



Emergency Response

2026

Camp Emergency Preparedness Coordinator

For any emergencies at Camp John Marc, the CJM Camp Director, Ian McKenzie, shall coordinate all emergency readiness and response activities. If the CJM Camp Director is not onsite during the emergency, the member of the CJM Director Team, comprised of the CJM Camp Director and CJM Assistant Directors, serving as the “point person” will assume these duties.

Camp Emergency Response Team (CERT)

- **CJM Camp Director:** account for facility service personnel, coordinate evacuation procedures for campers, volunteers, and staff, communicate with the staff and local law enforcement.
- **CJM Assistant Directors:** Implement the procedures laid out in the evacuation plan, communicate with campers, volunteers, and staff.
- **Partner Camp Medical Director/Medical Team:** Mobile first aid, participant medications, staff and participant medical treatment authorizations, and account for all members of the medical team

- **Partner Camp Director:** account for all campers, visitors, and volunteers

Parent/Guardian Notification Process

If Camp John Marc activates an emergency procedure for which parents/guardian notification is deemed necessary and appropriate, the Camp Emergency Response Team (CERT) will implement the following procedures:

- 1) Members of the CERT will identify the campers involved in the emergency response.
- 2) For emergencies involving treatment by the camp medical team, the Partner Camp Medical Director will contact, by phone, the parents/guardians of the campers involved.
- 3) For all other emergencies, except the evacuation procedure, the CJM Camp Director and/or the Partner Camp Director will contact, by phone, the parent/guardians of the campers involved.
- 4) For the evacuation procedure, the CJM Camp Director and the Partner Camp Director will receive digital communication (email or text) from the CERT.
- 5) The details to be shared include, at a minimum, the following:
 - a. A brief description of the incident or emergency response.
 - b. A brief description of the care the camper received.
 - c. If the camper has been transported off camp or needs to leave camp with parent/guardians, the medical team will provide information on when and where the parents/guardians can pick up their camper.

Muster Zones

The muster zones used during emergencies shall be the following:

- 1) The Dining Hall
- 2) The Silo, if the Dining Hall is inaccessible
- 3) The Silo Basement, for weather related emergencies only

Emergency Procedures

A. Lost Camper

If a camper is determined to be missing, the volunteer or staff member making the determination will contact a member of the CERT immediately via radio. A member of the CJM Director Team will check with each activity area via radio (Channel 1) to confirm the camper is not there. The CJM Camp Director will designate a person to search the most likely area for this camper (their cabin, last activity area, the Dining Hall, etc.). If the camper is not found within 5 minutes, the CJM Camp Director will notify staff and volunteers to muster in the Dining Hall using two-way radios and the cabin intercom system. Once at the Dining Hall, cabins should be seated at their assigned tables; partner camp counselors should take head counts of their campers and place one counselor in charge of the table. When the Lost Camper procedure is implemented, the CJM Camp Director will call the Bosque County Sheriff's office to notify them of the procedure in progress. This should put

authorities on alert, but they should not be immediately dispatched. If the lost camper is not found within 20 minutes of the start of the search, the Sheriff's office will be called again, and a search and rescue effort will be requested. The Partner Camp Director will complete the parent/guardian notification process. CJM staff will complete a structured search of the camp facility and surrounding areas. Once the search is complete, the CJM Camp Director will notify the Sheriff's Office and CJM Executive Director regardless of the outcome.

B. Severe Weather

Camp John Marc utilizes a real-time weather forecasting service that includes NWS alerts and lightning detection using an on-site weather station. The CJM Director team will monitor the likelihood of inclement weather and plan activity adjustments accordingly. If lightning is detected within a 10-mile radius of camp, one long air horn blast will automatically sound from the Dining Hall, and a strobe light will activate on the Dining Hall roof. A member of the CJM Director team will notify all outdoor activities to move immediately to either the Dining Hall or Silo to proceed with camp activities. 30 minutes after the last lightning strike within the 10-mile radius, 3 air horn blasts will sound and the strobe light on the Dining Hall will turn off to indicate that outdoor activities may resume.

If a NWS alert is issued for a Tornado Watch, everyone on site will be moved to the Silo. The CJM Director team will continue to monitor the weather via online radio and NWS updates.

If a NWS alert is issued for a Tornado Warning, everyone on site will be moved from the Silo to the Silo Basement. An announcement will be made over the PA system and 2-way radios to seek shelter immediately. In the event that a Tornado Warning is issued suddenly, and without a prior Tornado Watch, announcements will be made over the PA system, 2-way radios, and intercom system to seek shelter immediately.

C. Fire

In the event of a fire in the cabin, move all campers, volunteers, and staff to the Muster Zone. One partner camp counselor should notify other cabins to do the same. Another partner camp counselor should notify the CERT.

In the event of a fire elsewhere on camp property other than the Dining Hall (including activity areas, activity and medical buildings, etc.), move all campers, volunteers, and staff the Muster Zone. A partner camp counselor or CJM staff member should notify the CERT using a 2-way radio or the intercom system.

In the event of a fire in the Dining Hall, cabin groups will leave the building at the nearest available exit. Partner camp counselors and CJM staff will take campers to a secondary muster zone and take a head count.

D. Aquatic Emergency

If there is an aquatic emergency at the pool, the rescuing lifeguard will activate the Emergency Action Plan and perform the appropriate entry and rescue. The other lifeguards on duty will take over surveillance of the rescuing lifeguard's zone, begin clearing the pool in

an appropriate manner, and maintain surveillance until the pool is clear. The rescuing lifeguard will assign a specific person to alert the camp medical team and call EMS.

If there is an aquatic emergency at the lake waterfront, the On-duty lifeguard on the water will activate the Emergency Action Plan (EAP) and perform the appropriate rescue and if necessary, begin providing care. The secondary lifeguard will contact the CERT to assess additional care. The medical staff will assess the needs to implement emergency transportation procedures.

If there is an aquatic emergency as assessed during the Lost Camper protocol, the CERT will immediately notify EMS of the situation and request additional resources. The CJM Camp Director will also begin the process of search and rescue of the suspected area by CJM staff.

E. Intruder Policy

If a CJM staff member or partner camp volunteer sees an unidentified/unknown person on the campgrounds and there is no perceived threat, the staff member or volunteer will notify the CJM Camp Director as to the presence of an unidentified person. The CJM staff member or partner camp volunteer will greet the person and determine their name and the purpose of their visit. The CJM staff member or partner camp volunteer will escort the person to the office to complete the appropriate check-in process, if appropriate, or they will be escorted back off property.

If there is a perceived threat, the staff member or volunteer will activate the Lockdown Response. The specifics of the Lockdown Response are not included here to prevent the plan from being available to potential bad actors. The Lockdown Response was prepared in partnership with local authorities, and the details of the Lockdown Response are shared with local emergency responders.

F. Transportation Emergencies

When the CERT determines an ambulance needs to be called to Camp John Marc, the CJM Camp Director will identify and send one person to the front gate in a vehicle to let the ambulance in and guide it onto the campgrounds. It may be necessary to clear an activity area or cabin of other campers. The CERT will initiate the Parent/Guardians Notification process.

When the decision is made to call for a Helicopter, the CJM Camp Director will inform CJM staff of the incoming helicopter and will establish a plan to move campers away from the designated landing zone (LZ). The CJM Camp Director will assign staff to set up the LZ. When the helicopter approaches, the CJM Camp Director will communicate with the pilot via radio. The CJM Camp Director will walk the aircrew outside the perimeter and transport them by ATV to the patient. After the camper is loaded onto the transport, staff will follow the directions of the aircrew when approaching the helicopter.

G. Evacuation Procedures

If the camp receives an emergency evacuation order from local or state authorities, the CJM Camp Director will notify the CERT. All staff and visitors will be moved to the Muster Zone, and the CJM Camp Director will check with the CERT to determine if everyone on site is accounted for. The CJM Camp Director will coordinate transportation for evacuation with the County Emergency official. The Parent/Guardian Notification Process for an evacuation emergency will be used.

H. Death, Injury, or Illness

All relevant emergency procedures should be followed. The Parent/Guardian Notification Process will be used. In the event of the death of a camper, the CJM Camp Director will notify the following authorities:

- 1) Child Protective Services
- 2) Texas Health Department
- 3) Meridian Sheriff Department

I. Epidemic Response

In the event of an illness of a camper and/or outbreak at camp involving campers, volunteers, or staff, the Partner Group Medical Director will assess how to handle the illnesses or outbreak. The Partner Group Medical Director will provide communication on the illness or outbreak to the campers, camper parents, volunteers, and staff.