, Executive Director – 254-396-0313 cell

Evan Stewart, Operations Director –254-396-7324 cell

Zak Bass, Guest Experience Director –254-396-4023 cell

Chris Dague, Facilities Director – 254-396-6184 cell

Fire: 911

Police or Sheriff: 254-897-2242 or 254-897-4068

Hospital: 254-897-2215

Pharmacy: 254-897-2711 or 254-897-9917

Poison Control: 1-800-222-1222

Ambulance: 911

Local Physician: Dr. Steven Vacek: 254-897-2202

SUSPECTED CHILD ABUSE ACTION PLAN

A. FOR A CHILD ABUSED AT RIVERBEND

1. If child abuse is suspected, the Executive Director and the Group Leader/Church Leader of the persons involved **MUST** be informed at once. The Executive Director or his/her designee will activate the Emergency Response Plan and serve as Emergency Preparedness Coordinator.
2. To the extent possible, the name of the child and the nature of their accusation shall be kept confidential.
3. The child should be removed from ALL contact with the accused.
4. If a person, including any member of camp staff, an adult leader or group leader has cause to believe that a minor has been or may have been abused or neglected at a youth camp, then that person shall immediately contact proper authorities, see list page 6.
5. The Group Leader will contact the parents to inform them of the situation.

B. FOR A CHILD ABUSED BEFORE COMING TO RIVERBEND

If a child is determined to be an abused child, either by observation or through confiding in a sponsor, staff member or other leader that he/she has been abused, the following steps should be taken:

1. The sponsor or leader should counsel the child according to the guidelines set forth in "Helping a Victim of Child Abuse" (letter C. below).
2. The sponsor or leader should inform **ONLY** the RRC Executive Director, Group Leader and the child's church leader of the situation.
3. The RRC Executive Director, Group Leader/Church Leader will then follow legal procedures for informing the proper authorities, i.e. the Texas Health and Human Services and/or the local authorities. The person who suspects or was told by the victim that abuse occurred needs to be one who completes the report.

C. HELPING A VICTIM OF CHILD ABUSE

After it has been disclosed that a child has been abused, certain steps should be taken to help the child.

1. **Listen** — don't panic or overreact. Give the child permission to talk about the abuse to you. Listen carefully to everything the child says and note his/her behavior. Don't fill in words for them. Don't ask leading questions. Have another adult present when you talk to the child.
2. **Believe** — Never criticize the child or claim that the child has misunderstood what happened. Support the child for disclosing. It is not your responsibility to determine whether the allegation is true. Children seldom lie about abuse.
3. **Protect** — Take the child to a private place with either the RRC Executive Director, Group Leader, Camp Health Officer, or the child's church leader. Discuss the situation only with these individuals. Try to avoid repeated interviews about the incident. Never promise that everything will be okay. You can promise that you will do what you can.
4. **Affirm** — Children who have been victimized may feel sad, angry, fearful, anxious, and depressed. Accept and understand the child's feelings. Avoid telling the child how he or she "should feel." Rather, emphasize that the child is not to blame for what happened. Praise him/her for courage and honesty and promise that you will get help.

5. **Refer** — DO NOT attempt to handle the problem alone. This is important for the well-being of the child as well as for your own protection. As a childcare custodian, you are mandated by law to report child abuse.

**Reporting Alleged Abuse, Neglect or Exploitation at Texas Youth Camps
(From DSHS Website)**

If a person, including any member of camp staff, an adult leader or group leader has cause to believe that a minor has been or may have been abused or neglected at a youth camp, then that person shall immediately make a report to one of the following agencies:

- any local or state law enforcement agency
- the Department of Family and Protective Services Abuse Hotline, which may be contacted at (800) 252-5400 or through the secure web site <http://www.txabusehotline.org/>
- Department of State Health Services' Youth Camp Program by phone at (512) 834-6788 or submitting the Reporting Abuse and Neglect Form, by fax at (512) 206-3792 or email at PHSCPS@dshs.texas.gov

Notification Requirement for Summer Camps

A person making a report, to local law enforcement or the Department of Family and Protective Services, of alleged abuse or neglect at a youth camp, must also notify the Department of State Health Services' Youth Camp Program by phone at (512) 834-6788, by fax at (512) 206-3792, or by email at PHSCPS@dshs.texas.gov

FIRE (BUILDING) EMERGENCY ACTION PLAN

1. When a fire is suspected, evacuate the building and surrounding area immediately. Have everyone assemble at their Rally Locations as outlined on the evacuation map in this document and on posters hanging in each facility.
2. Call 911; Inform them there is a fire of a structure at Riverbend Retreat Center located at "1232 County Rd. 411B"
3. Alert the guests in nearby cabins/rooms and see that they are evacuated, if necessary. Once outside, the group leader will take a roll call to ensure all group members are present.
4. Notify Executive Director as soon as possible. He or his designee will obtain the Emergency Action Plan and serve as Emergency Preparedness Coordinator.
5. Assemble a team consisting of full-time staff to be available for assisting the injured and providing support to emergency responders.
6. Utilize the Emergency Broadcast system and Text-based Alert System as necessary
7. In the case of a building collapse clear uninjured from the scene if it is safe to move them without further injury.
8. Once a complete evacuation has taken place and all guests are accounted for:
 - a. Gather all facts regarding injuries, status and current conditions. Make sure guests and staff are all accounted for.
 - b. In case of injuries notify trained Riverbend staff and/or emergency personnel as soon as possible.
 - c. Assemble fire suppression team if fire department has not arrived.
 - i. Turn off gas supply to building
 - ii. Turn off power to the building
 - iii. Establish perimeter of no less than 50 yards around building
 - iv. If safe, staff may enter the building to utilize fire suppression (fire extinguishers located in meeting rooms)
 - v. Bring fire hoses, nozzles and wrenches to scene and attach to nearest fire hydrant.
 - vi. Send staff member to well house to turn both wells to manual (hand) control on.
 - vii. Once fire personnel arrive on scene, they will take control/command of the fire. Assist in removing Riverbend equipment as requested.
 - viii. If safe, send one staff member with a radio to the gate to man the gate and give directions to emergency responders. They should also limit access to the facility to emergency responders and make a log of anyone coming in or out of the facility. Send another staff member to the office to monitor phones.
9. Work with Emergency Preparedness Coordinator and group leader to notify parents / family of guests.
10. Any interaction with the media should be handled by the Executive Director. Refer to the Media Response Action Plan.

FIRE (WILDFIRE) EVACUATION ACTION PLAN:

1. The Riverbend staff will monitor adverse conditions and apprise group leaders of developments.
2. The Executive Director or his designee will serve as Emergency Preparedness Coordinator.
3. Utilize the Emergency Broadcast system and Text-based Alert System as necessary
4. If the camp is in the path of a wildfire and is no longer safe to occupy, Riverbend staff will organize the evacuation of the property.
5. Riverbend Staff will work with local Emergency Authorities to determine evacuation location and transportation.
6. Riverbend will provide a statement to be sent to parents and church leaders.
7. Riverbend will work with Emergency Authorities to determine how facilities / equipment and other resources may be utilized and preserved.
8. The camp will not be reoccupied until local Emergency Authorities have determined it is safe.

WILDFIRE ON-SITE RESPONSE ACTION PLAN

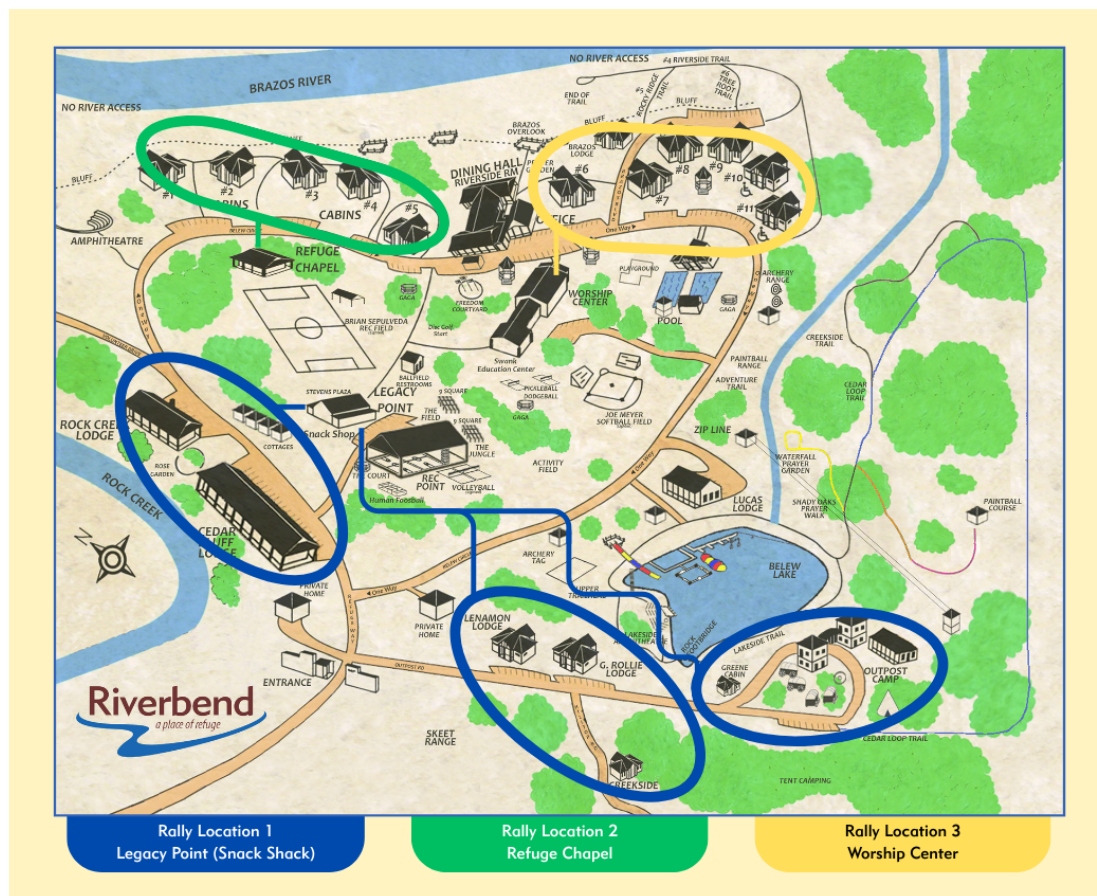
1. In the event of an uncontained outdoor fire, notify Executive Director or his designee and who will obtain the Emergency Action Plan and activate the On-Site Response Action Plan and serve as Emergency Preparedness Coordinator.
2. If the conditions are such that it is believed the fire could spread, call 911.
3. Assess the direction the fire could spread and formulate a plan to move guests out of potential pathways.
4. Assemble fire suppression team if fire department has not arrived.
 - a. Turn off gas supply to any nearby buildings
 - b. Establish perimeter of no less than 50 yards around fire
 - c. If safe, staff may utilize shovels, rakes, water hoses, fire extinguishers, or other items to stop the spread of the fire or put it out.
 - d. Bring fire hoses, nozzles and wrenches to scene and attach to nearest fire hydrant.
 - e. Send staff member to well house to turn both wells to manual (hand) control on.
 - f. Once fire personnel arrive on scene, they will take control/command of the fire. Assist in removing Riverbend equipment as requested.
 - g. If safe, send staff to evacuate close by buildings as necessary.
 - h. If safe, send one staff member with a radio to the gate to man the gate and give directions to emergency responders. They should also limit access to the facility to emergency responders and make a log of anyone coming in or out of the facility. Send another staff member to the office to monitor phones.
5. The Riverbend staff will monitor adverse conditions and apprise group leaders of developments.
6. Utilize the Emergency Broadcast system and Text-based Alert System as necessary
7. Riverbend will provide a statement to be sent to parents and church leaders.
8. Riverbend will work with Emergency Authorities to determine how facilities / equipment and other resources may be utilized and preserved.

ADVERSE WEATHER (NATURAL DISASTER) EMERGENCY ACTION PLAN

1. The Riverbend staff will monitor adverse weather conditions. Perry Weather and the NOAA weather radio will be utilized to monitor ongoing weather conditions. Executive Director will be notified of any serious weather conditions. Staff will assist the Executive Director and Group Leader in the event of a severe weather event.
2. Executive Director or designee will contact group leaders and notify them of threatening conditions and advise them of emergency procedures
 - Utilize the Emergency Broadcast system and Text-based Alert System as necessary
 - Groups are to remain in cabins/lodges until further notice. If outside, **go to nearest enclosed facility.**
 - While in the facilities, the group leader will take a roll call to ensure that all group members are present.
 - Staff will aid church leaders in assisting persons with disabilities and others with access and functional needs.
 - In case of a tornado, guests should shelter in place and move to the restrooms of any facility and get down on the floor and be covered with a mattress (if available).
 - Because of the nature of our facilities and terrain, it is not in Riverbend's Emergency action plans to evacuate the camp in case of a flood or flash flood warning. The camp portion of Riverbend Property is already considered "Higher Ground" for this area.
3. Once weather passes, notify all guests of all clear. If necessary, have them assemble at their designated Rally Locations.
4. Gather all facts regarding injuries, status and current conditions. Make sure guests and staff are all accounted for.
5. In case of injuries notify trained Riverbend staff and/or emergency personnel by calling 911 as soon as possible.
6. Assemble team consisting of full-time staff to be available to assist the injured and support emergency responders.
7. If safe, send one staff member with a radio to gate to man the gate and give directions to emergency responders. They should also limit access to the facility to emergency responders and make a log of anyone coming in or out of the facility. Send another staff member to the office to monitor phones.
8. In the case of a building collapse clear uninjured from the scene if it is safe to move them without further injury.
9. An evaluation of the safety of any buildings should be made before they are re-occupied.
10. Work with Executive Director and group leader to notify parents. If departure from camp is needed because of damage, Executive Director will work with Church Leaders to reunify families and campers.
11. Any interaction with the media should be handled by the Executive Director. Refer to the Media Response Action Plan.

EVACUATION PLANS AND RALLY LOCATIONS

- 1) In the event evacuation of lodging facilities is needed, Rally Locations are indicated in the map below. A copy of this map is in each facility. Pathways from lodging to rally zone are illuminated.
- 2) Staff will aid church leaders in assisting persons with disabilities and others with access and functional needs.
- 3) Rally Location 1 (Blue) is Legacy Point is for those staying in the following facilities:
 - a) Rock Creek Lodge
 - b) Cedar Bluff Lodge
 - c) Cedar Bluff Cottages
 - d) Lenamon Lodge
 - e) G. Rollie White Lodge
 - f) Creekside Cabin
 - g) Greene Cabin
 - h) Outpost Camp
- 4) Rally Location 2 (Green) is Refuge Chapel is for those staying in the following facilities:
Cabins 1-5 (1, 2, 3, 4, 5)
- 5) Rally Location 3 (Yellow) is the Worship Center is for those staying in the following facilities:
 - a) Cabin 6-11 (6, 7, 8, 9, 10, 11)
 - b) Brazos Lodge (Health Center)
- 6) Facility evacuation plans are outlined in the Wildfire and Nuclear Emergency Action Plans.
- 7) Staff will work with Church leaders to determine when to return to lodging.
- 8) Staff will work with church leaders to notify and communicate with parents or legal guardians.



AQUATIC EMERGENCY ACTION PLAN

1. In the event of an aquatic emergency, notify Executive Director or his designee and who will obtain the Emergency Action Plan and activate the Aquatic Action Plan and serve as Emergency Preparedness Coordinator.
2. All campers at the Pool must enter and exit through the main gates. At the Waterfront, all participants must check out a lifejacket before approaching the water.
3. Aquatic Emergencies can include, but not limited to:
 - a. Distressed Swimmer
 - b. Drowning Person
 - c. Injured swimmer
 - d. Injured spectator
 - e. Missing Swimmer
4. All lifeguards are certified American Red Cross Certified and will follow trained procedures to deal with these emergencies. The Camp Health Officer will be called to the scene and will serve as the health authority on scene.
5. Riverbend staff will work with church leaders to account for all campers and, if needed, move them to another location during the emergency.
6. If the situation is severe enough to warrant a response by local emergencies service, a staff member or church leader will call 911. Staff will follow the ambulance procedures below.
7. Staff will work with church leaders to notify and communicate with parents or legal guardians.

HEALTH RELATED ACTION PLAN

When an injury or illness is reported determine what response is needed by Riverbend staff by the following:

1. If an illness is reported:

- a. Ensure that proper use of Personal Protective Equipment is utilized by all involved.
- b. With the help of the Group Leader and any qualified health personnel (Camp Health Officer), determine the severity of the illness.
- c. If it is severe enough to warrant a visit to the emergency room help, the Group Leader arrange transport and give directions to the local ER. If an ambulance is needed, refer to ambulance procedure below.
- d. If the individual is a minor, advise the Group Leader to contact their Parent or Guardian.
- e. If the illness is not severe enough to warrant a visit to the emergency room, work with the Group Leader to determine if the individual should isolated or leave camp. If it is believed to be an infectious illness, please assist the Group Leader in arranging for the individual to go home. Suggest they follow up with their local physician.

2. If an injury is reported:

- a. With the help of the Group Leader and any qualified health personnel, determine the severity of the injury.
- b. Ensure that proper use of Personal Protective Equipment is utilized by all involved.
- c. If qualified, render first aid as appropriate for the injury.
In case of snake bite, make sure victim is safe, kept calm and still. Keep location of bite lower than the heart. Look around to make sure there are no other snakes. Try to find the snake to determine what kind it is to report to health officials. If safely possible, take a photo of the snake.
- d. If the injury is severe enough to warrant a visit to the emergency room assist the Group Leader in either calling 911 or arranging transport and give directions to the local ER. If an ambulance is needed refer to the ambulance procedure below.
- e. If the injury is not severe enough to warrant a visit to the emergency room, work with the Group Leader to determine what the next step should be. Riverbend can either secure a doctor's appointment with a local doctor, or the individual could return home to visit his/her own doctor.
- f. If the individual is a minor, advise the Group Leader to contact their Parent or Guardian.
- g. Have the Group Leader fill out an Accident Report form for our records.

3. If the injury requires a visit to the emergency room or any other severe accident, notify the Executive Director as soon as possible.

4. Epidemic on camp

- a. Notify the Executive Director immediately.
- b. Ensure that proper use of Personal Protective Equipment is utilized by all involved.
- c. Staff with the help of the Group Leader and the Camp Health Officer will establish an isolation location (Health Center, Cabin, private rooms). They will keep those affected by the Epidemic isolated until such time as they can be removed from camp.
- d. Contact parents of campers involved.
- e. Contact local medical authorities for assistance
- f. Confirmed cases of waterborne or foodborne diseases, such as cholera, dysentery, typhoid, salmonellosis, shigellosis, or infectious hepatitis, shall be reported to the

Department of State Health Services' Policy, Standards, and Quality Assurance Unit, within 24 hours of occurrence (or confirmation in the case of disease) by email at PHSCPS@dshs.texas.gov.

- g. Any interaction with the media should be handled by the Executive Director. Refer to the Media Response Action Plan.

5. Body Fluid Spills:

- a. Block off area to prevent contact.
- b. Gloves should be worn at all times when taking care of body fluid spills.
- c. Use Body Spills powder to neutralize odor and to dry fluids into powder.
- d. Sweep up and dispose of it. Sanitize area with cleaning agent.
- e. Wash and sanitize all items used to clean the area (brooms, dustpans, etc.)
- f. Wash hands, as well as any other body part that may have touched body fluid, thoroughly with soap and water.

6. Death of Individual

- a. Notify Executive Director as soon as possible. He or his designee will obtain the Emergency Action Plan and serve as Emergency Preparedness Coordinator.
- b. Immediately thereafter, the Emergency Preparedness Coordinator will notify local law and medical authorities.
- c. Remove all individuals from the area except the group leader and anyone he/she determines need to stay.
- d. Send one staff member with a radio to gate to man the gate and give directions to emergency responders. They should also limit access to the facility to emergency responders and make a log of anyone coming in or out of the facility. Send another staff member to the office to monitor phones.
- e. Wait for law enforcement and emergency responders and be ready with any information or assistance they require.
- f. With the Group Leader, contact the Church Pastor or sponsoring organization officials.
- g. Assist the Group Leader, Pastor or Official with sending someone to personally visit the parents or family members. DO NOT phone these people with death notice.
- h. If an accident, complete an accident report for your files and those of local authorities.
- i. Follow-up visits, letters and phone calls to the parents are needed during the next several weeks.
- j. Any interaction with the media should be handled by the Executive Director. Refer to the Media Response Action Plan.

7. Ambulance Procedure:

- a. If an ambulance is needed at Riverbend, please call 911. Riverbend staff may also be contacted to call 911. Be prepared to give the dispatcher all the information they need to prepare the responders.
- b. Send one staff member with a radio to gate to man the gate and give directions to emergency responders. They should also limit access to the facility to emergency responders and make a log of anyone coming in or out of the facility. Send another staff member to the office to monitor phones.
- c. Wait for law enforcement and emergency responders and be ready with any information or assistance they require.
- d. Call the Executive Director and inform him of the details of the situation.

LOST CAMPER ACTION PLAN

1. Notify Executive Director or his designee and who will obtain the Emergency Action Plan and activate the Lost Camper Action Plan and serve as Emergency Preparedness Coordinator.
2. Emergency Preparedness Coordinator will organize initial search of immediate camp grounds and they will:
 - Seek information by meeting with the camper's adult leader and the last one(s) seeing him/her to find out person's last known whereabouts as well as who might have been with them, seen them, or know where they went.
 - Seek a description of the person and their attire, provide photo if available.
 - All staff will be notified by radio and asked to bring their radios and flashlight (if dark) with them. The initial meeting place will be the office.
 - Utilize the Emergency Broadcast system and Text-based Alert System as necessary
 - Designate one person to walk through camp with a megaphone calling camper's name.
 - Send one staff member with a radio to gate to man the gate and give directions to emergency responders. They should also limit access to the facility to emergency responders and make a log of anyone coming in or out of the facility. Send another staff member to the office to monitor phones.
 - Divide staff into four teams. Using maps like the one attached. A full-time staff will be assigned to each team and will be designated as "lead" person.
 - Team 1 will search the upper right quadrant of the camp. (*BLUE square on next page)
 - Team 2 will search the bottom left quadrant of the camp. (*GREEN square on next page)
 - Team 3 will search bottom right quadrant of the camp. (*ORANGE square on next page)
 - Team 4 will search the upper left quadrant of the camp. (*RED square on next page)
3. If these searches do not produce results, the Emergency Preparedness Coordinator will notify the Glen Rose sheriff's department, while all persons who had last contact with the missing individual are being assembled at the Camp Office.
 - Office staff will acquire the lost camper's forms from Group Leader. If the lost individual is an employee obtain file from the Camp office to provide personal information to search personnel.
4. If search of immediate campgrounds does not yield results, an immediate search of the more outlying, yet immediate area will be conducted, including driving down portions of CR 411 and FM 56. A second search of the immediate campgrounds shall be conducted while this more expanded search is taking place.
5. The Group Leader will contact the parents/guardians of the camper and seek further relevant information; advising them to remain where they are and close to a phone so that they may be contacted further. If necessary or recommended by law officials, parents/guardians will be extended an invitation to come to camp and remain in the Executive Director's Office until more information is known.
6. As much information as is possible will be given to the law authority when they arrive. Follow their recommended procedures; keeping the parents/guardians advised.

NUCLEAR INCIDENT ACTION PLAN

1. If an incident at Comanche Peak Nuclear Power Plant occurs, they will activate the Outdoor Warning System (steady siren tone). If this is heard, contact the Executive Director, he or his designee will activate the Nuclear Evacuation Plan and serve as Emergency Preparedness Coordinator.
2. Emergency Preparedness Coordinator will obtain the Emergency Action Plan and will appoint staff to fill the following roles:
 - a. Guest Group Liaison – will serve as the intermediary between the Emergency Preparedness Coordinator and the guest groups.
 - b. Sheriff Department Liaison – will contact the sheriff’s department and coordinate transport.
 - c. Front Gate Attendant - will be stationed at the front gate to give directions of evacuation route as well as directions to any incoming transport.
 - d. Outside Communication Liaison - will field calls from outside callers and monitor radio (WBAP 820 AM) for further instructions.
 - e. Facility Security Team – will ensure all facilities are empty.
3. Emergency Preparedness Coordinator will contact group leaders and notify them of threatening conditions and advise them of emergency procedures.
4. Utilize the Riverbend Emergency Broadcast system and Text-based Alert System as necessary
5. Emergency Preparedness Coordinator will release all non-essential staff and take roll of remaining staff.
6. All groups will gather in the Worship Center to receive further information.
7. All group leaders will take a roll call to ensure all group members are present.
8. If the group has its own transportation, they will register with the Guest Group Liaison before departure. Maps and directions will be given to Group Leaders as well as each car that exits the camp. Maps are located in the Emergency Plan Book at the Gate House.
9. We are in Zone 2J and our evacuation route is Hwy 56 south (left on 411, left on 56). The rally point is Cleburne Senior Center at 1212 Glenwood Drive, Cleburne, Texas.
10. When external transportation arrives the Emergency Preparedness Coordinator along with the Guest Group Liaison will organize the loading of all individuals. All luggage and other large personal items should be left behind.
11. The Facility Security Team will make a final sweep of all buildings to ensure full evacuation and report to the Emergency Preparedness Coordinator, then evacuate.
12. Once all Guest groups have been evacuated the Emergency Preparedness Coordinator will ensure the evacuation of all remaining staff and evacuate.

WILDLIFE RESPONSE ACTION PLAN

1. Occasionally, campers, guests and staff will encounter various forms of wildlife on campus. Staff must respond in a manner that will best ensure the safety of everyone and in a way to create confidence in the campers and guests.
2. Sightings of any potentially dangerous wildlife should be reported to full time staff immediately.
3. If an incident involving an animal occurs, contact the Executive Director and he or his designee will activate the Emergency Action Plan and serve as Emergency Preparedness Coordinator.
4. Utilize the Emergency Broadcast system and Text-based Alert System as necessary
5. **Small animals such as foxes, raccoons, opossums, dogs, cats, etc.**
Most of these animals will run away when encountering people. Often when they do not leave and are acting either aggressive or lethargic could mean something is wrong with them.

Action:

1. Have all people leave the area calmly and quietly.
2. Call for assistance to remove animal from populated area. Use discernment when reporting to others so you won't create panic. A snare is available in the office. This should only be used by full-time staff.
3. Observe the animal from a safe distance until help arrives.
4. If a guest or staff is harmed by a wild animal initiate the Health-Related Action Plan and secure the animal in the event it is rabid.
5. If it is unsafe for staff to remove the animal call the sheriff's department for assistance.

6. Snakes

There are a number of snake species on and around the campus. If a snake is sighted or if campers/guests report a sighting, take the following steps:

Action:

1. Have all people leave the area calmly and quietly.
2. Call for assistance to remove the snake from populated area. Use discernment when reporting to others so you won't create panic. A snake grabber is available in the office. This should only be used by trained staff. When reporting on the radio, use "Code 2" to indicate snake.
3. Observe the snake from a distance until help arrives.
4. Look around, there may be other snakes.
5. If a guest or staff is harmed by a snake initiate the Health-Related Action Plan and secure the snake (or secure photograph) for emergency personnel information.

UNAUTHORIZED INDIVIDUAL ACTION PLAN

1. **Threat of Unauthorized Removal of Camper** - Camp receives a call threatening to take a child from camp without legal consent. If the threatening individual calls, refer to point a-e. If the threatening individual arrives at camp, continue through point g.
 - a. Contact the Executive Director and he or his designee will activate the Emergency Action Plan and serve as Emergency Preparedness Coordinator.
 - b. Close security gate and have a staff person in the guard house. Campers may need to be sheltered-in-place until issue is resolved.
 - c. Utilize the Emergency Broadcast system and Text-based Alert System as necessary
 - d. Work with the group leader to identify the camper.
 - e. Notify parent(s) or legal guardian of the child.
 - f. Have an adult leader stay with the child until the issue is resolved.
 - g. Notify Sheriff's department of situation.
 - h. If the individual shows up at camp, do not let them on-site. Do the following:
 1. If not a threat, the group leader and Emergency Preparedness Coordinator should inform the adult that the child cannot be taken without legal consent. If the adult refuses to leave, call 911. If the individual leaves, get a description of their vehicle and update the Sheriff's department
 2. If they are a threat call 911.
2. **Bomb threat**
 - a. If a bomb threat is called in, the person receiving threat should get as much information as possible.
 1. Be calm.
 2. Be courteous.
 3. Listen for details about bomb, type, location as well as background noise, accents, impediments, sex of caller, words/phrases used repeatedly, and voice quality.
 4. Do not interrupt the caller.
 5. Jot down notes.
 - b. Contact the Executive Director and he or his designee will activate the Emergency Action Plan and serve as Emergency Preparedness Coordinator.
 - c. Call 911. Give them all the information that is known.
 - d. Send one staff member with a radio to gate to give directions to emergency responders. They should also limit access to the facility to emergency responders and make a log of anyone coming in or out of the facility. Send another staff member to the office to monitor phones.
 - e. Evacuate building or buildings targeted.
 - f. Campers may need to be sheltered-in-place until issue is resolved.
 - g. Remain a safe distance from the area until authorities give notice that the building is safe.
3. **Non-threatening possession of a weapon by a guest**
 - a. Contact the Executive Director and he/she will work with the group leader in dealing with the guest.

- b. If the individual is an adult, ask them to either relinquish their weapon until they leave, or if available trigger lock and lock in their vehicle.
- c. If the individual is a minor, ask them to relinquish their weapon, work with the group leader, and contact the camper's parents.
- d. If the guest will not tell where the weapon is, ask the leader to search the person's belongings.
- e. Campers may need to be sheltered-in-place until issue is resolved.
- f. If not, call 911 and stay with the guest until the sheriff arrives.
- g. Send one staff member with a radio to gate to give directions to emergency responders. They should also limit access to the facility to emergency responders and make a log of anyone coming in or out of the facility. Send another staff member to the office to monitor phones.

4. Outsider brandishing a gun or other weapon (not active shooter)

- a. Contact the Executive Director and he or his designee will activate the Emergency Action Plan and serve as Emergency Preparedness Coordinator.
- b. Call 911. Inform them an individual has come onto camp and is brandishing a weapon, make sure and communicate that the individual is not an active shooter
- c. Emergency Preparedness Coordinator will appoint staff to fill the following roles:
 - i. Guest Group Liaison – will serve as the intermediary between the Emergency Preparedness Coordinator and the guest groups.
 - ii. Sheriff Department Liaison – will contact the sheriff's department and will stay in contact with them.
 - iii. Front Gate Attendant – They will go to the gate and give directions to emergency responders. Advise them to not let anyone else in or out without approval from the Emergency Preparedness Coordinator. If gate house is unsafe, they can take a vehicle to CR 411. If it is not safe to leave campus, communicate to emergency responders via 911.
 - iv. Outside Communication Liaison - will field calls from outside callers and monitor radio for further instructions.
 - v. Facility Security Team – will ensure all facilities are locked down and assist the Emergency Preparedness Coordinator.
- d. Emergency Preparedness Coordinator will order a lockdown of the camp, this involves:
 - i. All guests go into cabin/lodge and lock/block all exterior doors, shelter-in-place.
 - ii. If safe, front gate will be manned and no individual allowed in or out unless the individual decides to exit, in which case get a description of the vehicle as well as the license plate number.
 - iii. If safe, do not lose sight of the individual.
- e. If possible, prevent the person from entering buildings.
Confrontation with a person threatening to use a weapon
 - i. Stay calm.
 - ii. Avoid rushing the individual unless you feel it is your only option.
 - iii. Focus on the individual, not the weapon.
 - iv. Negotiate

1. Try to get as many little “yeses” as possible.
 2. The more “yeses” you get, the better chance the person won’t use the weapon.
- v. Buy time- the longer you talk to the individual, the less likely they are to use the weapon.
- f. If the person uses the weapon, follow the Active Shooter Action Plan (only available to Riverbend Personnel) until trained emergency personnel arrive.

TRANSPORTATION EMERGENCY ACTION PLAN

Riverbend staff do not transport campers. During a camp session, Riverbend is a pedestrian campus and the transportation of campers by church leaders is highly discouraged.

1. In the event of a transportation emergency, notify Executive Director or his designee, who will obtain the Emergency Action Plan and activate the Transportation Emergency Action Plan and serve as Emergency Preparedness Coordinator.
2. The Camp Health Officer will be requested at the scene as needed.
3. Additional Staff will assist the EPC and CHO as needed.
4. If the situation is severe enough to warrant a response by local emergencies service, a staff member or church leader will call 911. Staff will follow the ambulance procedures below.
5. Staff will work with church leaders to notify and communicate with parents or legal guardians.