



EMERGENCY RESPONSE PROCEDURES



Updated May 2026
If this plan is updated or revised in any way local emergency management will be notified and sent the updated version.

EMERGENCY RESPONSE PROCEDURES

A MANUAL FOR EMPLOYEES INCLUDING

Full-Time Staff, Part-Time Staff, Summer Staff

CENTRAL CAMPUS - TRAILS & TIMBERS

2200 South Washington Avenue
Livingston, TX 77351
Main Phone: (936) 328-3200

BOXWOODS AND LIGHTHOUSE POINT

500 Lazy Lane
Livingston, TX 77351

CAROLINA CREEK - LAKEVIEW & CREEKSIDE

84 Wimberley Lane
Huntsville, TX 77320

THE WILD ENTRANCE GATE

5 Anticipation Drive
Huntsville, TX 77320

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PREFACE

In an emergency, guest, camper, and staff safety are our most important concerns. Some emergencies cause individuals to panic, so attentiveness and supervision is critical. The following procedures are offered as a guideline based on widely accepted practices. However, when it is impractical to follow these procedures - let common sense and reason be your guide. External parties (i.e. parents, media, etc.) will be notified at the Crisis Manager's discretion.

During an emergency, it is imperative that Cho-Yeh staff remain calm to provide an example for the campers and guests. Make sure that you and the others involved are not in immediate danger. Do not put yourself or others in a situation where further injury may take place.

For a copy of this document or to suggest changes, please contact:

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Phone: (936) 328-3200
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DEFINITIONS:

Camper: any minor attending a program or retreat on Cho-Yeh property.

Guest: Retreat guests, including minors/campers, staff, adult leaders, contracted worship leaders or speakers, etc.

Group Leader: Designated leader of guest group while they are on site at Camp Cho-Yeh. This person is the main point of contact for Cho-Yeh staff if information needs to be relayed in a crisis or other situation.

Leadership Staff: Cho-Yeh Staff members, either summer leadership or Full Time staff who have authority to give direction during an emergency, as directed by the Staff Member in Charge or Crisis Manager. Leadership Staff will be responsible to gather camper attendance information from Counselors and report via radio to the Staff Member in Charge.

Staff Member in Charge: Designated staff member who is in charge at the beginning of an emergency until the Crisis Manager needs to be involved, or arrives at the location of the emergency. Typically a Retreats Manager, Summer Camp Director, VP of Retreats or VP of Programs.

Crisis Manager (also known as Camp Emergency Preparedness Coordinator): The point person for any emergency or crisis that is happening at Camp Cho-Yeh. Ultimately making decisions on how to manage the crisis while it is happening, and following up after the crisis has resolved.

The **CEO** of Cho-Yeh Camp and Conference Center, Inc. has the primary responsibility for crisis management. If the CEO is unavailable or not on site, notify the Sr. VP of Operations, if unavailable or not on site, contact the VP of Finance and Administration. Garret Larsen is the current CEO, and can be reached at garretl@cho-yeh.org or 936-328-3200 x4102.

Crisis: Defined broadly, a Crisis is an event, which can have negative impact (including anything that may cause serious damage or injury) to campers, staff, guests, property, or reputation/brand. Within the context of this policy, the word crisis can apply to any situation - real or perceived - that:

- Requires immediate and coordinated action to minimize impact on campers, staff, and/or retreat guests and/or
- Has a significant impact on the operation or reputation of Camp Cho-Yeh

Medical Staff: Licensed medical personnel onsite during summer months

Public Address System (PA): A PA system is installed at each location at Camp Cho-Yeh. This is a radio based (not reliant on internet) loud speaker system that will be used to alert all of camp when necessary of the emergencies listed in this plan. All of the Executive Leadership Team, Summer Camp Directors, Retreat Managers, and Recreation Directors will be assigned radios that can activate this alert system. All of the positions go through specific training on when and how to activate the system and the appropriate warnings to say over the PA system. The PA is just the beginning of the Emergency Warning System. The PA system will be maintained by the Facilities team, and tested regularly. For anyone deaf or hard of hearing, see the below Emergency Warning System. The PA system reaches the entire camp boundaries.

Emergency Warning System: Utilization of multiple different options are a part of the Emergency Warning System. The PA system is the first alert to an emergency. Radios are also used to communicate the emergency that is in progress and give staff direction for next steps. Once an alert has been sent over the radio, Leadership Staff are designated to specific areas of camp to confirm all campers and guests have heard the PA or a radio giving the warning about the emergency, including anyone that might be deaf or hard of hearing. The Crisis Manager or Staff Member in Charge who activated the emergency warning system will designate someone to track that Cho-Yeh Staff have been to all locations and confirm all on site have been alerted to the emergency.

Emergency Line: Camp Cho-Yeh's main phone line has an Emergency option for guests, parents, or anyone who calls in to Camp Cho-Yeh. This Emergency line forwards to the On Call Retreat Phone from mid August through mid May, and to the On Call Summer Camp staff member mid May through mid August.

On Call Retreat Coordinator: When guests are onsite, a designated Retreat Coordinator will keep the cell phone designated as the On Call Retreat Phone on their person with the ringer on to receive any emergency calls from guests or staff.

On Call Summer Camp Staff: Each night during the summer a designated full time Summer Camp staff member will be assigned to monitor any Emergency line calls that may come in.

Staff Training: All year-round staff are provided access to our Emergency Response Procedures through our digital workspace, and through a printed copy located in each office location. Annually Camp Cho-Yeh holds a Safety Week where year-round staff are trained on our procedures, their role, and updated on changes. All summer staff are provided the Emergency Response Procedures during an online training course, in which they must pass a quiz and provide a certificate of completion before their first day of work with us. The Human Resources Manager, in conjunction with the VP of Programs, creates the content for this training platform. The Human Resources Manager is also responsible for doing in person training during summer staff training in May. We also include the Emergency Response Plan in the Staff Manual that is given to every staff member and review expectations of their role in an emergency during our beginning of summer training. All training records are maintained in a digital platform as part of a staff member's employment paperwork. The Human Resources Manager is responsible for tracking and maintaining up to date records.

Parent Notification of Floodplain: All parents of guests at Boxwoods and Carolina Creek sign a waiver that includes language alerting them to what part of the camp is in a floodplain. Retreat Coordinators are responsible to confirm all waivers have been signed before guests are on site. All forms are maintained digitally within our waiver system.

Parent Emergency Plan Provision: All parents who sign a waiver or who register their camper and sign our Terms and Conditions are provided with a link to digitally access the Emergency Response Plan.

Internet Service: All Camp Cho-Yeh locations have broadband internet access that connects using end to end fiber optic features. Each location uses a specific local company for primary. Our Camp Cho-Yeh Central location uses Highline Internet. Boxwoods uses Eastex Fiber. Carolina Creek uses Kinetic Fiber Internet. All locations utilize Starlink as the secondary broadband service. The facilities team and IT team is responsible for monitoring internet services and fixing anything that might cause an outage.

CRISIS MANAGEMENT PROCEDURES

If you discover an actual or pending crisis, work with your direct supervisor to do the following:

- Step 1:** Immediately Notify the Crisis Manager. Use the following list to determine the Crisis Manager, based on who is available for the current crisis:
- CEO
 - Sr VP of Operations
 - VP of Finance and Administration
 - VP of Development
 - VP of Programs
 - VP of Retreats
- Step 2:** The Crisis Manager should initiate the action plan specific to the crisis if the crisis is actively happening (ie fire, active shooter, etc). Proceed to the following steps once any needed action items have been resolved.
- If primary staging areas are not appropriate, make sure to station a staff member at the primary area to direct guests to the secondary area.
 - If needed, identify and establish a staging area or office for emergency or law enforcement officials to utilize.
- Step 3:** The Crisis Manager makes assignments for fact-gathering, sets a report time, and decides what staff should be included in the **Crisis Communications Team**. Crisis Communications Team should consist, at minimum, of: VP of Development, Marketing Director, or Communications Specialist. Include VP of Programs or VP of Retreats, or their designees, depending on the type and timing of crisis.
- Step 4:** **Crisis Communications Team** meets in person or by phone to assess the facts of the crisis and the first response. The first 90 minute meeting will discuss communication with staff, campers, guests, parents, local services, and the state, as needed. See section on Crisis Communications Team Procedures for details.
- Step 5:** Crisis Manager should continue to monitor crisis impact to all guests and ensure continued communication with emergency response and key personnel as needed.
- Step 6:** **After Crisis Report:** After the crisis is resolved and guest safety has been ensured, Crisis Manager leads a debrief with the Crisis Communications Team and other key personnel to review the management of the crisis and make any future recommendations.

FIRE

1. All retreat guests, campers, and staff should be removed from the building or area and go to the nearest staging area (see maps in each building for locations of Staging Areas). The cabin leader should remain with the children at all times to supervise and account for all children.
 - a. Staging Areas:
 - i. Trails Staging Areas:
 1. Pines Parking Lot
 2. Cho-Dome
 3. Mini-Dome (if not able to reach this area, go to the Lease)
 4. Trails Parking Lot
 - ii. Timbers Staging Areas:
 1. Timbers Parking Lot
 - iii. Boxwoods Staging Areas:
 1. The Hub
 - iv. Carolina Creek:
 1. Lakeview Pavilion
 2. Creekside Pavilion
 3. Wild Pavilion
 - b. Accounting for campers:
 - i. Counselors will confirm they have all campers that are assigned to their group/cabin. Depending on resources available, Counselors may use a headcount, roll call, or roster sheet to confirm the status of each camper.
 - ii. Report status of all campers to the designated Leadership Staff, who will utilize a radio to communicate the status to the Staff Member in Charge.
 - iii. The Staff Member in Charge will utilize the current week's cabin assignment document to confirm status and location of all campers as they are reported by the designated Leadership Staff.
 - iv. If any campers are missing, details on last location, clothing they were wearing, and any other pertinent information will be gathered from the Counselor to the designated Leadership Staff and communicated via radio to the Staff Member in Charge.
2. The Staff Member in Charge will call 9-1-1 and report the incident.
 - a. Give the Camp Name, physical address and location of the fire to dispatch.
 - b. Report any known injuries or individuals unaccounted for.
 - c. Send a staff member to the entrance to meet Emergency Services Personnel and guide them to the location of the fire. Multiple staff may be needed if multiple vehicles are arriving.
3. The Staff Member in Charge will alert the Crisis Manager of the fire and when 9-1-1 was called.
 - a. If necessary the Crisis Manager will alert the Emergency Management Office.
 - b. Once local authorities arrive onsite, the Staff Member in Charge or Crisis Manager will hand off control of the scene to the Officer in Charge.
4. Crisis Manager will designate a staff member to notify other cabins and campsites that are threatened to evacuate to the staging area. If the conditions are not conducive to the fire spreading, then only the affected campsite groups should be moved.
5. Once the fire has been resolved, the Crisis Manager, or designee, should fill out an Incident Report with details of the situation.

6. The Crisis Manager will work with the Crisis Communication Team to appropriately notify parent/guardians through email, phone call, or mass text, depending on the level of urgency.
 - a. Triggers for this notification may include, but are not limited to:
 - i. Fire that significantly disrupts the camp schedule or damages a building on camp
 - ii. Fire that causes a change in lodging or activity areas
 - iii. Off-site Evacuation is determined to be necessary.

SEVERE WEATHER AND NATURAL DISASTERS

The Staff Member in Charge and On Call Retreat Coordinator or On Call Summer Camp Staff Member will be monitoring the National Weather Service alerts and other applicable weather warning systems via cell phone apps. The Staff Member in Charge will activate the Emergency Warning System through radio (and if deemed appropriate through the PA system) to alert all campers and staff of the impending severe weather.

A NOAA radio capable of receiving NWS alerts will be kept in the office, easily accessible to the Staff Member in Charge. The Emergency Preparedness Coordinator is responsible to check the radio annually to confirm it is being maintained appropriately.

Lightning

1. If lightning is within 10 miles, the Staff Member in Charge will communicate via phone, radio and PA system that all aquatic and high adventure activities will stop. Recreation staff will alert guests that lightning is in the area.
2. If lightning is within 5 miles, the Staff Member in Charge will coordinate with Leadership Staff or Group Leader to alert all on property to shelter in place inside an enclosed building.
3. Leadership Staff or Group Leader will check all activity areas and buildings to confirm all have heard the directive to shelter in place.
4. If severe weather is happening with no immediate shelter, avoid large open spaces and trees away from dense forest, then seek a low-lying area and crouch down staying on two feet.
5. The Staff Member in Charge will continue to monitor the weather and will coordinate with Leadership Staff or Group Leader to communicate when the shelter in place has been lifted.

Shelter in Place for Tornado Warning or Local Emergency Management Order:

1. When a shelter in place order is given, whether for a Tornado warning by the National Weather Service, or local emergency management, the Staff Member in Charge will communicate via radio and PA system to shelter in place in an enclosed building (cabin, meeting hall, dining hall, or other enclosed building), indicating the type of event (Tornado, local disturbance, etc)
 - a. Staff should account for all campers under their responsibility and lead them to the closest enclosed building that is a cabin, meeting hall, or dining hall.
 - b. For Tornadoes specifically:
 - i. Staff should direct campers to get to the bathroom area.
 - ii. If the bathroom area does not fit everyone, staff should direct campers to shelter under a sturdy table or bed, etc.
 - iii. Staff should direct campers to stay away from windows and outside walls.
 - iv. Staff should direct campers to protect their head and neck with their arms or staff should cover campers with a mattress if inside a cabin.
 - v. If you are caught outdoors and can't get indoors, staff should lead campers to the lowest area possible.
2. Shelter in place until the Staff Member in Charge or Crisis Manager communicates that it is safe to leave.
3. Staff should account for all campers:
 - a. Counselors will confirm they have all campers that are assigned to their group/cabin. Depending on resources available, Counselors may use a headcount, roll call, or roster sheet to confirm the status of each camper.
 - b. Report status of all campers to the designated Leadership Staff, who will utilize a radio to communicate the status to the Staff Member in Charge.

- c. The Staff Member in Charge will utilize the current week's cabin assignment document to confirm status and location of all campers as they are reported by the designated Leadership Staff.
- d. If any campers are missing, details on last location, clothing they were wearing, and any other pertinent information will be gathered from the Counselor to the designated Leadership Staff and communicated via radio to the Staff Member in Charge.

In the event 9-1-1 needs to be called:

- a. The Crisis Manager will call 9-1-1 and report the incident.
 - i. Give the Camp Name, physical address, location of the incident, and details of the incident, including any known injuries or missing people, to dispatch.
 - ii. Send a staff member to the entrance to meet Emergency Services Personnel and guide them to the location. Multiple staff may be needed if multiple vehicles are arriving.
 - iii. If necessary the Crisis Manager will alert the Emergency Management Office.
 - iv. Once local authorities arrive onsite, the Staff Member in Charge or Crisis Manager will hand off control of the scene to the Officer in Charge.

Parent/Guardian Communication

The Crisis Manager will work with the Crisis Communication Team to appropriately notify parent/guardians through email, phone call, or mass text, depending on the level of urgency. The Crisis Communication team will assess if all parents/guardians need to be contacted or only a specific subset.

- Triggers for this notification may include, but are not limited to:
 - 9-1-1 is called for significant injury or damage at camp
 - Tornado touched down on property
 - Severe weather has caused the property to lose power for more than 2 hours
 - Impending Natural Disaster that may impact the normal run of camp

Impending Natural Disaster, including Hurricane, Winter Storm

1. Crisis Manager will work with VP of Retreats or VP of Programs to confirm if camp is safe for guests to be on site for the duration of the impending natural disaster.
2. In the event that guests are on site during a natural disaster the Crisis Manager will implement the appropriate Crisis Management Plan.

FLOOD EMERGENCY

Upon issuance of a flood or flash flood warning, the Staff Member in Charge will start On-Site Evacuation procedures as listed below. The Staff Member in Charge will alert the Crisis Manager who will coordinate with the local Office of Emergency Management to determine if remaining on site is no longer safe due to rising water, access limitations, or anticipated conditions.

On-Site Evacuation Procedures - for those in Floodplain Areas

1. The Emergency Warning System will be triggered by the Staff Member in Charge.
 - a. The PA will alert all in the floodplain area to Evacuate to the Staging Area. A radio call will also be made to Evacuate to the Staging Area.
 - b. Leadership Staff will be assigned to manage each Staging Area, and to check that people in all cabins, activities areas, and buildings heard the Evacuation order that was given.
2. Staff will lead campers to designated staging areas based on site location (see maps in each building for locations of Staging Areas):
 - a. Central Camp: Pines Parking Lot, Cho-Dome, Mini-Dome, Trails Parking Lot
 - b. Timbers: Timbers Parking Lot
 - c. Boxwoods: The Hub
 - d. Carolina Creek: Lakeview Pavilion, Creekside Pavilion, Wild Pavilion
 - i. If necessary, Leadership Staff may be designated to direct staff and campers to a secondary staging area farther away from flood affected areas. The Staff Member in Charge will communicate this with Leadership via radio or cell phone.
 - e. All staff, campers and guests should avoid creeks, drainage areas, bridges, and roadways if high water is visible. Walking or driving through flood waters is strictly prohibited.
3. Accounting for campers:
 - a. Once arrived at the Staging Area, Counselors will confirm they have all campers that are assigned to their group/cabin. Depending on resources available, Counselors may use a headcount, roll call, or roster sheet to confirm the status of each camper.
 - b. Report status of all campers to the designated Leadership Staff, who will utilize a radio to communicate the status to the Staff Member in Charge.
 - c. The Staff Member in Charge will utilize the current week's cabin assignment document to confirm status and location of all campers as they are reported by the designated Leadership Staff.
 - d. If any campers are missing, details on last location, clothing they were wearing, and any other pertinent information will be gathered from the Counselor to the designated Leadership Staff and communicated via radio to the Staff Member in Charge.
4. Continued Activity
 - a. If non-flood plain areas are safe to keep campers and guests on-site, normal activities will resume in those areas.
 - b. Weather conditions will continue to be monitored for the length of the flash flood warning.
5. Parent/Guardian Communication
 - a. The Crisis Manager will work with the Crisis Communication Team to appropriately notify parent/guardians through email, phone call, or mass text, depending on the level of urgency. The Crisis Communication team will assess if all parents/guardians need to be contacted or only a specific subset.
 - b. Triggers for this notification may include, but are not limited to:

- i. Evacuation of lodging that extends to overnight resulting in a change of sleeping quarters.
 - ii. Evacuation that impacted a significant portion of the day.
 - iii. Off-site Evacuation is determined to be necessary.
6. The Crisis Manager will determine if off-site evacuation is necessary. If off-site evacuation is necessary, follow instructions in the section titled Evacuation and Reunification.

Maps

Maps of our property indicating where the floodplain is located in relation to our cabins are in Appendix A. Camp Cho-Yeh's central site is not located on a floodplain. Boxwoods has a small portion of a peninsula within a floodplain, but no cabins are affected in this area. Carolina Creek has 10 cabins within a floodplain that is within a dam controlled lake. All cabins have maps with evacuation routes posted to the nearest staging area.

Cabin Ladders

Cabins located at Carolina Creek that are within a floodplain are equipped with an emergency ladder to reach the roof of that cabin, if deemed necessary. Ladders are free standing and are located in a visible location with a sign indicating 'Emergency Ladder'. Instructions on where to use the ladder and how to assist people using the ladder will be attached to the ladder, and staff will be trained on these specific instructions during training in May. While these ladders are required, the safer alternative is to simply exit the building and move to higher ground, even if standing water is present. If a guest is not able to use the ladder due to age, disability, etc, potential threat thresholds will be anticipated and alternate housing provided further in advance of potential flood impacts.

STRAY OR WILD ANIMALS

1. In general at Camp Cho-Yeh, we do not intentionally interact with stray or wild animals on site. Animals in their natural habitat are to be admired from a distance. Animals that are potentially dangerous or acting aggressively should be avoided.
2. Campers/guests should be removed from areas where dangerous or aggressive animals are present.
3. If the animal is dangerous or acting aggressive, Leadership Staff should be contacted.
4. Do not touch, feed, chase, encircle, corner or kill any stray or wild animal
 - a. Whether dead or alive
 - b. Allow the animal to get away, and note the direction it went
 - c. Including, but not limited to: baby bats, birds, snakes, deer, feral cats, feral hogs, opossum, raccoons, skunks, squirrels, etc.
 - d. Rabies disease can occur in the wild animal population and it is not always easy to tell if an animal has rabies.
5. Leadership Staff will work with local Animal Services if an animal needs to be removed from the property.
6. If the animal caused any harm or damage, an Incident Report should be filled out with details of the situation.

INTRUDER(S)

1. Camp Cho-Yeh has many visitors and retreat guests that come throughout the year. It can be difficult to distinguish between intruders and welcomed guests. Always be courteous and kind when talking to unknown visitors.
2. If a staff member notices someone who looks suspicious or doesn't belong (no wristband or name tag designating them as a guest or staff member), it is the staff member's responsibility to either approach them or contact another staff member to help.
3. When approaching an unknown visitor:
 - **ALWAYS HAVE A SECOND PERSON!** Never be alone when approaching an unknown visitor. If there is no one else to help, take note of what the person looks like, clothing being worn, location, direction they are heading. Then find or contact another staff member and report what was observed.
 - Introduce yourselves and ask who they are, what group they are with, and where they are heading.
 - If the person has permission to be on the grounds, then assist them with where they need to be. Walk them to the location and confirm what they have said.
 - If the person doesn't have permission to be on property, then politely let them know that camp is for pre-registered guests only and that they need to leave. Let them know that if they would like to register a time to be at camp, then they can stop at our office or call our phone number to set up an official time to be on site. Escort them off grounds or to their vehicle and confirm that they leave the property.
 - If they refuse to leave, or at any time there is a potential threat, leave the conversation and call the Sheriff's office. Alert the Staff Member in Charge so they can help to inform you of the next steps.
 - If needed, the Staff Member in Charge will decide if campers or guests need to stay away from the area, stay inside their cabins, or move to a safer area.
 - Repeat offenders - intruders that have been on property more than once after being initially informed that this is private property, should be reported to the Sheriff's office.
4. Never put yourself in danger. Do not attempt to handle an unruly visitor on your own. Let the proper authorities handle the situation.
5. After the situation has resolved an incident report should be filled out with details of the situation.

MISSING CAMPER

The conduct and type of search depends on the set of circumstances surrounding the incident. The following steps are offered as general guidelines to follow in the event a child is determined as lost or missing.

1. If a counselor or group leader realizes that a camper is missing, a Leadership Staff member should be alerted as soon as possible, who will then contact the Staff Member in Charge.
2. Confirm the places already checked for the missing camper, and gather details
 - Where was the camper last seen
 - i. If in the woods or on a trail, mark the location with something visible
 - What was the camper wearing (shirt, shorts/pants, backpack, shoe color, etc)
 - What does the camper look like (hair, eyes, height, etc)
3. The Staff Member in Charge will give directions to other staff and campers/guests as needed
 - Activities should be paused while looking for the missing camper
 - Encourage groups to stay where they are until an all clear is given
 - Assign designated zones for other leadership and full time staff to search for the missing camper
 - i. Cabin of camper and surrounding area
 - ii. Activities running
 - iii. Main camp buildings (meeting halls, dining halls, Trading Post, etc)
 - iv. Use map in Appendix C to designate zones based on location
4. If the camper has not been found within 30 minutes, the Staff Member in Charge should notify the Crisis Manager.
5. The Crisis Manager will decide how/when to bring more staff in to search and when local authorities should be called for assistance.
 - Once all activities and buildings have been searched, and confirmed that the camper cannot be found, or 60 minutes have passed - whichever happens first - the Crisis Manager will work with local authorities and emergency management to coordinate an expanded search. 911 and the Emergency Management Office will be notified.
 - i. Once local authorities arrive onsite, the Crisis Manager will hand off control of the scene to the Officer in Charge.
 - As soon as local authorities have been notified, the Crisis Manager will designate the appropriate person to call the camper's parents and alert them of the situation, as applicable.
6. Once the camper is found, care first for the camper's needs - physical and emotional as needed.
 - Work to understand what happened for why the camper went missing.
 - Debrief with the Crisis Manager on how best to provide feedback for the counselor or group leader on how to prevent the situation from happening in the future, if possible.
7. Complete incident report

AQUATIC EMERGENCY

When campers and guests are participating in aquatic activities at a pool or lake the appropriate number of American Red Cross Certified Lifeguards will be monitoring the area and have been trained on specific water safety to respond in the event of an emergency at the aquatic facility. Additional staff members may also be present to facilitate activities at the pool or lake and able to assist in the event of an emergency at the aquatic facility.

2. If an injury or illness occurs at an aquatic facility a lifeguard present will activate the local Emergency Action Plan (EAP) appropriate to the situation and remove the injured person from the water. Other lifeguards and/or facilitating staff members will assist in carrying out the EAP and coordinating other campers or guests at the aquatic facility.
3. Alert the Medical Staff and Staff Member in Charge on site in the event that a severe injury occurs, and have them go to the site of the incident. If no medical staff are onsite, call 9-1-1. Below is a list of potential severe injuries that may happen while on site at camp.
 - a. Aquatic emergencies can include but are not limited: Broken Bone, Head, Neck or Spinal Injury, Dislocation of any body part, Unconsciousness, Severe Bleeding, Disorientation, Seizure, Difficulty Breathing, Drowning
 - b. Staff at the scene should provide care up to the level of their training
 - c. Once the injured person has been safely removed from the water do not move the injured person unless they are in an unsafe environment with the potential of more injury or immediate danger.
4. Allow the Medical Staff to assess the injured person and determine the need for offsite care.
 - a. The Medical Staff will stabilize the patient based on their level of training, and the supplies available to them on site.
 - b. The Medical Staff will decide to either transport offsite to a hospital, or call 9-1-1.
 - c. The Medical Staff will notify the parent or emergency contact of the injured person.
 - i. If the Medical Staff are not able to do this, the Staff Member in Charge will designate a group leader or Summer Camp Director to do so.
5. In the event 9-1-1 needs to be called:
 - a. The Staff Member in Charge or Medical Staff will call 9-1-1 and report the incident.
 - i. Give the Camp Name, physical address, location of the incident, and details of the injury to dispatch.
 - ii. Send a staff member to the entrance to meet Emergency Services Personnel and guide them to the location. Multiple staff may be needed if multiple vehicles are arriving.
 - b. The Staff Member in Charge will alert the Crisis Manager of the incident and when 9-1-1 was called.
 - i. If necessary the Crisis Manager will alert the Emergency Management Office.
 - ii. Once local authorities arrive onsite, the Staff Member in Charge or Crisis Manager will hand off control of the scene to the Officer in Charge.
6. The Staff Member in Charge should direct all campers and nonessential staff to leave the scene and continue with their normal schedule. If the scene is interfering with normal scheduling, the Staff Member in Charge will work with other staff to implement an alternative plan.
 - a. Accounting for campers:
 - i. Counselors will confirm they have all campers that are assigned to their group/cabin. Depending on resources available, Counselors may use a headcount, roll call, or roster sheet to confirm the status of each camper.

- ii. Report status of all campers to the designated Leadership Staff, who will utilize a radio to communicate the status to the Staff Member in Charge.
 - iii. The Staff Member in Charge will utilize the current week's cabin assignment document to confirm status and location of all campers as they are reported by the designated Leadership Staff.
 - iv. If any campers are missing, details on last location, clothing they were wearing, and any other pertinent information will be gathered from the Counselor to the designated Leadership Staff and communicated via radio to the Staff Member in Charge.
7. The Staff Member in Charge will determine how and when to update other campers and staff that may have been involved or in the vicinity of the injury.
 8. The Staff Member in Charge will confirm one incident report is filled out, preferably by the Medical Staff member after getting statements from all involved.

SEVERE INJURY

1. Alert the Medical Staff and Staff Member in Charge on site in the event that a severe injury occurs, and have them go to the site of the incident. If no medical staff are onsite, call 9-1-1. Below is a list of potential severe injuries that may happen while on site at camp.
 - Severe Injury can include, but not limited to: Broken Bone, Head, Neck or Spinal Injury, Dislocation of any body part, Unconsciousness, Severe Bleeding, Disorientation, Seizure, Difficulty Breathing
 - Staff at the scene should provide care up to the level of their training
 - Do not move the injured person unless they are in an unsafe environment with the potential of more injury or immediate danger.
2. Allow the Medical Staff to assess the injured person and determine the need for offsite care.
 - The Medical Staff will stabilize the patient based on their level of training, and the supplies available to them on site.
 - The Medical Staff will decide to either transport offsite to a hospital, or call 9-1-1.
 - The Medical Staff will notify the parent or emergency contact of the injured person.
 - i. If the Medical Staff are not able to do this, the Staff Member in Charge will designate a group leader or Summer Camp Director to do so.
3. In the event 9-1-1 needs to be called:
 - The Staff Member in Charge or Medical Staff will call 9-1-1 and report the incident.
 - i. Give the Camp Name, physical address, location of the incident, and details of the injury to dispatch.
 - ii. Send a staff member to the entrance to meet Emergency Services Personnel and guide them to the location. Multiple staff may be needed if multiple vehicles are arriving.
 - The Staff Member in Charge will alert the Crisis Manager of the incident and when 9-1-1 was called.
 - i. If necessary the Crisis Manager will alert the Emergency Management Office.
 - ii. Once local authorities arrive onsite, the Staff Member in Charge or Crisis Manager will hand off control of the scene to the Officer in Charge.
4. The Staff Member in Charge should direct all campers and nonessential staff to leave the scene and continue with their normal schedule. If the scene is interfering with normal scheduling, the Staff Member in Charge will work with other staff to implement an alternative plan.
 - Accounting for campers:
 - i. Counselors will confirm they have all campers that are assigned to their group/cabin. Depending on resources available, Counselors may use a headcount, roll call, or roster sheet to confirm the status of each camper.
 - ii. Report status of all campers to the designated Leadership Staff, who will utilize a radio to communicate the status to the Staff Member in Charge.
 - iii. The Staff Member in Charge will utilize the current week's cabin assignment document to confirm status and location of all campers as they are reported by the designated Leadership Staff.
 - iv. If any campers are missing, details on last location, clothing they were wearing, and any other pertinent information will be gathered from the Counselor to the designated Leadership Staff and communicated via radio to the Staff Member in Charge.
5. The Staff Member in Charge will determine how and when to update other campers and staff that may have been involved or in the vicinity of the injury.

6. The Staff Member in Charge will confirm one incident report is filled out, preferably by the Medical Staff member after getting statements from all involved.

EPIDEMIC

Cho-Yeh will follow CDC and State guidelines should it become clear that an epidemic is happening within our localized area or region.

Small, localized epidemic happening at Cho-Yeh or surrounding area affecting mainly our staff, campers or guests:

1. Counselors will bring campers showing symptoms that may relate to a contagious disease (feverish, sore throat, etc) to the Health Center for assessment by our Medical Staff.
2. Medical Staff will Isolate anyone showing symptoms in the designated isolation room in the Health Center.
 - a. Medical Staff should always use proper personal protective equipment when working with contagions including, but not limited to, gloves, masks, face shields, and full body protection suits.
 - b. Medical Staff will call the parents of the camper to alert them of a need for testing based on confirmed symptoms, get approval for testing or allow the camper to be picked up to go home.
 - c. If testing is available, Medical Staff will run the appropriate test to confirm if the person tests positive.
 - d. Medical Staff will treat symptoms as medically prescribed.
 - e. Campers or staff that need to be isolated should stay in the designated isolation room with limited contact with others except for staff wearing proper PPE.
 - i. Medical Staff will deliver meals to their room.
 - ii. Bathrooms and showers are included in the designated isolation room.
 - iii. Medical Staff should use PPE when they regularly use disinfectant to clean high touch surfaces in the isolation area, and deep clean the room once the patient leaves isolation.
 - f. If possible, Medical Staff should send the camper home to isolate in a more comfortable location.
 - g. If possible, designate a temporary isolation area for staff to isolate on property, or allow them to go home.
 - h. Do not allow staff or campers to return to camp/normal activities until symptoms have resolved and they have been clear for 24 hours.
3. Medical Staff will contact the Staff Member in Charge to report the epidemic, who will in turn work with the Crisis Manager on the following steps.
4. Staff Member in Charge will work with the Medical Staff to create messaging to campers and staff onsite for strict disinfecting protocols:
 - a. Handwashing for over 30 seconds before each meal and multiple times throughout the day.
 - b. Use disinfectant in the morning and evenings in the cabins, especially high touch areas.
 - c. Contact Housekeeping to help disinfect public shared spaces, especially bathrooms, hand washing stations, dining halls, and camp stores.
5. The Crisis Manager will decide with the Crisis Communications Team how best to communicate with local authorities and parents of campers about the ongoing epidemic.
 - a. Crisis Manager will call the local health authorities to confirm if the local outbreak is warranted as an epidemic and should be communicated outside of the current location.
 - b. Crisis Manager will coordinate with the local health authorities and emergency management, if applicable.

- c. If multiple campers/staff in the same cabin test positive for a contagious disease, parents of all campers in that cabin will be alerted by the Crisis Communications Team through email.
 - d. If multiple campers and staff across multiple cabins at the same location test positive for the same contagious disease, parents of all campers at that location will be alerted by the Crisis Communications Team through email.
 - e. Parents of affected campers will be called by Medical Staff. All other parents will be sent an email alerting them of the possible epidemic from the Crisis Communications Team.
6. In between camper groups, Counselors will make sure all cabins and public shared spaces are completely disinfected so as to not carry the disease to the next group.

Larger epidemic impacting more of the world:

1. Crisis Manager will create a team to review needed updates and policies for programs and retreats based on recommendations by the CDC and State.
 - a. Policies should include strict disinfecting, handwashing, and social distancing guidelines.
 - b. Outdoor activities and gatherings are recommended to slow the spread of the disease.
2. Crisis Manager may choose to suspend programs and retreats until guests can safely be hosted at Camp Cho-Yeh.

TRANSPORTATION EMERGENCY

In the event of an emergency while transporting campers, the driver, or least injured staff member, will be the Staff Member in Charge until someone else can arrive.

1. The Staff Member in Charge will stay calm, and control the situation.
2. If those in the vehicle need to exit the vehicle, the Staff Member in Charge will designate another staff member to gather all campers in a safe location away from active traffic.
 - a. Accounting for campers:
 - i. Counselors will confirm they have all campers that are assigned to their group/cabin. Depending on resources available, Counselors may use a headcount, roll call, or roster sheet to confirm the status of each camper.
 - ii. Report status of all campers to the Staff Member in Charge.
 - iii. The Staff Member in Charge will utilize the current week's cabin assignment document to confirm status and location of all campers as they are reported by the designated Leadership Staff.
 - iv. If any campers are missing, details on last location, clothing they were wearing, and any other pertinent information will be gathered and passed on to the Staff Member in Charge.
 - b. Work to keep campers calm and assess any injuries so as to be ready when EMS arrives.
 - c. If campers or staff have severe injuries, do not move them unless they are in an unsafe environment with the potential of more injury or immediate danger.
3. In the event 9-1-1 needs to be called:
 - a. The Staff Member in Charge will call 9-1-1 and report the incident.
 - i. Give the physical address (if known), location of the incident, and details of the incident and any injuries to dispatch.
 - b. The Staff Member in Charge will alert the Crisis Manager of the incident and when 9-1-1 was called.
 - i. Once local authorities arrive, the Staff Member in Charge or Crisis Manager will hand off control of the scene to the Officer in Charge.
 - c. The Crisis manager will call local emergency management, if applicable for the situation. They will coordinate with local emergency management and the Officer in Charge to help manage the situation.
4. The Staff Member in Charge will contact their direct supervisor, who will work to coordinate any needed transportation and additional staff needed to be sent to the scene to care for the campers.
 - a. The direct supervisor will alert the Crisis Manager to go to the scene to help manage the situation.
5. Once the Crisis Manager arrives, they will work with the Staff Member in Charge and the Officer in Charge to manage the situation.
 - a. They will communicate directly with law enforcement, medical staff, media, tow truck, etc.
 - b. They will coordinate new transportation, if needed, to get the campers and staff back to camp or to medical care.
 - c. They will work to designate who communicates with the parents of campers and staff involved in the incident.
 - d. They will be responsible to confirm an incident report is filled out after statements from all involved have been gathered.

CAMPER, GUEST OR STAFF DEATH

1. If a camper or staff death occurs on Cho-Yeh property or as a part of a Cho-Yeh offsite trip, the Crisis Manager should be notified immediately.
2. Utmost care should be given to the deceased, and other staff and campers involved in the incident. The Crisis Manager should designate appropriate staff and location to care for the other staff and campers involved.
3. The Staff Member in Charge or Crisis Manager will call 9-1-1 and report the incident.
 - i. Give the Camp Name, physical address, location of the incident, and details of the situation to dispatch.
 - ii. Send a staff member to the entrance to meet Emergency Services Personnel and guide them to the location. Multiple staff may be needed if multiple vehicles are arriving.
- b. The Staff Member in Charge will alert the Crisis Manager of the incident and when 9-1-1 was called.
 - i. If necessary the Crisis Manager will alert the Emergency Management Office.
 - ii. Once local authorities arrive onsite, the Staff Member in Charge or Crisis Manager will hand off control of the scene to the Officer in Charge.
4. The Crisis Manager will designate a staff member to contact the parents or emergency contacts of the deceased.
 - a. It is best if the family of the deceased can travel to camp as quickly as possible. If circumstances do not allow this, the Crisis Manager will be responsible for tentative arrangements.
5. All campers and staff should be kept away from the scene of the incident and continue with camp as normally as possible.
 - a. Accounting for campers:
 - i. Counselors will confirm they have all campers that are assigned to their group/cabin. Depending on resources available, Counselors may use a headcount, roll call, or roster sheet to confirm the status of each camper.
 - ii. Report status of all campers to the designated Leadership Staff, who will utilize a radio to communicate the status to the Staff Member in Charge.
 - iii. The Staff Member in Charge will utilize the current week's cabin assignment document to confirm status and location of all campers as they are reported by the designated Leadership Staff.
 - iv. If any campers are missing, details on last location, clothing they were wearing, and any other pertinent information will be gathered from the Counselor to the designated Leadership Staff and communicated via radio to the Staff Member in Charge.
6. At the scene, the Crisis Manager should gather as much information about the incident as possible.
7. The Crisis Manager will be responsible to alert the following people, in the order they determine appropriate:
 - a. Campers or guests onsite at the time of the incident
 - b. Staff onsite at the time of the incident
 - c. Cho-Yeh Board of Directors
 - d. Cho-Yeh Full Time Staff
 - e. The Texas Department of Health
 - f. Parents of campers or guests on site
 - g. Future guests and campers

- h. Media - in conjunction with the Crisis Communications Team
- 8. Have an awareness of campers or staff close to the deceased, as support may be needed. It is necessary for staff to maintain composure as much as possible in such a terrible time.
 - a. Work to connect with a professional counselor, who is familiar with the camp to talk to staff members and campers who may need it.
 - b. It may also be wise to connect with a local pastor to help with care of campers and staff.
- 9. If needed, place a gate keeper at the gates and keep the gate locked at all times. Only allow approved vehicles to enter the camp property
- 10. The Crisis Manager should accompany the body and attend services no matter what the distance. Staff members who feel strongly about attending should be allowed to do so as well when possible.
- 11. The Crisis Manager should keep a written log of notes, with times, as much as possible, from the time of the accident through the following few days.

ABUSE

(this content is also located in the Summer Staff Training Manual)

Cho-Yeh is dedicated to maintaining zero tolerance for abuse, so it is imperative that every employee and volunteer at camp participate actively in the protection of campers and other staff members. In the event that staff and volunteers observe or hear about any suspicious or inappropriate behavior, it is their personal responsibility to immediately report the information. Remember, at our camp, the policies apply to everyone. No form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from camp. Camp Cho-Yeh will fully cooperate with authorities if allegations of abuse are made that require investigation.

Whether there is camper-to-camper, staff-to-camper, or staff-to-staff abuse happening at camp, or a camper or staff member shares abuse that has happened outside of camp, the following guidelines are in place to care for the person first, and to help be an advocate throughout the reporting. All camp staff are mandatory reporters for reporting child abuse to Child Protective Services. Online reporting at www.txabusehotline.org or by phone at 1-800-252-5400 is available.

High risk, inappropriate behaviors that we do not tolerate at Camp Cho-Yeh and may be possible indicators abuse is happening:

- Hazing or Bullying
- Derogatory name-calling
- Games of Truth or Dare
- Singling out one child for different treatment, gift giving
- Ridicule, humiliation, or taunting
- Roughhousing, wrestling or tickling
- Touching areas covered by a bathing suit
- Staff member alone inside a building or private area with one camper
- Oversexualized talk, jokes, or gestures
- Changing or removing clothes in a public area, including the main room of the cabin
- Two or more people in one shower or bathroom stall
- Pranks in the bathroom (messing with shower or toilet curtains/doors) or that are sexual in nature
- Sexual contact of any kind

Staff and Volunteer Response:

In the event that a staff member or volunteer witnesses or is told about suspicious or inappropriate behaviors they are instructed to do the following:

- Interrupt the behavior, if actively happening. Separate the victim and abuser from each other and care first for the victim.
 - Alert Leadership or the Staff Member in Charge of the abuse and work with them on responding to the situation.
- If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell you.
- Protect the alleged victim from intimidation, retribution, or further abuse.
- Document what has happened or what was reported but do not conduct an investigation.
- Give the documented report to the Staff Member in Charge and/or make an anonymous report using the safety boxes in the Dining Hall and Trading Post bathrooms. If the report is about the Staff Member in Charge, contact the next-level supervisor.

- Staff and Volunteers will work with the Staff Member in Charge to make the report to Child Protective services either online or by phone.

Staff Member in Charge Response

The Staff Member in Charge (Retreats Manager, Summer Camp Director) will handle initial reports, and alert the Crisis Manager as needed based on the incident.

Determine the appropriate response based on the report.

- Alleged victim:
 - Reach out and offer to speak with them, depending on the severity of the report.
 - Ask how you can support them, don't assume what they want and why.
 - Listen to all information, and be compassionate.
 - Assure them they were right to come forward and that you believe them. That what happened was not their fault and their protection is our highest priority.
 - Don't express shock or outrage. Don't be afraid to apologize for what happened in the past.
 - Offer resources to promote healing, including, but not limited to, counseling.
 - Continue transparent, compassionate, and confidential communication on an ongoing basis with all affected individuals. Make them aware of our reporting policies and this report is being taken seriously.
- Alleged abuser:
 - Seek to speak to them as soon as possible. If a camper, remove them from interaction with other campers. If a staff member, remove them from interactions with other staff and campers and if necessary, suspend the staff member pending an internal review and/or external investigation.
 - Review any camper or staff files to determine if other complaints were reported.
 - Document this report through an incident report or on the camper's or staff member's file.
 - Depending on the report, contact state authorities (TX Abuse Hotline) to file a report.
- Advise the person who reported the behavior that the report is being taken seriously.
- Notify the parents of all campers involved.
- Develop a written action plan or follow up report. Continue to work with the Crisis Manager as necessary.

Tips for Talking with a child about disclosed abuse not at camp:

- First note that this was something that may have been very hard for the child to disclose to you, and you may be the first person they've ever told. Be caring and compassionate, and understand oftentimes their recollection of events may be fuzzy, but that does not mean they are not credible.
- When a child discloses any abuse to you it is important to not ask leading questions. You want to ask the child open-ended questions, such as "Tell me more".
- If a child chooses to disclose information about abuse to you, take the time to have a one-on-one conversation, keeping the questions open-ended as exemplified below. Never assure a child that you will keep what they've told you a secret, as you are required to report it. Encourage the child that they have done the right thing by sharing something hard. Always thank the child for reporting, and make sure they know that the information will be passed to the designated person who will follow up with additional support as needed.
- Example of a leading question-what you should NOT DO.
 - Child: "I was sexually abused by a man in my family."
 - Staff: "Was it your dad or brother?"
 - In this example, you are suggesting to the child that they were abused by their dad or brother, when in reality it could have been their uncle, grandfather, or any other male

figure in their family. You do not know who abused the child. It is very important for the child to provide you with details about their abuse allegation. You do not provide the child details.

- Example of an open ended question-what you SHOULD DO.
 - Child: “I was sexually abused by a man in my family.”
 - Staff: “I’m sorry you had to experience that. Could you tell me more about that?”
 - In this example, you are not suggesting any thoughts or ideas to the child but simply asking the child to provide you with more information about the abuse allegation.
- Make sure once the conversation is finished, to write down the details of what the child said, as much in their words as possible. Again, without asking leading questions, the information that is most helpful to know:
 - Who hurt the child? (name, relationship to the child)
 - What happened? (describe incident details as much as the child is willing to talk about)
 - When did it happen? How long or how many times has it happened?
 - Has the child told anyone else? (sibling, parent, teacher, etc)
 - Does home feel like a safe place?

OFF-SITE EVACUATION & REUNIFICATION PROCEDURES

Off-Site Evacuation Procedures

1. The Crisis Manager will initiate evacuation procedures in extreme or life-threatening situations where sheltering in place is no longer considered safe. All evacuation decisions will be made in coordination with the local authorities (**Polk County Office of Emergency Management or Walker County Emergency Management**) (OEM) and other appropriate authorities. The Crisis Manager will serve as the primary liaison with local emergency officials to determine designated evacuation routes and shelter destinations.
 - a. The Crisis Manager will Call the Office of Emergency Management to coordinate evacuation and reunification.
 - i. Give the Camp Name, physical address, details of the incident and request assistance in managing the evacuation.
 - b. The Crisis Manager will call 9-1-1 to request support from local law enforcement to help with evacuation and reunification, especially helping to manage any extreme parent situations.
 - i. Give the Camp Name, physical address, details of the incident and request assistance in managing the evacuation, including helping with any injured persons or evacuating persons with disabilities.
 - ii. [First Responder Protective Services](#) - possible option for extra security or support needed - 800-757-3301
 - c. Crisis Manager will send a designated Leadership Staff to the entrance to meet Emergency Services Personnel and guide them to the location. Multiple staff may be needed if multiple vehicles are arriving.
 - d. The Crisis Manager will coordinate with the Officer in Charge and OEM liaison to manage the evacuation as stated below.
2. Communication Plan
 - a. For summer camp programs the Crisis Manager will work with the VP of Programs and their team to communicate to staff and campers. For retreat programs the Crisis Manager will work with the VP of Retreats and their team to communicate to retreat leaders and guests.
 - b. Essential Personnel will be briefed by the Crisis Manager or the VP of Programs or Retreats, followed by age-appropriate instructions for campers and guests to minimize fear and confusion.
 - i. The Emergency Warning System will be triggered by the Staff Member in Charge.
 1. The Staff Member in Charge will use the PA system to alert all to Evacuate to the Staging Area. The Staff Member in Charge will also make a radio call to Evacuate to the Staging Area.
 2. Leadership Staff will be assigned to manage each Staging Area, and to check that people in all cabins, activities areas, and buildings heard the Evacuation order that was given.
 - ii. Counselors will lead campers to designated staging areas based on site location (see maps in each building with evacuation routes to Staging Areas):
 1. Central Camp: Pines Parking Lot, Cho-Dome, Mini-Dome, Trails Parking Lot
 2. Timbers: Timbers Parking Lot

3. Boxwoods: The Hub
 4. Carolina Creek: Lakeview Pavilion, Creekside Pavilion, Wild Pavilion
 - a. If necessary, Leadership Staff may be designated to direct staff and campers to a secondary staging area farther away from flood affected areas. The Staff Member in Charge will communicate this with Leadership via radio or cell phone.
 - iii. As soon as the decision is made to evacuate off-site, the Crisis Manager will work with the Crisis Communication Team to appropriately notify parents/guardians through email, phone call, or mass text, depending on urgency. The team will determine a course of action for timely updates and designated staff who will be the point of contact for parents.
3. Evacuation Preparation
- a. The Crisis Manager and Staff Member in Charge will instruct campers, guests, and staff to take only essential personal items (e.g., medication, water bottle, identification tag/lanyard if applicable).
 - b. Accounting for campers:
 - i. At the Staging Area, Counselors will confirm they have all campers that are assigned to their group/cabin. Depending on resources available, Counselors may use a headcount, roll call, or roster sheet to confirm the status of each camper.
 - ii. Counselors will report the status of all campers to the designated Leadership Staff, who will utilize a radio to communicate the status to the Staff Member in Charge.
 - iii. The Staff Member in Charge will utilize the current week's digital and printed Roster Checklist document to confirm status and location of all campers as they are reported by the designated Leadership Staff.
 - iv. If any campers are missing, details on last location, clothing they were wearing, and any other pertinent information will be gathered from the Counselor to the designated Leadership Staff and communicated via radio to the Staff Member in Charge.
4. Transportation and Departure
- a. The Crisis Manager will coordinate transportation using camp vehicles and/or contracted buses as coordinated with emergency management authorities.
 - i. Camp Cho-Yeh has pre-arranged contracts with Livingston ISD and Huntsville ISD for access to emergency transportation.
 - b. Any persons with disabilities will be prioritized with carts or vehicles to assist them in the course of evacuation. If needed, the Crisis Manager will alert OEM and emergency personnel to the need for assistance.
 - c. If private evacuation by parents becomes necessary or permitted, that process will be coordinated and controlled through a designated check-out location to ensure accountability.
 - d. Cabin groups will evacuate together with their assigned staff and leadership team member for accountability and supervision.
 - e. Once onboard the designated transportation, Counselors will again confirm all campers assigned to their group/cabin are accounted for either through a headcount, roll call or roster sheets. This information will be confirmed with the Leadership Staff assigned to their vehicle who will then communicate via radio or cell phone with the Staff Member in Charge.

Reunification Plan

Reunification Sites

Should it be necessary to relocate to a secondary or off-site location, the Crisis Manager will select the appropriate location for reunification.

The locations are based on the following criteria:

- The area can accommodate the size of the camp population and is accessible by buses.
- The area can accommodate any campers with special needs or any camper that have been isolated with medical concerns/illness.
- The facilities are safe for campers while they wait for parents to arrive (including shelter, access to restrooms, food as appropriate, etc.)
- The facilities have sufficient parking for parents while they check in with staff.
- The sites have sufficient number of ingress/egress points to minimize traffic congestion.

1. Central Camp or Boxwoods
 - a. Camp Cho-Yeh - The Cho-Dome, Trails Parking Lot
 - b. First Baptist Church of Livingston
 - c. Polk County Commerce Center
2. Carolina Creek
 - a. Forest Glen Camp
 - b. Northside Baptist Church

Child/Parent Reunification:

Some important considerations are:

- Some parents will refuse to cooperate with the camper/parent reunification process.
- Parents may be emotional when arriving at the site.
- While some emergency situations are slow to develop, others occur without warning. Hence, there may be time for deliberate child/parent reunification or a child/parent reunification may have to be conducted with minimal preparation time. In the case of short notice, there may be little time to obtain personnel and equipment from external sources to support the reunification operations.

Upon camper and staff arrival at the Reunification Site

1. Leadership Staff will be assigned to direct staff and campers to the Camper Holding Area.
2. Accounting for campers:
 - a. In the Camper Holding Area, Counselors will confirm they have all campers that are assigned to their group/cabin. Depending on resources available, Counselors may use a headcount, roll call, or roster sheet to confirm the status of each camper.
 - b. Report status of all campers to the designated Leadership Staff, who will utilize a radio or cell phone to communicate the status to the Staff Member in Charge.
 - c. The Staff Member in Charge will utilize the current week's digital and printed **Roster Checklist** document to confirm status and location of all campers as they are reported by the designated Leadership Staff.
 - d. If any campers are missing, details on last location, clothing they were wearing, and any other pertinent information will be gathered from the Counselor to the designated

Leadership Staff and communicated via radio or cell phone to the Staff Member in Charge.

- e. If Leadership Staff are made aware of any campers who need medical aid, they will notify the Staff Member in Charge to contact a Medical Staff or EMS.
- f. Counselors are responsible to keep campers calm, informed, and safe.

Procedures for Reunification: (specific role responsibilities are detailed out further in the document)

The Crisis Manager, in coordination with local authorities and local emergency management, will work to have a controlled and safe reunification process. In a typical release, the following steps will be taken:

1. Areas that must be established (refer to the Double Gate System)
 - Camper Holding Area
 - Parent Assembly Area
 - Camper Release Area
 - Notification Area
2. Leadership Staff will be assigned to direct parents to the Parent Assembly Area and give the name of their camper(s).
3. Leadership Staff will have printed or digital lists of parents/guardians and emergency contact names for all campers. Leadership Staff will check the picture I.D. to ensure the person requesting the child/children is a match to the name on the registration or emergency contact forms (known as the approved adult)
4. The approved adult will be provided with a Camper Release Form to complete.
5. A runner will take the Camper Release Form and go to the Camper Holding Area and get the child/children requested by the approved adult. The runner will escort the camper to the Camper Release Area.
6. A Leadership Staff and the approved adult will sign the Camper Release Form indicating the child/children have been released. The date and time will be indicated on the Camper Release Form.
7. If the child is in the first aid area, the approved adult will be escorted to that area by a Leadership Staff for reunification with their child/children. The Camper Release Form will be signed and dated at that time.
8. Camper Release Forms will be collected by a designated Leadership Staff member.

Concept of Operations:

Camp Cho-Yeh will use a Double Gate System. Camper/Parent Reunification Team members will be located in two areas. The first area, the Camper Holding Area, will be where children can wait for their parents. The second area will include both the Parent Assembly Area and the Camper Release Area where parent/guardian will report and wait for their child to join them. These will be two distinctly separate areas, but they should be in close proximity to one another. See Appendix for documents to use in these areas.

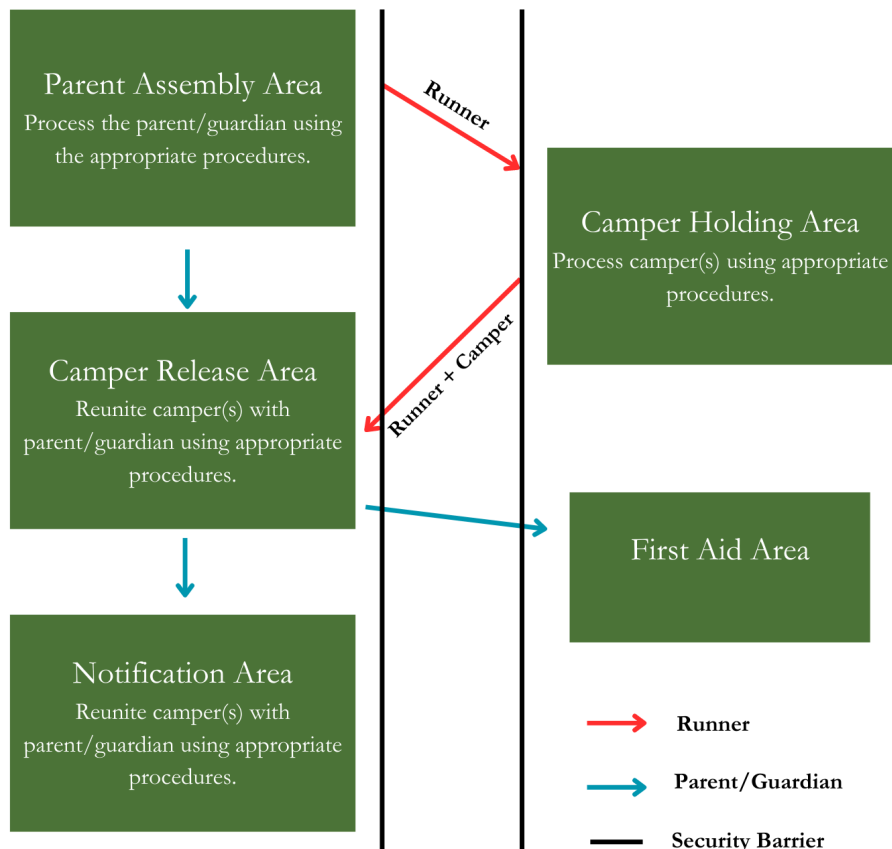
1. **Camper Holding Area** - Designated staff will remain with their assigned children in the holding area. Each will have the list of the children assigned to their supervision. Anyone who was absent at the start of the day or who departed prior to the incident will be noted.

2. **Parent Assembly Area** - When a parent/guardian arrives at the parent assembly area, she/he will be asked for the name of the child(ren) being picked up. The parent/guardian will then be required to show proof of their identification (driver's license or other government issued photo identification). When the staff member confirms the parent/guardian's identity and authority to pick up the child, the person will be asked to complete the *Camper Release Form*. The staff member will then use a runner or a radio/cellular telephone to notify the Holding Area that the designated camper(s) are to be escorted to the Release Area.
3. **Child Release Area** - The confirmed parent/guardian will move to the Camper Release Area. When the camper(s) reports to the Release Area, the staff member and the parent/guardian will sign for the camper(s) on the *Camper Release Form* and the camper(s) are released to the parent/guardian. If the parent/guardian must be notified that their child(ren) have been injured or for some other reason are not available for release to them, the staff member at the Release Area will not indicate the status of the child but will have the parent escorted to the nearby First Aid Area or "notification room(s)" for further processing. The "notification room(s)" will be manned by licensed mental health counselors.
4. **Notification Room** - Licensed mental health counselors or designated staff assigned by the Crisis Manager will be responsible for notifying parents that their child is not available for release for any of the following reasons: injured, deceased, arrested, witness, etc. The staff member will:
 - a. Provide available information regarding the child(ren) in a sensitive way.
 - b. Assure the parent/guardian that everything possible is being done to safeguard their child or their child's remains.
 - c. Inform the parent/guardian where they are to await further information about how they will be reunited with their child(ren) or the remains of their child(ren).
 - d. Assist the parent/guardian with their trauma
 - e. Make available to the parent/guardian means for communicating with other family members and supporters.
 - f. Shelter the parent/guardian from media representatives.
5. At the end of the day, staff will call all those parents/guardians who have not yet picked up their child(ren). If the parent cannot be reached, camp staff will make arrangements to ensure that the child is properly supervised and cared for until the parents/guardians can pick them up.

Assignment of Responsibilities

1. The Crisis Manager will approve the release of campers and provide warnings, instructions, and other emergency public information relating to reunification.
2. The VP of Programs or VP of Retreats or designee will:
 - Activate the Camper/Parent Reunification Team to coordinate the reunification process.
 - Refer all outside requests for information to the Crisis Communications Team.
3. Camper/Parent Reunification Team designated by the Crisis Manager will:
 - Secure materials for the site.
 - Staff all Areas/assign roles.
 - Follow all policies and procedures for reunification.
 - Supervise the reunification site.
 - Supervise releasing of campers to their parents/guardians.
 - Communicate with the Crisis Manager regarding the number of campers remaining in the Holding Area.
 - Coordinate with transportation regarding transport of campers whose parents or guardians are unable to pick up their child(ren).
 - Coordinate with the Crisis Manager to make arrangements for shelter of campers whose parents or guardians are unavailable to pick up their child(ren).

Configuration of Camper/Parent Reunification Double-Gate System



4. Team Leader of the Parent Assembly Area and Camper Release Area will:
 - Direct team activities.
 - Interact with the Crisis Manager to identify problems and report status.
 - Refer all outside requests for information to the Crisis Communications Team.
5. Team Members of the Parent Assembly Area will:
 - Greet parents, guardians or designees.
 - Provide reassurance to parents, guardians, or designees.
 - Maintain order.
 - Process parent/guardian following appropriate procedures.
 - Dispatch runners to bring campers to the release area.
6. Camper Release Area Team Members will:
 - Greet parents, guardians or designees.
 - Reunite campers with parents/guardians following appropriate procedures.
 - Direct parents, guardians, or designees to the Notification Room as appropriate.
7. Notification Area Team Members will:
 - Greet parents, guardians, or designees.
 - Provide available information regarding the child(ren) following the appropriate procedures.
8. Camper Holding Area Team Leader will:
 - Report missing persons to the Crisis Manager.
 - Direct team activities.
 - Interact with the Incident Command to identify problems and report status.
 - Collect the Missing Camper Form indicating an injury and/or missing person's information from the Team Members and make it readily available to the Incident Commander.
9. Camper Holding Area Team Members will:
 - Maintain order.
 - Interact with the Holding Area Team Leader.
 - Obtain reports of missing campers from staff.
 - Obtain release information and send it to the Camper Release Area with the runner.
10. Staff in the Camper Holding Area will:
 - Remain with their assigned campers
 - Each will have a list of the campers assigned to their supervision
 - Each will complete the Missing Camper Form indicating campers missing prior to the incident and since the incident
 - When a camper is requested, complete the staff section of the Camper Release Form and return to the Team Member
 - At the end of the day, call all parents/guardians who have not picked up the child(ren)
11. The Chief of Police will:
 - Coordinate the closing of roads for safe passage of camp vehicles and emergency responders.
 - Secure the holding area. During reunification, the security of the holding area is extremely important. Staff and campers must be removed from any and all danger. Law enforcement should establish access control points to limit entry into holding areas.

12. Compass Community Manager/or designee will:
- Coordinate the staging of buses for evacuation.
 - Coordinate transportation for campers whose parents or guardians are without vehicles or who need assistance in reuniting with their children, determining and establishing pickup points if necessary.
 - Provide information to the VP of Development on pickup points or special pickup routes for those who require transportation so that this information may be provided to the public.
13. The Sr. VP of Operations/or designee will:
- Assist in the securing of the roadways and the reunification site.
 - Assist in directing traffic.
14. The VP of Retreat Ministries/or designee will:
- Coordinate the meeting of the nutritional needs of the campers as called for by the specific event.
15. The VP of Development/CEO/or designee will:
- Disseminate emergency information from the VP of Programs/or designee advising the public and staff of reunification actions to be taken.
 - Coordinate with area news media for news releases.
 - Disseminate warning messages to alert the public to a threat and provide basic instructions. The warning messages are necessarily short and to the point. The public will often require amplifying information on what to do during the reunification process.
 - Will ensure that such information is provided to the media on a timely basis for further dissemination to the public.
 - Amplify instructions for reunification that may include information on the location of Holding Area and specific traffic routes.
 - Disseminate information when the incident that generated the need for reunification is resolved. Parents and guardians must be advised when camp will reopen

Central or Boxwoods:

Area	Camp Cho-Yeh	First Baptist Livingston	Commerce Center
Parent Assembly Area	Trails Parking Lot (stay in cars, 8 lines of cars)	The Venue	Meeting Room
Camper Holding Area	Cho-Dome	Children's Area	Auditorium
Camper Release	Loop by Welcome Center	The Worship Rm	Large Meeting Room
First Aid	Health Center/Dining Hall	The Assembly Hall	Catering Kitchen
Notification	Inside Welcome Center	The Lodge	Student Gathering Area

Carolina Creek:

Area	Forest Glen Camp- Northshore	Forest Glen Camp- Lakeside	Northside Baptist Church
Parent Assembly Area	Main Office (stay in cars, 2 lines of cars starting after road splits)	Pines Meeting Room (stay in cars, 2 lines of cars at road split)	Gym
Camper Holding Area	Eternity Hall	Lakeside Meeting Hall	Kids Cabin
Camper Release	Cafe Kairos	Cafe Kairos	Worship Center
First Aid	Dining Hall	Dining Hall	Student Building
Notification	Inside Office	The Pines Meeting Room	Women's Suite

See maps located in Appendix

APPENDIX A - MAPS

ON-SITE EVACUATION ROUTE MAPS

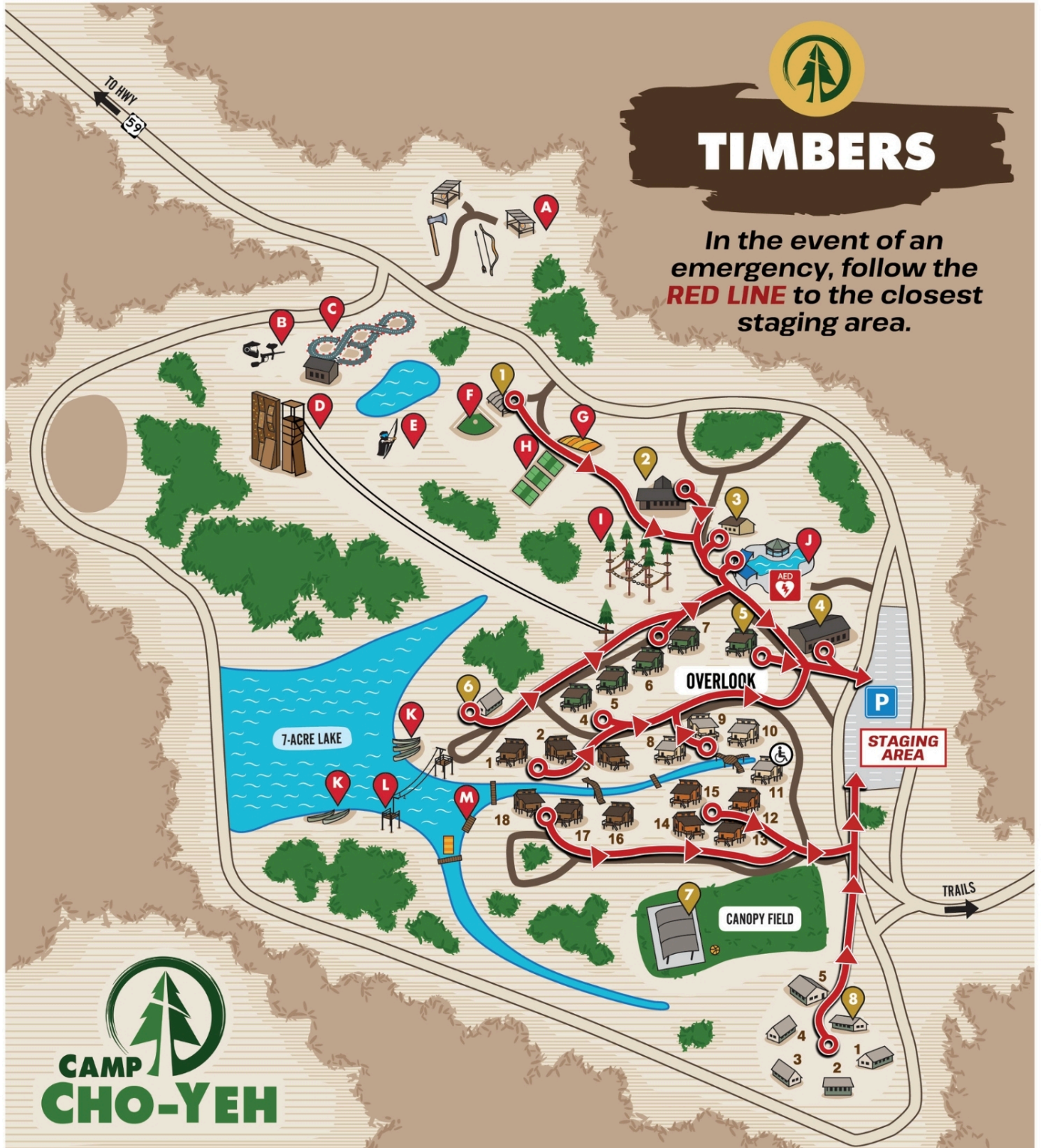
Maps specific to each building are posted in a conspicuous place in the building.





TIMBERS

In the event of an emergency, follow the **RED LINE** to the closest staging area.



FACILITIES:

- 1 The Dugout
- 2 Dining Hall
- 3 Health Center
- 4 The Mill
- 5 Cottage
- 6 Restrooms
- 7 Canopy Court
- B Village Lounge
- ♿ Accessibility
- P Parking
- Road
- Trail

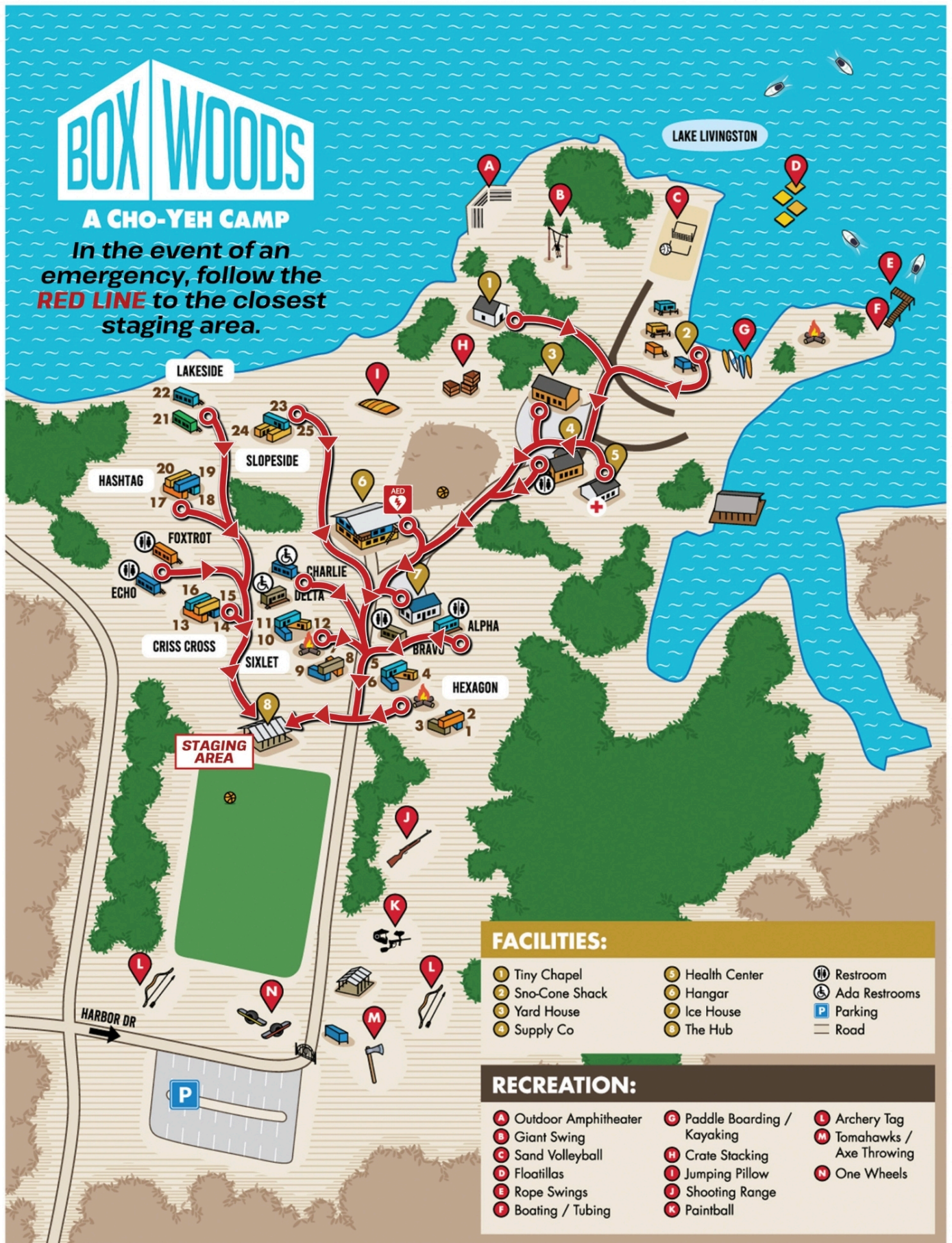
RECREATION:

- A The Range
- B Paintball
- C Cho-Kart Speedway
- D Zip Line & Climbing Tower
- E Archery Tag
- F Cubbie's Wiffleball Field
- G Jumping Pillow
- H Pickleball Courts
- I Treetop Adventure Park
- J ChOasis
- K Canoes, Paddleboards & Kayaks
- L Water Zipline
- M Blob & Rope Swings

BOX WOODS

A CHO-YEH CAMP

In the event of an emergency, follow the **RED LINE** to the closest staging area.



FACILITIES:

- | | | |
|------------------|-----------------|-----------------|
| 1 Tiny Chapel | 6 Health Center | H Restroom |
| 2 Sno-Cone Shack | 7 Hangar | A Ada Restrooms |
| 3 Yard House | 8 Ice House | P Parking |
| 4 Supply Co | 9 The Hub | — Road |

RECREATION:

- | | | |
|------------------------|------------------------------|----------------------------|
| A Outdoor Amphitheater | G Paddle Boarding / Kayaking | L Archery Tag |
| B Giant Swing | H Crate Stacking | M Tomahawks / Axe Throwing |
| C Sand Volleyball | I Jumping Pillow | N One Wheels |
| D Floatillas | J Shooting Range | |
| E Rope Swings | K Paintball | |
| F Boating / Tubing | | |

CREEKSID

In the event of an emergency, follow the **RED LINE** to the closest staging area.



FACILITIES:

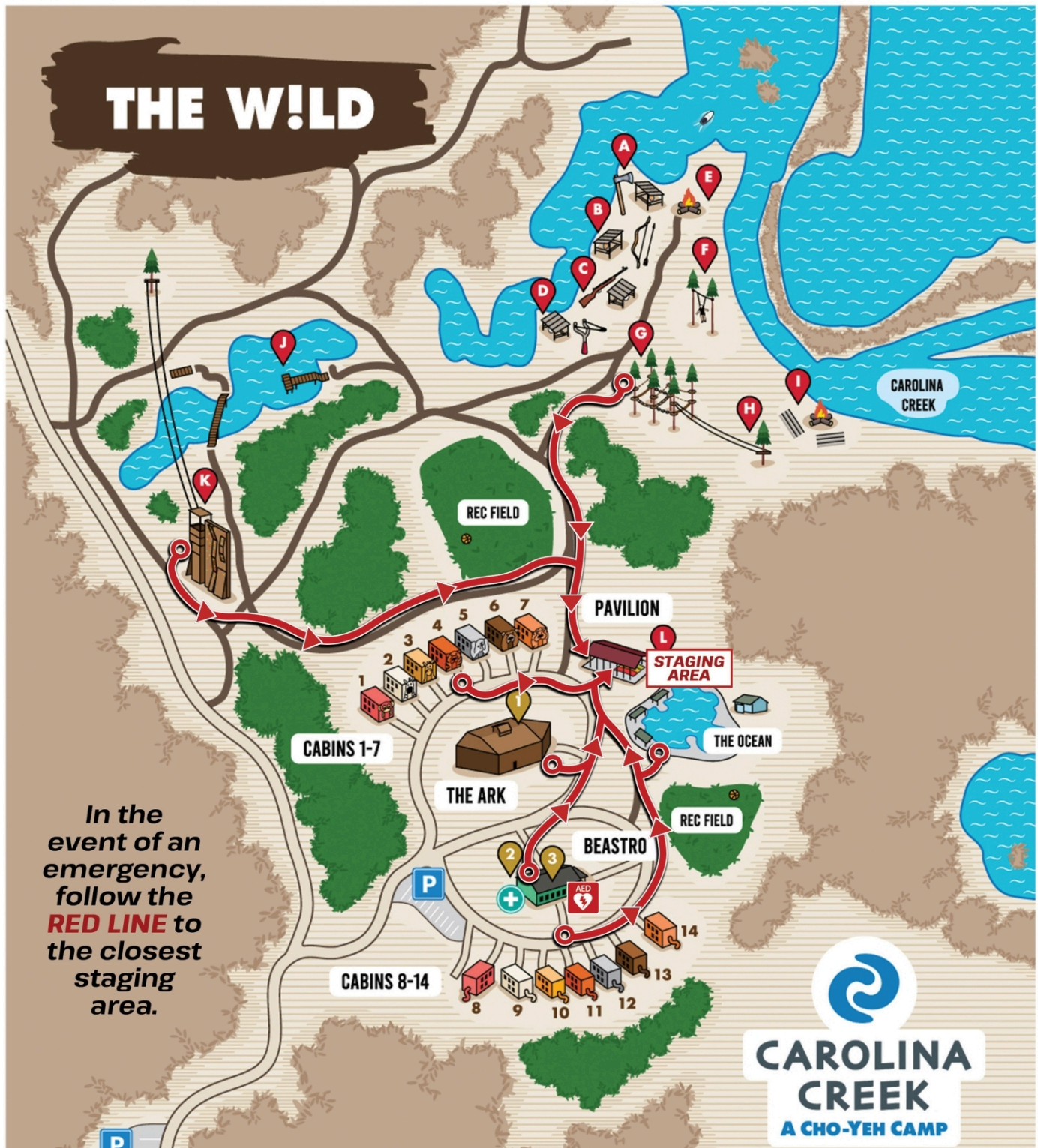
- 1 Snack Shack
- 2 The Grove
- 3 Creekside Meeting Hall
- 4 Lounge & Health Center
- 5 The Loft
- 6 Dining Hall
- 7 Camp Store / Game Room
- 8 Creekside Court
- P Staff Parking
- P Parking
- Road
- Trail

RECREATION:

- A Adventure Park
- B Water Inflatables
- C Paintball / Gel Blasters
- D Zip Line
- E Archery Tag
- F Bullseye Bend
- G Pool
- H Campfire
- I Chapel
- J Canoes
- K Giant Swing
- L Power Pole
- M Crate Stacking

THE W!LD

In the event of an emergency, follow the **RED LINE** to the closest staging area.



- FACILITIES:**
- 1 The Ark - Meeting Hall & Gym 📶
 - 2 Lounge, Camp Store & Health Center 📶
 - 3 Beastro Dining Hall 📶
 - Road
 - Trail
 - P Parking

- RECREATION:**
- A Tomahawks
 - B Archery Range
 - C BB Guns
 - D Slingshots
 - E Fire Ring
 - F Flying Squirrel
 - G The Jungle
 - H Jungle Zip Line
 - I Chapel
 - J Fishing Pond
 - K Zip Line / Climbing Wall
 - L Jumping Pillow



CAROLINA CREEK
A CHO-YEH CAMP

LAKEVIEW

In the event of an emergency, follow the **RED LINE** to the closest staging area.



FACILITIES:

- | | | |
|----------------------------|--------------------------|--------------------------|
| 1 Point Cabin 1 | 7 Staff Cabin | 13 Lakeview Meeting Hall |
| 2 Point Cabin 2 | 8 Lakehouse | 14 Lakeview Court |
| 3 Flagship Lodge | 9 Lounge / Health Center | 15 Snack Shack |
| 4 Hilltop Cabins | 10 Woodridge Cabins | P Parking |
| 5 Dining Hall & Camp Store | 11 Overlook Lodge | — Road |
| 6 Office | 12 Creekbend Cabins | — Trail |

RECREATION:

- | | | |
|--------------------------------|-----------------------------|----------------------------|
| A Outdoor Chapel | H Sand Volleyball | O Kayaks / Paddleboards |
| B Power Pole | I Playground | P Water Inflatables |
| C Adventure Park Flight School | J Pool | Q Cliff Jump |
| D Climbing Wall | K Turf Cage | R Paintball / Gel Blasters |
| E Zip Line | L Bullseye Bend | |
| F Disc Golf - Hole 1 | M Rope Swing, Blob, Trapeze | |
| G Giant Swing | N Canoes | |

OFF-SITE EVACUATION ROUTE MAPS

The maps below show the preferred routes to each Evacuation Site. Use best judgement on alternate routes based on weather, emergency personnel recommendations and in the moment needs.

Central Camp to First Baptist Church

← from 2200 S Washington Ave, Livingston, TX 773...
to First Baptist Church, 106 Colt Rd, Livingston, ...

8 min (3.5 miles)
via S Washington Ave
Fastest route

2200 S Washington Ave
Livingston, TX 77351

- ↑ Head toward Old US Hwy 59/S Washington Ave
▲ Restricted usage road
13 sec (220 ft)
- > Follow S Washington Ave to Colt Rd in Livingston
7 min (3.2 mi)
- > Continue on Colt Rd to your destination
1 min (0.2 mi)

First Baptist Church
106 Colt Rd, Livingston, TX 77351

Central Camp to Polk County Commerce Center

from 2200 S Washington Ave, Livingston, TX 773...
to Polk County Commerce Center, 1017 US-59 L...

9 min (4.7 miles)
via S Washington Ave and US-59 Loop N S
Fastest route

2200 S Washington Ave
Livingston, TX 77351

- ↑ Head toward Old US Hwy 59/S Washington Ave
▲ Restricted usage road
220 ft
- > Turn right onto Old US Hwy 59/S Washington Ave
● Continue to follow S Washington Ave
3.2 mi
- > Turn left onto N Houston Ave
482 ft
- > Turn right onto US-59 Loop N S
1.4 mi
- > Turn right onto Trade Days Dr
135 ft
- > Turn right
● Destination will be on the left
243 ft

Boxwoods to Central Camp

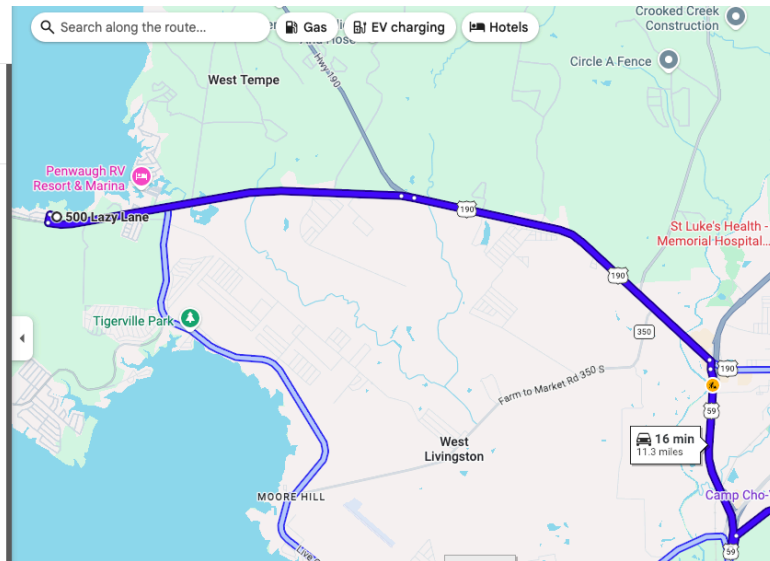
← from 500 Lazy Ln, Livingston, TX 77351
to 2200 S Washington Ave, Livingston, TX 77351

16 min (11.3 miles)
via FM2457 and US-190 E
Fastest route, the usual traffic

500 Lazy Ln
Livingston, TX 77351

- > Follow Harbor Dr to FM2457
41 sec (0.2 mi)
- > Follow FM2457, US-190 E and US-59 S to Old US Hwy 59/S Washington Ave. Exit from US-59 S
15 min (10.3 mi)
- > Follow Old US Hwy 59/S Washington Ave to your destination
2 min (0.9 mi)

2200 S Washington Ave
Livingston, TX 77351



Boxwoods to First Baptist Church

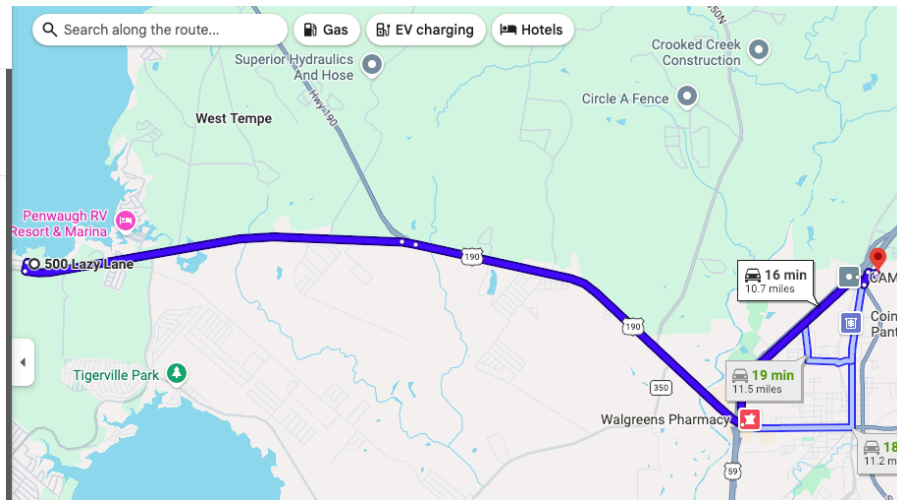
← from 500 Lazy Ln, Livingston, TX 77351
to First Baptist Church, 106 Colt Rd, Livingston, ...

16 min (10.7 miles)
via FM2457 and US-190 E
Fastest route, the usual traffic

500 Lazy Ln
Livingston, TX 77351

- > Follow Harbor Dr to FM2457
41 sec (0.2 mi)
- > Follow FM2457 and US-190 E to US-59 Loop N N in Livingston
11 min (8.1 mi)
- > Continue on US-59 Loop N N to your destination
4 min (2.4 mi)

First Baptist Church
106 Colt Rd, Livingston, TX 77351



Boxwoods to Polk County Commerce Center

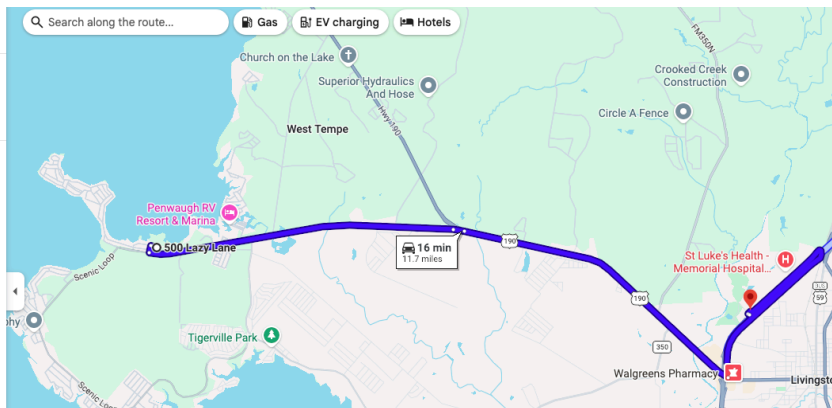
← from 500 Lazy Ln, Livingston, TX 77351
to Polk County Commerce Center, 1017 US-59 L...

16 min (11.7 miles)
via FM2457, US-190 E and US-59 Loop N N
Fastest route, the usual traffic

500 Lazy Ln
Livingston, TX 77351

- > Follow Harbor Dr to FM2457
41 sec (0.2 mi)
- > Follow FM2457 and US-190 E to US-59 Loop N N in Livingston
11 min (8.1 mi)
- > Follow US-59 Loop N N to your destination
5 min (3.5 mi)

Polk County Commerce Center
1017 US-59 Loop N, Livingston, TX 77351



Carolina Creek to Forest Glen

← from 84 Wimberly Ln, Huntsville, TX 77320
to Forest Glen Camps & Retreats, 34 Forest Gle...

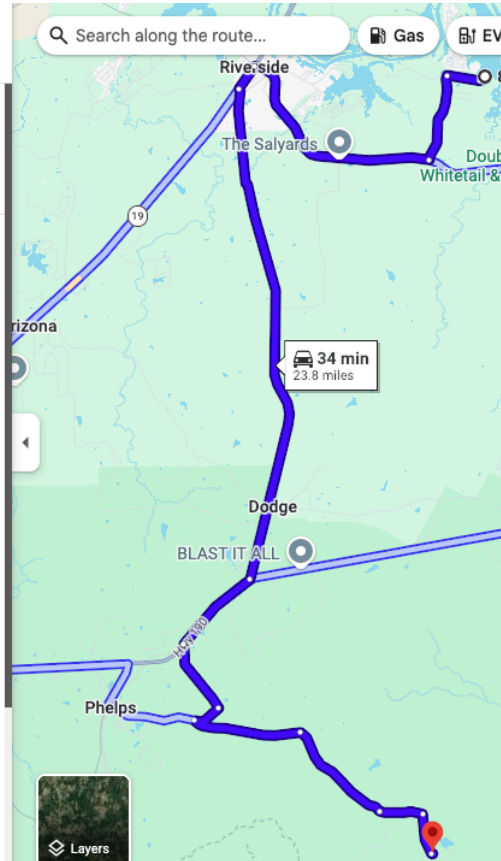
34 min (23.8 miles)

via FM 405 S
Fastest route

84 Wimberly Ln
Huntsville, TX 77320

- > Take Thomas Lake Rd to FM 980 W
5 min (2.2 mi)
- > Continue on FM 980 W. Take FM 405 S to Mathis Dairy Rd
17 min (14.5 mi)
- > Continue on Mathis Dairy Rd to your destination
13 min (7.1 mi)

Forest Glen Camps & Retreats
34 Forest Glen Rd, Huntsville, TX 77340



Carolina Creek to Northside Baptist Church

← from 84 Wimberly Ln, Huntsville, TX 77320
to Northside Baptist Church, 1207 FM 980, Hunt...

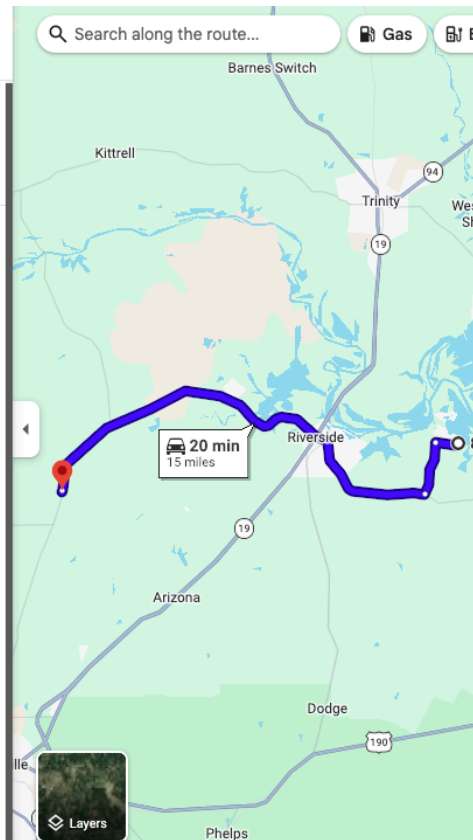
20 min (15.0 miles)

via FM 980 W
Fastest route, the usual traffic

84 Wimberly Ln
Huntsville, TX 77320

- ↑ Head south
184 ft
- ↪ Turn right toward Wimberly Ln
0.1 mi
- ↗ Slight right onto Wimberly Ln
0.5 mi
- ↶ Turn left onto Thomas Lake Rd
1.5 mi
- ↪ Turn right onto FM 980 W
12.7 mi
- ↪ Turn right
371 ft
Destination will be on the left

Northside Baptist Church
1207 FM 980, Huntsville, TX 77320



FEMA FLOODPLAIN MAPS

Camp Cho-Yeh - Central Camp - No Floodplain

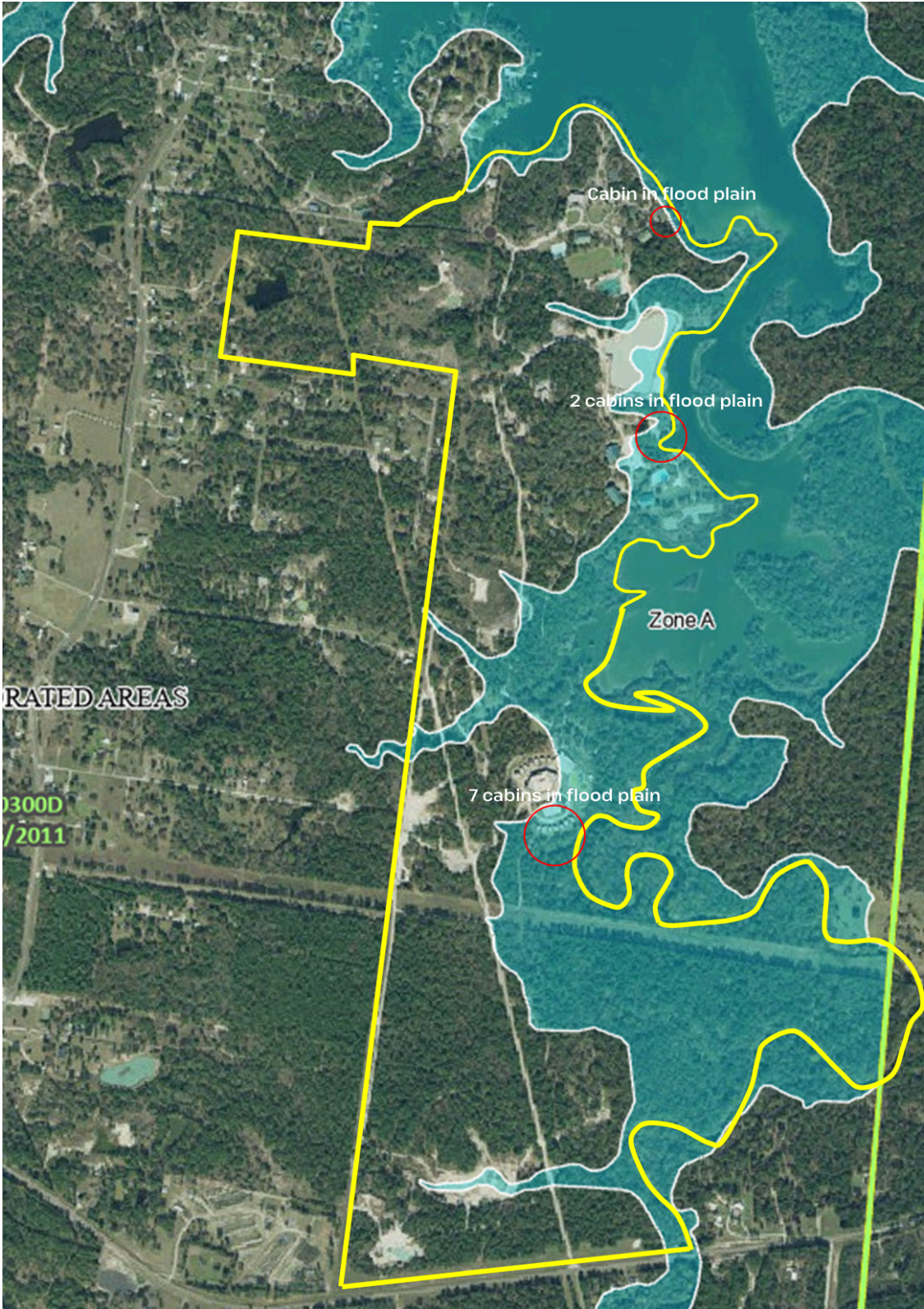
National Flood Hazard Layer FIRMette



Boxwoods - Partial Floodplain on dammed lake, no cabins affected



Carolina Creek - Partial Floodplain on dammed lake, 10 cabins affected



National Flood Hazard Layer FIRMette



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

- Without Base Flood Elevation (BFE) Zone A, X, D
- With BFE or Depth Zone AE, AO, AH, VE, AR
- Regulatory Floodway
- 0.2% Annual Chance Flood Hazard, Area of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
- Future Conditions 1% Annual Chance Flood Hazard Zone X
- Area with Reduced Flood Risk due to Levee, See Notes, Zone D
- Area with Flood Risk due to Levee Zone D

OTHER AREAS OF FLOOD HAZARD

- NO SCREEN Area of Minimal Flood Hazard Zone X
- Effective LOMRs
- Area of Undetermined Flood Hazard Zone D

GENERAL STRUCTURES

- Channel, Culvert, or Storm Sewer
- Levee, Dike, or Floodwall
- Cross Sections with 1% Annual Chance Water Surface Elevation
- Coastal Transect
- Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline

OTHER FEATURES

- Digital Data Available
- No Digital Data Available
- Unmapped

MAP PANELS

- Digital Data Available
- No Digital Data Available
- Unmapped

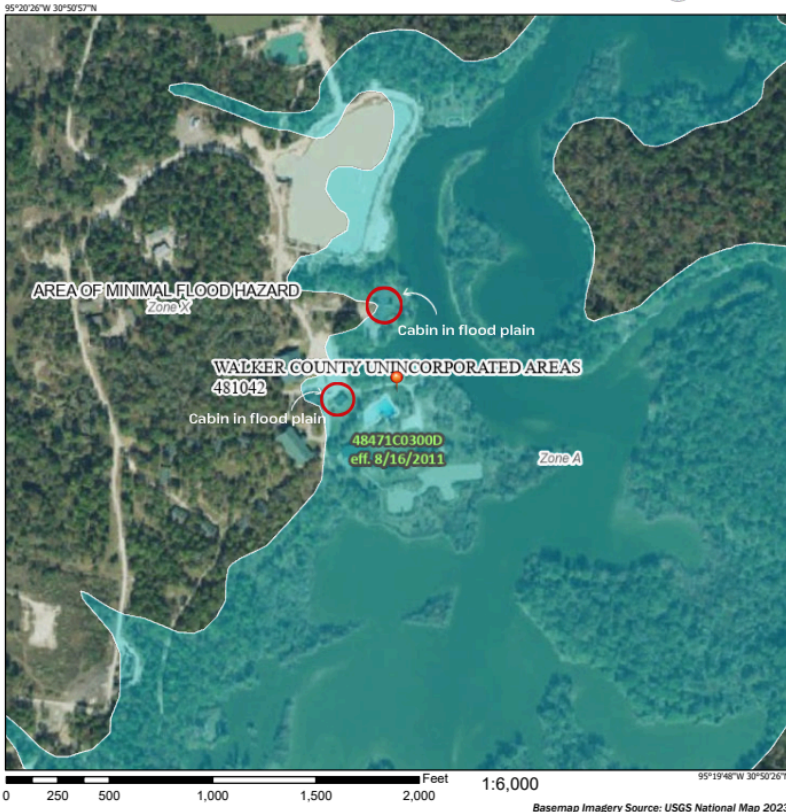
The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 8/15/2024 at 9:00 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

National Flood Hazard Layer FIRMette



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

- Without Base Flood Elevation (BFE) Zone A, X, D
- With BFE or Depth Zone AE, AO, AH, VE, AR
- Regulatory Floodway
- 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
- Future Conditions 1% Annual Chance Flood Hazard Zone X
- Area with Reduced Flood Risk due to Levee, See Notes, Zone D
- Area with Flood Risk due to Levee Zone D

OTHER AREAS OF FLOOD HAZARD

- NO SCREEN Area of Minimal Flood Hazard Zone X
- Effective LOMRs
- Area of Undetermined Flood Hazard Zone D

GENERAL STRUCTURES

- Channel, Culvert, or Storm Sewer
- Levee, Dike, or Floodwall
- Cross Sections with 1% Annual Chance Water Surface Elevation
- Coastal Transect
- Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline

OTHER FEATURES

- Digital Data Available
- No Digital Data Available
- Unmapped

MAP PANELS

- Digital Data Available
- No Digital Data Available
- Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

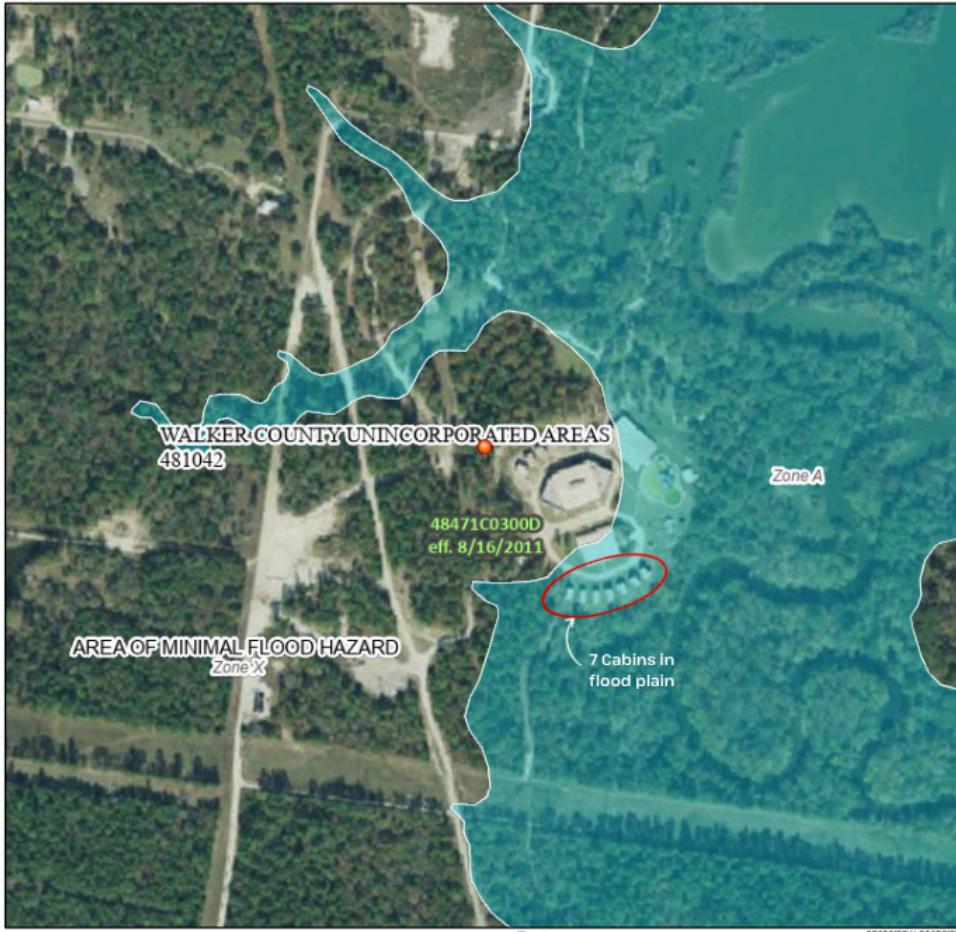
The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 8/15/2024 at 9:36 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

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National Flood Hazard Layer FIRMette



95°20'41"W 30°50'33"N



0 250 500 1,000 1,500 2,000 Feet 1:6,000

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

- Without Base Flood Elevation (BFE) Zone A, V, AP5
- With BFE or Depth Zone AE, AD, AH, VE, AR
- Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD

- 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
- Future Conditions 1% Annual Chance Flood Hazard Zone X
- Area with Reduced Flood Risk due to Levee. See Notes. Zone X
- Area with Flood Risk due to Levee Zone D

OTHER AREAS

- NO SCREEN Area of Minimal Flood Hazard Zone X
- Effective LOMRs
- Area of Undetermined Flood Hazard Zone D

GENERAL STRUCTURES

- Channel, Culvert, or Storm Sewer
- Levee, Dike, or Floodwall

OTHER FEATURES

- Cross Sections with 1% Annual Chance Water Surface Elevation: 20.2, 17.6
- Coastal Transect
- Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature

MAP PANELS

- Digital Data Available
- No Digital Data Available
- Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

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APPENDIX B - CAMPER SAFETY TALKS

Central Camp for Summer Campers:

The Summer Camp Director or Assistant Director for each age group will review the following during their Welcome Speech at Opening Cho-Gram. Keep in mind the ages of each group of campers and adjust language accordingly for developmentally appropriate actions and procedures.

- Review Camp boundaries/hazards
 - Their cabin area vs other cabin areas
 - Waterfront
 - Wild Animals/Snakes
- Behavior expectations in emergencies
 - Listen to your leaders
 - Stay calm and organized with your cabin
- Staging Areas - identify each one closest to their assigned area
 - Behavior at Staging Areas: Listen to your leaders
 - Stay calm organized with your cabin
- Safety360 Video - expectations on how we treat others and zero tolerance for abuse

Boxwoods:

The Coordinator responsible for the group onsite will review the following during their Welcome Speech. A short video will be played, and then the Coordinator will review anything specific to the group and location. Keep in mind the ages of each group of campers and adjust language accordingly for developmentally appropriate actions and procedures.

- Review Camp boundaries/hazards
 - Waterfront
 - Wild Animals/Snakes
- Behavior expectations in emergencies
 - Find your leader and follow their directions
 - Stay calm and organized with your cabin/group
- Staging Areas - identify each one closest to their assigned area
 - Behavior at Staging Areas: Listen to your leader
 - Stay calm and organized with your cabin/group

Carolina Creek:

The Coordinator responsible for the group onsite will review the following during their Welcome Speech. A short video will be played, and then the Coordinator will review anything specific to the group and location. Keep in mind the ages of each group of campers and adjust language accordingly for developmentally appropriate actions and procedures.

- Review Camp boundaries/hazards
 - Waterfront
 - Separate camp locations, access only to their assigned area
 - Wild Animals/Snakes
- Behavior expectations in emergencies
 - Find your leader and follow their directions
 - Stay calm and organized with your cabin/group

- Staging Areas - identify each one closest to their assigned area
 - Behavior at Staging Areas: Listen to your leader
 - Stay calm and organized with your cabin/group