

QUEST EMERGENCY PREPAREDNESS PLAN

Camp Name: Quest

Camp Phone Number: 903-636-9291

Camp Website: www.questmanhood.com

Operating Organization: International ALERT Academy

Camp Location: Big Sandy, Texas

Camp Type: Residential Youth Camp (Ages 14-17)

Effective Date: 06/12/2026

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1. PURPOSE

This Emergency Preparedness Plan establishes policies and procedures for responding to emergencies during the operation of the Quest summer camp.

This plan is designed to:

- Protect the life, health, and safety of campers, staff, and volunteers
 - Ensure accountability during emergencies
 - Coordinate effectively with Upshur County emergency services
 - Comply with Texas Youth Camp regulations
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2. AUTHORITY & REGULATORY COMPLIANCE

This plan is developed in accordance with:

- **Texas Health & Safety Code, Chapter 141 – Youth Camps**
 - **Texas Administrative Code, Title 25, Part 1, Chapter 265 (Youth Camps)**
 - §265.11 – Operational Requirements
 - §265.12 – Health and Safety
 - §265.13 – Emergency Preparedness Plan
 - §265.15 – Supervision
 - Local emergency management guidance of Upshur County
 - Applicable fire code and public health requirements
-

3. CAMP INFORMATION

Physical Address: One Academy Blvd, Big Sandy, TX 75755

County: Upshur County, Texas

Camp Director & Emergency Preparedness Coordinator:

Captain Samuel Winkler
Office Phone: (903) 636-9245
Cell Phone: (607) 342-2944
Email: swinkler@alertacademy.com

Camp Administrator & Backup Emergency Preparedness Coordinator:

1Lt. Avery Whitaker
Office Phone: (903) 636-9500
Cell Phone: (904) 557-6769
Email: awhitaker@alertacademy.com

Emergency Services: 911

Nearest Hospital:

CHRISTUS Good Shepherd Medical Center – Longview
700 E. Marshall Ave., Longview, TX

Nearest Law Enforcement:

Upshur County Sheriff's Office

Nearest Fire Department:

Local volunteer fire department serving Big Sandy area

Emergency contact directory included in Appendix E.

4. INCIDENT COMMAND STRUCTURE

In accordance with best practices and 25 TAC §265.13, the following chain of command shall apply during any emergency:

- **Camp Director & Designated Emergency Preparedness Coordinator**
 - Responsible for overall emergency management and coordination with 911, local emergency management, and county authorities.

- Responsible for evacuation, hazard mitigation, and accountability verification.
- Responsible to oversee development, implementation, and annual review of the Emergency Plan
- Responsible for emergency or serious incident communication with parents/guardians
- **Camp Administrator & Backup Emergency Preparedness Coordinator**
 - Responsible for ensuring daily camp compliance with state regulations
 - Responsible for non-emergency communication with parents/guardians
 - Responsible for internal camp alerts and notifications
- **Camp Medic**
 - Responsible for triage, treatment, EMS coordination, and medical documentation.
- **Camp Administrative Assistant**
 - Responsible for internal notifications and administrative parent/guardian notifications.

Authority transfers to the next senior staff member if a role is unavailable.

During any emergency, staff notify the Camp Director, and Camp Medic if appropriate, via cell phone or two-way radio. The Camp Director and Medic coordinate response and ensure all necessary administrative and medical personnel are informed.

5. CAMPER & STAFF ACCOUNTABILITY PROCEDURES

- A master roster is maintained daily.
- Attendance is taken:
 - At morning chapel
 - At all activity transitions

- At lights out
- Each group leader carries a current roster.
- During emergencies:
 1. Headcount at muster point
 2. Secondary verification after 10 minutes
 3. Final verification before relocation

Any discrepancy is immediately reported to the Camp Coordinator or Director.

6. COMMUNICATION, EMERGENCY WARNING & INTERNET SYSTEMS

In accordance with 25 TAC §265.13(b)(3) Quest Summer Camp maintains:

Redundant communication systems:

- Two-way radios
- Staff cell phones
- NOAA weather alert
- Internet-based emergency notification capability

Two-way radios and NOAA weather radios are maintained year round by administrative staff, and are inspected prior to each camp session and tested regularly.

The Camp Administrator is responsible for ensuring radios remain operational and that information received is communicated to appropriate staff by cell phone, two-way radios, and/or the emergency alert system.

The Camp Director or designee is the official spokesperson to media and parents.

Redundant internet systems:

- End-to-end fiber optic internet through Etex Telephone Coop
- Backup satellite broadband internet through Starlink

The Camp Director is responsible to maintain and monitor internet services.

Operable weather radio:

Camp Administrator maintains and monitors the operable weather radio that receives real-time alerts from the National Weather Service. Camp Administrator ensures:

- Radio is always powered on
- Rechargeable battery is charged, and backup batteries are installed with additional backup batteries on hand
- Radio is always monitored for NOAA alerts
- All NOAA alerts are conveyed immediately to the staff and campers via phone call, radio, and/or camp emergency alert system

Monitoring safety alerts:

Camp Director and Camp Administrator continually monitor all safety alerts from the Upshur County Office of Emergency Management via Smart911, receiving notifications via email and cell phone. The Camp Director and/or Administrator is responsible for relaying relevant information to the staff and campers using the emergency alert system during emergencies.

Emergency alert system:

Camp-wide emergency alert system is capable of notifying all occupants, including individuals who are deaf or hard of hearing.

- Audible alerts (air horn / alarm system)
- Two-way radios
- Verbal communication by staff
- Visual notification through staff direction when necessary

The public address (PA) system is maintained and operable without reliance on internet service.

The Camp Administrator is responsible for maintaining the system. The Camp Director and/or Administrator is responsible for activating the system during emergencies.

7. PLAN DISTRIBUTION

This full emergency preparedness plan is:

- Posted in administrative and academic buildings, as well as cabins
- Provided to supervisory staff and volunteers via email and hard copy by Camp Administrative Assistant
- Provided to parents and students via email at registration confirmation by Camp Administrative Assistant
- Provided to Upshur County Emergency Management annually, and/or after each revision by Camp Director or Camp Administrator
- Maintained in both printed and electronic formats

8. PARENT NOTIFICATION POLICY

Parents/guardians are notified by Camp Director or Camp Administrator:

- Immediately: life-threatening incidents, missing camper, evacuation
- Within 3 hours: serious injury or illness
- Within 24 hours: non-emergency incidents
- As further detailed in **9. Emergency Response Procedures**

Parents are notified via phone call and email for all emergency communication, and either email or phone call for non-emergency communication.

This emergency plan is provided to parents by email upon registration confirmation.

9. EMERGENCY RESPONSE PROCEDURES

All evacuation routes are illuminated at night, and maps are posted in all administrative and academic buildings, as well as all camper cabins.

9.1 FIRE

Staff Responsibilities (*also see 4. Incident Command Structure*):

- Counselors: Lead evacuation and carry camper rosters
- Camp Administrator: Verify evacuation zones and conduct headcount
- Camp Director (EPC): Oversee response and coordinate with 911 and local emergency management

Procedure:

1. Upon building fire alarms sounding, or if fire is reported, all staff and campers evacuate building using posted routes
2. Proceed to designated muster point (Appendix A)
3. Conduct headcount
4. Call 911
5. Camp Director will coordinate with Big Sandy Volunteer Fire Department and emergency management
6. Await fire department clearance

Parent Notification:

- Camp Director or Administrator will notify parents/guardians via phone and/or email within one hour if injury, evacuation, or major incident occurs, or in the event of a camper death

Fire drills are conducted within 48 hours of camper arrival and logged (Appendix B).

9.2 SEVERE WEATHER / TORNADO

Staff Responsibilities (*also see 4. Incident Command Structure*):

- Counselors: Lead evacuation to storm shelters and carry camper rosters
- Camp Administrator: Verify evacuation zones and conduct headcount
- Camp Director (EPC): Oversee response and coordinate with 911 and local emergency management

Procedure:

Upon National Weather Service Tornado Warning or other severe weather warning:

1. All staff will move all persons indoors immediately
2. All staff will relocate to interior shelter areas away from windows
3. Counselors maintain roster accountability and notify Camp Administrator
4. Camp Administrator monitors NOAA radio continuously
5. Camp Director (EPC) notifies and coordinates with EMS, 911, and local emergency management as appropriate
6. Remain sheltered until official all-clear from Camp Administrator

Parent Notification:

- Camp Director or Administrator will notify parents/guardians via phone and/or email within one hour if injury, evacuation, or major incident occurs, or in the event of a camper death
-

9.3 FLOOD / FLASH FLOOD

Upon issuance of a National Weather Service Flash Flood Warning, the Camp Director will immediately initiate the appropriate response, including possible camp-wide evacuation (see **9.11 Camp-Wide Evacuation & Reunification Plan**).

Staff Responsibilities (also see 4. Incident Command Structure):

- Counselors: Move campers to designated higher ground areas and carry camper rosters
- Camp Administrator: Verify evacuation zones and conduct headcount
- Camp Director (EPC): Oversee response and coordinate with 911 and local emergency management

Procedure:

Upon National Weather Service Flash Flood Warning, immediate evacuation to higher ground will be initiated:

1. Counselors will move campers to designated higher ground areas and maintain rosters
2. Camp Director will initiate **9.11 Camp-Wide Evacuation & Reunification Plan** if conditions warrant, or if local authorities or emergency management recommends camp-wide evacuation
3. Maintain accountability throughout

Parent Notification:

- Camp Director or Administrator will notify parents/guardians via phone and/or email within one hour if injury, evacuation, or major incident occurs, or in the event of a camper death
- See **9.11 Camp-Wide Evacuation & Reunification Plan** for reunification plan in case of camp-wide evacuation

Floodplain disclosure is included in Appendix F.

9.4 SEVERE INJURY/SEVERE ILLNESS/SERIOUS INJURY/DEATH

Staff Responsibilities (*also see 4. Incident Command Structure*):

- Counselors: Secure the scene, conduct headcount using rosters and report headcount to Camp Director, and supervise campers
- Camp Medic: Leads medical care until EMS arrives on site or camper is admitted to the hospital
- Camp Director (EPC): Oversee response and coordinate with EMS, 911, and local emergency management

Procedure:

1. Counselors ensure scene safety and supervise non-involved campers
2. Counselors notify Camp Medic and Camp Director by phone
3. Camp Medic administer first aid/CPR/AED, or Counselors if trained
4. Camp Medic and/or Counselors call 911 for life-threatening conditions
5. Camp Director (EPC) notifies and coordinates with EMS, 911, and local emergency management as appropriate
6. Camp Director notifies TX DSHS within 12 hours in the event of a camper death
7. Camp Director and/or Administrator completes incident report within 24 hours

Parent Notification:

- Camp Director or Administrator will notify parents/guardians via phone and/or email within one hour if injury/illness requires medical care, or in the event of a camper death

First aid supplies are maintained and inspected regularly.

9.5 MISSING CAMPER

Staff Responsibilities (also see 4. Incident Command Structure):

- Counselors: Immediately report missing camper, supervise remaining campers
- Camp Administrator: Coordinate search teams and assign search zones
- Camp Director (EPC): Oversee response and coordinate with 911 and local emergency management

Procedure:

1. Immediately report missing camper to Camp Director and Administrator
2. Secure all campers and conduct headcount
3. Initiate structured search
4. If camper is not located within 15 minutes, call 911
5. Camp Director will coordinate with Upshur County Sheriff's Office and emergency management to assist in the search
6. Camp Director and/or Administrator documents all actions

Parent Notification:

- Camp Director or Administrator will notify parents/guardians immediately if camper is not located within 15 minutes
-

9.6 UNAUTHORIZED PERSON / SECURITY THREAT

Staff Responsibilities (also see 4. Incident Command Structure):

- Counselors: Notify Camp Director and Coordinator, and immediately secure campers
- Camp Director (EPC): Coordinate with law enforcement, 911, and local emergency management

Procedure:

1. Report immediately to Camp Director and Coordinator
2. Do not confront if threat suspected
3. Move campers indoors if necessary
4. Camp Coordinator escorts compliant individuals to office
5. In case of emergency or non-compliant individuals, call 911
6. Maintain supervised shelter-in-place until cleared by Camp Director

Visitor Procedures:

1. All visitors must be pre-approved and check in with camp staff
2. Camp staff wear identifiable uniforms
3. Visitors may only be in public areas, and may not be in student cabin area at any point
4. Visitor security procedures are enforced at all times

Parent Notification:

- Camp Director or Administrator will notify parents/guardians via phone and/or email within one hour if a major incident occurs

9.7 TRANSPORTATION EMERGENCY

Staff Responsibilities (*also see 4. Incident Command Structure*):

- Counselors: Lead evacuation supervise campers
- Driver: Call 911 and coordinate with law enforcement on site
- Camp Director (EPC): Oversee response and coordinate with 911 and local emergency management

Procedure:

1. Ensure safety of all passengers throughout evacuation
2. Call 911
3. Notify Camp Director for camper evacuation
4. Maintain roster accountability

Parent Notification:

- Camp Director or Administrator will notify parents/guardians via phone and/or email within one hour if injury or major incident occurs, or in the event of a camper death
-

9.8 INFECTIOUS DISEASE / EPIDEMIC

Staff Responsibilities (also see 4. Incident Command Structure):

- Camp Medic: Oversee medical care until EMS arrives or camper is admitted to the hospital
- Camp Director (EPC): Oversee response and coordinate with EMS, 911, and local emergency management

Procedure:

1. Camp Medic will isolate affected individual in designated infirmary area
2. Camp Medic will notify Camp Director as soon as possible
3. If applicable, Camp Director and/or Medic will report suspected disease to TX DSHS (see Appendix F – Texas Notifiable Conditions)
4. All staff must follow DSHS public health guidance, including mandatory use of PPE (gloves, masks, etc.) whenever they are around the affected individual
5. Camp Director will report suspected illness to local health authorities, EMS, 911, and/or local emergency management and coordinate response
6. All camp staff will increase sanitation protocols

Parent Notification:

- Camp Director or Administrator will notify parents/guardians via phone and/or email within one hour if illness requires medical care, or in the event of a camper death
 - Camp Director or Administrator will notify all parents of exposure risk
-

9.9 AQUATIC EMERGENCY PLAN

Staff Responsibilities (*also see 4. Incident Command Structure*):

- Lifeguards: Immediate rescue and first response
- Counselors: Assist Lifeguards as necessary, secure the scene, conduct headcount using rosters and report headcount to Camp Director, and supervise campers
- Camp Director (EPC): Oversee response and coordinate with EMS, 911, and local emergency management

Procedure:

1. Lifeguards activate emergency signal and clear the lake
2. Counselors secure area until cleared by Lifeguards, EMS, or emergency services
3. Lifeguards remove victim from water
4. Lifeguards begin rescue/CPR/AED if necessary
5. Lifeguards and/or Counselors call 911 if necessary
6. Lifeguards and/or Counselors notify Camp Director or Administrator
7. Camp Director (EPC) notifies and coordinates with EMS, 911, and local emergency management as appropriate

Parent Notification:

- Camp Director or Administrator will notify parents/guardians via phone and/or email within one hour in the event of serious incidents, or in the event of a camper death
-

9.10 SHELTER IN PLACE PLAN

Triggers:

- Severe Weather Warning (Thunderstorm, Hail, High Wind, Lightning)
- Unauthorized Individual
- Active Shooter
- Hazardous Materials
- Public Health Emergency
- Etc.

Staff Responsibilities (*also see 4. Incident Command Structure*):

- Counselors: Lead evacuation to storm shelters and carry camper rosters
- Camp Administrator: Verify evacuation zones and conduct headcount
- Camp Director (EPC): Oversee response and coordinate with 911 and local emergency management

Procedure:

1. Move all persons indoors immediately
2. Relocate to interior shelter areas away from windows
3. Maintain roster accountability
4. Camp Administrator monitors NOAA radio continuously if weather related
5. Remain sheltered until official all-clear

Parent Notification:

- Camp Director or Administrator will notify parents/guardians via phone and/or email within one hour if injury, evacuation, or major incident occurs, or in the event of a camper death

9.11 CAMP-WIDE EVACUATION & REUNIFICATION PLAN

Triggers:

- Fire affecting multiple structures
- Flood / Flash Flood / Warning (NWS issued)
- Hazardous materials incident
- Direction from local emergency management or 911 authorities

Staff Responsibilities (also see 4. Incident Command Structure):

- Counselors: Lead campers, carry rosters, supervise accountability
- Camp Medic: Oversee evacuation of medical-dependent campers
- Camp Administrator: Coordinate transportation and accountability verification
- Camp Director (EPC): Oversee evacuation and coordinate with 911 and local emergency management

Procedure:

1. Initiate evacuation upon direction of Camp Director or emergency authorities
2. All staff and campers follow posted evacuation routes to closest muster point (Appendix A)
3. Counselors are assigned to assist campers with mobility limitations, physical disability, campers who need assistance, campers who have assistive devices, and/or campers with medical needs
4. All staff will bring their cell phones and/or radios in the event of an evacuation
5. Counselors conduct headcount at departure
6. Counselors conduct headcount upon arrival at evacuation site
7. Continuous roster verification maintained
8. Transport campers via camp vehicles or contracted transportation if necessary
9. If camp transportation is unavailable, Camp Director will coordinate transportation through Upshur County emergency management

Parent Notification:

- Parents notified immediately upon evacuation. Notification includes:
 - Camper status
 - Relocation site
 - Instructions for reunification
- Parent/guardian identification required for camper release
- Camp staff will verify parent/guardian and camper identity prior to release
- Documentation of release maintained, including:
 - Name of individual picking up camper
 - Time of release
 - Verification of identity

Reunification Plan:

See Appendix A for evacuation maps.

- Primary reunification site:
 - Big Sandy Civic Center
612 N Tyler St
Big Sandy, TX 75755
- Secondary site:
 - Gilmer Civic Center
1218 US-271 N
Gilmer, TX 75644

Coordination with Authorities:

- Camp Director will coordinate with Upshur County Emergency Management and 911
- Authorities will be notified immediately upon evacuation initiation

Transportation Contingency Plan:

- Primary transportation:
 - camp-owned vehicles
- Secondary transportation:
 - Assistance requested through local emergency management
 - Contracted or volunteer vehicles

- Transportation resources will be prioritized for injured individuals and/or campers with access and functional needs
-

10. TRAINING & DRILLS

Staff Training:

- Camp Director conducts staff safety training prior to arrival of campers on site and documents training using Appendix D – Staff Training Documentation.
- Camp Director updates staff and camper training materials as necessary to stay compliant with state regulations.
- Documentation is saved in hard copy for one year, and digitally for at least five years.

Camper Training

- Camper training is developmentally appropriate based on age (14–17) and includes verbal instruction, visual aids, and supervised drills.
 - Training is conducted by the Camp Director and designated staff and includes:
 - Camp boundaries and hazards
 - Behavioral expectations during emergencies
 - Step-by-step actions to take during emergencies
 - Location of evacuation routes and shelter areas
 - Fire and severe weather drills conducted and logged
 - Drill documentation retained for inspection
-

11. POST-INCIDENT REVIEW

Following significant incidents:

1. Conduct internal review within 72 hours.

2. Document findings and corrective measures.
 3. Update plan if necessary.
 4. Retain documentation for regulatory inspection.
-

12. SIGNATURES

I certify this Emergency Preparedness Plan complies with applicable provisions of Texas Administrative Code Chapter 265 and is implemented at the Quest summer camp.

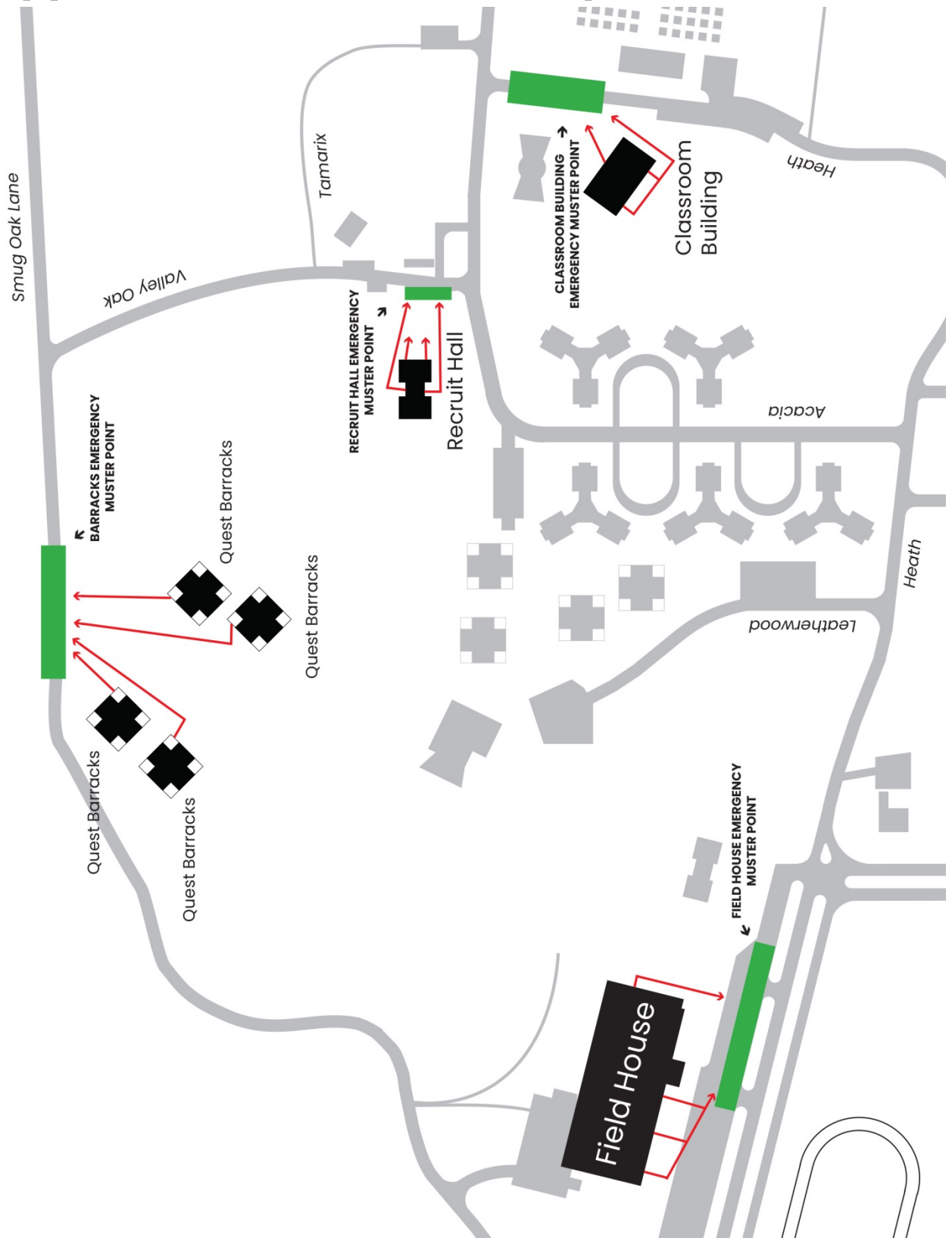
Camp Director

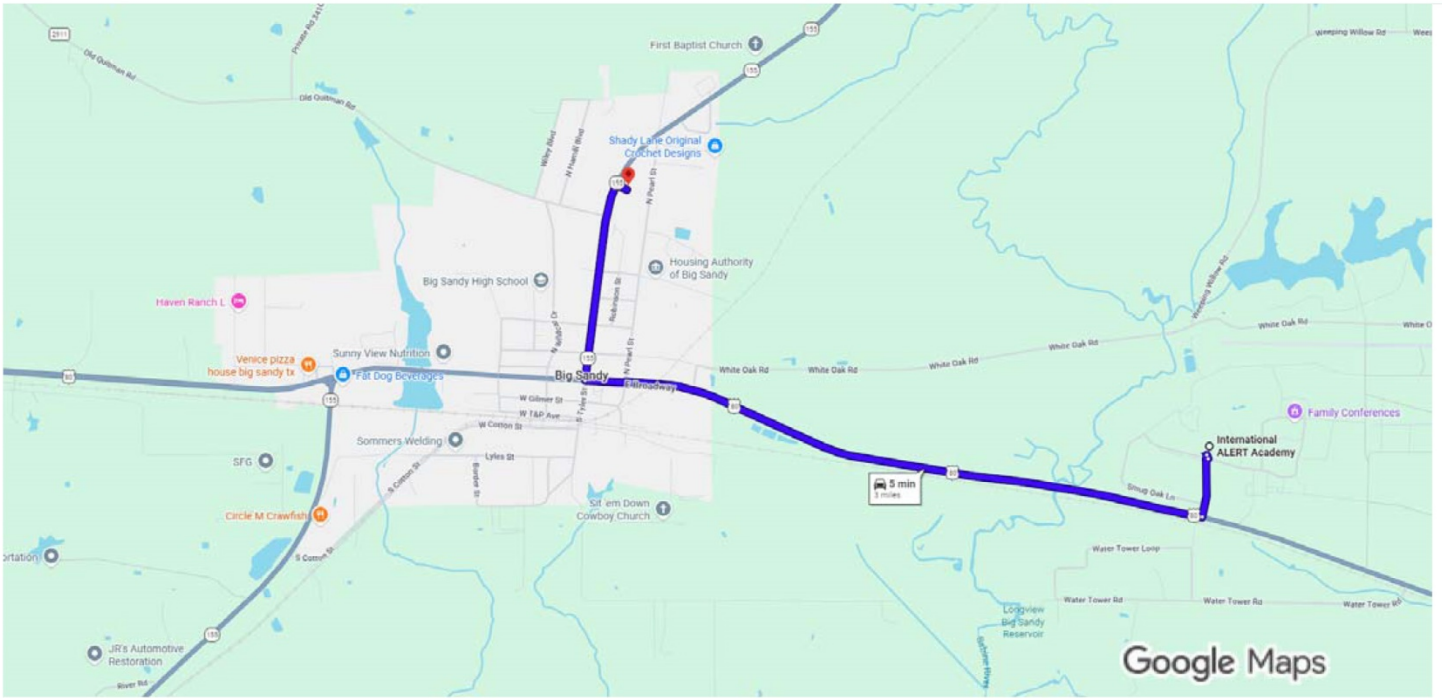
Name: Samuel Winkler

Date: 06/12/2026

Signature: _____

Appendix A – Evacuation Maps





Imagery ©2026 , Map data ©2026 Google 1000 ft

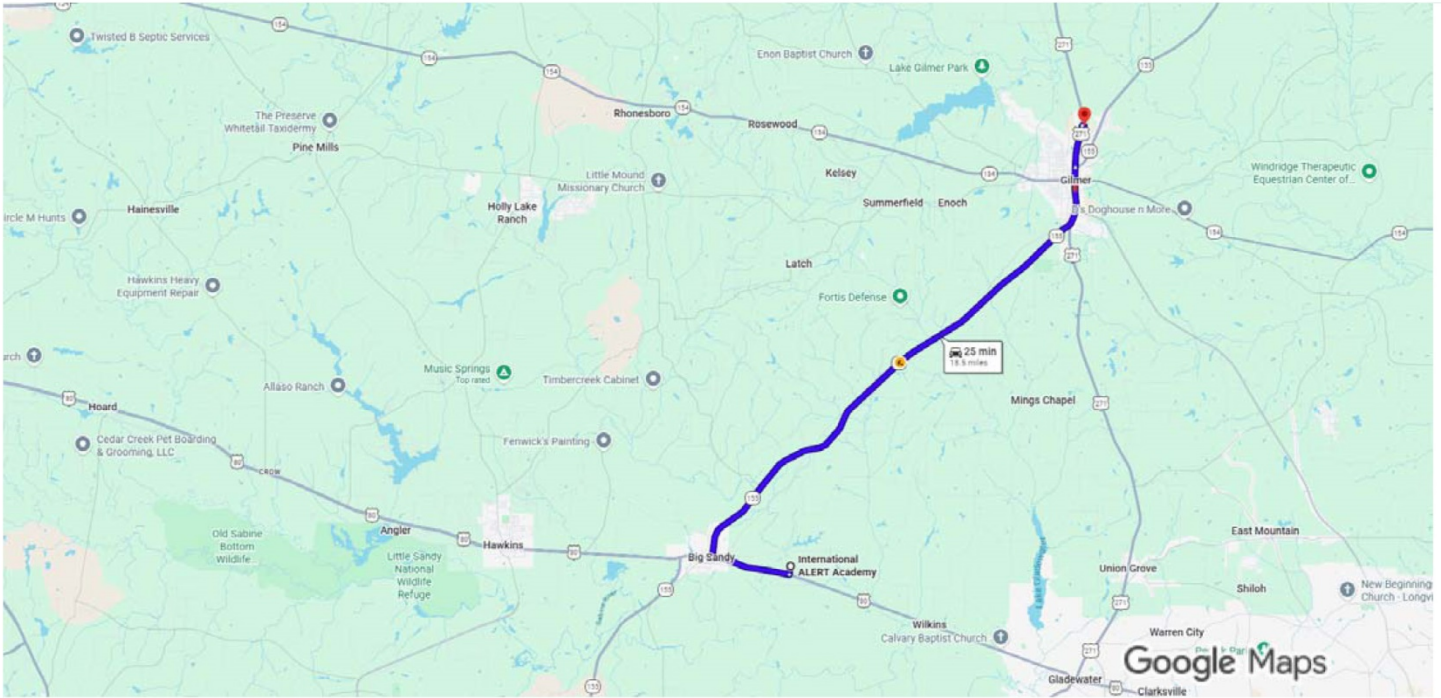
International ALERT Academy

1 Academy Blvd, Big Sandy, TX 75755

- ↑ 1. Exit the parking lot toward Academy Blvd
82 ft
- ↑ 2. Continue onto Academy Blvd
0.2 mi
- ↘ 3. Turn right onto US-80 W
2.1 mi
- ↘ 4. Turn right onto N Tyler St
0.7 mi
- ↘ 5. Turn right
i Destination will be on the left
 210 ft

Big Sandy Civic Center

612 N Tyler St, Big Sandy, TX 75755



Imagery ©2026, Map data ©2026 Google 2 mi

International ALERT Academy

1 Academy Blvd, Big Sandy, TX 75755

- ↑ 1. Exit the parking lot toward Academy Blvd
82 ft
- ↑ 2. Continue onto Academy Blvd
0.2 mi
- ↪ 3. Turn right onto US-80 W
2.1 mi
- ↪ 4. Turn right onto State Hwy 155 N/N Tyler St
i Continue to follow State Hwy 155 N
14.9 mi
- ↑ 5. Continue onto US Hwy 271 N/N Wood St
i Pass by Whataburger (on the right in 0.5 mi)
1.1 mi
- ↪ 6. Turn right
i Destination will be on the left
0.1 mi

Gilmer Civic Center

1218 US Hwy 271 N, Gilmer, TX 75644

Appendix B – Sample Drill Log Template

SECTION 1: DRILL RECORD

Field	Information
Drill Type	<input type="checkbox"/> Fire <input type="checkbox"/> Tornado <input type="checkbox"/> Flood <input type="checkbox"/> Shelter-in-Place <input type="checkbox"/> Missing Camper <input type="checkbox"/> Evacuation <input type="checkbox"/> Other: _____
Date of Drill	_____
Time of Drill	_____
Duration	_____
Location(s) Involved	_____
Total Campers Present	_____
Total Staff Present	_____
Drill Announced or Unannounced	_____
Weather Conditions (if applicable)	_____

SECTION 2: PERFORMANCE METRICS

Metric	Result
Time to Full Evacuation (if applicable)	_____
Time to Accountability Verification	_____
Any Missing Persons During Drill?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Resolved In (Minutes)	_____
Communication Systems Tested	<input type="checkbox"/> Radios <input type="checkbox"/> PA System <input type="checkbox"/> NOAA Radio <input type="checkbox"/> Text Alert <input type="checkbox"/> Other: _____
Emergency Equipment Checked	<input type="checkbox"/> First Aid Kits <input type="checkbox"/> Fire Extinguishers <input type="checkbox"/> AED <input type="checkbox"/> Shelter Areas

SECTION 3: OBSERVATIONS

What went well:

Issues identified:

Safety concerns observed:

Corrective action required (if necessary):

SECTION 4: CERTIFICATION

I certify that this emergency drill was conducted in accordance with the Quest Summer Camp Emergency Preparedness Plan and applicable Texas Youth Camp regulations.

Drill Supervisor: _____

Title: _____

Signature: _____

Date: _____

Appendix C – Sample Incident Report Form

SECTION 1: GENERAL INFORMATION

Date of Report: _____

Time of Incident: _____

Date of Incident: _____

Location of Incident: _____

Type of Incident (check one):

Serious Injury/Accident

Property Damage

Serious Illness

Security Concern

Medical Emergency

Transportation Incident

Behavioral Incident

Weather-Related

Missing Camper

Other: _____

SECTION 2: PERSON(S) INVOLVED

Injured / Affected Individual

Name: _____ Age: _____

Group / Team: _____

Additional Individuals Involved (if applicable)

Name(s): _____

Name(s): _____

Role(s): _____

Role(s): _____

Name(s): _____

Name(s): _____

Role(s): _____

Role(s): _____

SECTION 3: DESCRIPTION OF INCIDENT

Provide a factual, objective description of what occurred. Include sequence of events and contributing factors.

SECTION 4: ACTIONS TAKEN

Description of Actions Taken:

Was camper removed from activity? Yes No

Was parent/guardian notified? Yes No

Date & Time of Notification: _____

Person who notified parent: _____

Was 911 called? Yes No

If yes, time called: _____

Transported to hospital? Yes No

Hospital Name (if applicable): _____

SECTION 5: WITNESSES

Witness Name(s): _____

Contact Information (if applicable): _____

Witness Statement Attached? Yes No

SECTION 6: FOLLOW-UP REQUIRED

- | | |
|---|--|
| <input type="checkbox"/> No further action required | <input type="checkbox"/> Policy review |
| <input type="checkbox"/> Monitor condition | <input type="checkbox"/> Report to state authority (if required) |
| <input type="checkbox"/> Parent follow-up required | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Equipment repair/replacement | |

Follow-up assigned to: _____

Completion Date: _____

SECTION 7: REPORTING STAFF CERTIFICATION

I certify that this report is accurate to the best of my knowledge.

Reporting Staff Name: _____

Signature: _____

Title: _____

Date: _____

Appendix D – Staff Training Documentation

SECTION 1: TRAINING SESSION INFORMATION

Training Type (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Emergency Preparedness Plan | <input type="checkbox"/> Youth Supervision Standards |
| <input type="checkbox"/> Fire Safety & Evacuation | <input type="checkbox"/> Abuse Prevention & Reporting |
| <input type="checkbox"/> Severe Weather Procedures | <input type="checkbox"/> Transportation Safety |
| <input type="checkbox"/> Flood Response | <input type="checkbox"/> Infectious Disease Control |
| <input type="checkbox"/> Missing Camper Protocol | <input type="checkbox"/> Behavioral Management |
| <input type="checkbox"/> First Aid / CPR / AED | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Medication Administration | |

Training Date(s): _____

Training Start Time: _____ End Time: _____

Total Training Hours: _____

Trainer Name and Title: _____

SECTION 2: TRAINING CONTENT SUMMARY

Provide a summary of topics covered and materials reviewed:

Materials Distributed (if applicable):

- | | |
|--|--|
| <input type="checkbox"/> Emergency Plan Copy | <input type="checkbox"/> Reporting Forms |
| <input type="checkbox"/> Drill Procedures | <input type="checkbox"/> Handouts |
| <input type="checkbox"/> Safety Manual | <input type="checkbox"/> Other: _____ |

SECTION 3: SKILLS VERIFICATION (If Applicable)

Practical skills demonstrated:

- | | |
|--|--|
| <input type="checkbox"/> CPR | <input type="checkbox"/> Emergency Radio Use |
| <input type="checkbox"/> AED Operation | <input type="checkbox"/> Evacuation Leadership |
| <input type="checkbox"/> First Aid Procedures | <input type="checkbox"/> Medication Administration |
| <input type="checkbox"/> Fire Extinguisher Use | <input type="checkbox"/> Other: _____ |

Were competency checks completed? Yes No

If yes, describe method of verification:

SECTION 4: STAFF ATTENDANCE RECORD

See attached attendance roster.

SECTION 5: CERTIFICATION

I certify that the above training was conducted in accordance with Quest Summer Camp policies and applicable Texas Youth Camp regulations. All listed staff have completed the required training prior to supervising campers.

Trainer Name: _____

Signature: _____

Date: _____

Appendix E – Emergency Contact Directory

1. PRIMARY EMERGENCY NUMBER

Emergency (Police / Fire / EMS): 911

(Voice and Text-to-911 supported in Upshur County)

2. LAW ENFORCEMENT

Upshur County Sheriff’s Office

405 Titus St, Suite 6
Gilmer, TX 75644
Phone: (903) 843-2541

Big Sandy Police Department

Big Sandy, TX
Phone: (903) 636-4200
(Also dispatched via 911)

3. FIRE DEPARTMENTS

For emergencies, dial 911. Non-emergency administrative numbers listed below.

Big Sandy Volunteer Fire Department

Big Sandy, TX
Phone: (903) 374-3758

Gilmer Fire Department

Gilmer, TX
Phone: (903) 843-3225

4. STATE & NATIONAL HOTLINES

Texas Department of State Health Services – Youth Camp Program

Phone: (512) 834-6600

Texas Poison Control Center (24/7):

1-800-222-1222

5. MEDICAL FACILITIES

(For life-threatening emergencies, call 911 first.)

CHRISTUS Good Shepherd – Longview

700 E Marshall Ave
Longview, TX 75601
Phone: (903) 315-2000

Longview Regional Medical Center

2901 N Fourth St
Longview, TX 75605
Phone: (903) 758-1818

6. PUBLIC HEALTH

Upshur County Health Department

324 Yapaco St
Gilmer, TX 75644
Phone: (903) 843-5049

7. COUNTY GOVERNMENT & EMERGENCY MANAGEMENT

Upshur County Office of Emergency Management

(Through County Judge's Office)
Phone: (903) 680-8113

Upshur County Courthouse

100 W Tyler St
Gilmer, TX 75644
Phone: (903) 843-4003

Appendix F – Texas Notifiable Conditions

Texas Notifiable Conditions - 2026

Report all Confirmed and Suspected cases

24/7 Number for Immediately Reportable – 1-800-705-8868



Unless noted by an asterisk (*), report to your local or regional health department using number above or find contact information at <http://www.dshs.texas.gov/idcu/investigation/conditions/contacts/>

A – L	When to Report	L – Y	When to Report
*Acquired immune deficiency syndrome (AIDS) ¹	Within 1 week	Legionellosis ²	Within 1 week
Amebic meningitis and encephalitis ²	Within 1 week	Leishmaniasis ²	Within 1 week
Anaplasmosis ²	Within 1 week	Listeriosis ^{2, 3}	Within 1 week
Anthrax ^{2, 3, 4}	Call Immediately	Lyme disease ²	Within 1 week
Arboviral infections ^{2, 5, 6}	Within 1 week	Malaria ²	Within 1 week
*Asbestosis ⁷	Within 1 week	Measles (rubeola) ²	Call Immediately
Ascariasis ²	Within 1 week	Melioidosis ^{2, 4}	Call Immediately
Babesiosis ^{2, 6}	Within 1 week	Meningococcal infection, invasive (<i>Neisseria meningitidis</i>) ^{2, 3}	Call Immediately
Botulism (adult and infant) ^{2, 3, 4, 8}	Call Immediately ⁸	Mumps ²	Within 1 work day
Brucellosis ^{2, 3}	Within 1 work day	Paragonimiasis ²	Within 1 week
Campylobacteriosis ²	Within 1 week	Pertussis ²	Within 1 work day
*Cancer ⁹	See rules ⁹	*Pesticide poisoning, acute occupational ¹⁰	Within 1 week
Candida auris ^{2, 3}	Within 1 work day	Plague (<i>Yersinia pestis</i>) ^{2, 3, 4}	Call Immediately
Carbapenem-resistant Enterobacteriales (CRE) ^{2, 11}	Within 1 work day	Poliomyelitis, acute paralytic ²	Call Immediately
Chagas disease ^{2, 6}	Within 1 week	Poliovirus infection, non-paralytic ²	Within 1 work day
*Chancroid ¹	Within 1 week	Prion diseases, such as Creutzfeldt-Jakob disease (CJD) ^{2, 12}	Within 1 week
*Chickenpox (varicella) ¹³	Within 1 week	Q fever ^{2, 4}	Within 1 work day
* <i>Chlamydia trachomatis</i> infection ¹	Within 1 week	Rabies, human ²	Call Immediately
*Contaminated sharps injury ¹⁴	Within 1 month	Rubella (including congenital) ²	Within 1 work day
* Controlled substance overdose ¹⁵	Report Immediately	Salmonellosis, including typhoid fever ^{2, 3}	Within 1 week
Coronavirus, novel ^{2, 16}	Call Immediately	Shiga toxin-producing <i>Escherichia coli</i> ^{2, 3}	Within 1 week
<i>Cronobacter spp.</i> in infants, invasive ²	Within 1 week	Shigellosis ²	Within 1 week
Cryptosporidiosis ²	Within 1 week	Smallpox ^{2, 4}	Call Immediately
Cyclosporiasis ²	Within 1 week	*Spinal cord injury ¹⁷	Within 10 work days
Cysticercosis ²	Within 1 week	Spotted fever rickettsiosis ²	Within 1 week
Diphtheria ^{2, 3}	Call Immediately	Streptococcal disease (<i>S. pneumo</i>), invasive ^{2, 3}	Within 1 week
*Drowning/near drowning ¹⁷	Within 10 work days	*Syphilis – primary and secondary stages ^{1, 18}	Within 1 work day
Echinococcosis ²	Within 1 week	*Syphilis – all other stages including congenital syphilis ^{1, 18}	Within 1 week
Ehrlichiosis ²	Within 1 week	<i>Taenia solium</i> and undifferentiated <i>Taenia</i> infection ²	Within 1 week
Fascioliasis ²	Within 1 week	Tetanus ²	Within 1 week
*Gonorrhea ¹	Within 1 week	Tick-borne relapsing fever (TBRF) ²	Within 1 week
<i>Haemophilus influenzae</i> , invasive ^{2, 3}	Within 1 week	*Traumatic brain injury ¹⁷	Within 10 work days
Hansen’s disease (leprosy) ¹⁹	Within 1 week	Trichinosis ²	Within 1 week
Hantavirus infection ²	Within 1 week	Trichuriasis ²	Within 1 week
Hemolytic uremic syndrome (HUS) ²	Within 1 week	Tuberculosis (<i>Mycobacterium tuberculosis complex</i>) ^{3, 20}	Within 1 work day
Hepatitis A ²	Within 1 work day	Tuberculosis infection ²¹	Within 1 week
Hepatitis B, C, and E (acute) ²	Within 1 week	Tularemia ^{2, 3, 4}	Call Immediately
Hepatitis B infection identified prenatally or at delivery (mother) ²	Within 1 week	Typhus ²	Within 1 week
Hepatitis B, perinatal (HBsAg+ < 24 months old) (child) ²	Within 1 work day	Vancomycin-intermediate <i>Staph aureus</i> (VISA) ^{2, 3}	Call Immediately
Hookworm (ancylostomiasis) ²	Within 1 week	Vancomycin-resistant <i>Staph aureus</i> (VRSA) ^{2, 3}	Call Immediately
* Human immunodeficiency virus (HIV), acute infection ^{1, 22}	Within 1 work day	<i>Vibrio</i> infection, including cholera ^{2, 3}	Within 1 work day
*Human immunodeficiency virus (HIV), non-acute infection ^{1, 22}	Within 1 week	Viral hemorrhagic fever (including Ebola) ^{2, 4}	Call Immediately
Influenza-associated pediatric mortality ²	Within 1 work day	Yellow fever ²	Call Immediately
Influenza, novel ²	Call Immediately	Yersiniosis ²	Within 1 week
* Lead, child blood, any level & adult blood, any level ²³	Call/Fax Immediately		

In addition to specified reportable conditions, any outbreak, exotic disease, or unusual group expression of disease that may be of public health concern should be reported by the most expeditious means available. ²⁴ This includes any case of a select agent. ⁴

See select agent list at <https://www.selectagents.gov/selectagentsandtoxinslist.html>

*See condition-specific footnotes for reporting contact information

Texas Notifiable Conditions Footnotes - 2026

- ¹ Please refer to specific rules and regulations for HIV/STD reporting and who to report to at <http://www.dshs.texas.gov/hivstd/healthcare/reporting.shtm>.
- ² Reporting forms are available at <http://www.dshs.texas.gov/idcu/investigation/forms/> and investigation forms at <http://www.dshs.texas.gov/idcu/investigation/>. Call as indicated for immediately reportable conditions.
- ³ Lab samples of the following must be sent to the Department of State Health Services, Laboratory Services Section, 1100 West 49th Street, Austin, Texas 78756-3199 or other public health laboratory as designated by the Department of State Health Services: anthrax (*Bacillus anthracis*); botulism, adult and infant (*Clostridium botulinum*); brucellosis (*Brucella* species); *Candida auris*; diphtheria (*Corynebacteria diphtheriae* from any site); all *Haemophilus influenzae*, invasive, in children under five years old (*Haemophilus influenzae* from normally sterile sites); listeriosis (*Listeria monocytogenes*); meningococcal infection, invasive (*Neisseria meningitidis* from normally sterile sites or purpuric lesions); plague (*Yersinia pestis*); salmonellosis, including typhoid fever (*Salmonella* species); Shiga toxin-producing *Escherichia coli* infection (*E. coli* O157:H7, isolates or specimens from cases where Shiga toxin activity is demonstrated); *Staphylococcus aureus* with a vancomycin minimum inhibition concentration (MIC) greater than 2 micrograms per milliliter ($\mu\text{g}/\text{mL}$); all *Streptococcus pneumoniae*, invasive, in children under five years old (*Streptococcus pneumoniae* from normally sterile sites); tuberculosis (*Mycobacterium tuberculosis* complex); tularemia (*Francisella tularensis*); vibriosis (*Vibrio* species); and any outbreak, exotic disease, or unusual group expression of disease that may be of public health concern may require submission of cultures or specimens. Pure cultures (or specimens) should be submitted as they become available accompanied by a current department Specimen Submission Form. See the [Texas Administrative Code \(TAC\), Title 25, Chapter 97, Subchapter A](#): §97.3(a)(4), §97.4(a)(6), and §97.5(a)(2)(C). Call 512-776-7598 for specimen submission information.
- ⁴ Please secure [Select Agent isolates](#) and specimens in accordance with the guidance in the [Select Agent Regulation](#), and immediately initiate a consultation with public health regarding need for further testing or sequencing. Notify any transfer facilities of any test results of high consequence/interest.
- ⁵ Arboviral infections including, but not limited to, those caused by California serogroup viruses, chikungunya virus, dengue virus, Eastern equine encephalitis (EEE) virus, Oropouche virus, St. Louis encephalitis (SLE) virus, Western equine encephalitis (WEE) virus, West Nile (WN) virus, and Zika virus.
- ⁶ All blood collection centers should report all donors with reactive tests for West Nile virus, Zika virus, *Babesia* species, and *Trypanosoma cruzi* (Chagas disease) to the DSHS Zoonosis Control Branch. If your center uses a screening assay under an IND protocol, please include results of follow-up testing as well. To report, send a secure email to WNV@dshs.texas.gov or fax the report to 512-776-7454. Providing the following: Collection Agency; Unique BUI #; Test Name, Collection Date; Last Name, First Name, Donor Phone Number, Donor Address, Date of Birth, Age, Sex, Race, and Hispanic Ethnicity (Y/N). If your location has a city or county health department, DSHS recommends that you also share this same information with them.
- ⁷ For asbestos reporting information see <http://www.dshs.texas.gov/epitox/Asbestosis-and-Silicosis-Surveillance/>.
- ⁸ Report suspected botulism immediately by phone to 888-963-7111.
- ⁹ For more information on cancer reporting rules and requirements go to <http://www.dshs.texas.gov/tcr/reporting.shtm>.
- ¹⁰ For pesticide reporting information see <https://www.dshs.texas.gov/sites/default/files/epitox/pestrptfrm.pdf>.
- ¹¹ *Escherichia coli* or *Klebsiella* species that are resistant to at least one carbapenem antibiotic or produce a carbapenemase.
- ¹² For purposes of surveillance and notification, Prion diseases, such as Creutzfeldt-Jakob disease (CJD) includes sporadic CJD (sCJD), and also includes sporadic fatal insomnia (sFI), Variably Protease-Sensitive Prionopathy (VPSPr), any genetic CJD (gCJD) or familial CJD (fCJD), fatal familial insomnia (FFI), Gerstmann-Sträussler-Scheinker syndrome (GSS), iatrogenic CJD (iCJD), Kuru, variant CJD (vCJD), and any novel prion disease affecting humans.
- ¹³ Call your [local health department](#) for a copy of the Varicella Reporting Form with their fax number. The [Varicella \(Chickenpox\) Reporting Form](#) should be used instead of an Epi-1 or Epi-2 morbidity report.
- ¹⁴ Applicable for governmental entities. Not applicable to private facilities. ([TAC §96.201](#)) Initial reporting forms for Contaminated Sharps at http://www.dshs.texas.gov/idcu/health/infection_control/bloodborne_pathogens/reporting/.
- ¹⁵ To report a Controlled Substance Overdose, go to <https://odreport.dshs.texas.gov/>.
- ¹⁶ Novel coronavirus causing severe acute respiratory disease includes Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). Call immediately for SARS, MERS, or any other novel coronavirus cases. Coronavirus Disease 2019 (COVID-19) is no longer considered a novel coronavirus and as of March 1, 2024 is no longer a notifiable disease condition in Texas.
- ¹⁷ Please refer to specific rules and regulations for injury reporting and who to report to at <http://www.dshs.texas.gov/injury/rules.shtm>.
- ¹⁸ Laboratories should report syphilis test results within 3 work days of the testing outcome.
- ¹⁹ Reporting forms are available at <https://www.dshs.texas.gov/idcu/disease/hansens/forms.shtm>.
- ²⁰ Reportable tuberculosis disease includes the following: suspected tuberculosis disease pending final laboratory results; positive nucleic acid amplification tests; clinically or laboratory-confirmed tuberculosis disease; and all *Mycobacterium tuberculosis* (*M. tb*) complex including *M. tuberculosis*, *M. bovis*, *M. africanum*, *M. canettii*, *M. microti*, *M. caprae*, and *M. pinnipedii*. See rules and reporting information at <http://www.dshs.texas.gov/idcu/disease/tb/reporting/>.
- ²¹ TB infection is determined by a positive result from an FDA-approved Interferon-Gamma Release Assay (IGRA) test such as T-Spot TB or QuantiFERON® - TB GOLD In-Tube Test or a tuberculin skin test, and a normal chest radiograph with no presenting symptoms of TB disease. See rules and reporting information at <http://www.dshs.texas.gov/idcu/disease/tb/reporting/>. Please report skin test results in millimeters.
- ²² Any person suspected of having HIV should be reported, including HIV exposed infants.
- ²³ For lead reporting information see <http://www.dshs.texas.gov/lead/Reporting-Laws-Administrative-Code.aspx>.
- ²⁴ For more information on mpox reporting requirements go to <https://www.dshs.texas.gov/high-consequence-infectious-diseases/mpox/mpox-information-public-health>.

Appendix G – Floodplain Disclosure

1. FLOODPLAIN STATUS

Portions of the camp property **are located within a FEMA-designated 100-year floodplain**. Affected areas **do not** include any buildings or living spaces.

This determination is based on publicly available floodplain mapping data from the Federal Emergency Management Agency (FEMA) and local county records for Upshur County, Texas.

Parents/guardians are notified of the camp’s floodplain status using the language above during the registration process, and are required to acknowledge notification in the registration forms which are kept on file by the Administrative Assistant in paper copy for one year, and digitally for at least five years.

Please see attached map for camp property floodplain and cabin locations.

2. FLOOD RISK ACKNOWLEDGMENT

- Camp operations include a written Flood Emergency Response Procedure within the Camp Emergency Preparedness Plan.
 - Elevated shelter areas and/or evacuation routes to higher ground have been pre-identified.
 - Staff are trained in flood monitoring and evacuation procedures.
 - Weather alerts are continuously monitored via NOAA weather radio and other alert systems.
 - Evacuation will be initiated if conditions pose a safety risk.
-

3. EMERGENCY PROCEDURES SUMMARY

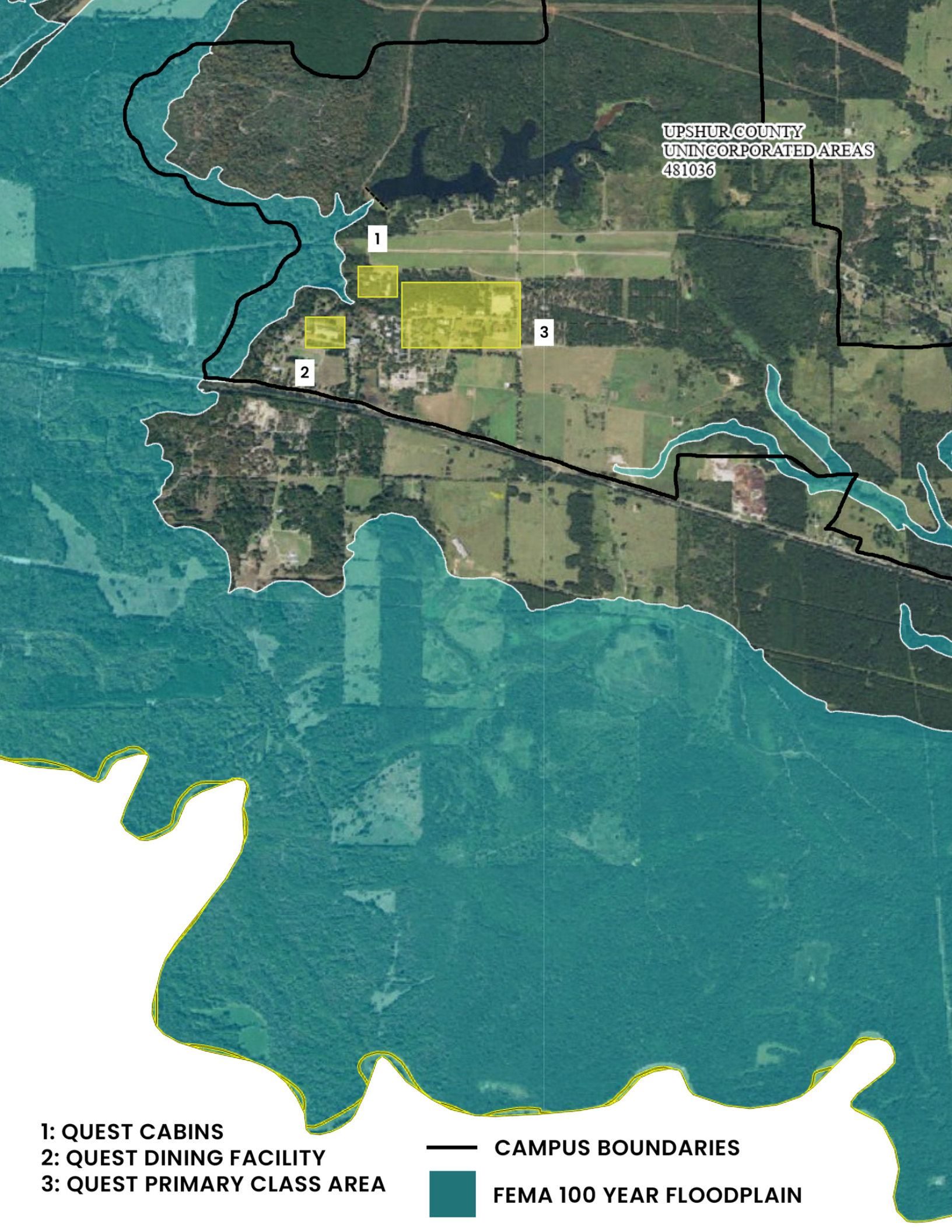
In the event of a flood warning, flash flood warning, or hazardous water conditions:

1. Camp leadership will immediately assess conditions.

2. Campers will be relocated to designated higher ground areas.
3. If necessary, full evacuation procedures will be initiated.
4. Local emergency management and law enforcement will be notified.
5. Parents/guardians will be informed if relocation or evacuation occurs.

Full procedures are detailed in the Quest Summer Camp Emergency Preparedness Plan.

UPSHUR COUNTY
UNINCORPORATED AREAS
481036



- 1: QUEST CABINS
- 2: QUEST DINING FACILITY
- 3: QUEST PRIMARY CLASS AREA

— CAMPUS BOUNDARIES

■ FEMA 100 YEAR FLOODPLAIN