



Emergency Action Plan

Capitol Area Council Camps

Lost Pines Scout Reservation (LPSR)
785 FM 1441
Bastrop Texas, 78602

Griffith League Scout Ranch
424 Oak Hill Cemetery Rd
Bastrop, TX 78602

Camp Tom Wooten
785 FM 1441
Bastrop Texas, 78602

Camp Alma McHenry
County Road 121
Giddings, Texas 78942

Smilin V Scout Ranch
250 CR 286 Spur
Liberty Hill, Texas 78642

Roy D. Rivers Wilderness Camp
FM 535 turn on CR 305
Rosanky, TX 78953

Camp Green Dickson
Co Rd 354
Shiner, TX 77984

Ranger Contact Information:

Lead Ranger, PJ Brown: (979) 417-6564
LPSR Ranger, Charles Frentz: (806) 928-8920

Document Revision Date: February 2026

Reviewed annually per OSHA and Texas State Health and Human Services regulations

Camp Muster Areas

Lost Pines Scout Reservation:

Muster Area: Parade ground

Secondary Muster Area: Front gate by ranger office

Camp Tom Wooten:

Muster Area: Parade ground

Secondary Muster Area: Front gate by ranger office

Smilin V Scout Ranch:

Muster Area: Parade ground

Secondary Muster Area: Front gate

Camp Green Dickson:

Muster Area: Parade ground

Secondary Muster Area: Front gate

Griffith League Scout Ranch:

Muster Area: Climbing pavilion

Secondary Muster Area: Front gate

Camp Alma McHenry:

Muster Area: Open area by old ranch house

Secondary Muster Area: Front gate

Roy D. Rivers Wilderness Camp:

Muster Area: Open area near water

Secondary Muster Area: Front gate

Definitions

Camp Director	Camp director is being used interchangeably with coordinator and event lead.
Campers	Used interchangeably with participants.
Emergency Plan Coordinator (Coordinator)	The coordinator is the designated leader for the council or district event (e.g., camp director, event lead). The coordinator is the person making decisions or taking actions pursuant to this plan.
Emergency Plan Manager (Manager)	The lead ranger will also act as the manager, unless an alternative is assigned by the Capitol Area Council Scout Executive or the Director of Support Services.
Event Lead	Event lead is being used interchangeably with camp director and coordinator.
Participants	Used interchangeably with campers.
Staff	Staff is being used for contracted staff and vendors, and volunteers.

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Overview

The objective of the Capitol Area Council (CAC) Emergency Action Plan (EAP) is to comply with the Occupational Safety and Health Administration's (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and Fire Prevention Plan (29 CFR 1910.39), as well as to prepare staff, participants, and campers for dealing with emergency situations.

Additionally, this EAP is designed to comply with the National Camp Accreditation Program (NCAP) of Scouting America and Texas Health and Safety Chapter 141.

This EAP is designed to minimize injury and loss of human life and resources by training staff, participants, and campers, procuring and maintaining necessary equipment, and assigning responsibilities. This EAP represents a completed assessment of risks to staff, participants, and campers and serves as a written guide for emergency procedures used to address those risks.

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FM 535 turn on CR 305
Rosanky, TX 78953

Emergency Response

See Appendix 12 for Phone Lists.

Area of Responsibility

1. Emergency Plan Manager (Manager)

The lead ranger will act as the manager, unless an alternative is assigned by the Capitol Area Council Scout Executive or the Director of Support Services.

- a. The manager will be responsible for:
 - i. Maintaining training records pertaining to this plan.
 - ii. Scheduling annual tests of the emergency notification system with the appropriate authorities.
 - iii. Coordinate with local emergency response personal authorities to ensure they are familiar with this plan.

2. Emergency Plan Coordinator (Coordinator)

The coordinator is the designated leader for the council or district event (e.g., camp director, event lead). The Coordinator is the person making decisions or taking actions pursuant to this plan.

3. Controls and Equipment

The council office will provide adequate controls and equipment that, when used properly, minimize, or eliminate risk of injury to employees in the event of an emergency. The council office management will ensure proper adherence to this plan through a regular review process.

- a. The ranger is responsible for the maintenance of camp equipment. This includes equipment that, due to the use and risks presented, is limited to authorized personnel using specified safety procedures, as identified in a written risk assessment. The ranger will maintain a written risk assessment of equipment utilized.
- b. The ranger is responsible for training the staff, participants, and campers on the use and safe operation of camp equipment. Prior to conducting the training, the ranger will verify the age of the staff, participants, and campers to ensure they are old enough to utilize the camp equipment.
- c. The staff, participants, and campers may only use equipment under the direction of trained staff. If any equipment is not functioning properly, it is to be turned off and reported to the coordinator or ranger.
- d. Equipment repairs are to be made under the direction of the ranger. Staff, participants, and campers are not to make repairs or adjustments to equipment without the ranger present.
- e. Camp equipment is only to be used as it was intended to be used.
- f. Staff, participants, and campers are to always wear ear protection when using or exposed to equipment making loud noises. Ear protection will be worn at all locations when the noise exposure exceeds 85 decibels for a prolonged period.

- g. All staff, participants, and campers inside the controlled areas of the shooting sports, woodworking, and metalwork areas are to wear ear protection when equipment is being used.

4. Emergency Plan Coordinator and Staff

The Emergency Plan coordinator will follow this plan and ensure that their staff are trained in the procedures outlined in this plan.

5. Contractors, Vendors, or Outside Instructors

Contractors, vendors, or outside Instructors are responsible for complying with this plan and will be provided training or direction from the staff assigned to manage them.

6. Campers/Participants

The Emergency Plan coordinator will ensure the participating unit leadership is aware of the plan and the location, content, and procedures described within.

7. Training

Prior to the beginning of any camp (short-term or long-term camp), the Emergency Plan coordinator or designee will provide emergency planning training for staff to include the following topics:

- Anticipated types of potential emergency conditions
- The method for alerting the staff, participants, and campers of an emergency condition. The camp's emergency alarm device its location and use.
- The camp aquatic emergency alarm devices where needed.
- Location of the camp health officer.
- Location of the designated muster areas.
- Instructions on conducting head counts and assessments of the physical well-being of everyone once assembled.
- Assigning emergency response tasks, such as establishing communications with outside authorities, providing first aid, forming, and initiating searches, relocating everyone to secure and safe areas, inspecting facilities and grounds for damage, coordinating orderly and safe camp evacuation.
- As needed at the initiation of camp, the coordinator will provide emergency training to the unit leaders that encompass specific instructions on:
 - The emergency alarm sound and where the alarm is located.
 - The aquatic alarm sounds.
 - Assembly area(s) for when the alarm sounds.
 - Who is responsible for conducting headcount and relaying emergency response information and directives.



8. Drills Fire/Emergency Response

Long-Term Camp: Within 24 hours of providing emergency training to unit leaders, the ranger/coordinator or designee will conduct a camp wide emergency response test by sounding the alarm and oversee the assembly of units and head counting procedures.

Short-Term Camp: Unit leaders will be advised at check-in of emergency response procedures provided by the coordinator or their designee.

9. Training Records for Long Term Camp

Training records will be maintained by the Emergency Plan coordinator for long-term camp staff and will provide the names and date of training of the EAP. No records are required for short-term camps.

Evaluation of this Emergency Action Plan

This plan will be evaluated by the Risk Management Committee, ranger(s), NCAP chair, and long-term camp director.

Use of this Emergency Action Plan

This plan includes individual appendices for emergency events and phone lists for every Capitol Area Council camp. The purpose for the sections is two-fold:

- The individual appendices for emergency events are available so the coordinator can have the appropriate section available to them at the time needed.
- The individual appendices for the phone listings allow for printing and posting in appropriate areas where people are gathered or where potential issues may arise.

Appendix 1: Capitol Area Council Evacuation Plans

Lost Pines Scout Reservation Evacuation Protocol

Know whether burn restrictions are in place and follow them. Know and use the unit fireguard chart and post it each day. Make sure campfires are “cold out” when done (you can put your hand on it without burning).

If you spot a fire and can put it out safely and quickly, do so. Notify the ranger or a staff member.

If a fire is out of control, send a runner to the ranger or notify a staff member. Also send a runner to the nearest camp alarm. This will either be the Administration Building or Lindsay Lodge or the location designated by the program leader. Make sure your program designates a camp alarm location.

If a camp emergency alarm is sounded by camp personnel (siren at the Administration Building but can be communicated by staff members) all campers and staff will muster as quickly as possible in the designated muster area. See attached map.

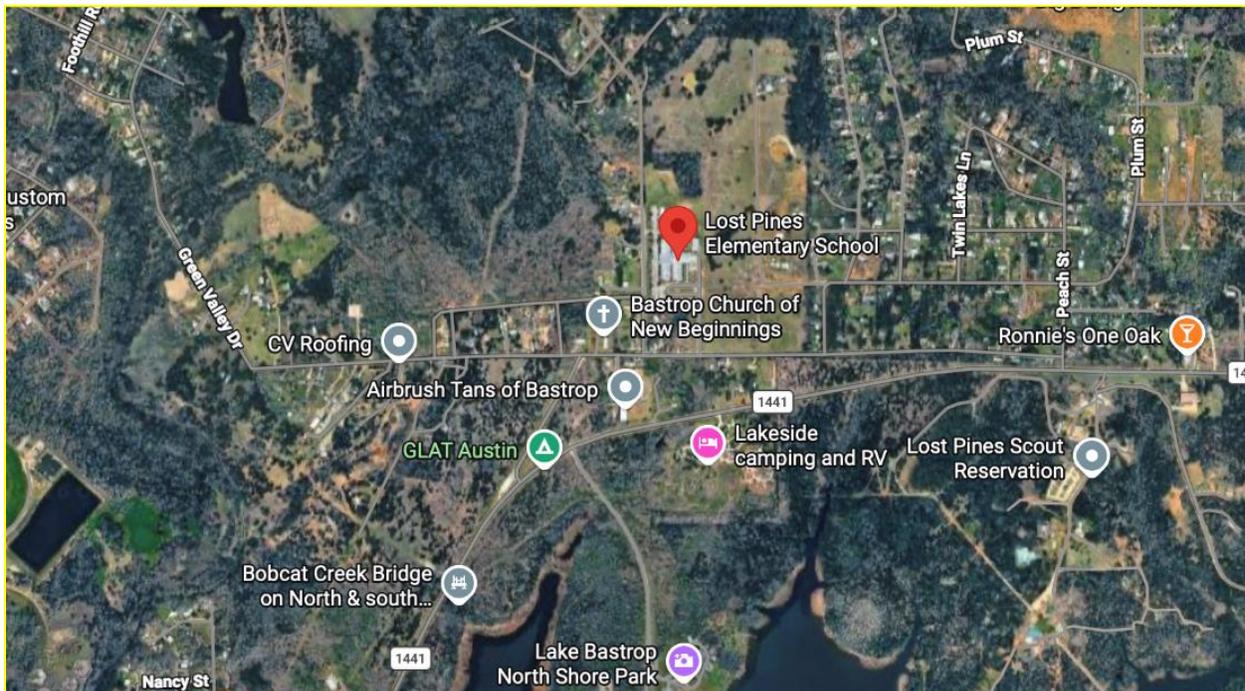
The designated muster area is parade ground at the dining hall. See the attached map.

The ranger, camp director or program leader shall coordinate headcounts at the designated muster area. Each unit should maintain a roster for this purpose.

If necessary, the ranger, camp director or program leader shall give the evacuation order and route instructions. Evacuation will take place from the designated muster area.

Evacuation shall take place by the primary access road to camp. Should the primary road be blocked by fire, flood, downed trees, or power lines, then evacuation shall take place via secondary evacuation routes as noted on the attached map.

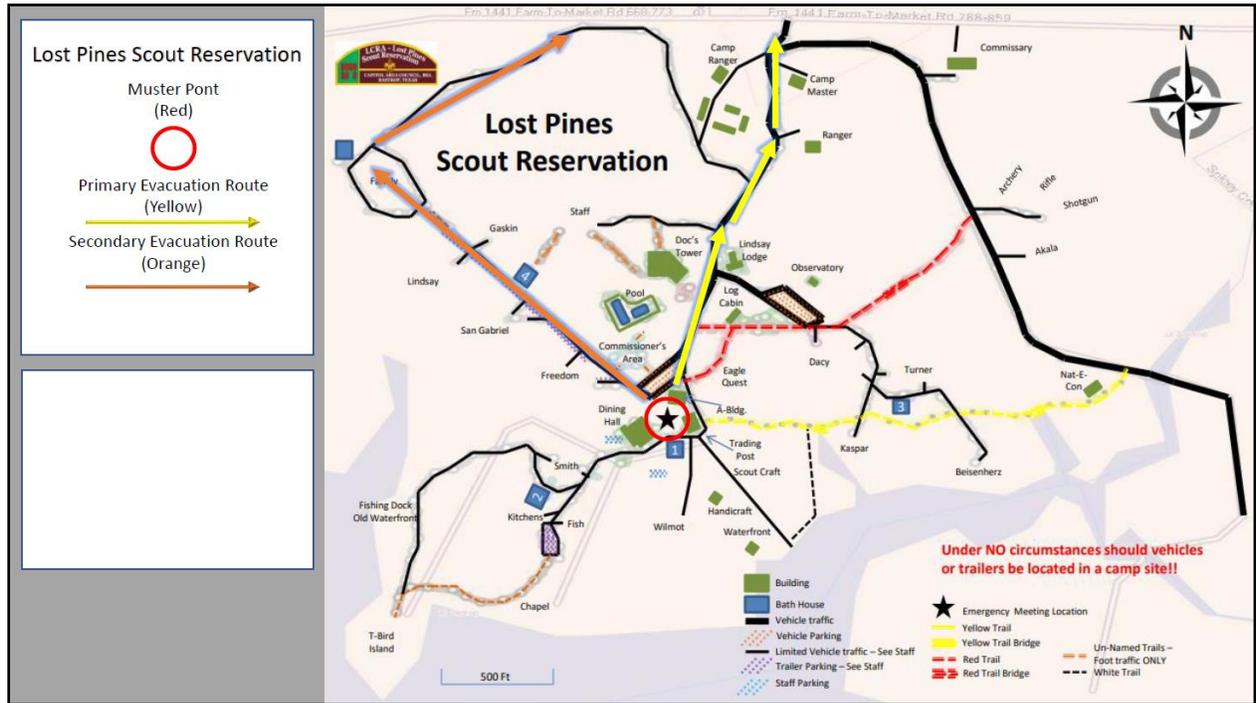
If a secondary unification point is ordered, all people shall go to the Lost Pines Elementary School located at 151 Tiger Woods Drive in Bastrop.



Emergency Action Plan Capitol Area Council Camps

If the primary and secondary evacuation routes are not available for use, evacuation to T Bird Island is the third alternative. The ranger, camp director or program leader shall advise 911 of the necessity for this option as soon as possible for assistance with further evacuation.

The emergency evacuation escape route and secondary evacuation routes are also posted on bulletin boards throughout camp.



Camp Tom Wooten Evacuation Protocol

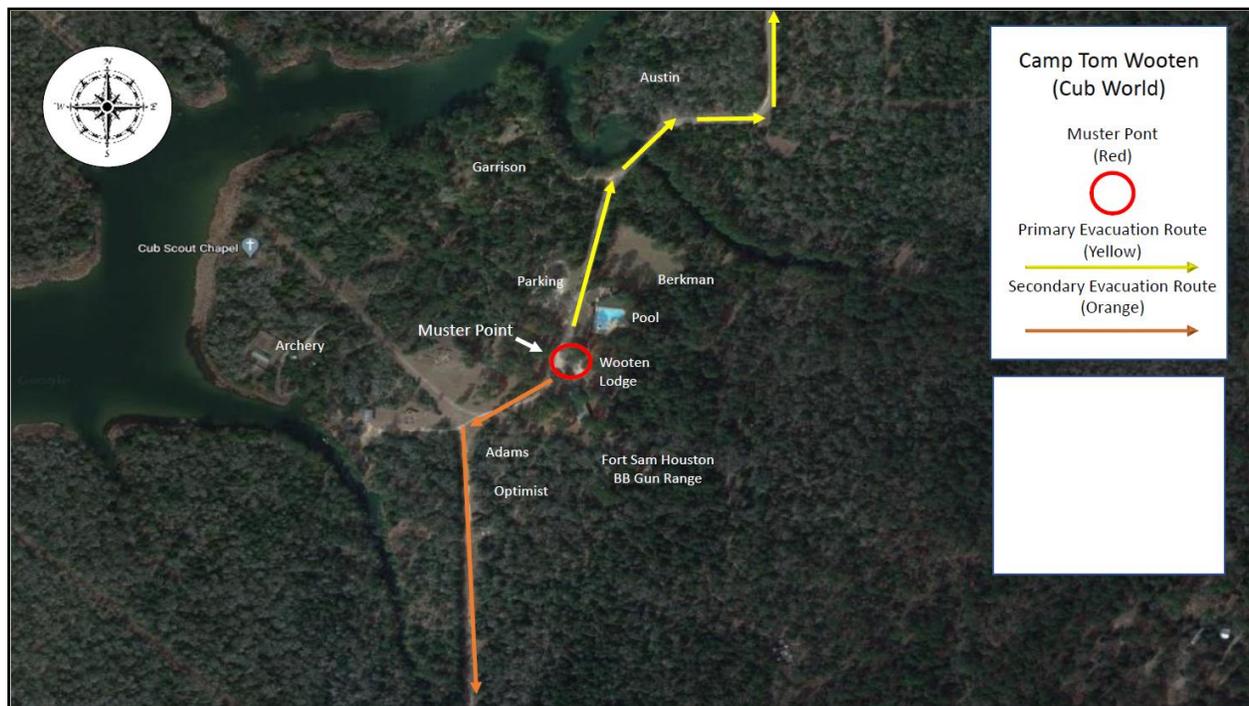
Know whether burn restrictions are in place and follow them. Know and use the unit fireguard chart and post it each day. Make sure campfires are "cold out" when done (you can put your hand on it without burning).

If you spot a fire and can put it out safely and quickly, do so. Notify the ranger or a staff member.

If a fire is out of control, send a runner to the ranger or notify a staff member. Also send a runner to the nearest camp alarm. This will be Hagn Lodge or the location designated by the program leader. Make sure your program designates a camp alarm location.

If a camp emergency alarm is sounded by camp personnel, (usually air horn over a megaphone but can be communicated by staff members) all campers and staff will muster as quickly as possible in the designated muster area. See attached map.

The designated muster area is the flagpole at Hagn Lodge or other designated location specified by the program leader. See the map below.



The ranger, camp director or program leader shall coordinate headcounts at the designated muster area. Each unit should maintain a roster for this purpose

If necessary, the ranger, camp director or program leader shall give the evacuation order and route instructions. Evacuation will take place from the designated muster area.

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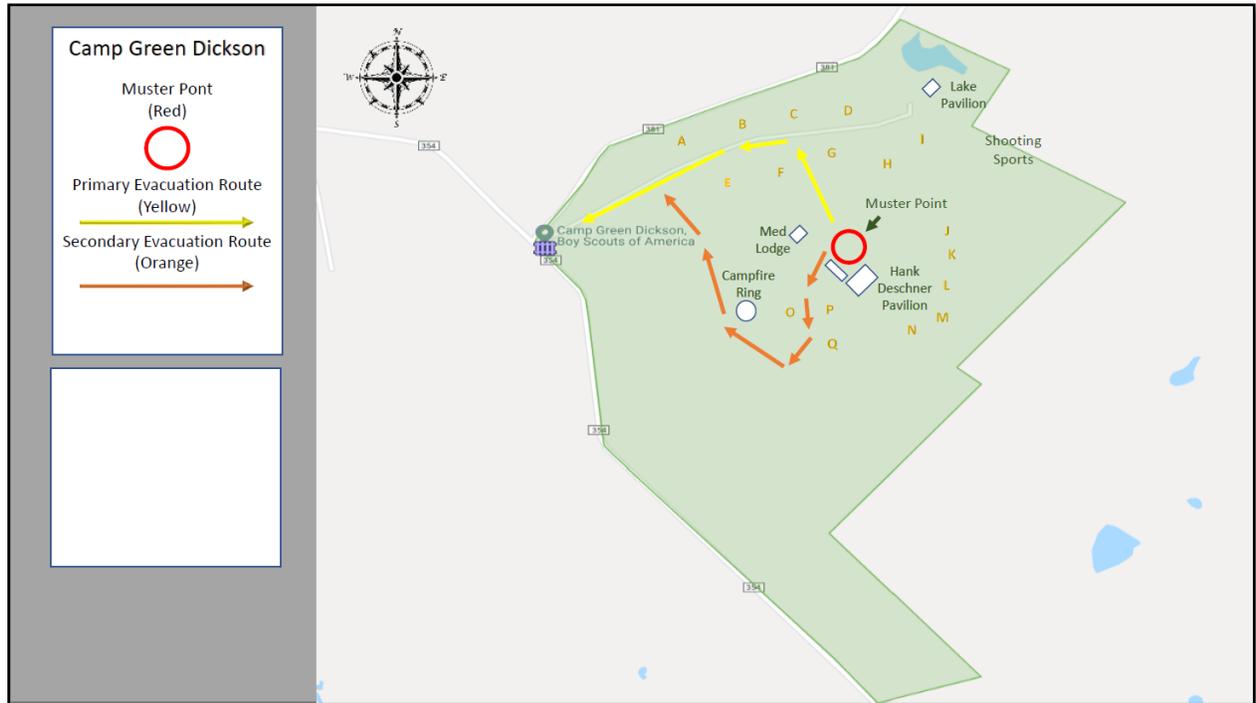
Evacuation shall take place by the primary access road to camp. Should the primary road be blocked by fire, flood, downed trees, or power lines, then evacuation shall take place via secondary evacuation routes as noted on the attached map.

The emergency evacuation escape route and secondary evacuation routes are also posted on bulletin boards throughout camp.

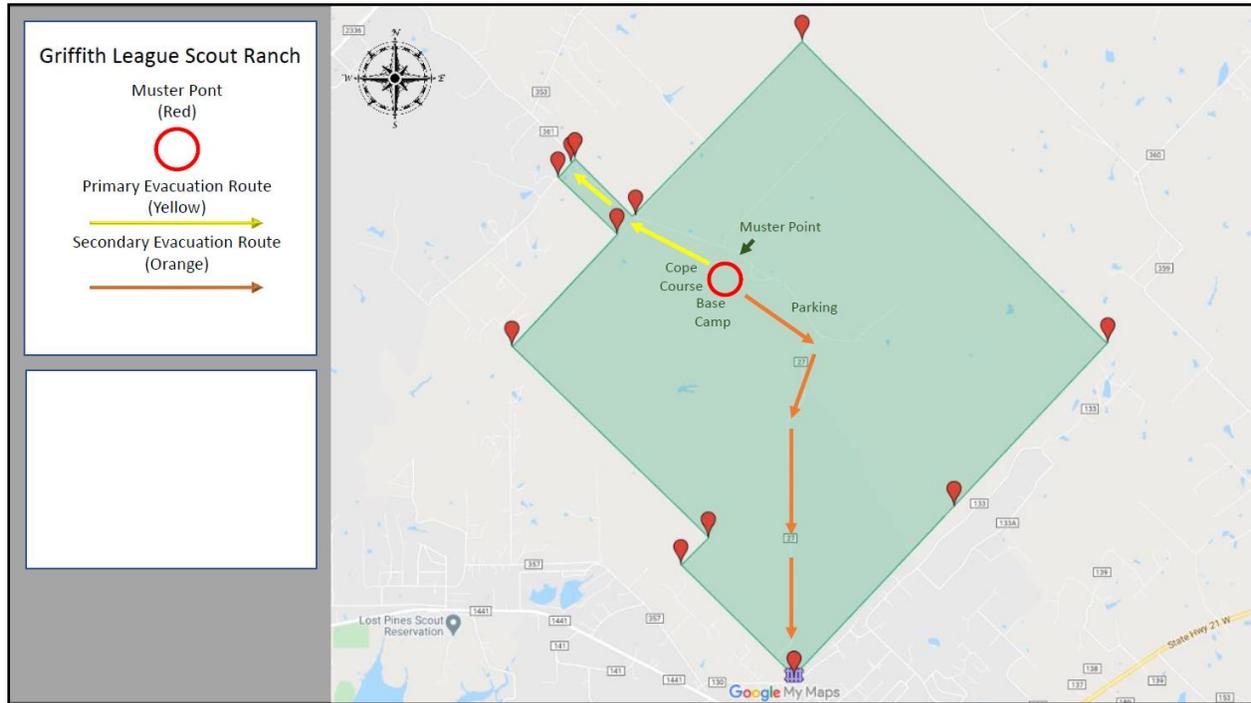
Smilin V Scout Ranch Evacuation Protocol



Camp Green Dickson Evacuation Protocol



Griffith League Scout Ranch Evacuation Protocol



Camp Alma McHenry Evacuation Protocol



Appendix 2: Accountability Plan

When an emergency arises and the entire camp or event must have a headcount, personal accountability includes actions by unit leaders and the coordinator.

Capitol Area Council has a three-stage plan for emergency incidents.

Stage 1

Units are expected to stay in their current location and upon direction from the coordinator or their designee:

1. The unit leader accounts for all in their unit and makes note of who is missing and their last known location.
2. Reports this information back to the coordinator or their designee.
3. Keeps their unit in place until further orders or direction is given.

Stage 2

Units are expected to quickly travel to the muster location and upon direction from the coordinator or their designee:

1. The unit leader accounts for all persons in their unit and makes note of who is missing and their last known location.
2. Reports this information back to the coordinator or their designee.
3. Keeps their unit in place at the muster area until further direction is given.

Stage 3

Camp is being evacuated to a secondary location or released to go home. The coordinator or their designee is to report all accounted for and the names of any missing.

1. The unit leader accounts for all in their unit and makes note of who is missing and their last known location.
2. The unit leader reports this information back to the coordinator or their designee.
3. Units are expected to travel quickly home or to the off-site location.

The coordinator is responsible for staff, visitors, participants, and campers. They must provide a list of the missing to the emergency first responder (the lead fire officer, lead police officer, etc.).

The coordinator must also inform the staff advisor, or the scout executive, a summary of the event and a list of missing and or unaccountable persons.

Appendix 3: Camper Security

NOTE: Depending on the incident, the emergency incident may cause the coordinator to:

- Complete a Scouting America Incident Report

Families sending their children to Scouting America camps expect that Scouting America will exercise due care for the security of their children. To mitigate the risk of any unauthorized release of a camper from camp, and against any unauthorized person from being at camp, the following must be followed:

- Signs must be posted along the entryway reminding all visitors to sign in at a designated spot, such as registration or the Administrative Building.
- A sign in/out logbook is maintained for the event.
- Wristbands (or some designation) shall be issued to everyone that has checked in.
- For events where units are coming together, unit rosters are collected at check in and all youth and adults are issued a wrist band indicating that they have checked in.
- If any person is identified as not properly checked in (no wristband), then they must be escorted to the designated area to verify that they have permission to be on camp and to get properly signed in.
- All staff members wear something that designates them as staff, such as a name badge.

Check In:

All staff, participants, and campers will be checked in by staff when they arrive, either by a parent/guardian or by their unit leader if the camp is unit-based.

- During check-in, staff will review Scouting America Annual Health and Medical Record.
- Staff should be aware that certain custody disputes may involve court orders or other direction from the legal guardian to prohibit specific people from picking up a youth from camp, including another parent.

Leaving The Event Early

Participants:

- All participants (youth and adult) must sign out at the designated spot / Administration Building if departing prior to the end of the event.
- Campers can only be released to the individual(s) listed on the Scouting America Annual Health and Medical Record. The person seeking to take possession of the camper shall have a valid government issued form of identification.
- For troops attending district or council events:
 - The unit leader must be aware of the person leaving and their expected return time.
 - All youth must have a unit leader with them to sign out (depart the camp). The unit leader is responsible for confirming who the youth is departing with and if they are approved. A camper release form is required for all youth departing prior to the end of camp term.

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- For long-term camp staff under the age of 18, they must have written permission from their parents/guardians to leave the camp with another staff member.

Unauthorized Persons:

If any staff, participants, and campers observe an unauthorized person entering camp, they are not to approach the person under any circumstances. The staff, participant, and camper should immediately alert the coordinator or ranger to the location of the unauthorized person. This should be done directly without alerting any other staff members or campers.

1. Once the coordinator or ranger is alerted, they will take the necessary action.
2. The coordinator will take no less than two (2) other staff members and proceed to the last location the person was seen.
3. While the coordinator and staff approach the person there will be at least one other staff member in the camp office who is in radio contact with the director.
 - a. If the unauthorized person is one that is to be escorted off the camp property with additional assistance (police, country sheriff), the staff member in the office will contact 911.
4. The coordinator or ranger will speak to the unauthorized person to determine the identity of the person and why they are in camp.
5. If it is determined that the person would be approved to be in camp (parent, troop leader), the director will tell the camp office to lower the warning.
 - a. To determine if the person is to be in camp, the director will check the person's driver's license and confirm with the unit leader.
6. The person will be escorted to the designated area to be formally authorized to be in camp.

The coordinator will review any unauthorized entrant at the weekly staff meeting and adjust procedures to ensure protection of campers.

Appendix 4: Dangerous Wildlife

NOTE: Depending on the incident, this event may cause the coordinator to:

- Notify the staff advisor / scout executive
- Complete a Scouting America Incident Report

If you see a dead animal, or an animal acting in a strange manner, leave the area and notify the coordinator or camp staff. Do not approach the animal.

If an injury occurs, contact the health officer immediately and refer to the health policy for guidance.

Appendix 5: Fire Incidents

NOTE: Depending on the incident, this event may cause the coordinator to:

- Contact 911
- Notify the scout executive
- Complete a Scouting America Incident Report

The most important thing is to prioritize life safety. Property damage is secondary to making sure everyone is safe.

Capitol Area Council reserves the right to limit or ban fires on camp at any time. The ranger/coordinator will know whether any burn ban restrictions are in place.

Under no circumstances will anyone attempt to fight a fire that has passed the incipient stage (that can be put out with a single fire extinguisher), nor will anyone attempt to enter a burning building to conduct search and rescue. These actions will be left to emergency services professionals.

Campsite Fires

- Fires are only allowed in existing fire rings
- Each troop will post a Unit Fireguard Chart in the campsite. It is the responsibility of the unit leader to train campers/participants in the use of the fire plan, fire prevention, fire detection, reporting and fire control.

Unattended Fires

- If the fire is small and able to be suppressed with available equipment, put the fire out and; notify the ranger or coordinator about the location of the fire.
- If the fire is large and unable to be suppressed with available equipment, see protocol below for structure fires and wildfires on camp.

Structure Fires and Wildfires on Camp

- The coordinator will notify 911 and the ranger.
- If necessary, the coordinator or their designee will sound the emergency signal for all staff, participants, and campers to assemble at the muster area to await instructions from the coordinator.
- The camp health officer will remain in the health lodge for medical assistance if it can be safely done. If not, the camp health officer will report to the muster area.
- The coordinator will designate someone to meet the fire personnel at the camp gate and lead them to the fire location.
- The coordinator may ask camp staff to form a fire-blocking team (working as a defensive team to support evacuation of the camp), if needed, and can be done safely, to help maintain a safe path for evacuation of camp.
- The coordinator will account for all staff, participants, and campers at the muster area.

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- If evacuation of the camp is required, leaders will use their vehicles in the parking lot to transport people. The coordinator or their designee will be responsible for tracking people as they leave to ensure that all people are accounted for.
- If the camp is evacuated to a secondary location, the coordinator will once again account for all staff, participants, and campers at the secondary location unless such people are released from camp to go home.
- The ranger, with the professional fire-fighting lead, will determine when it is safe to return to the area. The ranger will conduct an inspection of camp structures to verify safe entry.

Wildfires off Camp

- The coordinator will monitor the fire danger situation and consult with the ranger and local emergency management authorities on fire movement.
- If necessary, the coordinator or their designee will sound the emergency signal for all staff, participants, and campers at the muster area to await instructions from the coordinator.
- If evacuation is determined to be the prudent choice, the coordinator will account for all staff, participants, and campers at the muster area. If the camp is evacuated to a secondary location, the coordinator will once again account for all staff, participants, and campers unless such people are released from camp to go home.
- If evacuation of the camp is required, leaders will use their vehicles in the parking lot to transport people. The coordinator or their designee will be responsible for tracking people as they leave to ensure that all people are accounted for at the secondary location if such secondary location is necessary.

Reporting

All unintended fires will be reported to the ranger and coordinator as soon as possible.

To eliminate confusion and the possibility of false alarms, only the coordinator and/or ranger are authorized to contact the appropriate community emergency response personnel.

Council Headquarters Notification

The coordinator and or ranger will contact the council office and the scout executive as soon as possible with information on employee injuries and/or loss of life and property damage.

Appendix 6: Hazardous Materials Exposure

NOTE: Depending on the incident, this event may cause the coordinator to:

- Notify the staff advisor / scout executive
- Complete a Scouting America Incident Report

Hazardous materials, such as flammable liquids, combustible liquids, acids, bases, and miscellaneous solvents are stored in secure aerated locations at Capitol Area Council camps.

If the total volume of all hazardous materials on the property in cans or bottles exceeds ten (10) gallons, then the hazardous materials must be stored in a listed and approved flammable storage cabinet. For calculation purposes, the volume capacity of the original container will be used.

Hazardous materials will be stored in their original containers to maintain the product information and safety instructions. Safety Data Sheets (SDSs) will be maintained on all hazardous materials used and stored in the medical lodge and the ranger office. SDSs can be found online by typing in the name of the item and SDS in a search screen for any onsite needs.

Ranger will be responsible for ensuring the fire source hazards are kept under control. An annual assessment of the camp will be conducted in cooperation with the council office/camp health and safety and/or risk management committees at least once a year.

Hazard Chemical Spills

If a spill is observed:

1. All people are to leave the area.
2. Report the spill to the ranger and provide the time of spill, location, what was spilled, and a description of the area.
3. The ranger will handle the spill as required by the chemical data sheet.
4. The ranger will report back when the area is all clear.

All chemicals are to be stored in their original container. If chemicals are required to be placed in a different style container for use, the container must be clearly labeled as to the contents.

In the event the camp is notified of a release or spill of hazardous material in the area, the Ranger will work with local authorities to determine if the camp should either:

- Move upwind / uphill – All persons will move uphill and upwind of the reported spill unless otherwise notified. Most dangerous/hazardous materials will travel with the wind or the terrain which is downhill or downwind.
- Evacuate – some situations are so dangerous that immediate evacuation is necessary. The presence of flammable/explosive gases or liquids may preclude the use of vehicles.

Natural and manmade hazards at the camp and program/camp sites

During the annual evaluation of the camp property, campsites and program areas will be assessed for any hazards, both natural and manmade.

Equipment will be kept in good condition and present no hazard to a user at any time

Equipment that is believed to create a hazard will not be used.

1. Should a hazard be identified in a campsite (e.g., dead limbs, fallen trees, holes, exposed power lines), that location should be marked and roped off. If necessary, the entire campsite may be closed until the hazard is removed.
2. Unattended program areas (e.g., climbing tower, COPE course, aquatic areas) are fenced off and should not be entered without qualified supervision. Anyone who is found unsupervised inside of these areas should be reported to the coordinator.

Appendix 7: Medical Emergencies

NOTE: Depending on the incident, this event may cause the coordinator to:

- Notify the staff advisor / scout executive
- Complete a Scouting America Incident Report

NOTE: Additional and more complete information about medical information can be found in the council Health Policy document. This document is updated yearly and may change – ensure that the latest copy is utilized.

All council and district events must have a designated camp health officer familiar with the council health policies and procedures (separate document). The camp health officer will evaluate all camp illnesses and injuries for treatment and severity. Treatment will be provided for illnesses and injuries within the scope and capabilities of the medical facilities and standing orders in the council Health Policies and Procedures.

If a suspected or known communicable disease occurs at a Scouting event, contact the coordinator.

For Minor Injuries/Illness: these can be treated with first aid and seen by appropriate medical personnel, when necessary.

For Major Accident or Health Emergency: expertise and equipment may not be available at the camp facilities to treat severe injuries and illnesses such as fractures, lacerations requiring stitches, second- or third-degree burns, snake bites, major allergic reactions, and concussions. When these occur, the patient should be taken to the nearest emergency medical facility by ambulance, camp vehicle, or personally owned vehicle. Youth protection requirements are still required when transporting a youth under the age of 18. The coordinator shall notify the parent/guardian, or emergency contact listed on the Scouting America Annual Health and Medical Record as soon as possible.

Depending on the severity, the camp health officer may also contact the parent/guardian listed on Scouting America Annual Health and Medical Record to pick up their child.

Advanced medical care should not be provided by staff or participants. These situations should be left to emergency services professionals or the camp health officer.

All attempts must be made to provide care listed in the council health policy.

For Fatalities: if a fatality occurs on camp property, the coordinator shall call 911 immediately and direct that their instructions be followed. Do not disturb the victim or the surrounding area unless necessary for safety or to provide aid to others. Keep a responsible adult at the scene to prevent disturbance of the area until the authorities arrive. The coordinator will notify the scout executive as soon as possible. The scout executive shall notify the parent/guardian, or emergency contact listed on the Scouting America Annual Health and Medical Record as soon as possible.

Appendix 8: Missing Person Incidents

NOTE: Depending on the incident, this event may cause the coordinator to:

- Notify the staff advisor / scout executive
- Complete a Scouting Incident Report

The coordinator will maintain a list of all staff, visitors, and participants at the camp. If a person is believed to be missing, the coordinator will initiate a headcount of the unit (See Stage 1 in Appendix 2: Accountability Plan) and ask for the whereabouts of the lost person.

It is most important to remain calm and not to frighten any campers / participants to allow all to think clearly.

During the event, coordinator maintains a written listing of places checked and the staff member that cleared the area to allow for an efficient and quick response to all areas of camp.

Missing Person

1. Determine where and when the last time the person was seen.
2. Assign a staff member to check:
 - Normal areas the person would be found (e.g., campsites, tents, bath houses, dining hall, program areas),
 - Camp medical area
 - Review the camp sign-out log.
3. Ask Scouts/friends for possible locations. Possible questions include:
 - Who saw the Scout last?
 - Who is their "buddy"?
 - Where – which way – was the Scout going?
 - When did the Scout leave?
 - With whom did the Scout leave?
 - What mood was the Scout in? Angry? Homesick? Normal?
 - Was the Scout feeling ill?
 - Does the Scout have family or a favorite staff member they would contact?
4. Contact all staff with information on the missing person and include the following:
 - Name of the missing person
 - Where and when last seen
 - Description of the person to include hair, eye color, weight, height, clothing.
5. If the person isn't found in twenty (20) minutes, they will be presumed lost. The coordinator will enact Stage 2 listed in Appendix 2 of this document and all people will muster at the designated location and a general call out for the missing person will be done.

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6. If the missing person is still not located, the coordinator will institute a public search that will include contacting 911, the staff advisor and/or the scout executive, and persons next of kin. (This level of missing person event will require a Scouting America Incident Report to be completed and turned into the Capitol Area Council.)

Missing Person at the Waterfront

1. The lifeguard on duty will clear the water of all swimmers and the staff on shore will count and assemble all campers/participants and compare them to the buddy tags.
2. The lifeguard will conduct a visual scan of the area.
3. If a person is not located immediately, lifeguard will notify the coordinator and the waterfront director, if not already at the swimming area.
4. All lifeguards and unattached staff will assemble at the swimming area immediately and begin search efforts.
5. Staff will be sent to common areas to search for the missing person.
6. Coordinator will notify the health officer, who will report to the waterfront area with the AED immediately.
7. If the camper/participant is not located, the coordinator will institute a public search that will include contacting 911, the staff advisor and/or the scout executive, and person's next of kin. (This level of missing person event will require a Scouting America Incident Report to be completed and turned into the Capitol Area Council.)

Appendix 9: Active Shooter

NOTE: This event will cause the coordinator to:

- Notify 911
- Notify the staff advisor / scout executive
- Complete a Scouting America Incident Report

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within ten (10) to fifteen (15) minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Best practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, go into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him or her.
- Call 911 when it is safe to do so!

How to Respond When an Active Shooter is in Your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that campers/participants are likely to follow the lead of staff during an active shooter situation.

1. **Get out (evacuate).** If there is an accessible escape path, attempt to evacuate the premises. Be sure to do the following:
 - Have an escape route and plan in mind.
 - Evacuate regardless of whether others agree to follow.
 - Leave your belongings behind.
 - Help others escape, if possible.
 - Prevent individuals from entering an area where the active shooter may be located.
 - Do not attempt to move wounded people.
 - Call 911 when it is safe to do so.

2. **Hide out.** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap yourself or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Block the door with heavy furniture.

If the active shooter is nearby, do the following:

- Lock the door.
- Silence your cell phone and/or pager.
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

If evacuation and hiding out are not possible, do the following:

- Remain calm.
- Dial 911, if possible, to alert police of the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

3. **Take out (act against the active shooter).** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him or her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

How to Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four.
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, and handguns.

- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands and may push individuals to the ground for everyone's safety.

How to react when law enforcement arrives:

- Remain calm and follow the officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers,
- Avoid holding grabbing ahold of the officer for safety.
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the premises.

Information to provide to law enforcement or the 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

NOTE: The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location, you will probably be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Appendix 10: Severe Weather Incidents

NOTE: Depending on the nature of the weather, damage to the facility, and injuries:

- Notify the staff advisor / scout executive
- Complete a Scouting America Incident Report

The potential for extreme weather is always a possibility when an event occurs. This can include flash flooding, high winds, thunderstorms, tornados, hurricane / tropical storm force conditions, and extreme heat / cold conditions.

In the event of extreme weather conditions, the coordinator will issue, when reasonable, advance warning to allow everyone to take shelter at designated locations on camp.

Flash Floods

The dangers of flash flooding can occur suddenly and usually within hours of excessive heavy rainfall. Camping in low areas can be hazardous due to flash flooding therefore observe the following.

- Camp on the highest ground available within the established camping area.
- Secure all boats, canoes, and equipment against possible high water.
- *At the first sign of rapidly rising water*, move to the highest ground possible; leave all gear and/or equipment as necessary.

Thunder/Lightning

In the event thunder or lightning is monitored in the areas, care should be taken to prevent injury.

- Stay away from natural lightning rods: trees in open areas, high ground, aquatic areas, climbing tower, canoes, and any metal object.
- If near a building or vehicle, get inside.
- In a wooded area, seek shelter in a growth of trees in a low area and not under the tallest tree in the area.
- If in the open seek a low area, such as a ravine or valley.
- Groups should spread out.
- Never stand under a tree, tall structures, or out in the open during a thunder/lightning storm.

If unable to safely find shelter during a thunder/lightning storm, crouch down in a ball-like position with head tucked and hands over their ears to make minimal contact with the ground.

High winds

- Everyone should move to a shelter or an open area away from trees.
- Be aware of dead trees and trees with dead limbs.
- Monitor for power lines that may have fallen due to high wind in the area.

Tornados

Camp leadership should become thoroughly familiar with the terrain adjacent to their campsite as to the best location for everyone when a tornado warning is in effect. Everyone should try and lay down in a depression, ditch, or ravine to be as low as possible.

Knowing the difference between a watch and a warning can be lifesaving.

- A *tornado **watch*** means conditions are right for a tornado to form. Keep apprised of weather conditions and be ready to take shelter.
- A *tornado **warning*** means that a funnel cloud or tornado has been spotted in the area. Take shelter immediately in case a tornado approaches.

Hurricane / Tropical Storm

In the event of a Hurricane being reported within 200 miles and heading in the general direction of the camp, all council camps will be closed, and everyone will be requested to return home.

Earthquakes

While uncommon, the potential for an earthquake exists in Central Texas. Everyone should act immediately to lay flat on open ground with no structures nearby and away from as many trees as possible. All aquatic activities will stop, and the water will be cleared. A swimmer count will be taken.

Appendix 11: Shooting Sports Incident

NOTE: ANY shooting-related injury will require:

- Notify 911
- Notify the staff advisor/scout executive
- Complete a Scouting America Incident Report

If an any shooting-related injury occurs, the Shooting Sports Rangemaster will immediately:

- Call a cease fire, order all guns and bows cleared, instruct all shooters to step away from the firing line until the situation has been handled.
- Ensure the safety of all on the range, by assigning a designee to confirm all guns are safe.
- Notify the coordinator with the following information:
 - Name and age of the injured
 - Nature of the injury
 - Severity of the injury
 - If 911 has already been notified
- Contact the camp health officer for treatment.

In the event the injury requires additional medical treatment, 911 will be contacted or (depending upon the severity of the injury), the parents/guardians may transport the participant to the local treatment facility. Other participants will be cleared from the area until the injured are removed. Adherence to Scouting America Safeguarding Youth policies must be maintained in this scenario.

If a serious injury occurs, 911 will be contacted immediately along with the ranger. Other participants will be removed from the area; only those assisting with the injured will remain.

Adherence to Scouting America Safeguarding Youth policies must be always maintained in the event of an injury. This includes during transportation to a treatment center.

Appendix 12: Capitol Area Council Communication Plans

Communications with the authorities on site must be left to the coordinator or his designee. Communications with the press must be left to the scout executive or his designee.

This plan includes individual evacuation protocols for every Capitol Area Council camp. The individual pages are available for printing and posting in appropriate areas where people are gathered or where potential issues may arise.

Lost Pines Scout Reservation Phone List

Camp Street Address: 785 FM 1441 Bastrop, Texas 78602

Scouts First Helpline: 844-726-8871

Fire, Police, or Medical Services - Call 911 *Notify the ranger to direct services

Acadian Ambulance Service 927 Main Street Bastrop, TX 78602 (512) 303-0558	Ascension Seton Bastrop Hospital 630 Hwy 71 Bastrop, TX 78602 (737) 881-7400 St. David's Emergency Center - Bastrop 3201 Hwy 71 Bastrop, TX 78602 (512) 308-5900
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Police/Sheriff's Department – Call 911 *Notify the Ranger to direct services

Bastrop Police Department 104 Grand Avenue Bastrop, TX 78602 (512) 332-8600	Bastrop County Sheriff's Office 200 Jackson Street Bastrop, TX 78602 (512) 303-1080
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Fire Department – Call 911 *Notify the Ranger to direct services

Bastrop County ESD 2, Fire Station 3 926 FM 1441 Bastrop, TX 78602
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Council Contact Information

Chief Executive	Jon Yates	(512) 496-3289
Director of Support Services	Ron Settele	(972) 822-0984
Ranger	Charles Frentz	(806) 928-8920
Council Health Supervisor	Dr. Zachary Crislip	(713) 878-0813
Council Health coordinator	Staci Kilpatrick	(512) 657-5789

Suggested Camp Muster Areas:

Primary Muster Area: Parade Ground
 Secondary Muster Area: Front Gate by ranger Office

Camp Tom Wooten Phone List

Camp Street Address: 785 FM 1441 Bastrop, Texas 78602

Scouts First Helpline: 844-726-8871

Fire, Police, or Medical Services - Call 911 *Notify the ranger to direct services

Acadian Ambulance Service 927 Main Street Bastrop, TX 78602 (512) 303-0558	Ascension Seton Bastrop Hospital 630 Hwy 71 Bastrop, TX 78602 (737) 881-7400 St. David's Emergency Center - Bastrop 3201 Hwy 71 Bastrop, TX 78602 (512) 308-5900
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Police/Sheriff's Department – Call 911 *Notify the Ranger to direct services

Bastrop Police Department 104 Grand Avenue Bastrop, TX 78602 (512) 332-8600	Bastrop County Sheriff's Office 200 Jackson Street Bastrop, TX 78602 (512) 303-1080
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Fire Department – Call 911 *Notify the Ranger to direct services

Bastrop County ESD 2, Fire Station 3 926 FM 1441 Bastrop, TX 78602
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Council Contact Information

Chief Executive	Jon Yates	(512) 496-3289
Director of Support Services	Ron Settele	(972) 822-0984
Lead Ranger	PJ Brown	(979) 417-6564
Council Health Supervisor	Dr. Zachary Crislip	(713) 878-0813
Council Health coordinator	Staci Kilpatrick	(512) 657-5789

Suggested Camp Muster Areas:

Primary Muster Area: Parade Ground
 Secondary Muster Area: Front Gate by ranger Office

Smilin V Scout Ranch Phone List

Camp Street Address: 250 CR 286 Spur, Liberty Hill, Texas 78642

Scouts First Helpline: 844-726-8871

Fire, Police, or Medical Services - Call 911 *Notify the ranger to direct services

Access Health Urgent Care 13140 W State Hwy 29 Liberty Hill, TX 78642 (512) 615-9868 Monday - Friday – 8AM - 8PM Saturday - Sunday – 9AM – 4PM	Baylor Scott & White Emergency Medical Center – Cedar Park 900 E Whitestone Blvd Cedar Park, TX 78613 (737) 757-3600
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Police/Sheriff’s Department – Call 911 *Notify the Ranger to direct services

Liberty Hill Police Department 1120 Loop 332 Liberty Hill, TX 78642 (512) 515-5409	Williamson County Sheriff's Office 508 S Rock Street Georgetown, TX 78626 (512) 864-8282
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Fire Department – Call 911 *Notify the Ranger to direct services

Williamson County Emergency Service District No. 4 301 Loop 332 Liberty Hill, TX 78642 (512) 512-5165
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Council Contact Information

Chief Executive	Jon Yates	(512) 496-3289
Director of Support Services	Ron Settele	(972) 822-0984
Lead Ranger	PJ Brown	(979) 417-6564
Council Health Supervisor	Dr. Zachary Crislip	(713) 878-0813
Council Health coordinator	Staci Kilpatrick	(512) 657-5789

Suggested Camp Muster Areas:

Primary Muster Area: Parade Ground
 Secondary Muster Area: Front Gate

Camp Green Dickson Phone List

Camp Street Address: County Rd 354, Shiner, TX 77984

Scouts First Helpline: 844-726-8871

Fire, Police, or Medical Services - Call 911 *Ensure someone is at the gate to lead in emergency services

Akin Ambulance Inc 501 E 4th St Hallettsville, TX 77964 (830) 401-9986	Yoakum Community Hospital 1200 Carl Ramert Dr Yoakum, TX 77995 (361) 293-2321
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Police/Sheriff's Department – Call 911 *Ensure someone is at the gate to lead in emergency services

Gonzales Police Department 716 St Paul St Gonzales, TX 78629 (830) 672-8686	Gonzales County Sheriff's Office 1713 E Sarah DeWitt Dr Gonzales, TX 78629 (830) 672-6524
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Fire Department – Call 911 *Ensure someone is at the gate to lead in emergency services

Shiner Volunteer Fire Department 519 N Avenue D Shiner, TX 77984 (361) 594-3333
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Council Contact Information

Chief Executive	Jon Yates	(512) 496-3289
Director of Support Services	Ron Settele	(972) 822-0984
Lead Ranger	PJ Brown	(979) 417-6564
Council Health Supervisor	Dr. Zachary Crislip	(713) 878-0813
Council Health coordinator	Staci Kilpatrick	(512) 657-5789

Suggested Camp Muster Areas:

Primary Muster Area: Parade Ground

Secondary Muster Area: Front Gate

Griffith League Scout Ranch Phone List

Camp Street Address: 424 Oak Hill Cemetery Rd, Bastrop, TX 78602

Scouts First Helpline: 844-726-8871

Fire, Police, or Medical Services - Call 911

Acadian Ambulance Service 927 Main Street Bastrop, TX 78602 (512) 303-0558	Ascension Seton Bastrop Hospital 630 Hwy 71 Bastrop, TX 78602 (737) 881-7400 St. David's Emergency Center - Bastrop 3201 Hwy 71 Bastrop, TX 78602 (512) 308-5900
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Police/Sheriff's Department

Bastrop Police Department 104 Grand Avenue Bastrop, TX 78602 (512) 332-8600	Bastrop County Sheriff's Office 200 Jackson Street Bastrop, TX 78602 (512) 303-1080
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Fire Department – Call 911

Bastrop County ESD 2, Fire Station 4 1432 N. State Highway 95 Bastrop, Texas
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Council Contact Information

Chief Executive	Jon Yates	(512) 496-3289
Director of Support Services	Ron Settele	(972) 822-0984
Lead Ranger	PJ Brown	(979) 417-6564
Council Health Supervisor	Dr. Zachary Crislip	(713) 878-0813
Council Health coordinator	Staci Kilpatrick	(512) 657-5789

Suggested Camp Muster Areas:

Primary Muster Area: Climbing Pavilion

Secondary Muster Area: Front Gate

Camp Alma McHenry Phone List

Camp Street Address: County Road 121, Giddings, Texas 78942

Scouts First Helpline: 844-726-8871

Fire, Police, or Medical Services - Call 911 *Ensure someone is at the gate to lead in emergency services

B & M Ambulance Inc 330 E Austin St Giddings, TX 78942 (979) 542-2777	Ascension Seton Smithville Hospital 1201 Hill Rd Smithville, TX 78957 (979) 542-9519
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Police/Sheriff's Department – Call 911 *Ensure someone is at the gate to lead in emergency services

Giddings Police Department 179 E Industry St Giddings, TX 78942 (979) 540-2700	Lee County Sheriff's Office 2122 FM448 Giddings, TX 78942 (979) 542-2800
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Fire Department – Call 911 *Ensure someone is at the gate to lead in emergency services

Giddings Fire Department 151 W Independence St Giddings, TX 78942 (979) 542-3131

Council Contact Information

Chief Executive	Jon Yates	(512) 496-3289
Director of Support Services	Ron Settele	(972) 822-0984
Lead Ranger	PJ Brown	(979) 417-6564
Council Health Supervisor	Dr. Zachary Crislip	(713) 878-0813
Council Health coordinator	Staci Kilpatrick	(512) 657-5789

Suggested Camp Muster Areas:

Primary Muster Area: Open area by old ranch house

Secondary Muster Area: Front Gate

Roy D. Rivers Wilderness Camp Phone List

Camp Street Address: FM 535 turn on CR 305, Rosanky, TX 78953

Scouts First Helpline: 844-726-8871

Fire, Police, or Medical Services - Call 911 *Ensure someone is at the gate to lead in emergency services

Acadian Ambulance Service 1401 N W Loop 230 Smithville, TX 78957 (512) 237-1271	Ascension Seton Smithville Hospital 1201 Hill Rd Smithville, TX 78957 (512) 237-3214
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Police/Sheriff's Department – Call 911 *Ensure someone is at the gate to lead in emergency services

Smithville Police Department 105 NW 4th St Smithville, TX 78957 (512) 237-3228	Bastrop County Sheriff's Office 105 NW 4th St Smithville, TX 78957 (512) 237-2543
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Fire Department – Call 911 *Ensure someone is at the gate to lead in emergency services

Bastrop County ESD No. 1 Station 3 142 High St Smithville, TX 78957

Council Contact Information

Chief Executive	Jon Yates	(512) 496-3289
Director of Support Services	Ron Settele	(972) 822-0984
Lead Ranger	PJ Brown	(979) 417-6564
Council Health Supervisor	Dr. Zachary Crislip	(713) 878-0813
Council Health coordinator	Staci Kilpatrick	(512) 657-5789

Suggested Camp Muster Areas:

Primary Muster Area: Open area by water

Secondary Muster Area: Front Gate

Appendix 13: Transportation Emergencies

Communications with the authorities on site must be left to the coordinator or his designee. Communications with the press must be left to the scout executive or his designee.

- Notify 911
- Notify the staff advisor / scout executive
- Complete a Scouting America Incident Report

Transportation emergencies can include Scout personnel on or off Scout property in vehicles owned or used by licensed drivers in the conduct of Scouting business.

Response to a Traffic Incident:

- STOP: Stop-Think-Observe-Plan to prevent further injury or danger.
- Protect: Immediately ensure the safety of your passengers by moving them further away from the danger, if necessary.
- Emergency Services: Call 911 immediately in case of an accident or injury.
- First Aid: Administer immediate first aid if trained and necessary.
- Communicate: Contact the coordinator and or the Scout Executive as soon as possible.