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BUTMAN METHODIST CAMP EMERGENCY ACTION PLAN

For: Butman Methodist Camp
Season/Year: SUMMER 2026

EMERGENCY ACTION PLAN

This Emergency Action Plan (EAP) is a practical, camp-specific guide that outlines how Butman Methodist Camp prepares for, responds to, and recovers from emergencies. It brings together roles, procedures, communication pathways, and response actions for a range of foreseeable incidents, tailored to the Texas legislation and industry best practice.

Why it's Important

Emergencies are high-stress, time-critical situations. This document helps ensure Butman Methodist Camp responds quickly, consistently, and effectively when it matters most. A well-developed EAP supports camper and staff safety, strengthens coordination during incidents, and helps camps meet Texas regulatory and legislative expectations while demonstrating a clear commitment to duty of care and continuous improvement.

How it Should be Used

Butman Methodist Camp plans to use it to train staff, run drills and tabletop exercises, and support seasonal onboarding. Butman Methodist Camp will review and update it regularly, especially after incidents, near misses, or changes to camp operations, and ensure it is accessible to those who may need it in an emergency.

What is Included in This Plan?

The following standardized structure is used for Butman Methodist Camp

- 1.0 Purpose
- 2.0 Scope
- 3.0 Emergency Response Framework
- 4.0 Communication
- 5.0 Conflicts and Deviations
- 6.0 Plan Distribution & Maintenance
- 7.0 References
- 8.0 Glossary
- 9.0 Appendices
 - Appendix A Camp Information
 - Appendix B Contacts
 - Appendix C Building Evacuation and Assembly Areas
 - Appendix D Lost Camper/Staff Member Procedure
 - Appendix E Fire Emergency Procedure
 - Appendix F Severe Injury, Illness, Accident, or Death Procedure
 - Appendix G Aquatic Emergency Procedure
 - Appendix H Epidemic Response Procedure
 - Appendix I Unauthorized or Unknown Person Procedure
 - Appendix J Transportation Emergency Procedure
 - Appendix K Natural Disaster Emergency Procedure
 - Appendix L Archery Range/Axe Throwing/Ropes/Programs Emergency Procedure
 - Appendix M Communication
 - Appendix N Ladders

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

1.0 Purpose

This plan provides information to support the response to incidents and emergencies related to camp operations for Butman Methodist Camp in Merkel, Texas, in compliance with the *Texas Youth CAMPER Act*, the *Heaven's 27 Camp Safety Act*, and *Texas Health and Safety Code § 141.0091*. Butman Methodist Camp cabins not in a flood zone or flood way per FEMA Maps which exempts the following:

- Ladders on Cabins

2.0 Scope

This plan applies to Butman Methodist Camp staff, volunteers, campers, and visitors with emergency response roles and responsibilities during all onsite and offsite activities, including transportation.

3.0 Emergency Response Framework

The Emergency Response Framework defined in this plan incorporates the use of the National Incident Management System (NIMS) and the Incident Command System (ICS) principles for incident management and coordination.

Plans, training, and exercises utilize ICS to apply a single chain of command, unity of leadership, and a managed span of control. The Emergency Response Framework establishes cascading response and support teams that may be used during emergencies. Team composition, roles and responsibilities are further outlined below.

When external emergency responders are engaged, the camp's Incident Commander (IC) will integrate into a Unified Command with responding agencies, providing site-specific knowledge and supporting coordinated decision-making under the Incident Command System.

3.1 Response Priorities

Four overarching response priorities are outlined to guide response teams in setting objectives.

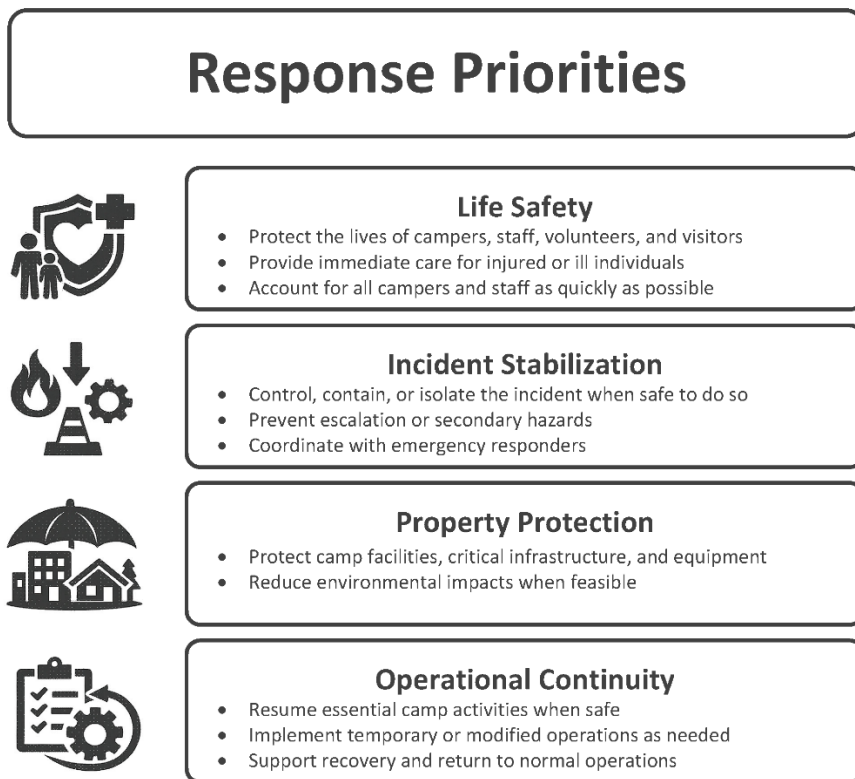


Figure 1: Response Priorities

3.2 Roles and Responsibilities

This section identifies the key emergency response roles and their general responsibilities to support an organized, coordinated, and effective response to emergency events. Detailed duties and procedures for each role are provided in the subsection below.

3.2.1 Emergency Response Team (ERT)

Roles and responsibilities of **Primary** positions include:

- **Incident Commander (IC)** is responsible for all aspects of emergency response, including activation of response teams.
- **Safety Officer** is responsible for collecting personnel accountability reports, verifying full accountability, and reporting to the Incident Commander.
- **Medical Officer** is responsible for providing medical attention to campers and staff and communicating with 9-1-1 for all medical emergencies and medical support requests.

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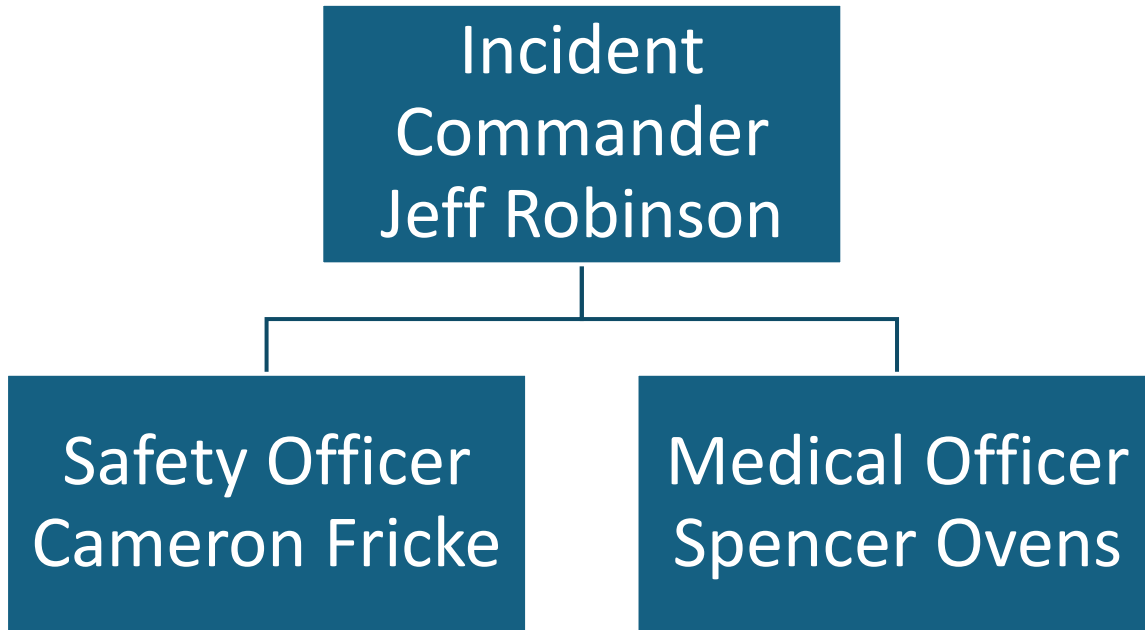
Roles and responsibilities of **Support** positions include:

- **Butman Methodist Camp Staff** are responsible for alerting nearby campers and staff to incidents or emergencies that require action.
- **Camp Directors/Volunteers** are responsible for leading campers to the designated assembly area, establishing personnel accountability, and reporting accountability to the Safety Officer.

Additional Support

- **Emergency Preparedness Coordinator** for Butman Methodist Camp will be Jeff Robinson, CEO. Responsibilities will be designated by Butman Methodist Camp and is responsible for the development, distribution, maintenance, testing, and activation of this Emergency Action Plan, and may serve in any Primary role of the ERT.
 - **Jeff Robinson, CEO**
 - 158 County Road 674, Merkel, Texas
 - executivedirector@butmancamp.org
 - 325-999-4212
 - Parents are notified of the following when they register their camper at Butman Methodist Camp. All records are always recorded and signed digitally and accessible to the parent/guardian by logging into their private account. The authorized person and or parent signing up their camper will be required to acknowledge receipt of the following as well. The forms are maintained on our registration platform, Camp Wise, which stores digital information on the cloud which is accessible at all times to the parents as well. Camper registration cannot be complete without the acknowledgements as well.
 - Flood Zone notification – Butman Methodist Camp is not in a flood zone or flood way
 - Receipt of Butman Methodist Camp Emergency Action Plan (EAP)
 - Copy of EAP

3.2.2 Organization Chart (ERT)



3.3 Training & Exercises

Butman Methodist Camp will conduct emergency preparedness training and exercises intended to ensure that camp staff, volunteers, and campers understand emergency procedures and are prepared to respond appropriately during an emergency event. All required training, orientations, and exercises will be documented and maintained as required by law. The Safety Officer will be the staff member responsible for updating training when needed.

3.3.1 Training

Emergency preparedness training will be provided to all camp staff and volunteers at least annually and prior to assuming supervisory responsibilities. Cameron Fricke, Safety Officer will be responsible for the training and the following:

- Review of the camp's Emergency Action Plan (EAP).
- Role-specific duties and responsibilities during an emergency
- Emergency communication procedures
- Evacuation, shelter-in-place, and accountability procedures, and
- Response actions for applicable emergency events

Each staff member and volunteer will receive a copy of the current EAP and will be instructed on the procedures to follow during an emergency. Additional response resources may be provided during training sessions, such as quick reference cards. Completion of required training will be documented.

Butman Methodist Camp, Jeff Robinson, will perform an annual training session that will include in class instruction as well as drills that will include simulations for different events. Documentation will be a manual process that will have employees sign acknowledging training, simulations and or drills if performed. A copy will be kept in their personnel files as well as a copy with our EAP Master book that will be kept at our Emergency Operating Center which is located in the Butman Methodist Camp Administrative Office.

Volunteer Training will be done in person by Jeff Robinson to go over responsibilities, camp boundaries, do's, don'ts, contacts in event of emergency, educate them on the Public Notification System and how to respond. Ensure and highlight evacuation procedures and identified muster zones. Records will be a manual process in which they will acknowledge the training, and records will be kept in main administrative office by Cameron Fricke Guest Services Director of Butman Methodist Camp. Every volunteer will be required to attend a training session.

3.3.2 Camper Safety Orientation

Butman Methodist Camp will conduct a safety orientation within 24 hours after the beginning of each camp session. The safety orientation will be age-appropriate and will include, at a minimum. Cameron Fricke, Safety Officer, will be responsible for the training and the following:

- Identification of camp boundaries and potential hazards
- Instructions on expected behavior during an emergency, and
- Guidance on actions campers are to take during an emergency, consistent with the camp's Emergency Action Plan

The camper safety orientation may include walkthroughs, demonstrations, or drills, as appropriate, to familiarize campers with emergency procedures, evacuation routes, and designated assembly areas. Camper participation will be supervised by trained staff and conducted in a manner that minimizes fear or distress. Completion of the safety orientation will be documented.

Additional drills or exercises may be conducted as required by DSHS rules or as determined necessary by the camp to address identified risks, hazards, or site-specific conditions.

4.0 Communication

This section establishes the communication framework and procedures to be used before, during, and after an emergency event. It defines how information will be shared internally and externally to support timely decision-making, coordinate response actions, and the safety and accountability of campers, staff, and visitors.

4.1 Internal Communication

4.1.1 Staff

Upon identification of an emergency or potential emergency condition, Butman Methodist Camp staff will immediately notify the emergency to the Emergency Preparedness Coordinator (EPC) or designee using the fastest available communication method. Reports should include, at a minimum:

- The name of the person reporting the incident
- The location of the incident
- The type of incident, and
- Known or suspected injuries or hazards

Upon receipt of the report, the EPC or Incident Commander will assess the situation and activate the appropriate emergency procedures. The Incident Commander, Safety Officer, and Medical Officer (if required) will assume their positions. The EPC will communicate instructions to staff using established primary and backup communication methods (e.g., radios, mobile phones, public address systems, etc.), including role designations, as necessary.

Butman Methodist Camp staff will acknowledge and carry out assigned instructions and will relay updated information according to the response organization (see section 3.2). If normal communication systems are unavailable, staff will implement alternate communication procedures to maintain coordination and accountability.

As required by the *Texas Health and Safety Code § 141.0092*, the camp maintains two broadband internet connections through distinct service providers to ensure continuity of communication during emergencies.

4.1.2 Camper

Once emergency procedures are activated, camp staff/directors and volunteers will promptly communicate clear, calm, and age-appropriate instructions to campers. Staff will:

- Direct campers to follow established emergency actions (e.g., evacuate, shelter in place, remain with assigned groups)
- Use pre-identified signals or verbal commands, as appropriate
- Maintain supervision and accountability of campers at all times, and
- Provide reassurance to minimize fear or confusion

Campers will not be responsible for initiating communications during an emergency. All instructions will be delivered by trained staff/directors and volunteers in accordance with the Emergency Action Plan.

4.2 External Communication

4.2.1 Emergency Assistance

When emergency assistance is required, the Incident Commander or designee will contact appropriate external response agencies (e.g., 9-1-1, law enforcement, fire services, emergency medical services) without delay. The caller will provide, at a minimum:

- The camp's name and physical address
- The type of emergency and current conditions
- The number of individuals involved or affected
- Known injuries or hazards, and
- Access instructions for responding agencies

The Incident Commander or their designee will coordinate communications with responding agencies upon their arrival and will continue to provide updates as requested.

4.2.2 Media

If contacted by the media, camp staff and volunteers will refer all inquiries to Jeff Robinson, CEO Butman Methodist Camp. Only the authorized spokesperson will provide statements or information to the media. This approach is intended to ensure accurate, consistent messaging and to protect the privacy of campers and staff.

What to say if contacted by the media:

"Thank you for your interest in **Butman Methodist Camp & Retreat Center**, I am not authorized to speak on behalf of the camp, but I would be happy to put you in touch with our media representative."

4.2.3 Family

As soon as it is feasible following an emergency event involving campers, the Incident Commander or designee will initiate notifications to parents or legal guardians. Notifications will be done by phone and email. Notifications will:

- Provide verified and factual information
- Include instructions, if any, for family actions (e.g., pick-up procedures), and
- Be updated as additional information becomes available
- Upon Registration through our electronic portal all Parents are provided with a copy of our Emergency Action Plan as well as notification that Butman Methodist Camp cabins and structures are not in a Flood Zone or Flood Way per FEMA Map. Parents must acknowledge they have read and received the notifications before being allowed to proceed. Copies are kept electronically in portal.

Family notifications will be coordinated with emergency responders, when applicable, and will be conducted in a manner that protects privacy and confidentiality.

4.3 Emergency Communications Equipment and Monitoring

The Incident Commander, Safety Officer and Medical Officer will maintain and use emergency communications equipment and monitoring procedures to provide timely warnings and instructions during emergencies.

4.3.1 Equipment

At a minimum, the following emergency equipment will be onsite, maintained, and operable:

- Weather-alert radio that
 - Provides real-time weather alerts by a professional weather service (e.g., NWS, NOAA, etc.)
 - Has a backup power source
- Emergency warning/PA system that:
 - Operates without internet connectivity
 - Has a backup system/method (e.g., radios, whistles, runners)

4.3.1.1 Storage and Accessibility

- Communications equipment is stored in designated, known locations accessible to authorized staff
- Equipment locations are communicated during staff training and orientation
- Portable equipment may be staged or redistributed based on operational needs

4.3.1.2 Inventory Maintenance

- Communications equipment inventories are reviewed at least annually
- Quantities and locations are updated as equipment is added, replaced, or removed
- Inventory records are maintained separately from this Emergency Action Plan

4.3.2 Monitoring

- The Incident Commander (IC) or designee will continuously monitor NWS and internet services for watches and warnings during camp operations (including overnight when campers are present)

4.3.3 Testing, Documentation, and Certification

- Required equipment will be tested regularly and prior to each camp session; backup power will be maintained in ready condition
- Tests, issues, and corrective actions will be documented
- The camp certifies that it maintains the above equipment and monitoring procedures in accordance with applicable SB1/HB1 requirements and implementing rules

5.0 Conflicts and Deviations

Conflicts, modifications, or requests to deviate from the guidance provided in this plan will be addressed with the Emergency Preparedness Coordinator (non-emergency situations) and the Incident Commander (emergency situations).

6.0 Plan Distribution & Maintenance

6.1 Distribution

This plan (electronic or printed copy) will be provided to each of the following groups detailed below:

Group	Timeframe	Outcome
Camp Staff	Annually or when substantive changes are made to the plan	Acknowledgement Form Completed
Directors/Volunteers	Prior to 1 st day of camp	Acknowledgement Form Completed
Parents	Day of registration for camp which will be before 1 st day of camp. EAP will be provided and accessible immediately upon registration through the registration portal. Parents will receive a confirmation email of registration with a PDF copy of the EAP and parent will also be able to access plan via their personal portal on Camp Wise.	Acknowledgement Form Completed
Texas Department of State Health Services (DSHS)	Submitted by May 31, 2026, and whenever changes are made.	Acceptance prior to 1 st day of camp
Local Emergency Planning	Prior to 1 st day of camp and whenever changes are made.	Receipt confirmed

6.2 Maintenance

This plan will be reviewed and updated at least annually by the Emergency Preparedness Coordinator and whenever an emergency, drill/exercise, personnel change, operational change, regulatory update, or other significant change occurs that may impact the effectiveness of the plan. Texas Department of State Health Services must be notified of any modifications to the plan.

All Emergency Action Plan reviews and revisions are documented in a separate revision log. A high-level summary of revisions, including the revision date and general description of changes, is reflected in the Amendment Record of this EAP cover page for reference.

7.0 References

7.1 Regulatory References

- Heaven's 27 Camp Safety Act, Texas S.B. No. 1 (2025)
- Youth Camp Alert, Mitigation, Preparedness, and Emergency Response (Youth CAMPER) Act, H.B. No. 1 (2025)
- Texas Health & Safety Code § 141.0091
- Texas Government Code § 418.1015

8.0 Glossary

Terms and Definitions

Accountability (Personnel Accountability)	Confirming and documenting the location/status of all campers, staff, and visitors during/after an incident
Activity Staff	Camp personnel (employees, directors, volunteers, chaperones, etc.) assigned to supervise, instruct, or support campers during scheduled activities
All Clear	Formal notification (by the IC/authorities) that the threat has ended and normal operations may resume
Assembly Area	Pre-designated location(s) where groups gather after evacuation for accountability and instructions
Cabin Staff	Camp personnel (employees, directors, volunteers, chaperones, etc.) assigned to live with or directly supervise campers in cabins or housing areas
Camper Accountability	Campers are counted by using registration sheets kept by Camp electronically and directors by paper copies in a binder. Cabin leaders have roll sheets.
Controlled Movement	Directed movement of campers/staff/directors/volunteers to safer locations while maintaining supervision and accountability (distinct from full lockdown or full evacuation)

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Emergency	An event requiring immediate action to protect life, health, or property
Evacuation	Organized relocation from an unsafe area to a designated safe location using planned routes
Lockdown	Protective action involving securing occupants in place, limiting visibility/movement, and restricting access
Medical Emergency	Condition requiring immediate medical assessment and possible EMS activation
Outbreak (Communicable Disease)	Increased cases of illness above expected levels within a group/camp setting
Epidemic	Widespread occurrence of a disease affecting large populations/regions; used as an escalation context for camp operations
Reunification	Controlled process for releasing campers to authorized parents/guardians following an incident
Shelter-in-Place	Protective action to remain indoors/secured in a designated safe area due to external hazards
Spokesperson (Designated)	The only individual authorized to speak to media/external audiences on behalf of the camp

Acronyms and Abbreviations

AED	Automated External Defibrillator
DSHS	Texas Department of State Health Services
EAP	Emergency Action Plan
EMS	Emergency Medical Services

EPC	Emergency Preparedness Coordinator
ERT	Emergency Response Team
HB1	House Bill 1 (Texas)
IC	Incident Commander
ICS	Incident Command System
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
PA	Public Address (System)
PPE	Personal Protective Equipment
SB1	Senate Bill 1 (Texas)
TDEM/EM	Texas Division of Emergency Management / Emergency Management
THSC (or HSC)	Texas Health and Safety Code

APPENDICES

Appendix A Camp Information

A.1 Camp Information

This Emergency Action Plan (EAP) is specific to and intended for use only at Butman Methodist Camp. The procedures, roles, and site-specific information contained in this EAP apply exclusively to Butman Methodist Camp's location, operations, staffing, and facilities and are not intended to be used for any other camp or site without formal review and adaptation. Butman Methodist Camp is not located in a flood zone nor a flood way per FEMA Map

Camp Name	BUTMAN METHODIST CAMP AND RETREAT CENTER
License Number	221007
Phone	325-999-4212
Address	158 COUNTY ROAD 674, MERKEL, TEXAS, 79536
Driving Directions	Take I-20 and exit 269. It turns into FM 126. Go South 17 miles on FM 126, turn left at the Butman Methodist Camp Entrance. Stop at the Office for more information.
Access / Entry Details	

Appendix B Contacts

This section provides a quick-reference list of internal and external emergency contacts to support timely notification, coordination, and response during an emergency. Internal contacts identify designated Butman Methodist Camp personnel responsible for activating and managing the Emergency Action Plan. External contacts include local emergency response agencies and other critical partners (e.g., law enforcement, fire services, EMS) that may be needed for assistance. This information should be kept current and readily accessible to staff at all times.

B.1 Internal Contacts – Emergency Response Team Roster

This appendix identifies Butman Methodist Camp staff members designated to serve in key Emergency Response Team roles. These assignments establish clear leadership, decision-making authority, and responsibility for coordinating emergency actions under this Emergency Action Plan (EAP). The table below will be maintained as current and updated whenever staffing or role assignments change.

ERT Position	Name	Job Title	Contact Number
Incident Commander	Jeff Robinson	CEO	325-660-2780
Medical Officer	Spencer Ovens	Head Lifeguard	682-667-3426
Safety Officer	Cameron Fricke	Guest Services Director	864-283-2127

B.2 External Contacts

Agency / Group	Location	Office	Alternate Phone
Abilene Emergency Management Office	555 Walnut St. Abilene, TX 79601	911 325-676-6683	
Taylor County Sheriff	450 Pecan St. Abilene, TX 79602	911 325-674-1301	

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Fire Department	Mulberry Canyon Volunteer Taylor County, 7318 FM 126, Merkel, TX 79536	911 325-826-4567	
Hospital	Hendricks Medical Center 1900 Pine St. Abilene, TX 79601	325-670-2000	

Appendix C Building Evacuation and Assembly Areas

This appendix provides the official site maps and drawings that identify primary and alternate evacuation routes and the designated assembly areas (Muster Zone) for the camp. These maps specify cabin, program area, and common facility, where campers and staff will evacuate and where they will assemble for accountability and further instructions during an emergency event requiring evacuation.

C.1 Evacuation Route Maps and Assembly Area (Muster Zone) Assignments

For each cabin and activity area, the maps in this appendix clearly identify:

- The assigned primary assembly area (Muster Zone)
 - Primary Muster Zone for Butman Methodist Camp is the field between the Wyatt Recreation Center and Irvine Lodge
 - Secondary Muster Zone for Butman Methodist Camp Camp is the parking lot far North of Irvine Lodge
- The primary evacuation route and secondary route(s) to reach the assembly area (Muster Zone)

C.2 Posted Evacuation Routes in Cabins

In accordance with applicable SB1/HB1 implementing rules, the Butman Methodist Camp will ensure that the evacuation route maps applicable to each cabin are posted inside that cabin in a location that is clearly visible to campers and staff (e.g., near the main exit and/or common gathering area). Posted maps will be maintained in legible condition and updated promptly whenever routes, assembly areas (Muster Zones), or facility layouts change.

C.3 Illumination of Evacuation Routes

Butman Methodist Camp will ensure that evacuation routes are adequately illuminated to support safe movement during low-light conditions. Illuminations may include fixed lighting, emergency lighting, and/or other approved lighting methods sufficient to clearly identify exits and travel paths. Lighting system will be inspected and maintained to ensure readiness, and alternate lighting (e.g., flashlights or portable lighting) will be available for use during power outages.

C.4 Evacuation Procedures (Use of Routes and Assembly Areas)

When evacuation is directed, staff/directors and or volunteers will:

- Initiate evacuation using the posted routes for the cabin or area
- Lead campers along the primary route unless conditions require use of an alternate route
- Cabin Leaders/Directors ensure campers safely make way to muster zone as instructed. Cabin Leader will also ensure that any **persons with disabilities** is assigned a buddy to remain with

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them and ensure that any assistance needed to move towards the muster zone and safely makes it on the transportation provided.

- Maintain supervision and keep groups together
- Conduct headcounts at the designated assembly area and report personnel accountability status to the Safety Officer, and
- Remain at the assembly area (Muster Zone) until further instructions or an “all clear” is issued

C.5 Training, Drills, and Updates

Evacuation routes and assembly area (Muster Zone) assignments will be incorporated into staff training and camper safety orientation. This appendix will be reviewed and updated whenever camp facilities, access points, or program areas change, and at least annually as part of the EAP review process. The camp Safety Officer is responsible for updating training when needed.

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→ Primary Assembly Route

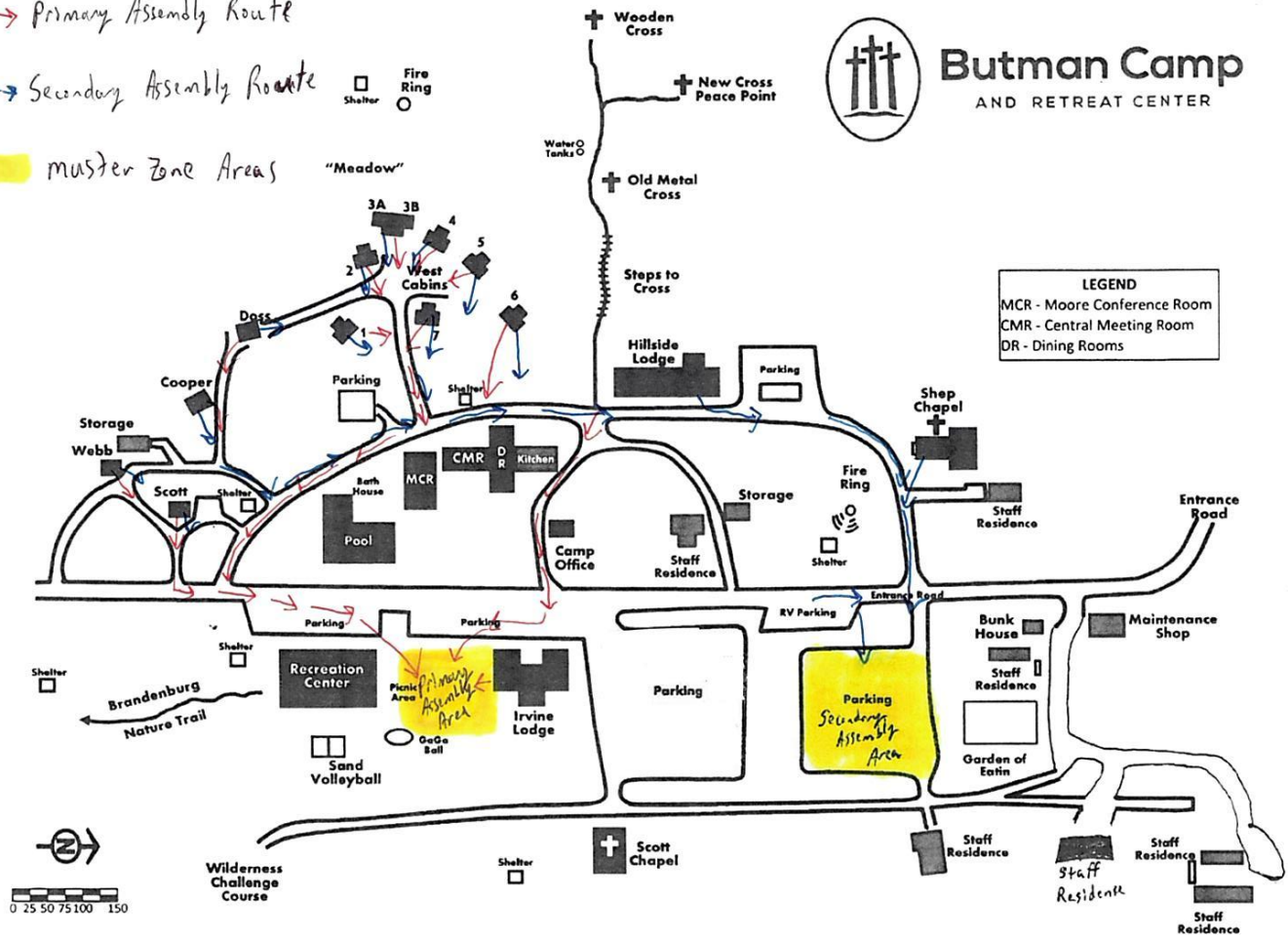
→ Secondary Assembly Route

Master Zone Areas



Butman Camp
AND RETREAT CENTER

LEGEND
MCR - Moore Conference Room
CMR - Central Meeting Room
DR - Dining Rooms



Appendix D Lost Camper/Staff Member Procedure

This procedure will be activated immediately if a camper or staff member:

- Is unaccounted for during a scheduled headcount or transition
- Is observed wandering alone outside a designated activity area, or
- Fails to return from an activity or scheduled movement within the expected timeframe.

D.1 Immediate Notification

Staff with Assigned Group (Cabin or Activity Staff)

Upon identifying a missing camper, staff will immediately notify the Emergency Preparedness Coordinator (EPC) or Incident Commander (IC) and provide, at a minimum:

- Camper name and age
- Physical description (clothing, distinguishing features)
- Last known location and activity, and
- Time the camper was last seen

Upon notification, the EPC will activate the Emergency Response Team (ERT) and request additional support, as needed.

D.2 Initial Search

Nearby Staff / Assigned Search Team

- Conduct a rapid, safe search of the immediate area where the camper was last seen
- Maintain constant communications with the Incident Commander (IC)
- Staff shall not separate from assigned groups or search alone unless directed and trained to do so.

Cabin / Activity Staff

- Maintain supervision, safety, and accountability of remaining campers in a secure location
- Conduct a headcount and report status to the IC

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D.3 Expanded Search

Incident Commander

If the camper is not located during the initial search, the IC will:

- Deploy additional staff to conduct a systematic search using designated search zones identified on the camp map
- Assign search team leaders and establish check-in intervals
- Notify local emergency services (9-1-1) and the OEM (Office of Emergency Management) if the camper is not located within a short period of time, or if environmental, medical, or safety risks are present, and
- Coordinate all search and response activities

Safety Officer

- Maintain clear and continuous communication between the IC, search teams, and camp leadership.
- Track search progress and relay updates as directed.

D.4 Personnel Accountability

Incident Commander

- Ensure search areas are clearly assigned, documented, and tracked to prevent duplication or gaps
- Confirm regular check-ins from all search teams
- Safety Officer
- Verify that all other campers, staff, and visitors are accounted for
- Immediately report discrepancies to the IC

D.5 Medical Preparedness

Medical Officer

- Remain on standby at the designated base or assembly area
- Prepare to assess and treat camper upon recovery, including care for dehydration, hypothermia, injuries, or trauma
- Provide medical support to staff involved in the search, if needed

D.6 Parent / Guardian Notification

Incident Commander or designee

- Notify parents or legal guardians in accordance with camp policy, particularly if the search extends beyond the initial phase or if local authorities are engaged
- Provide factual, verified updates as information becomes available

D.7 Recovery and Post-Incident Actions

Incident Commander

Once the camper is located, the IC will:

- Coordinate reunification with the group and ensure medical evaluation, as appropriate
- Notify local authorities and parents/guardians of the resolution
- Conduct staff debrief to review the incident, timeline, and response effectiveness
- Document the incident in accordance with camp and regulatory requirements, and
- Implement corrective actions or updates to procedures, as needed

All staff

- Provide reassurance and emotional support to campers
- Resume normal operations only after authorization from the IC

Appendix E Fire Emergency Procedure

This procedure will be activated immediately when smoke is detected, a fire is observed, or a fire alarm is activated.

E.1 Alert and Activate

Staff Who Discover the Fire

- Immediately shout "Fire!" to alert nearby staff and campers
- Activate the nearest fire alarm, if available
- Notify the Incident Commander (IC) immediately using radio or phone, providing the location and nature of the fire

E.2 Evacuate Campers

Cabin and Activity Staff

- Immediately evacuate campers using pre-designated evacuation routes to assigned muster areas. **Butman Methodist Camp muster zone is the field between the Wyatt Recreation Center and Irvine Lodge.**
- Instruct campers to:
 - Walk quickly and calmly
 - Stay together and follow staff directions, and
 - Remain with their assigned group at all times
- Do not stop to retrieve personal belongings
- Close doors behind you if time and conditions permit

Note: Only buildings or areas affected by the fire alarm or directed by camp leadership or emergency responders should be evacuated. Campers and staff in unaffected buildings should remain in place and continue normal supervision unless otherwise instructed.

Total Evacuation from Camp

- In the event a total evacuation from camp is necessary due to other fire events (grass fires etc.) Once at the muster zones follow the instructions of counselors for camp evacuation
- IC will immediately notify the following:
 - 911

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- Abilene OEM
- Transportation
 - Butman Methodist Camp has an agreement with Merkel schools to send buses for transportation to a predesignated offsite safety location (Merkel ISD Football Field, 702 Haynes St, Merkel, TX 79536) where campers will be reunified with parents and or guardians.

As soon as it is practicable the Incident Commander or designee will initiate notifications to parents or legal guardians. Notifications will:

- Provide verified and factual information
- Include instructions, if any, for family actions (e.g., pick-up procedures), and
- Be updated as additional information becomes available

Family notifications will be coordinated with emergency responders, when applicable, and will be conducted in a manner that protects privacy and confidentiality

E.3 Personnel Accountability

Cabin and Activity Staff

- Conduct a headcount at the assembly area using attendance rosters or headcount sheets.
- Immediately report the status of all campers and staff to the Safety Officer as
 - Accounted for
 - Missing, or
 - Injured

Safety Officer

- Verify accountability reports from Cabin and Activity Staff
- Report consolidated accountability status to the Incident Commander

E.4 Emergency Services Notification

Incident Commander

- Call 9-1-1 without delay and provide, at a minimum:
 - Camp name and physical address
 - Exact location of the fire
 - Number of people on site

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- Known injuries or individuals unaccounted for, and
- Access instructions for responding agencies
- Coordinate with emergency responders upon arrival

E.5 Fire Suppression (Only if Safe)

Trained Staff Only

- Use a fire extinguisher only if:
 - The fire is small and contained
 - The staff member has been trained, and
 - A clear exit path is available
- **No staff or campers shall enter burning structures or take unnecessary risks**

E.6 Medical Support

Medical Officer

- Identify any injured campers or staff
- Coordinate treatment according to medical protocols
- Request Emergency Medical Services, as appropriate

E.7 Communication

Incident Commander

- Maintain communication with camp leadership, Emergency Response Team, and emergency responders
- Determine the need for parent/guardian notification and initiate notifications in accordance with camp policy.

All Staff

- Provide status updates to the IC as conditions change

Appendix F Severe Injury, Illness, Accident, or Death Procedure

This procedure will be activated immediately when any of the following occur:

- A camper, staff member, or visitor sustains a severe injury or is suspected of severe injury (e.g., head, neck, back, major bleeding, severe burns, fracture with deformity, loss of consciousness)
- A severe illness is suspected (e.g., difficulty breathing, seizure, severe allergic reaction, heat stroke, chest pain, severe dehydration)
- A serious accident occurs that may threaten life or require Emergency Medical Services (EMS) Transport, or
- A death is suspected or confirmed

F.1 Scene Safety and Initial Notification

First Staff on Scene

- Ensure the scene is safe before approaching (remove bystanders; eliminate hazards, if possible)
- Immediately notify the Incident Commander by radio or phone and provide the following information
 - Location
 - Nature of incident
 - Number of people involved, and
 - Whether EMS is likely needed

Cabin / Activity Staff

- Move uninvolved campers away from the scene and maintain calm supervision

Medical Response and Patient Care

Medical Officer

- Respond immediately and assume medical care of the patient
- Perform primary assessment and provide care within scope of training
- Direct staff to retrieve AED/first-aid equipment and assist, as needed
- For life-threatening conditions, initiate appropriate interventions (e.g., CPR/AED, bleeding control, epinephrine per protocol, seizure precautions, cooling/warming measures)

F.2 Emergency Medical Services (EMS) Activation

Incident Commander (IC)

- Call 9-1-1 immediately and the Abilene OEM for any life-threatening conditions, suspected serious injuries, altered mental status, difficulty breathing, seizure, anaphylaxis, severe bleeding, suspected spine injury, or suspected death
- Provide, at a minimum:
 - Camp name and address / exact location
 - Patient age and condition
 - Care being provided
 - Access instructions and best entry point, and
 - Callback number

Runner / Access Control Staff (assigned by the IC)

- Meet EMS at the designated entry point and escort responders to the scene

F.3 Supervision Continuity and Area Control

Incident Commander

- Assign staff coverage to maintain required supervision ratios and continuity of operations

Cabin / Activity Staff

- Maintain supervision and personnel accountability of all campers not involved in the incident
- Relocate groups as needed to preserve privacy and reduce stress
- Prevent photography, video recording, and unnecessary gathering

F.4 Communication

Incident Commander

- Notify camp leadership promptly
- Notify parent/guardian of the affected camper as soon as practicable with factual, verified information and instructions (e.g., where to go, pickup/medical facility details if transport occurs)
- If death is suspected or confirmed:
 - Do not notify families until coordinated with law enforcement/EMS, as applicable
 - Designate a single spokesperson for all communications

All Staff

- Refer all media or external inquiries to the designated spokesperson

F.5 Reporting and Documentation

Incident Commander

- Document the incident timeline, staff actions, communications, witnesses, and any operational impacts
- Ensure required reports are completed as per camp policy and applicable regulatory requirements

Medical Officer

- Document patient assessment, care provided, time of key actions, and disposition (returned to activity, sent to clinic, transported by EMS, etc.)

F.6 Post-Incident Actions

Incident Commander

- Conduct a staff debrief to identify lessons learned and corrective actions
- Coordinate additional support services, if needed (crisis support, staffing adjustments, activity changes)

All Staff

- Monitor campers and staff for emotional distress and refer to leadership or designated support resources

Appendix G Aquatic Emergency Procedure

This procedure will be activated immediately when any of the following occurs:

- A camper/director/volunteer or staff member is observed in distress in a swimming pool or aquatic area
- A lifeguard or staff member observes unusual behavior, panic, submersion, or a person floating face down, or
- An emergency whistle, alarm, or signal is activated during aquatic activities

G.1 Alert and Initiate Rescue

Lifeguard / Trained Aquatic Staff

- Immediately initiate a rescue in accordance with training and certification
- Enter the water only if trained and equipped with appropriate rescue equipment
- If direct entry is unsafe, deploy rescue aids (e.g., rescue tube, lifebuoy, reaching pole,)
- Use whistle or verbal commands to alert nearby staff of the emergency

Nearby Staff / Cabin or Activity Staff

- Immediately clear all other campers from the water
- Prevent unauthorized entry into the aquatic area
- Assist lifeguards as directed while maintaining personal safety

G.2 Establish Command and Request Emergency Assistance

Incident Commander (IC)

- Immediately assume command of the incident
- Direct staff assignments and ensure scene safety
- Call 9-1-1 and Abilene OEM immediately for life-threatening incidents and provide, at a minimum:
 - Camp name, address, and exact location
 - Nature of the aquatic emergency
 - Number of individuals involved
 - Condition of the victim(s), and
 - Access instructions for emergency responders
- Ensure rescue and medical equipment is available

G.3 Evacuation and Safety of Others

Cabin / Activity Staff

- Escort all non-involved campers to the pre-designated safe area
- Maintain calm, order, and supervision
 - Conduct a headcount and report accountability to the Incident Commander (IC)

G.4 Medical Support

Medical Officer

- Immediately assess the rescued individual(s)
- Initiate CPR or rescue breathing if indicated
- Provide care for additional injuries, including hypothermia, shock, or trauma
- Maintain medical care until Emergency Medical Services arrive

G.5 Personnel Accountability

Safety Officer

- Verify that all campers, staff, and visitors are accounted for
- Report accountability to the Incident Commander

G.6 Communication

Incident Commander

- Maintain continuous radio or phone communications with staff involved in the response
- Provide status updates regarding the victim(s) and overall safety conditions
- Coordinate parent or guardian notifications once the situation is stabilized and accurate information is available

G.7 Post-Incident Procedures

Incident Commander

- Ensure the area is secured and aquatic activities are suspended until cleared
- Document the incident in detail, including timeline, actions taken, and outcomes
- Conduct a staff debrief to evaluate response effectiveness and identify corrective actions
- Coordinate emotional support for campers and staff, as needed

All Staff

- Monitor campers for signs of emotional distress and provide support

- Assist with restoring or securing equipment, signage, and safety barriers

Appendix H Epidemic Response Procedure

This procedure will be activated when any of the following occur:

- Multiple campers or staff exhibit similar symptoms (e.g., fever, vomiting, diarrhea, rash, cough, sore throat, flu-like symptoms)
- A contagious illness is suspected or confirmed by medical staff or a healthcare provider, or
- Notification is received from a parent, guardian, or public health authority regarding potential exposure prior to or during camp

H.1 Identify and Isolate

Medical Officer

- Immediately assess symptomatic individual(s)
- Move affected campers or staff to the designated isolation area, separate from the general population
- Use appropriate personal protective equipment (PPE), including gloves and masks, as indicated
- Initiate a symptom monitoring log documenting time of onset, symptoms observed, and severity

Camp / Activity Staff

- Escort campers calmly to the medical or isolation area when directed
- Reassure remaining campers and maintain normal supervision
- Discourage speculation, panic, or the spread of rumors

H.2 Communication

Medical Officer

- Notify the Incident Commander of suspected or confirmed communicable illness.
- Provide details including:
 - Number of affected individuals
 - Symptoms observed, and
 - Approximate onsite times
- Coordinate medical treatment and/or emergency medical services as needed
- Call 9-1-1 and Abilene OEM immediately for life-threatening incidents, severe illness and provide, at a minimum:
 - Camp name, address, and exact location

BUTMAN CAMP

- Nature of the emergency
- Number of individuals involved
- Condition of the victim(s), and
- Access instructions for emergency responders

Incident Commander

- Activate the Communicable Disease Protocol to include
- Assess whether the illness appears isolated or may represent a broader outbreak
- Arrange communications with parents or guardians

H.3 Communicable Disease Protocol to Contain and Prevent Spread

Cabin / Activity Staff

- Separate affected cabins or groups from others as directed
- Reinforce hygiene practices, including frequent handwashing and no sharing of personal items

Support / Maintenance Staff

- Disinfect cabins, restrooms, dining areas, and activity spaces used by affected individuals
- Increase cleaning and sanitization frequency across the camp as directed

Incident Commander

- Modify or suspend activities as necessary to reduce contact
- Adjust schedules or groupings to limit cross-group interactions

H.4 Personnel Accountability

Cabin / Activity Staff

- Confirm accountability of all campers and staff
- Identify individuals who may have been exposed and report findings to the Incident Commander

Medical Officer

- Continue monitoring exposed individuals for symptoms
- Escalate care or isolation measures if symptoms worsen

H.5 External Notification and Guidance

Incident Commander

- Contact local or state health authorities when required or recommended
- Follow public health guidance regarding quarantine, isolation, dismissal, or closure

BUTMAN CAMP

- Notify parents or guardians of affected campers with factual information
- Provide instructions regarding monitoring, medical evaluation, pickup, or return-to-camp criteria, as applicable

H.6 Staffing and Operational Adjustments

Incident Commander

- Reassign staff as needed if personnel are ill or quarantined
- Ensure staff-to-camper supervision ratios remain compliant
- Prepare contingency plans for reduced group sizes, modified programming, or early dismissal if directed by health authorities

H.7 Post-Outbreak Procedures

Incident Commander

- Document the incident, including timelines, actions taken, and communications
- Conduct a review of the response to identify improvements or required updates to procedures

Medical Officer

- Confirm return-to-camp criteria for affected individuals in accordance with medical and public health guidance

All Staff

- Reinforce illness-prevention practices and hygiene education with campers
- Provide reassurance and support as normal routines resume

Appendix I Unauthorized or Unknown Person Procedure

This procedure will be activated immediately upon any of the following:

- All visitors must check in at the office and are issued name badges
- An unknown or unauthorized individual is observed on camp property
- An individual exhibits suspicious behavior, refuses to identify themselves, or violates established access or check-in procedures
- Threatening behavior, verbal threats, or a suspected or visible weapon is observed, or
- A report is received from a camper, staff member, or visitor regarding a potential security concern

I.1 Observe, Report, Do Not Confront

All Staff

- **Do not physically confront the individual unless trained and directed to do so or unless there is no reasonable alternative to protect life**
- Immediately report observations to the Incident Commander, including:
 - Location
 - Physical description
 - Behavior observed
 - Direction of travel

Cabin and Activity Staff

- Discreetly and calmly move campers away from the area of concern
- Maintain accountability of all campers and staff
- Maintain continuous supervision and keep the campers calm

I.2 Activate Emergency Response

Staff Observing the Intruder

- Provide real-time updates to the IC using radio or phone

Incident Commander (IC)

- Immediately assess the level of threat
- Call 9-1-1 and Abilene OEM without delay if a credible threat exists or a weapon is suspected
- Activate the Security Threat Protocol

I.3 Lockdown, Controlled Movement, or Shelter-In-Place

Incident Commander (IC)

- Determine and announce the appropriate protective action (lockdown, controlled movement, or shelter-in-place)

Camp / Activity Staff

- Secure campers in the safest available location by:
 - Locking or barricading doors when possible
 - Turning off lights
 - Moving campers out of sight of doors and windows, and
 - Maintaining silence if instructed
- Conduct and maintain headcounts

I.4 Personnel Accountability

Cabin / Activity Staff

- Immediately perform and maintain personnel accountability and report findings to the Incident Commander

Incident Commander (IC)

- Collect and verify accountability reports from all groups
- Immediately identify and address any missing campers or staff
- Communicate discrepancies with responding law enforcement

I.5 Communication

Incident Commander (IC)

- Restrict radio traffic to emergency use only
- Relay instructions to staff
- Prepare parent or guardian communications

I.6 Medical Response

Medical Officer

- Stand by during the incident
- Provide immediate medical care, if needed, only after the scene is secured
- Coordinate Emergency Medical Services, as needed

I.7 Post-Incident Procedures

Incident Commander

- Issue an “all clear” only after confirmation from responding authorities
- Document the incident in detail and conduct a review of security protocols
- Coordinate reunification or controlled movement procedures if campers were relocated
- Determine the need for early dismissal, activity cancellation, or additional security measures

All Staff

- Provide reassurance and emotional support to campers, as needed
- Resume normal activities, only when authorized

Appendix J Transportation Emergency Procedure

This procedure will be activated immediately upon any of the following:

- Vehicle accident (minor or major)
- Mechanical failure or vehicle breakdown
- Medical emergency during transport
- Missing camper during loading/unloading or transit, or
- Severe weather or unsafe road conditions affecting travel

J.1 Stop and Secure the Scene

Driver / Staff in Charge

- Bring the vehicle to a safe stop as soon as conditions allow, clear of other traffic, if possible
- Turn off the engine, engage hazard lights, and secure the vehicle
- Maintain accountability of all vehicle occupants
- Do not move injured individuals unless there is immediate danger (e.g., fire, traffic, flood)

Accompanying Staff (if present)

- Supervise campers inside the vehicle or in a safe location away from traffic, as conditions allow
- Keep campers calm, seated, and under control.

J.2 Assess Impacts

Driver or First Responding Staff

- Conduct an immediate visual assessment of all campers and staff

Medical Officer (if present or contacted)

- Provide first aid within scope of training for minor injuries
- Identify serious injuries and advise Emergency Medical Services activation and care priorities

J.3 Request Emergency Assistance

Driver / Staff in Charge

- Call 9-1-1 immediately and Abilene OEM if:
 - Injuries have occurred
 - The vehicle cannot be safely moved, or
 - Roadway or environmental conditions are unsafe

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- Provide, at a minimum:
 - Exact location (mile marker / cross street / GPS if available)
 - Nature of the incident
 - Number of campers and staff involved, and
 - Known or suspected injuries

Incident Commander

- If incident occurs on campgrounds:
 - Dispatch additional staff, vehicles, or resources needed
 - Coordinate emergency response services, as needed
- If incident occurs offsite:
 - Maintain communication with driver and/or accompanying staff
 - Provide support, as needed (e.g. replacement transportation vehicle)

J.4 Supervise and Protect Campers

Staff in Charge

- Keep campers together and under direct supervision at all times
- Move campers to a safer area only when conditions require it and it can be done safely (e.g., away from traffic, severe weather hazards)

J.5 Personnel Accountability

Driver or Staff in Charge

- Confirm that all campers are present and accounted for
- Report any injuries to the Incident Commander

Incident Commander

- Verify accountability reports
- Address any discrepancies immediately (initiate missing camper actions, if needed)

J.6 Communication

Driver / Staff in Charge

- Maintain ongoing communication with the Incident Commander via phone or radio

Incident Commander

- Notify camp leadership
- Notify parents/guardians if a delay, injury, route change, or change in pickup/drop-off is anticipated
- Provide calm, factual, verified updates only

J.7 Transportation Continuity

Incident Commander

- Arrange a replacement vehicle or alternate transportation, if needed
- Determine whether the trip will continue, return to camp, or be cancelled

Staff in Charge

- Do not resume travel until the vehicle is confirmed safe and authorization has been provided by the Incident Commander

J.8 Post-Incident Procedures

Incident Commander

- Document the incident fully (time, location, driver, passengers, sequence of actions taken)
- Complete required accident reports and insurance documentation
- Review transportation safety procedures and implement corrective actions, as needed

All Staff

- Monitor campers for delayed symptoms (physical or emotional)
- Resume activities only after clearance by camp leadership

Appendix K Natural Disaster Emergency Procedure/Flash Flood Warning

This procedure will be activated immediately upon any of the following:

- NWS or local authority alerts/warnings affecting the camp area, including Tornado Watch/Warning, Severe Thunderstorm Warning, Flash Flood Watch/Warning, or Wildfire
- Visible or developing hazardous conditions, including rotating clouds, high winds, tornados, heavy rainfall, rapidly rising water, nearby lightning, or smoke from wildfires
- Activation of the camp public address (PA) system or notification from camp leadership of severe weather conditions
- Camp Warning System has a storm siren with flashing lights for those with hearing disabilities.

K.1 Alert and Notify

Incident Commander

- Continuously monitor NWS watches/warnings and other official alerts (including local emergency management, if applicable).
- Issue immediate notifications to staff and campers using the PA system, radios, or other established communication methods
- Determine and announce the required protective action based on the trigger: tornado shelter-in-place or flash flood evacuation to higher ground or total evacuation

Cabin and Activity Staff

- Immediately notify campers and provide calm, clear instructions
- Begin movement to designated shelter, higher ground locations or muster zones for total evacuation as directed by the IC

K.2 Shelter-in-Place or Evacuation

Incident Commander

- Confirm all areas are secured and that sheltering/evacuation actions are underway
- In event of total evacuation refer to Site Evacuation Procedure and notify Emergency Transportation and Pre-Arranged Sites as off-site muster zones

Cabin and Activity Staff

- Lead campers to designated safe locations which are all buildings:
 - Tornado (Shelter-in-Place)
 - Move campers immediately to interior rooms or hallways, away from windows and exterior doors

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- Position campers low and protected (e.g., seated against interior walls), as feasible

Flood (Evacuation to Higher Ground)

- Move campers from low-lying or flood-prone areas to designated higher ground or remain in cabins or buildings. No buildings are not in flood zones or flood ways and safe to shelter in place. The following is the only area that may experience flash flooding in cases of extreme weather.
 - o Bottom of Slip n Slide
 - Road between Slip n Slide and Challenge Course
- Do not allow campers or staff to enter or cross moving water

NO CABIN OR BUILDING IS LOCATED IN A FLOOD ZONE OR FLOOD WAY. NO OCCUPIED AREA OF BUTMAN METHODIST CAMP IS IN A FLOOD ZONE OR FLOOD WAY

TOTAL CAMP EVACUATION

- For any reason that a total camp evacuation needs to take place per OEM Authorities or Incident Commander
- Move campers to designated muster zones or identified safe areas as directed to follow process to evacuate camp. Weather conditions may affect the instructed safe areas.
- Cabin Leaders/Directors ensure campers safely make way to muster zone as instructed. Cabin Leader will also ensure that any **persons with disabilities** is assigned a buddy to remain with them and ensure that any assistance needed to move towards the muster zone and safely makes it on the transportation provided.
 - o Muster Zones
 - Primary Muster Zone – Field between the Wyatt Recreation Center and Irvine Lodge
 - Secondary Muster Zone – Parking Lot far North of Irvine Lodge
- Ensure campers remain together, move calmly, and remain under direct staff supervision at all times
- IC will immediately notify the following:
 - o 911
 - o Abilene OEM
 - o Transportation

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- Butman Methodist Camp has an agreement with Merkel schools to send buses for transportation to a predesignated offsite safety location (Merkel ISD Football field) where campers will be reunified with parents and or guardians.

As soon as it is feasible the Incident Commander or designee will initiate notifications to parents or legal guardians. Notifications will:

- Provide verified and factual information
- Include instructions, if any, for family actions (e.g., pick-up procedures), and
- Be updated as additional information becomes available

Family notifications will be coordinated with emergency responders, when applicable, and will be conducted in a manner that protects privacy and confidentiality

•

Important!

NWS Flash Flood / Flood Warnings will automatically trigger evacuation

NWS Tornado Warnings will automatically trigger shelter-in-place

K.3 Personnel Accountability

Incident Commander

- Collect and verify headcount reports from all groups
- Immediately address accountability discrepancies and initiate additional actions if anyone is unaccounted for

Cabin and Activity Staff

- Conduct an immediate headcount upon arrival at shelter or evacuation locations
- Report personnel accountability results to the IC, including any missing or injured individuals

K.4 Medical Support

Incident Commander

- Ensure staff do not take unnecessary risks
- Maintain supervision, order, and adherence to safety procedures

Medical Officer

- Stage in or near shelter/assembly areas with first-aid supplies

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- Be prepared to respond to injuries or medical needs during the event (including storm-related trauma, hypothermia, or heat/cold exposure)

K.5 Communication

Incident Commander

- Maintain communication with local emergency management agencies and first responders as conditions warrant
- Issue updated instructions as new information becomes available (e.g., escalation from watch to warning; flood impacts to routes)
- Ensure communication channels remain operational and use backup methods if needed
- Initiate parent/guardian notifications if evacuated, extended sheltering, relocation, or early dismissal is required

K.6 Post-Event Procedures

Incident Commander

- Determine when it is safe to end sheltering or evacuation and issue an “all clear” when appropriate
- Coordinate relocation, cleanup, or suspension of activities as needed
- Provide parents/guardians with status updates and instructions regarding pickup, schedule changes, or continued sheltering
- In event of total camp evacuation ensure proper reunification with campers and parent takes place

Safety Officer

- Assess facilities and grounds for damage, hazards, or unsafe conditions (downed power lines, debris, weakened trees, flooding impacts, structural issues)

Cabin and Activity Staff

- Reconduct headcounts to ensure full personnel accountability
- Assist campers with reassurance and transition back to normal operations or dismissal procedures

Medical Officer

- Assess and treat any injuries sustained during the event and monitor for delayed symptoms

Appendix L Archery Range/Axe Throwing/Ropes/Programs Emergency Procedure

This procedure will be activated immediately when any of the following occurs:

- A camper, staff member, or visitor sustains a severe injury or is suspected of being in distress
- A severe illness is suspected (e.g., difficulty breathing, seizure, severe allergic reaction, heat stroke, chest pain, severe dehydration)
- A severe weather event that requires an immediate STOP and RESPOND

L.1 Scene Safety and Initial Notification

First Staff on Scene

- Stop the activity immediately using whistles, or verbal commands "Cease Fire or Stop all Activities"
- Ensure the scene is safe before approaching (remove bystanders; eliminate hazards, if possible)
- Get the injured or person experiencing stress to a safe place and if on ropes course follow best practices to get individual off elements and to a safe place
- Immediately notify the Incident Commander by radio or phone and provide the following information
 - Location
 - Nature of incident
 - Number of people involved, and
 - Whether EMS is likely needed

Cabin / Activity Staff

- Move uninvolved campers away from the scene and maintain calm supervision

Medical Response and Patient Care

Medical Officer

- Respond immediately and assume medical care of the patient
- Perform primary assessment and provide care within scope of training
- Direct staff to retrieve first-aid equipment and assist, as needed
- For life-threatening conditions, initiate appropriate interventions (e.g., CPR/AED, bleeding control, epinephrine per protocol, seizure precautions, cooling/warming measures)

L.2 Emergency Medical Services (EMS) Activation

Incident Commander (IC)

- Call 9-1-1 immediately for any life-threatening conditions, suspected serious injuries, altered mental status, difficulty breathing, seizure, anaphylaxis, severe bleeding, suspected spine injury, or suspected death
- Provide, at a minimum:
 - Camp name and address / exact location
 - Patient age and condition
 - Care being provided
 - Access instructions and best entry point, and
 - Callback number

Runner / Access Control Staff (assigned by the IC)

- Meet EMS at the designated entry point and escort responders to the scene

L.3 Supervision Continuity and Area Control

Incident Commander

- Assign staff coverage to maintain required supervision ratios and continuity of operations

Cabin / Activity Staff

- Maintain supervision and personnel accountability of all campers not involved in the incident
- Relocate groups as needed to preserve privacy and reduce stress
- Prevent photography, video recording, and unnecessary gathering

L.4 Communication

Incident Commander

- Notify camp leadership promptly
- Notify parent/guardian of the affected camper as soon as feasible with factual, verified information and instructions (e.g., where to go, pickup/medical facility details if transport occurs)
- If death is suspected or confirmed:
 - Do not notify families until coordinated with law enforcement/EMS, as applicable
 - Designate a single spokesperson for all communications

All Staff

- Refer all media or external inquiries to the designated spokesperson

Appendix M Communication

This appendix identifies the communication systems, equipment, redundancy measures, and management practices used by Butman Methodist Camp to support effective emergency response operations.

M.1 Primary Communication Systems

System	Description	Notes
Two-Way Radios	Handheld radios used for onsite staff communications	Primary onsite system
Mobile Phones	Cellular devices used for external and backup communications	Used for offsite coordination
Public Address (PA) / Alert System	Fixed Federal sirens with flashing lights, and battery powered speaker phones for camp-wide announcements	Operable without internet Has flashing lights for the hearing impaired.

M.2 Backup and Alternate Communication Methods

Method	Description
Runners	Staff assigned to physically relay messages
Audible alert devices	Whistles, air horns, or similar devices

M.3 Emergency Communications Equipment Inventory

M.3.1 Onsite Communications Equipment

Equipment	Quantity	Primary Location	Backup Power
Two-Way Radios	10	Office	Spare batteries
Radio Charging Stations	10	Office	Generator / battery
Public Address Warning System with Flashing Lights components, Fixed	1	Mounted on pole above the Dining Hall Central Camp Location	Yes/ Generator
NOAA/NWS weather alert radio	11	Staff Handheld Radios and base unit in Office	Battery
Audible alert devices (whistles, and Battery powered Speaker Phones)	10 Whistles and 2 Speaker Phones	Office	N/A

Butman Methodist Camp Safety Officer is responsible to maintain the emergency warning system and make sure it is functional. The Incident Commander will fill in if Safety Officer is not available.

M.3.2 Power and Connectivity Resources

Resource	Description	Notes
Spare radio batteries	Battery backup for radios	Maintained charged
Portable power packs	Support critical devices	As needed
Generator	Extended power outages	Fuel maintained

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Broadband connection #1	Primary internet service	Taylor Telecom – End to End Fiber
Broadband connection #2	Secondary internet service	Taylor Telecom – End to End Fiber

Butman Methodist Camp maintains two broadband internet connections Taylor Telecom in compliance with Texas Health and Safety Code § 141.0092. (See attached letter at end of EAP.)

N.1 Ladders

Per FEMA floodplain map, Butman Methodist Camp and all of its cabins are not located in a flood plain or floodway. Per HSC. 762.002, Butman Methodist Camp is not required to provide ladders on cabins.

N/A

(See FEMA maps at the end of EAP.)

However, a portion of the property is in a floodplain. Parents will be sign a release letter that states such, and all electronic records will be kept on CampWise (our registration software).



P.O. Box 370
9796 Interstate 20
Merkel, TX 79536

To Whom It May Concern,

This letter is to confirm that Taylor Telecom currently provides broadband internet connectivity services to Butman Methodist Children's Camp, located at:

Butman Methodist Children's Camp

158 County Road 674

Merkel, Texas

Taylor Telecom provides the camp with end-to-end buried fiber infrastructure for internet connectivity services. Additionally, Taylor Telecom provides 24-hour technical support in the event any issues arise regarding connectivity or related service needs.

If you have any questions or require additional information, please feel free to contact our office.

Sincerely,

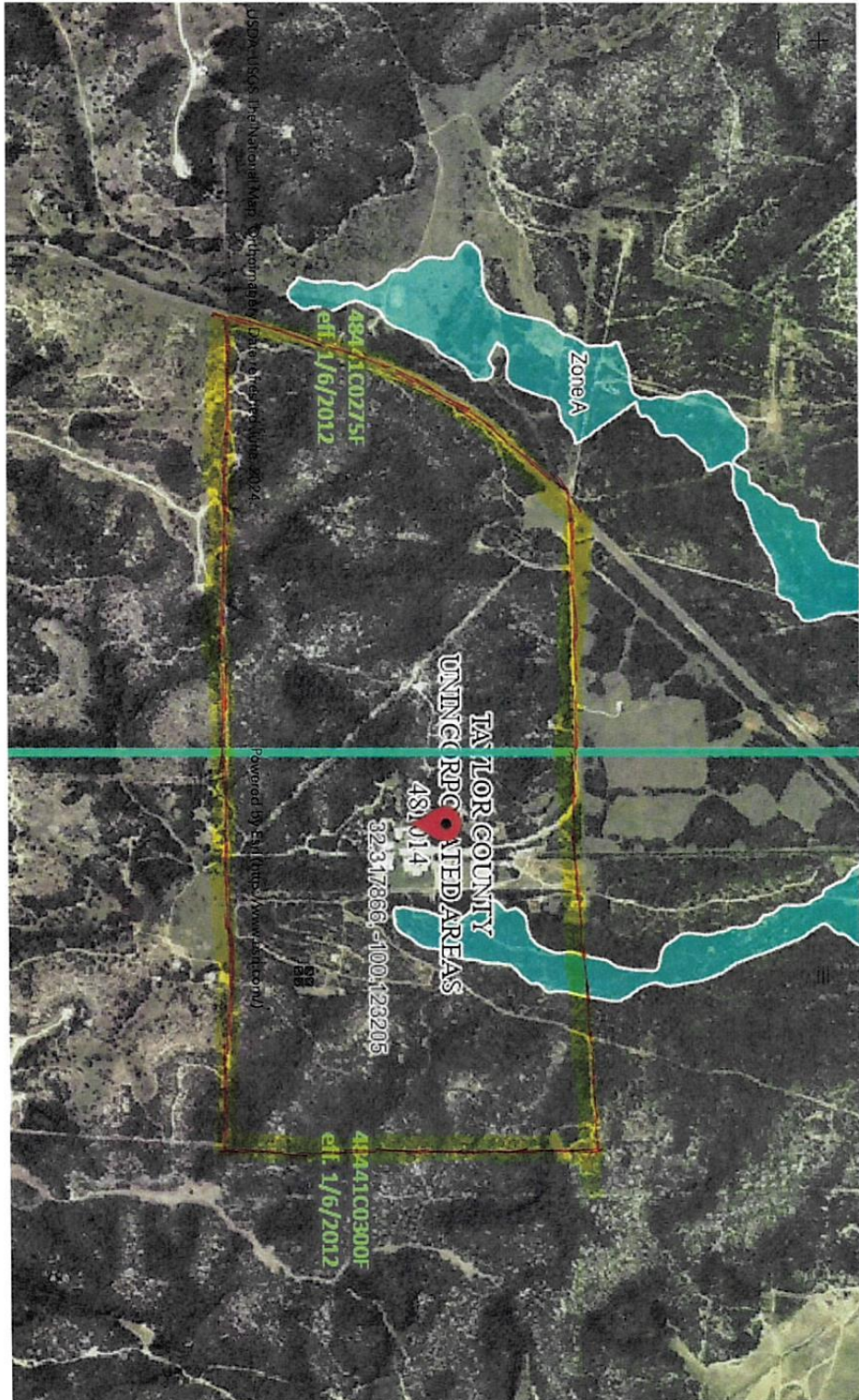
A handwritten signature in black ink that reads 'Ricky Martinez'.

Ricky Martinez
General Manager and CEO
Taylor Telecom
Merkel, Texas

taylor.net | 325. 846.4111



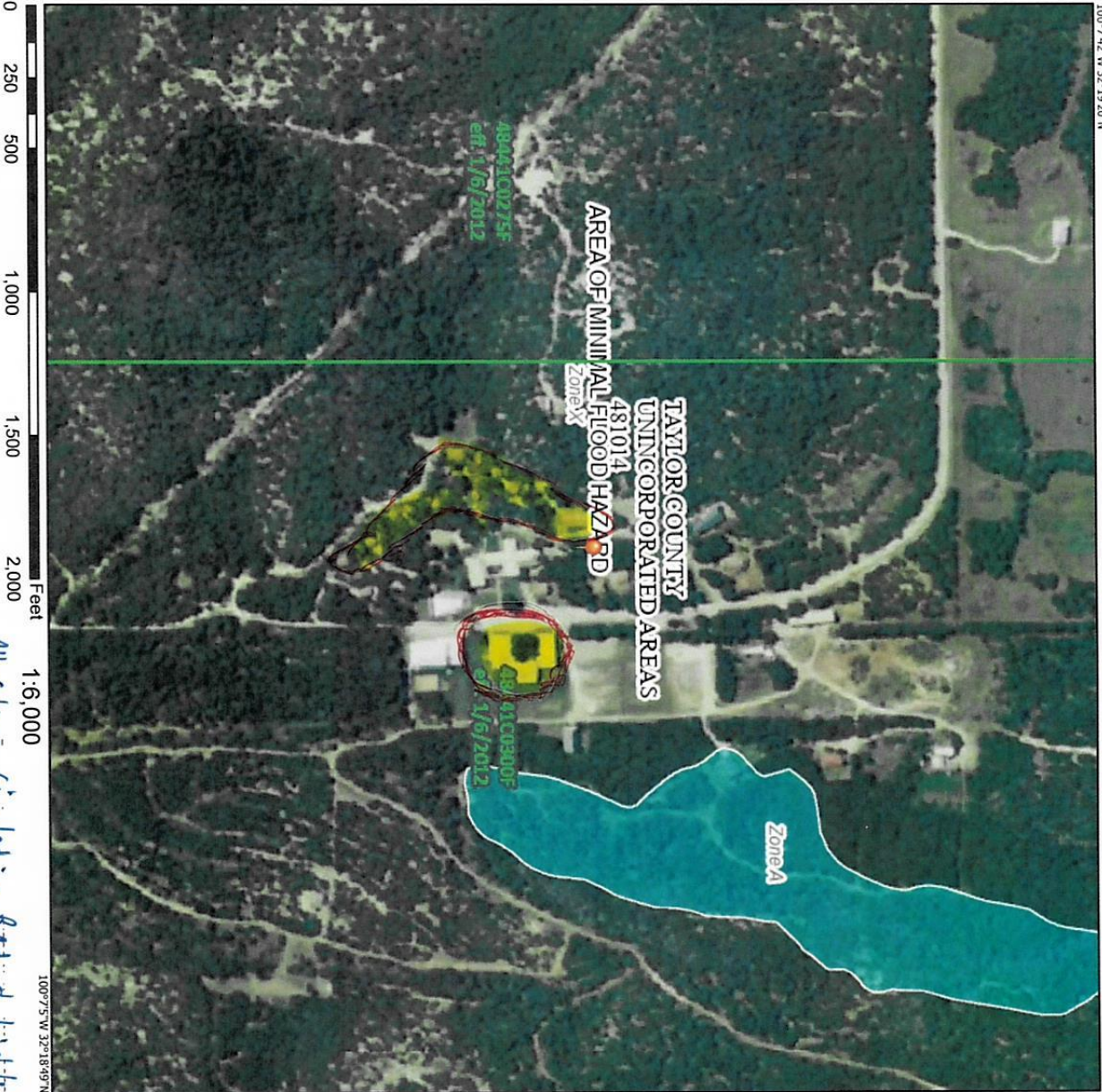
BUTMAN CAMP



Camp Property boundary lines highlighted & drawn in red.

National Flood Hazard Layer FIRMette

100°7'42"W 32°19'20"N



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, A99
 - 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 2)
- 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 OF FLOOD HAZARD**
 - NO SCREEN
 - Area of Minimal Flood Hazard (Zone X)
 - Effective LOMRs
- OTHER AREAS GENERAL STRUCTURES**
 - Channel, Culvert, or Storm Sewer
 - Levee, Dike, or Floodwall

- CROSS SECTIONS WITH 1% ANNUAL CHANCE WATER SURFACE ELEVATION**
 - 20.2
 - 17.6
 - Coastal Transsect
 - Base Flood Elevation Line (BFE)
 - Limit of Study
 - Jurisdiction Boundary
 - Coastal Transsect Baseline
 - Profile Baseline
 - Hydrographic Feature

- MAP PANELS**
 - Digital Data Available
 - No Digital Data Available
 - Unmapped

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 5/11/2026 at 3:28 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 undifferentiated areas cannot be used for regulatory purposes.

All labels circled in Red & White!