
CAMP EMERGENCY PLAN

PROGRAM NAME
MONTH/YEAR



UNIVERSITY OF
TEXAS
ARLINGTON

INTRODUCTION

This Camp Emergency Plan is a collaborative effort between the University of Texas at Arlington Office and the program’s director. This plan will be used by camps to outline the organization, responsibilities and procedures for designated individual(s) responding to emergencies that affect the camp while it is conducting operations on the University of Texas at Arlington campus and affiliated locations.

A. PURPOSE

The purpose of this document is to familiarize and provide camps with the direction and structure for various individuals and functions that may be necessary to respond to emergencies. This plan establishes the emergency structure necessary to direct and control operations during an emergency and assigns responsibilities and roles to specific designated individual(s). Efficient implementation of this plan can provide clear direction, establish responsibilities, and potentially limit the effects of an emergency. The intent is to pull together relevant reference information from the University’s *Handbook of Operating Procedures* concerning the Youth Program as well as various university emergency document sources including, but not limited to, The University of Texas at Arlington’s emergency plans.

B. SCOPE AND AUDIENCE

The camp emergency plan applies to University employees, affiliates, volunteers, contractors and visitors who are designated individuals as defined by the Youth Program policy. The camp emergency plan applies to all campus programs for minors (programs) held on University property, as well as those programs sponsored by the University. During emergencies that affect the camp, the university, or the region, the camp will cooperate with the University and any local, state or federal authorities as necessary.

An emergency is defined as an event that disrupts the standard operations of the camp or the activities of its personnel, including volunteers and campers. Emergencies may vary in severity and nature and will be managed on a case-by-case basis.

C. DEFINITIONS

- 1. Camper**
A minor (under age 18) who is attending a campus program for minors (program or programs) on University premises or attending a program sponsored by the University. This definition does not include University students who are under the age of 18.
- 2. Campus Program for Minors (Program or Programs)**
Any program or camp held on University premises that offers recreational, athletic, religious or educational activities to minors, or one that is University-sponsored. This excludes programs for University-enrolled students under the age of 18.
- 3. Program (Camp) Director**
The University college, school, units or department employee who owns, operates or supervises a campus program for minors (program or programs), regardless of profit.

4. **Designated Individual(s)**
Any person involved in a campus program for minors (program or programs), who has contact with a minor. This includes those programs held on campus or one that is sponsored by the University. Examples of designated individuals include, but are not limited to, faculty, staff, student workers, volunteers and contracted employees.
5. **Events or Contest(s)**
UIL state office-sponsored programs that provide extracurricular, academic and athletic programs, and music contests for minors who are students at UIL member schools.
6. **Lockdown:** Used to stop access and/or egress to all or a portion of the buildings on campus during a security threat.
7. **Minor:** An individual under the age of 18. For purposes of this policy, this definition does not include University-enrolled students under the age of 18.
8. **Primary Assembly Area:** A designated outdoor location away from the building where building occupants can gather after evacuating the building.
9. **Secondary Assembly Area:** A location inside a University or non-University building to be used in cases where the Primary Assembly Area is unavailable or in cases of inclement weather and/or extreme temperatures during a building evacuation.
10. **Shelter-in-Place Location:** Rooms of a building in a central area away from external windows and doors; the use of any classroom, office, or building for the purpose of providing temporary shelter in the event of severe and/or inclement weather.
11. **Youth Program Administrator:** The University responsible for the oversight of any camp or program involving minors held on University property or sponsored by the University. The Administrator or his/her designee verifies that all youth program employees and volunteers have a completed criminal background check on file and have completed the UTS Child Protection Training. The Administrator also monitors each camp or program to ensure that the Youth Program Policy is adhered to.

D. PLAN REQUIREMENTS

The Youth Program Administrator requires each camp to retain on site a written site-specific plan, approved by the Youth Program Administrator. At a minimum, the plan must contain all elements outlined in this plan. Additionally, all designated individual(s) shall be trained in implementation of the procedures set forth in this plan. With approval of this plan, the Program (Camp) Director certifies that all designated individual(s) have, or will have by start of the camp, received training in implementation of these procedures.

The plan may be compiled electronically and saved for subsequent use. An electronic copy must be submitted to the Youth Program Administrator a minimum of 10 business days prior to the start date of the camp.

E. ASSUMPTIONS & SITUATION

The following assumptions have been made for the purposes of creating this plan:

- An adequate number of personnel identified within this plan will be available and able to reach the emergency scene or designated work location as appropriate to their function. All emergencies exceeding the response capacities of designated individual(s) will be managed by the university or will be jointly managed by the appropriate university official(s) and local, state, or federal emergency response agencies.
- Emergencies as described in this plan affect the Camp while it is on campus grounds.
- University, federal, state, and local resources will be available if needed.
- Cooperation between Program (Camp) Director, designated individual(s), university personnel, and emergency responders will occur as needed.
- Program (Camp) Directors will be familiar with UTA's Emergency Management Plan and will participate in certain exercises/drills, as needed.

F. EMERGENCY CONDITIONS

Extreme Heat

Summer temperatures in Arlington often are in the mid- to upper- 90s with extreme highs reaching in the 100s; humidity is often high.

- Camps should have plans to ensure that all participants in outdoor activities have appropriate hydration and rest breaks.
- Participants must be advised to increase fluid intake throughout their activities.

Flash Floods

- Evacuate low-lying areas, go to higher ground.
- Avoid small rivers or streams, low spots, canyons, dry riverbeds, etc.
- Do not try to walk through flowing water more than an ankle deep.
- If in a vehicle, do not drive through a flooded area, even if it looks shallow enough to cross.

Utility Failure

If the power goes out, then:

- Call the Facilities Management Service Call Center at (817) 272-2000. If you are staying in a residence hall, please call the residence hall office.
- Give your name, phone #, building name, floor or area affected, and room #.
- Remain in your location.
- UT Arlington staff, responders or MavAlert will provide further instructions.

Evacuation

For many reasons, the camp may be advised to evacuate a building or area. If advised to evacuate an area/building, do so immediately.

- Leave the building or area by the nearest exit and go to an area that will not impede responder actions.
- Stand in an area far enough away that you are not affected by the event.
- UT Arlington staff and City of Arlington emergency crews may assist you in your exiting.

- Do not reenter the building until emergency personnel have given the all clear. If the evacuation was prompted by an alarm, the end of the alarm does not mean it is okay to reenter the building or area.

G. EMERGENCY COMMUNICATIONS/ACTIONS

1. **Outdoor Warning Siren** (*Sounds like an air-raid siren*)

An outdoor warning siren is activated to tell people outdoors to seek shelter and obtain additional information. If you are outside and hear a warning siren:

- Go inside and turn on a weather alert radio, radio or a television for information on actions to take.
 - All UT Arlington residence halls are locked 24 hours a day. Access is only available to participants staying in that particular residence hall. Do not seek shelter in a residence hall you do not have access to, academic and classroom buildings are typically open between 7 a.m. and 10 p.m.
- Go to the basement, if available, or to the interior rooms and hallways on the lowest floor. Stay away from glass enclosed places or areas with wide-span roofs.
- Use your arms to protect your head and neck.
- If no structure is nearby, lie flat in the nearest ditch or depression and use your hands to cover your head.
- Remain in place until emergency personnel have given the all clear. The end of the siren does not mean the threat has passed.

2. **Lightning Siren** (*Sounds like a train horn*)

A Lightning Siren identifies that there is a potential for lightning to strike in the area and may be heard in some areas of campus especially close to the intramural fields complex and Maverick Stadium.

If lightning is spotted or a lightning siren is heard:

- Go inside as quickly as possible.
 - All UT Arlington residence halls are locked 24 hours a day, access is only available to those participants staying in that particular residence hall. Do not seek shelter in a residence hall you do not have access to, academic and classroom buildings are typically open between 7 a.m. and 10 p.m.
- If you are in water, get out immediately and move to a safe shelter away from the water.
- If you are outside and cannot get inside, make yourself as small as possible by getting in a crouching position, try and place your feet on tippy-toes, and put your head down as close to your knees as possible. Cover your head with your hands. Do not lie flat.
- Do not hide under trees or anything that is metal. Stay away from the tallest objects, individual trees, standing pools of water and open areas.

Everyone should be removed from an outdoor facility when lightning is approximately ten (10) miles away and should only resume when the storm has moved through and the closest lightning is beyond the ten (10) mile radius. As a minimum the National Severe Storms Laboratory (NSSL) strongly recommends that by the time the flash-to-bang count reaches 30 seconds, all individuals should be gone from the outdoor facility and reached a safe structure or location.

3. **Evacuate**

- Be aware of your surroundings and location relative to the threat. Quickly head towards safety, somewhere away from the emergency. Stay away from the threat.
- Know your exit and escape route options. Use different routes as you travel around the campus periodically, so you become familiar with different exits and escape options.
- Get others to leave the area, and prevent others from entering it. Assist those who need assistance (i.e. have a disability).
- Take your property if safe to do so.
- Do NOT use elevators as an escape route.

4. **Sheltering or Shelter-In-Place**

Sheltering – If a tornado warning is broadcast, a distinct warning signal should be sounded, and everyone should move to shelter in the strongest part of the building. Shelters may include basements or interior rooms with reinforced masonry construction. Evaluate potential shelters and conduct a drill to see whether shelter space can hold all employees. Since there may be little time to shelter when a tornado is approaching, early warning is important. If there is a severe thunderstorm, monitor news sources in case a tornado warning is broadcast. Consider purchasing an Emergency Alert System radio – available at many electronic stores. Tune in to weather warnings broadcast by local radio and television stations. Subscribe to free text and email warnings, which are available from multiple news and weather resources on the internet.

Shelter-in-Place – A tanker truck crashes on a nearby highway releasing a chemical cloud. A large column of black smoke billows into the air from a fire in a nearby manufacturing plant. If, as part of the event, an explosion, or act of terrorism has occurred, public emergency officials may order people in the vicinity to “shelter-in-place.” You should develop a shelter-in-place plan. The plan should include a means to warn everyone to move away from windows and move to the core of the building. Warn anyone working outside to enter the building immediately. Move everyone to the second and higher floors in a multistory building. Avoid occupying the basement. Close exterior doors and windows and shut down the building’s air handling system. Have everyone remain sheltered until public officials broadcast that it is safe to evacuate the building.

5. **Lockdown**

- Stay in your room or building.
- Stay away from doors and windows, hide and take cover. Get out of sight.
- Silence phones and electronic devices. Remain silent. Don't let your phone give you away.
- Lock and barricade doors, close blinds, block windows, turn off lights/projectors/other equipment. Make the room look and sound empty.

H. MAVALERT

Camp directors are to enlist with and further advise parents to enlist, too, with MavAlert – the University’s emergency communication system. Enlistees receive alerts and updates through text and/or email about urgent situations happening on campus ranging from hazardous weather conditions, campus closures, building emergencies and life-threatening criminal activity.

- For those outside UTA: [MavAlert Guest Registration](#)
- For those with UTA, to enlist and/or ensure contact information is current: <https://www.uta.edu/uta/emergency.php>

I. REUNIFICATION PLAN

In the event of an emergency, if the regular pick up and drop off process is not available, you are required to identify and document an alternate plan and/or location for releasing minors to their parent or guardian.

J. CAMP INFORMATION

General

Camp Name: _____

Camp Administrative Address _____

Program (Camp) Director: _____

On-Campus Supervisor: _____

Camp Type Sport Academic Other : _____

Years in Operation _____

of Designated individual(s) on site _____

of Campers on site _____

On-Campus Location #1 _____

Address _____

On-Campus Location #2 _____

Address _____

On-Campus Location #3 _____

Address _____

Administrative Personnel

Program (Camp) Director: _____

On-Campus Camp Supervisor: _____

On-Campus Health Supervisor: _____

UT Arlington Point of Contact: _____

Phone _____

Other Contact Name: _____

Phone: _____

Other Contact Name: _____

Phone: _____

Reunification Plan:

Camp Emergency Plan Prepared By: _____

Preparer's Title: _____ Date: _____

Camp Layout Diagram(s)

Draw or attached as an Appendix a layout diagram of your camp.

A large, empty rectangular box with a thin black border, intended for drawing or attaching a camp layout diagram. The box occupies most of the page below the instructions.