LAKEVIEW CAMP & RETREAT

Emergency Preparedness and Response Plan

2024

Important Contact

Call 9-1-1 to report any emergency

Emergency Evacuation Meeting Location: FITNESS CENTER

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INTRODUCTION AND PURPOSE

Lakeview Camp is committed to the safety and well-being of its staff and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the Camp.

GOALS

The goals of Lakeview in responding to an emergency situation include:

- The safety of all staff, students, and guests.
- The physical and emotional well-being of staff, students, and guests.
- The timely stabilization of an emergency situation.
- The protection of Lakeview facilities, property, and the belongings of staff and guests.

APPLICABILITY AND SCOPE

This plan applies to all employees of Lakeview and any person occupying the physical premises of Lakeview; employees, and guests.

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

ORDER OF SUCCESSION

Leadership authority during an emergency shall flow downward through the following list of people:

- Jaroy Carpenter (Executive Director)
- Kim Carpenter (Co-Director)
- Phillip Young (Director of Facilities and Maintenance)
- Renae DuBose (Director of Operations)

EMERGENCY COMMUNICATIONS

During an emergency, Lakeview will use the following means and methods of communication.

- Landline Telephones
- Cell Phones
- Texting
- Two-way Radios
- Lakeview phone intercom system
- Email

EMERGENCY CONTACT DIRECTORY

Name	Phone	Email Address
Jaroy Carpenter	972.897.6499	jcarpenter@lakeviewcamp.net
Kim Carpenter	972.897.6899	kcarpenter@lakeviewcamp.net
Phillip Young	469.940.8155	pyoung@lakeviewcamp.net
Renae DuBose	469.688.2639	Renae.dubose@lakeviewcamp.net
Lakeview Camp Main	972.923.3811	
North Texas AG Main	817.284.4856	

EMERGENCY PROTOCOLS

Fire and Evacuation

In the Event of a Fire:

Pull the **Fire Alarm** and Call **911**

If you see smoke or flames:

Use **CARE**:

- **Contain** the fire by closing all doors as you leave
- **Activate** the nearest Fire Alarm pull station (Pull stations located near building exits)
- **Report** the fire by dialing 911
- **Evacuate** or extinguish (In most cases, it is best to Evacuate)

Use a **Fire Extinguisher** only if:

- You have been trained
- You have your back to an unobstructed exit
- You have a fully charged and proper type unit for the fire you are fighting
- The fire is contained, and you have reported the fire by **Fire Alarm** or **911** activation
- Everyone else has left the area
- There is little smoke or flames

Never fight a fire if:

- You lack a safe way to escape should your efforts fail
- It has left its source of origin
- You are unsure of the type of extinguisher you need or have
- If you can't control the fire within 30 seconds, abandon your efforts, close the door(s) and evacuate immediately.

Building Evacuation
Familiarize yourself with evacuation routes posted in all camp buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with emergency personnel and:

- Take only keys, wallets and essential belongings with you
- If possible wear weather appropriate clothing
- If you are the last one to exit your room close, and lock doors
- Leave the building immediately
- Do not investigate the source of the emergency
- Walk, don't run, to the nearest exit
- Use stairs, not elevators
- Assist people with special needs
    - If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call 972-923-3811 to report location and number of people needing assistance
    - If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
- If you are unable to evacuate, call Front Desk at 972-923-3811 and report your location
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of the emergency personnel
- Wait for instructions before returning to your building after an evacuation

Medical Emergency

If someone is injured or becomes ill:

- Stay Calm
- Dial **911** and explain the type of emergency, the location, condition, and number of victims
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher
- Do not move the victim unless there is danger of further injury if s/he is not moved
- Render first-aid or CPR only if you have been trained
- Do not leave the injured person except to summon help
- Comfort the victim until emergency medical services arrive
- Have someone stand outside the building to flag down the ambulance and/ or emergency personnel when they reach the vicinity

Bomb Threat

If you receive a bomb threat, r**emain calm** and:
1) Obtain as much information as possible:

- Write down the number from where the call is coming
- Write down the exact time of the call
- Write down as accurately as possible the statements made

- Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature)
- Listen for background noises
- Try to signal a for someone else to also listen on the telephone line, if possible
- Do not hang up and stay on the line as long as possible; wait for the caller to hang up

2) Keep the bomb threat caller talking, and ask as many questions of the caller as you can:

- When will the bomb go off? How much time remains?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- How do you know about this bomb?
- Why was it placed here?
- Who are you?
- What is your name?

3) Call **911** immediately
4) Have information and notes from the call ready for responding Officers.

Hostile Intruder/Active Shooter

If a hostile intruder/active shooter is Outside your building:

1. Get to a room that can be locked; close and lock windows and doors
2. Turn off the lights
3. Try to get everyone down on the floor (so that no one is visible from outside the room)
4. Call 911. The Dispatcher will ask for, at least, the following information:
    a. Your name
    b. Location of the incident (be as specific as possible)
    c. Number of shooters (if known)
    d. Identification or description of shooter
    e. Number of persons who may be involved
    f. Your location
5. Stay in place
6. Do not respond to any voice commands until you are sure that they come from a Police Officer or other emergency personnel

If a hostile intruder/active shooter is INSIDE your building:

1. Exit (get out of) the building immediately
2. Notify anyone you may encounter to exit the building immediately
3. Call 911. The Dispatcher will ask for at least the following information:
    a. Your name
    b. Location of the incident (be as specific as possible)
    c. Number of shooters (if known)
    d. Identification or description of shooter
    e. Number of persons who may be involved
    f. Your location

If exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office
    - If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet
2. Close and lock the door and/or block it with heavy objects
3. Cover any windows
4. Call 911 (the Dispatcher will gather information from you)
5. Keep quiet and act as if no one is in the room (silence cell phones)
6. DO NOT answer the door
7. Stay in place
8. Do not respond to any voice commands until you are sure that they come from a Police Officer or other emergency personnel.

If a hostile intruder/active shooter Enters your office, cabin or room:

1. Remain calm
2. Dial 911 (if you can't speak, leave the line open so the Dispatcher can listen to what's taking place)
3. Try to escape, but if unable, you must take action to survive!! Make a quick survival decision, either:
    a. Try to negotiate with the hostile intruder/active shooter (perhaps not the most effective measure), or
    b. Try to hide; bear in mind that being hidden (i.e. behind a wooden door) is not the same as being covered (i.e. behind a steel door), or
    c. Play dead (pretend to be unconscious), or
    d. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life); **Only you can decide if this is something you should do**
    e. If someone other than yourself acts to overpower the hostile intruder/active shooter, it is recommended that you assist, as this will increase the chances of success and survival. **Again, only you can decide if this is something you should do**

If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:

1. Close and lock the door and/or block it with heavy objects
2. Call 911 (if not on the line already)
3. DO NOT answer the door and stay in place behind cover
4. Do not respond to any voice commands until you are sure that they come from a Police Officer or other emergency personnel.

If you decide to flee during a hostile intruder/active shooter situation:

1. No matter what the circumstances, make sure you have an escape route and plan in mind
2. Do not attempt to carry anything while fleeing
3. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
4. Move quickly, keep your hands up high and visible
5. Follow the instructions of any Police Officers you may encounter

What to expect from responding police officers:
Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.

Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:

- Remain calm
- Do as the officers tell you
- Put down any bags or packages you may be carrying
- Keep your hands up and visible at all times
- If you know where the hostile intruder/active shooter is, tell the officers
- Once out of harm's way, remain at whatever assembly point authorities designate
- Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned
- Do not leave until you have been interviewed and released

Utility Failure and Natural Disaster

Utility Failures
These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. Lakeview's Facilities Operations and Management has procedures and personnel to deal with utility failures and resumption of service. For your personal safety, in the event of a utility failure:

- Remain calm
- Immediately notify Front Desk at 972-923-3811
- If the building must be evacuated, follow the posted instructions
- Unplug all electrical equipment (including computers) and turn off light switches
- Use a flashlight: Do not light candles or use other kinds of flames for lighting
- If passengers are trapped in an elevator, advise them to stay calm and tell them you are getting help. (If it is safe to stay in the building, stay near the passengers until assistance arrives)
- If you are trapped in an elevator, help will be there soon:
  - Remain calm
  - Use the Call Button or Phone to call for help
  - Do not try to climb out or exit the elevator without assistance

Floods
Minor or area flooding on campus could occur as a result of a water main break, loss of power to sump pumps, or major multiple rainstorms. Lakeview monitors the National Weather Service, and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Move to higher, safer ground
- Shut off all electrical equipment

- Do not attempt to drive or walk through flooded areas
- Wait for further instructions on immediate action from Safety and Security
- If the building must be evacuated, follow the posted instructions
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so

Tornadoes

A "***Tornado Watch***" means that tornadoes could potentially develop. A "***Tornado Warning***" means a tornado has actually been sighted. If you see a tornado, report it immediately by calling 911, and seek shelter or safety:

- Follow posted instructions for the building where you are located
- Go to a lower floor of interior hallway or corridor
- Seek shelter under heavy furniture if available
- Avoid top floors of buildings
- Avoid areas with glass windows or doors
- If out in the open:
  - Cars -do not wait out the storm in a car; cars are not safe in tornadoes
  - Move away from the path of the tornado at a right angle direction
  - Lie flat in the nearest depression, ditch, or ravine if there is no time to escape

Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious:

- **DO NOT** take a chance or worry about embarrassment.
- Report immediately to camp leadership.
- **DO NOT** touch the package or object.
- **DO NOT** tamper with the package or object.
- **DO NOT** attempt to move the package or object.
- **DO NOT** open the package or object.
- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box.
- Isolate the package or object and evacuate the immediate area.

Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or air mail.
- Restrictive markings such as "Confidential" or "Personal."
- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles.
- Misspelled words.
- Stains or discoloration on the package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or aluminum foil.
- Excessive tape or string.
- Visual distractions such as illustrations.
- No return address.

Pandemic / Epidemic

If a regional, national, or global health emergency is declared by local, state, or national government authorities, Lakeview Camp will immediately deploy all of the following:

- Consultation with County Commissioner and Ellis County Judge for local guidance
- Implementation of all TXDSHS and CDC guidelines
- Creation of LV Site Task Force to create policy and procedures for operational adjustments to respond to the pandemic/ epidemic needs

Pandemic/ Epidemic Operational Protocols

- All campers and leaders will complete the 10-day pre-event wellness check, to include temperature check at church prior to departure for Lakeview Camp.
- Daily wellness check for Lakeview staff, campers, monitors, and all guests.
- Reduced lodging occupancy
- Reduced dining hall occupancy
- Social distancing will be encouraged throughout the camp.
- Groups to remain contained in cohorts throughout stay for worship, recreation and dining.
- Masks required by Lakeview Camp staff when serving food or where social distancing cannot be maintained.
- Handwashing encouraged. Hand sanitizer available where handwashing is not possible.
- Utilization of “Possible Infection Plan” to identify, quarantine and remove anyone with infectious disease symptoms.
- Campers and leaders to have continued access to sanitizing and cleaning supplies in cabins throughout their stay.
- Dining hall to serve all food. No self-serve food. Fresh cup for every drink.
- Lakeview to regularly sanitize public use areas, recreation equipment and meeting spaces