



LBCR EMERGENCY ACTION PLAN

Address: 9030 Retreat Rd, Brownwood, TX 76801

Prepared by: Shawn Colson – Executive Director

Alternate Coordinator: Richard Bleth – Maintenance Supervisor

Nearest Hospital: Hendrick Medical Center

Primary Emergency Services: Lake Brownwood Volunteer Fire Department, Brown County Sheriff's
Office, Brownwood EMS

Date Prepared: January 6, 2026

1. Purpose & Scope

This plan establishes procedures to protect guests, staff, volunteers, and visitors at Lake Brownwood Christian Retreat during emergency events. It applies to all overnight and day programs conducted on site.

2. Hazard Assessment & Site-Specific Risks

Lake Brownwood Christian Retreat is in Brown County, Texas. Primary hazards include wildfires due to surrounding vegetation, severe thunderstorms, and aquatic emergencies at the waterfront. Flooding is not considered a primary risk for this location as the lake is a still body of water with both a spillway and a dam.

3. Roles & Responsibilities

See the next page for entire list

4. Muster Zones

We have 2 primary zones. They are our Assembly Hall and Flo's Pavilion. For outdoor fires, a specific safe area will be selected based on the location of the fire at the time of the incident.

5. Media Procedure

The LBCR Executive Director is the primary media spokesperson; the LBCR Maintenance Supervisor serves as backup. For serious injury or loss of life, do not release names. Parents/next of kin must be personally notified by the LBCR Executive Director. Do not speculate; share only verified facts.

6. Warning Systems

We have a NOAA radio in the office, kitchen and on-site residence. Primary staff responsible for monitoring radio is the kitchen staff. The kitchen staff will notify the LBCR Executive Director by radio or phone. The LBCR Executive Director will verify the alert and will then share the alert with other staff members by radio or phone. If the alert is an immediate situation a broadcast will go out on the alert system to campers. The radio will be monitored overnight by the LBCR Executive Director. The LBCR Executive Director will make sure the radios are functioning properly, fully charged and extra batteries are available.

7. Emergency Warning Systems

We have an alert system in the buildings and on our grounds which sends an alerting signal followed by the broadcast. I have wrist bands for my non-hearing camp that will vibrate to notify them of alerts.

System has a 48hr battery back up and does not need Wi-Fi to communicate the alerts. The LBCR Executive Director will maintain and operate the alert system. If the LBCR Executive Director is unavailable the LBCR Maintenance Supervisor is the back up.

8. Evacuation Routes Posting

Evacuation routes are posted in each dorm and assembly hall. The routes are illuminated at night.

9. Emergency Plan Provided for Camper Parents / Guardians

LBCR has identified that two dorm buildings are located within the FEMA 100-year floodplain area. LBCR will provide floodplain notification letters to group leaders that would be using these dorms prior to camp arrival. Group leaders are responsible for getting the letters to parents/guardians and obtaining signed acknowledgements before arriving at camp. We are a venue only and do not have parents information. Group leaders must bring completed acknowledgement forms to camp check-in. LBCR will maintain acknowledgement forms as part of camp records. Campers without completed acknowledgement documentation may not be assigned to dormitory facilities located within the designated floodplain area until documentation requirements have been satisfied.

10. Camper Safety Training

LBCR will work with the group leader to provide a state mandated safety training within 48 hours of the camp beginning. This training will inform the camper of: camp boundaries and hazards, behavioral expectations in an emergency event, and provides each camper with developmentally appropriate instruction on the actions and procedures to follow in an emergency event. LBCR Executive Director will provide the training and keep training up to date. Documentation of camper training will be maintained by Lake Brownwood Christian Retreat administration in the camp office.

11. Annual Staff Training

A copy of the Emergency Action Plan will be provided to all staff members during staff orientation prior to the start of camp season. Staff orientation will include a discussion of emergency procedures, staff responsibilities, communication procedures, evacuation routes, camper accountability procedures, reunification procedures, and emergency response expectations. The LBCR leadership staff will conduct scenario-based training exercises and emergency drills to evaluate staff preparedness and response capabilities. Documentation of staff training will be maintained by Lake Brownwood Christian Retreat administration in the camp office.

12. Communication with Local Emergency Management

This plan will be shared with the Brown County Emergency Management Coordinator, including when the emergency plan is updated and/or revised. The LBCR Executive Director has the cell phone number to our Emergency Management Coordinator.

Emergency Roles & Responsibilities

Emergency-Preparedness Coordinator:

- Shawn Colson - LBCR Executive Director – 325-784-5133
- Oversees emergency planning, drills, and communication with authorities.
- Must be included in communication with camper parents in emergency situations.

Alternate Coordinator:

- Richard Bleth - LBCR Maintenance Supervisor – 325-642-3996
- Acts in the absence of the coordinator.
- Responsible for facility systems and logistical support during emergencies.

Executive Director

- Oversees all emergency responses and decisions.
- Coordinates with staff, group leaders, emergency personnel, and authorities.
- Handles all media communication.

Group Leaders

- Communicate final headcount to the LBCR Executive Director, confirming all campers are accounted for.
- Coordinate family notifications with the LBCR Executive Director. Do not notify families independently.
- Follow all instructions in the EAP.

Cabin Counselors

- Account for campers in their assigned cabins during any emergencies.
- Assist in evacuations, searches, or medical care within training limits.
- Do not release information to parents or media.
- Maintain supervision and safety of campers at all times.
- Follow all instructions in the EAP.

Onsite First Aid Provider

- Manages all medical emergencies.
- Coordinates care and communication with EMS as needed.

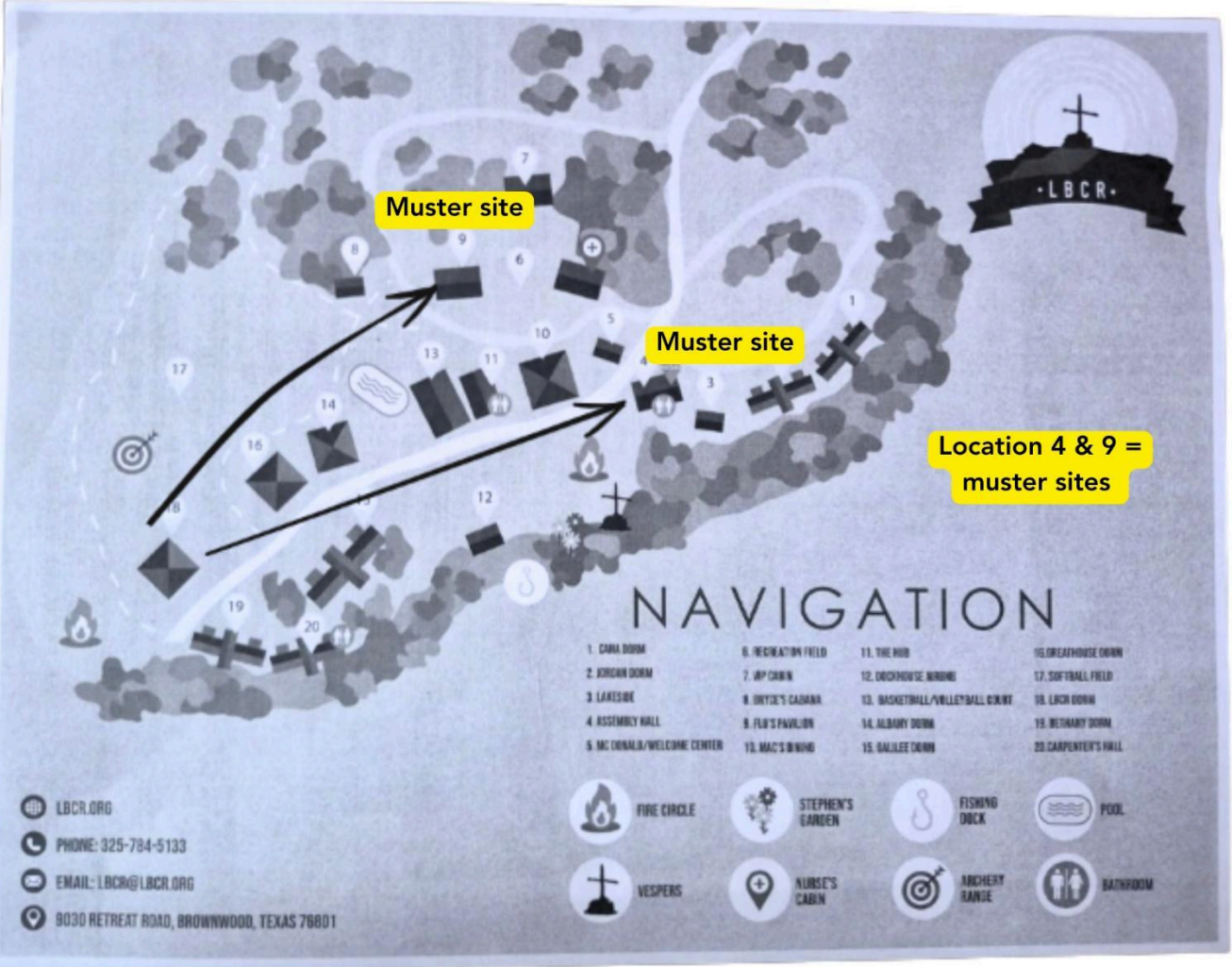
Lifeguards / First Aid Staff

- Provide immediate care and rescue in waterfront or medical emergencies.
- Coordinate with other staff to ensure safe evacuation.
- Notify the LBCR Executive Director and First Aid Provider immediately.

Staff

- Assist with evacuations, searches, and first aid within training limits.
- Maintain calm and follow all instructions from EAP.
- Do not release information to parents, media, or the public.
- Complete incident documentation as directed.





Muster site

Muster site

Location 4 & 9 =
muster sites



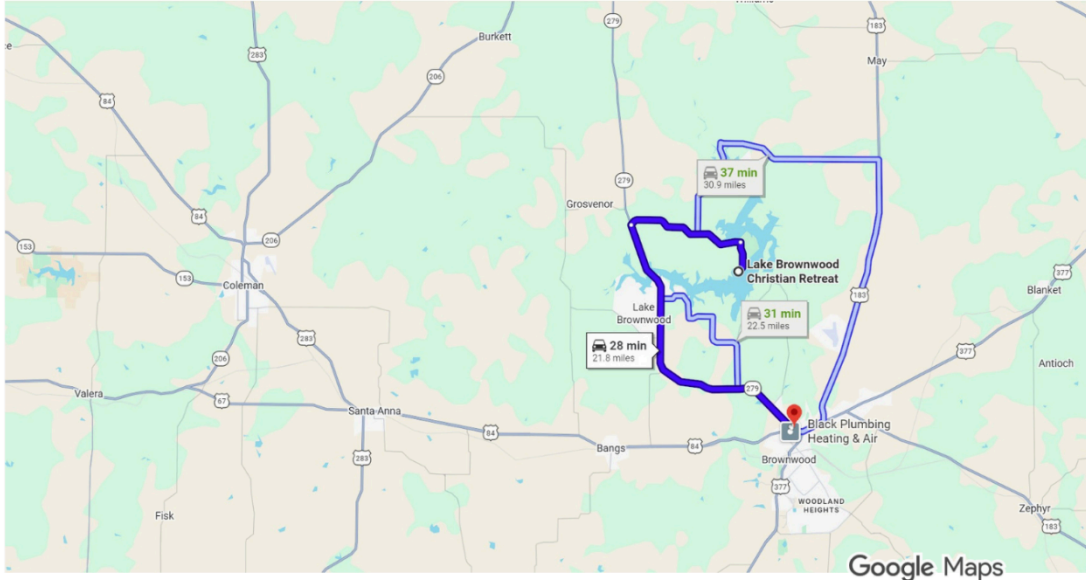
NAVIGATION

- | | | | |
|----------------------------|---------------------|---------------------------------|----------------------|
| 1. CANA DORM | 6. RECREATION FIELD | 11. THE HUB | 16. GREATHOUSE DORM |
| 2. KRISHA DORM | 7. JWP CABIN | 12. DUCKHOUSE BUILDING | 17. SOFTBALL FIELD |
| 3. LAKE SIDE | 8. DRYZE'S CASIARA | 13. BASKETBALL/VOLLEYBALL COURT | 18. LBCN DORM |
| 4. ASSEMBLY HALL | 9. FLO'S FAULDRY | 14. ALBANY DORM | 19. BETHANY DORM |
| 5. McDONALD/WELCOME CENTER | 10. MAC'S DINING | 15. GALILEE DORM | 20. CARPENTER'S HALL |

LBCR.ORG
 PHONE: 325-784-5133
 EMAIL: LBCR@LBCR.ORG
 9030 RETREAT ROAD, BROWNWOOD, TEXAS 76801

- | | | | |
|-------------|------------------|---------------|----------|
| FIRE CIRCLE | STEPHEN'S GARDEN | FISHING DOCK | POOL |
| VESPER | NURSE'S CABIN | ARCHERY RANGE | BATHROOM |

Lake Brownwood Christian Retreat, 9030
 Retreat Rd, Brownwood, TX 76801 to Harbor Freight, 531 W
 Commerce St, Brownwood, TX 76801



Lake Brownwood Christian Retreat
 9030 Retreat Rd, Brownwood, TX 76801
 Take State Hwy Park Rd 15 to TX-279 S

- 11 min(7.2 mi)
- ↑ 1. Head toward Co Rd 460
- 0.1 mi
- ↑ 2. Continue onto Co Rd 460
- 1.3 mi
- ↶ 3. Turn left onto State Hwy Park Rd 15
- 5.8 mi
- ↶ 4. Turn left onto TX-279 S
- 15 min(14.2 mi)

Continue on Mulberry St to your destination

- 2 min(0.4 mi)
- ↶ 5. Turn left onto Mulberry St
- 0.1 mi
- ↷ 6. Turn right onto Main Blvd
- 194 ft
- ↷ 7. Turn right onto Market Pl Blvd
- 0.1 mi
- ↶ 8. Turn left
- 0.1 mi

Harbor Freight
 531 W Commerce St, Brownwood, TX 76801

Lost Camper

In the event of a lost camper, the following procedures must be followed by all LBCR staff and campers:

It is our goal to prevent campers from becoming lost by staying familiar with activities and their surroundings. If a camper does become lost, remain calm and take steps to keep other campers safe and reassured.

- If a camper is missing, cabin counselors or group leaders will notify LBCR Executive Director by radio or cell phone immediately.
- LBCR Executive Director will notify staff by radio to begin searching in their assigned locations immediately.
- LBCR Executive Director will notify First Aid Provider to standby in case of injury.
- If camper is not found within 15 minutes, LBCR Executive Director will reach out to State Park Police to assist in the search.
- If camper is not found within 30 minutes, LBCR Executive Director will call 911 and the local Emergency Manager.
- Cabin counselors will maintain supervision, safety, and accountability of remaining campers in a secure location.
- Group leaders will notify parents/legal guardians by phone call if the local authorities are called. LBCR Executive Director will be present during call.

Fire

In the event of a fire, please follow these steps:

- Cabin counselor/Group Leader or staff will notify LBCR Executive Director by radio or phone immediately.
- Group leaders/Cabin counselors will conduct a head count using their churches/groups registration forms and report status to LBCR Executive Director.
- LBCR Executive Director will call 911 first and then the local emergency management office immediately after becoming aware of fire.
- LBCR Executive Director will notify staff by radio.
- Parents will be notified by Group Leaders by phone call with the help of the LBCR Executive Director after the all clear has been given and everyone is safe.

Fire Procedures (Indoor)

- At the first sign of fire or alarm, evacuate immediately.
- Stop all activities and calmly move campers using the nearest safe exit.
- Check doors for heat with the back of the hand before opening.
- Do not stop for belongings and do not re-enter buildings.
- Lead campers to Assembly Hall. If fire is in Assembly move to Flo's Pavilion.
- Group leaders/Cabin counselors will conduct a head count using their churches/groups registration forms and report status to LBCR Executive Director.

- Remain at the muster point until the all-clear is given by LBCR Executive Director.

Fire Procedures (Outdoor)

- At the sight of an uncontrolled outdoor fire, stop activities immediately.
- Move campers upwind and away from the fire to the nearest open area free of smoke.
- Group leaders/cabin counselors maintain group supervision and conduct a head count using their churches/groups registration forms and report status to LBCR Executive Director.
- LBCR Executive Director will select the safest available location based on wind, fire location, and terrain.
- Remain at that location until the all-clear is given by LBCR Executive Director.

Nighttime Fire Procedures

- Cabin counselors wake campers calmly and give clear instructions.
- Check doors for heat with the back of the hand before opening.
- Evacuate using the nearest safe exit.
- Move to Assembly Hall, group leaders/cabin counselors conduct a head count, and report status to LBCR Executive Director.
- Await the all-clear from LBCR Executive Director.

Injury/Accident

In the event of a serious injury/accident, please follow these steps:

- Ensure the scene is safe and notify the LBCR Executive Director by radio or phone immediately that an accident has occurred.
- The LBCR Executive Director shall contact the onsite First Aid Provider by radio or phone and then make sure the group leader has been notified.
- If the accident only requires the First Aid Provider's care, the injured person will be transported to the Nurse cabin for treatment.
- The First Aid Provider shall direct staff to retrieve AED/first-aid equipment and assist, as needed.
- If the person injured requires Emergency Medical Services, please call 911 immediately and let the LBCR Executive Director know.
- LBCR staff will meet EMS at the entrance and have EMS follow to the location of the injured person.
- LBCR Executive Director will notify local emergency management office.
- EMS will evaluate the person and will transport them to the hospital for further medical care if necessary.
- Parents will be notified by Group Leader by phone call with the LBCR Executive Director present as soon as the First Aid Provider has assessed the situation so details can be provided to them.

Fatality

In the event of a fatality, please follow these steps:

- Notify the LBCR Executive Director by radio or phone who will notify the group leader.
- Ensure the scene is safe and do not disturb the scene in any way. LBCR staff and group leaders will move all other campers away from the site to the Flo's Pavilion and maintain supervision.
- The Executive Director will notify emergency medical services and LBCR Board President.
- An LBCR team member will meet EMS at the entrance and escort them to the site.
- The LBCR Executive Director will begin to identify witnesses and begin documentation.
- Appropriate authorities will take over the scene and conduct the official investigation.
- All communication to media will be made by LBCR Executive Director.
- LBCR Executive Director will assist the group leader with the phone call to notify parents.
- LBCR Executive Director will contact DSHS within 24 hours to report incident and provide details.

Serious Illness

In the event of a serious illness, please follow these steps:

- Assess the situation and ensure the scene is safe.
- Notify the First Aid Provider immediately and then the LBCR Executive Director.
- Provide first aid or care within staff training limits.
- Call 911 if the illness is life-threatening or requires professional medical attention.
- LBCR staff will meet EMS at the entrance and escort them to the individual.
- The LBCR Executive Director will assist the group leader with communication to families, and complete incident documentation.

Epidemic/Communicable Disease

In the event of an epidemic, please follow these steps:

- If a camper or staff member shows signs of a contagious illness, isolate them immediately in the Nurse Cabin Treatment Room and notify the LBCR Executive Director.
- Staff providing care or supervision of the individual should utilize appropriate Personal Protective Equipment as needed, including gloves, masks, eye protection, or other recommended protective equipment based on the illness or guidance from health officials.
- The First Aid Provider will notify the Brown County Health Department and obtain any additional steps and/or procedures necessary that will need to be followed.
- The LBCR Executive Director will notify group leaders regarding confirmed or suspected communicable disease concerns while maintaining confidentiality as required.
- The LBCR Executive Director will notify the local emergency management office.
- The group leader will notify parents/guardians by phone call and If necessary, they will be asked to come pick-up the camper.

- The housekeeping department will prepare to clean and disinfect all affected areas, equipment, cabins, restrooms, and commonly touched surfaces using approved disinfectants.
- The LBCR Executive Director will document the incident, including symptoms, actions taken, PPE utilized, cleaning procedures completed, and notifications made.
- The LBCR Executive Director will notify group leader when buildings are safe to return to.

Waterfront Emergency

In the event of a waterfront emergency, please follow these steps:

- Staff shall ensure the scene is safe and protect the immediate safety of all campers and staff.
- The lifeguard's first task is to rescue and provide first aid to the injured or endangered individual.
- One adult on the scene shall notify the LBCR Executive Director and First Aid Provider by radio immediately.
- If the injured person requires professional medical care, the adult on scene shall call 911.
- Lifeguards and adults will evacuate other campers from the waterfront in a calm, orderly manner. At least one adult remains at the waterfront to assist the lifeguard.
- The LBCR Executive Director will notify the local emergency management office.
- The LBCR Executive Director will assist the Group Leader with the phone call to parents once the situation has been assessed.

Unauthorized Person

In the event of an unauthorized person, please follow these steps:

- All visitors are required to sign in at camp office and be escorted while on property.
- Camp staff wear matching shirts. Group Leaders and Cabin Counselors know who is on their camp rosters.
- Report any unknown or suspicious visitors immediately to the LBCR Executive Director by radio or phone.
- Do not approach or confront the individual.
- If the visitor poses an immediate threat, call 911 immediately and then radio or call LBCR Executive Director.
- LBCR Executive Director along with the Maintenance Supervisor will make contact with the individual to determine the purpose of their presence on camp property.
- If the individual cannot provide authorization or refuses to comply with camp policies, they will be directed to leave camp property immediately.
- LBCR Executive Director will contact State Park Police if the individual refuses to leave, becomes disruptive, threatens the safety of campers or staff, or if criminal activity is suspected
- The LBCR Executive Director will inform the group leader if there is a potential threat.
- Campers should not be left unattended.
- Groups in buildings or dorms must shelter in place, while others gather in the nearest building.
- Groups will remain under group leader/cabin counselor supervision and follow all instructions until the LBCR Executive Director confirms the situation is resolved.

- The LBCR Executive Director will assist the Group Leader with phone calls to families, if necessary, and complete incident documentation.

Transportation

- In the event of a transportation emergency staff will assess the scene for injuries and safety hazards.
- Staff will move campers and guests away from danger when possible and provide first aid within the scope of their training.
- Staff will use radio or phone to notify the LBCR Executive Director.
- LBCR Executive Director will contact 911 and local emergency management if necessary.
- The LBCR Executive Director will notify Brown County Emergency Management and local authorities when necessary.
- Group leaders and cabin counselors will conduct headcounts and account for all campers.
- Group leaders, with the assistance of the LBCR Executive Director, will call parents as soon as the situation is stabilized.
- All incidents will be documented by LBCR Executive Director.

Natural Disaster

In the event of a natural disaster, please follow these steps:

- LBCR Executive Director will issue immediate notifications to staff and campers using the PA system, radios, or phones.
- LBCR Executive Director will determine and announce the required protective action based on the trigger: tornado shelter in place, or wildfire evacuate to designated muster point.
- Cabin Counselors and Group Leaders will provide calm, clear instructions to campers.
- Cabin Counselors and Group Leaders will move campers and staff to the safest available location, lowest ground, sturdy building, or safe shelter, based on the hazard.
- Tornado - Shelter in Place
 - Cabin Counselors and Group Leaders will move campers to interior rooms (in most buildings it will be the bathrooms) away from windows and exterior doors.
 - If outdoors and no building is available move to the lowest open area, such as a ditch or depression, away from hazards. Lie flat, cover your head, and remain still.
 - Group leaders or cabin counselors must supervise all campers and account for everyone using group rosters.
 - Notify the LBCR Executive Director immediately of injuries, anyone missing, or damage.
 - Call 911 if there are injuries, immediate threats, or emergencies.
 - Remain in place until the LBCR Executive Director gives the all-clear.
- Fire – See section in EAP on Fires
- Flooding – See section in EAP on Flooding

- Shelter in Place - See section in EAP on Shelter in Place
- The LBCR Executive Director will assist Group Leader with phone calls to families, once the situation is under control and complete incident documentation.

Shelter in Place (Active Shooter)

In the event of a shelter in place, please follow these steps:

- If outdoors, take your group to the closest building.
- Cabin adults will have a key to lock building doors. Make sure the rest of the doors are securely closed.
- Move away from all windows and exterior walls.
- Remain quiet and do not open the doors for anyone.
- Remain in place until the LBCR Executive Director gives the all-clear.

Emergency Evacuation - Flooding

In the event of NWS or local authority alerts/warnings affecting the camp area, please follow these steps:

- The LBCR Executive Director will assess weather conditions and check the low-water crossing on the evacuation route.
- The LBCR Executive Director will contact local emergency management office and 911 to request evacuation safety information. LBCR is the highest point in our area, so evacuation might not be the safest option.
- The LBCR Executive Director will contact State Park Police and State Park Superintendent to help with evacuation and safety of evacuation if resources aren't available.
- Group leaders will assign campers to designated vehicles and ensure each vehicle has an approved driver responsible for supervision and accountability during evacuation.
- Cabin counselors will assist campers with loading, maintaining order, conducting headcounts by rosters, and ensuring all emergency medications, camper rosters, and communication devices are taken during evacuation.
- Campers or staff members with disabilities, mobility limitations, medical needs, or other special assistance requirements will be provided additional support by assigned staff members during evacuation and transportation procedures.
- Before departure, each group leader will conduct a headcount and verify all campers and staff are accounted for using camp rosters. Headcounts will continue periodically during transportation and upon arrival at the designated safe location.
 - If the evacuation route is clear:
 - Campers will load into assigned vehicles.
 - Once all campers and staff are accounted for, vehicles will evacuate as directed.

- Groups will remain together during transportation and relocation whenever possible.
- If water is present at the low-water crossing:
 - Evacuation will not occur.
 - Campers and staff will remain on camp property and move to the Dining Hall and Assembly Hall, which serve as safer shelter locations.
 - Groups will remain together and follow instructions from the LBCR Executive Director until further notice.
- Cabin Ladder: There should never be an instance where campers should access the roof of any camp building. Climbing to the roof presents more of a danger than a safety precaution and is therefore not a part of our emergency plan, however, as required by law, there are ladders hanging on the back of each dorm that is within the FEMA floodplain. The ladders are Telescoping Ladder 16FT Aluminum Telescopic Extension Ladder, 330 Pound Capacity. There are 3 ladders on dormitories throughout the camp. To ensure safety, the ladders have a cable and a combination lock with the combination-911. All staff have been made aware of the location, the combination, and trained on the use of ladders. For individuals who cannot use a ladder, adults should always accompany them and provide safety measures for all of their needs.

Reunification Plan:

- Parents/guardians will be notified by group leaders by phone as soon as practical regarding evacuation status, camper safety, and reunification instructions.
- If evacuation from camp property occurs, reunification will take place in the Commerce Square parking lot in front of Harbor Freight located at 517 W Commerce St, Brownwood, TX 76801.
- Campers will only be released to authorized parents, guardians, or approved group representatives listed in camper records. Identification will be required prior to release.
- No group may return to camp property or cabins after evacuation until the LBCR Executive Director gives the official all-clear.

Emergency Evacuation

In the event of an evacuation, please follow these steps:

- Group leaders will assign campers to designated vehicles and ensure each vehicle has an approved driver responsible for supervision and accountability during evacuation.
- The LBCR Executive Director will contact local emergency management office and 911.
- Cabin counselors will assist campers with loading, maintaining order, conducting headcounts by rosters, and ensuring all emergency medications, camper rosters, and communication devices are taken during evacuation.
- Campers or staff members with disabilities, mobility limitations, medical needs, or other special assistance requirements will be provided additional support by assigned staff members during evacuation and transportation procedures.

- Before departure, each group leader will conduct a headcount and verify all campers and staff are accounted for using camp rosters. Headcounts will continue periodically during transportation and upon arrival at the designated safe location.
- Campers will load into assigned vehicles.
- Once all campers and staff are accounted for, vehicles will evacuate as directed.
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- No group may return to camp property or cabins after evacuation until the LBCR Executive Director gives the official all-clear.

Parent Emergency Plan Provision

- The LBCR Executive Director will email the EAP to the Group Leader.
- The Group Leader will forward to parents.

Internet Service

- Resound Network is our primary broadband internet service and Star Link is our secondary broadband internet service. The internet providers are monitored by the LBCR Executive Director and the Maintenance Supervisor (also does our IT) maintains them to make sure they are working properly.