

# EMERGENCY ACTION PLAN

PILOT LAKE CAMP  
Regular Baptist Camp, Inc.  
(Delahunty Lake)

Sierra – Plumas County Line  
164 Johnsville Rd  
La Porte, CA 95981  
Lat/Long 39.750596, -120.888143



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### **Scope and Implementation of Emergency Action Plan (EAP)**

The intent of the plan is to help provide information and direction to those who are responsible for lives and property during an emergency at Pilot Lake Camp of any scope and nature. The possibility of overrun by wildfire is a primary concern, but other types of emergencies may impact the camp as well. The EAP is not intended to be the final rule on action taken or suggestive of a guarantee of a positive outcome during or after an emergency occurs. All emergencies are dynamic and changing with variable outcomes. This EAP is offered as guidance to assist those who are involved in helping to mitigate an emergency incident at the camp or nearby area. Two types of responsible parties are identified in this document: 1) The Camp Director and designated staff associated with Pilot Lake Camp, and 2) The User Group Leadership and staff associated with the organization under contract for use of the facilities for a specified period of time indicated in the contract.

### **A. Emergency Escape Procedures and Routes**

- 1) Two main areas of the camp will be identified for escape route procedures and safety zones:
  - Lodge Area – Including Cabins, Bath house, Maintenance Shop, Offices, Kitchen, Meeting rooms, Sleeping areas
  - Recreation/Lake Area – Including Swim, Boats, and Game Fields
- 2) Each of the two areas will be a designated safety zone depending on conditions and the situation. Each **safety zone** will have a primary and secondary escape route leading to or from them in case of further evacuation or escape is necessary. These escape routes and procedures will be posted in a visible location within each of the two areas. **(See Maps-Escape Routes)**
- 3) The intent of the escape routes is to provide a safe and simple path of egress from a hazard to a place of non-hazard, knowing that factors and conditions affecting the situation may be changing during the incident and evacuation. Adherence to pre-planned actions will occur first, but good judgement should always be exercised during the moment of decision making, possibly changing the pre-planned course of action. Fires, catastrophic weather events, or any potential for large multiple injury medical situations may warrant using escape routes.
- 4) Each of the two areas will have a designated meeting place to gather all persons within that area for purposes of person accountability, giving instructions and direction, and keeping control during an emergency incident.

- 5) **The meeting area for an “All Camp” evacuation will be the lodge dining room area unless the lodge is compromised. The backup area will be the grassy area/ game field next to the lake.**
- The meeting place for the Lodge Area (Cabins, Bath house, Maintenance Shop, Offices, Kitchen, Meeting rooms, and Lodge Sleeping areas) will be the exterior lake side entrance/porch to the lodge or interior in the dining area.
  - The meeting place for the Recreation/Lake Area will be the grassy area/ game field next to the lake. After person accountability is verified, movement to the lodge is suggested when safe to do so.
  - During the winter, with potentially smaller groups on site and with snow on the grounds, the lodge will be the primary emergency meeting place for all camp areas.
- 6) In the event of a **Complete Camp Evacuation** ordered by law enforcement, fire officials, or the camp director, the routes identified on the evacuation map will be used. Vehicles exiting the camp will be directed to take the appropriate route of travel towards safer areas. Normal action will be to shelter in place on the camp property. No independent movement of people off the camp property which compromises person accountability is suggested or encouraged.
- 7) A laminated camp map posted each year for each area will have the escape routes and designated emergency meeting places clearly identified on it. These maps should be reviewed and known to all Pilot Lake employees, responsible designees, volunteers, and Group Leaders of all groups attending or lodging on the PLC property. **(See Maps-Escape Routes)**

## **B. Procedures to be followed by Employees and User Group**

- 1) **General:** Camp employees or volunteer staff have a responsibility to help minimize confusion and provide instructions during an emergency incident, especially during an evacuation or use of escape routes. Staff should be familiar with the procedures listed in this plan as well as the locations of camp buildings, have a working knowledge of access to the location of utility shut-offs, switches, and valves. Less urgent, non-life-threatening incidents or injuries (911 system not required) for contracted groups will be handled by the User Group leaders with assistance as necessary from the camp Director or other staff and employees. Although major incidents and life-threatening medical emergencies (911 system activated) will require cooperative decision making between the User Group Leader and the Camp Director, the Pilot Lake Camp Director or designee will have the final authority in all matters relating to camp property and procedures, with the user User Group Leadership assuming final responsibility for people under their care.

- 2) **Medical:** Camp employees or volunteer staff will have current contact information for the local fire and county EMS response. Due to Pilot Lake Camp's location near multiple county boundaries and long response times from EMS, Law Enforcement, or Fire personnel, notification should take place as soon as possible. The following EMS contact procedure should be used. (Posted in kitchen, office, Safety Handbook/Binder)
- Access the EMS system – **911**, Identify yourself, Identify the emergency, Identify location (12 miles south of Quincy, Lat/Long 39.750596, -120.888143) Ask for a notification to and response from La Porte Volunteer Fire Department, the closest responding agency. Stay on the line for further questions until directed to hang up.
  - Call LaPorte Volunteer Fire Department to confirm notification and dispatch by 911 authorities: 1-530-675-2557
  - EMS personnel will determine if a **helicopter air medical service** should be called. Pilot Lake is covered by multiple air medical providers from various hospitals or law enforcement agencies. It is up to the EMS response system to identify transport and treatment locations for a patient. The grassy area near the lake is the primary camp landing zone for helicopters. If this is compromised the rocky knoll north of the director's cabin will be a secondary landing zone. Both are clear of trees and brush and are accessible by vehicle. **Air medical service paramedics will be provided with a copy of the patient's medical release form and medical information upon arrival.** Camp staff will assist the local fire department in providing a safe landing zone as requested.

Helicopter operations safety considerations:

- 100' clearance in all directions is usually required for landing.
  - Rotor wash is strong, and all vehicles and small moveable objects should be cleared from the landing zone. Eye protection from dust and debris is recommended. Secure hats by straps or remove them.
  - Do not approach a helicopter unless instructed to do so by the flight crew. Only approach from the front at 45-degree angles and in view of the pilot. Stay low, wait for instruction. Never approach from the back or tail rotor side of the aircraft. Never approach from the uphill side of the aircraft.
  - Usually a pilot will try to land and take off facing into the wind. Good open clearance as close to this line of direction is recommended and should be communicated with the flight crew if possible. Local EMS agencies should be in radio contact.
  - Helicopters always generate many hazards and require alertness during their operation. Camp staff can help keep onlookers away from the landing zone operational area.
- Medical Resources: ER consulting doctor at 1-530-283-2121, **Plumas District Hospital**, 1065 Bucks Lake Road, **Quincy**, CA after initial calls to EMS are completed.

- ER consulting doctor at 1-530-332-7300, **Enloe Medical Center**, Level 2 Trauma Center, 1531 Esplande, **Chico**, CA after initial calls to EMS are completed.
- Poison Control, 1-800-222-1222

- Other Hospitals:

Eastern Plumas District Hospital, 500 First Ave, Portola, CA 1-530-832-6500

Oroville Hospital, 2767 Olive Highway, Oroville, CA 1-530-333-8500

Rideout Memorial Hospital, Level 3 Trauma, 726 Fourth St, Marysville, CA  
1-530-749-4300

- It is the responsibility of each User Group to provide its own medical care or determine the need to contact EMS for emergency care. Camp employees may provide First Aid assistance if acting within their level of training or under the direction of a higher medical authority. The highest certified medical authority at the scene takes charge of decisions regarding patient care during an emergency. This person may change at an incident as other first responders arrive to help.
  - Any medical treatment by EMS, camp nurse, or doctor will require a patient's medical/release form (on file for immediate use), camper/volunteer/employee medical information form for medical treatment (on file for immediate use), and a completed Incident-Accident Report (in office) to be filled out as soon after the incident as practical and turned in to the camp director. (same day or within 24 hrs.) Forms are available online.
  - Employees or staff should know the location of first aid kits in buildings and on the property grounds. (Nurses station, kitchen, maintenance shop, recreation/lake area.) First Aid kits will be checked regularly for appropriate contents and current supply list.
  - All medication brought to camp by campers needs to be dispensed by the User Group Camp Nurse. The medication must be in the original container and labeled in accordance with California Health and Safety Code. Medication must be accompanied by specific written dispensing instructions from a parent, legal guardian, or licensed physician. The medications must be stored in a locked container when unattended by the User Group Camp Nurse.
  - The User Group Camp Nurse or the Pilot Lake Camp Director shall report all occurrences of foodborne illness, suspected foodborne illness or any other reportable diseases as required by California Code of Regulations Title 17.
- 3) **Small Fires:** Employees or staff should know the locations of all fire extinguishers in all buildings and be competent in their use in order to put out **small fires of any type**. After doing so, notification to the camp director is mandatory.

4) **Liquid hazardous spills** will be contained with the appropriate absorbent material located in the general vicinity of liquid storage. (Flammable liquids, diesel, gasoline, oil, etc.) Small chemical spills should be cleaned up quickly to avoid slipping, additional skin contact or production of harmful vapors. Large spills may require outside agency assistance to fully clean up or reduce hazard and risk. (See Sierra County CERS contingency plan notification requirements, Section C, located in the Safety Binder)

5) **Camp Security:**

- **Visitors:** Upon arrival all visitors must register with the camp director. A volunteer or staff worker may meet a visitor and direct them to the director if necessary. The User Group Staff will be notified that a visitor is on the property and waiting in the lodge area dining hall next to the kitchen. Visiting persons requesting contact with campers or other members of the user group should be referred to a User Group Staff representative. All visitors must check in and obtain an identifiable visitor's pass or badge.
- **Intruders:** Unfamiliar persons on the camp property may range from someone lost and looking for directions to a person with intent to do harm to persons or property. Some judgment must be made on the part of staff. Persons should be questioned to ascertain who they are and why they are here. Do not antagonize an intruder. Be polite, give assistance if possible, accompany the person to the Dining Hall, or ask them to leave. The camp is private property and is not open to the public. Watch to be certain that the person leaves the site. Be observant as to the make, model, and license number of the car, or any other details that might be helpful for documentation or investigation.

If the appearance of the unfamiliar person makes you uncomfortable, approach with another staff member. Someone should always stay with the campers, keeping them away from the situation. If the person seems threatening in any way, do not approach or take any chances. Remove yourselves and the campers from the area, notify the User Group Staff, and observe the whereabouts of the person. If you see or suspect an intruder in camp at night, immediately notify the User Group Staff and the camp director.

- **Kidnapping:** Under NO condition may a camper be removed from camp without the permission of the User Group Staff. Strangers may come to the camp in search of potential victims or may have custody disputes as parents over children. The User Group Staff has the sole responsibility and authority to release their campers, volunteers or staff from the camp property.
- The User Group Staff will verify that the camper is released only to the legal guardian or their authorized designee. All requests to pick up campers or staff help must be directed to the User Group Leader. Should a camper be taken from camp without the direct knowledge and approval of the User Group Staff: Notify the Camp Director IMMEDIATELY!

## 6) **Public Information Policy for Crisis Situations at Pilot Lake Camp**

**In the event of a major emergency, crisis, or other incidents at Pilot Lake Camp that may warrant communication with the media or general public, the following policy will be adhered to:**

1. After assuring that all necessary and appropriate emergency response measures are implemented, the User Group Staff and the Pilot Lake Camp Director will meet and clarify the facts and details surrounding the incident.
2. The Pilot Lake Camp Director will assess the severity of the situation and if warranted, the Board of Directors Chairperson will be notified.
3. The Pilot Lake Camp Director and BOD Chairperson will develop an appropriate public statement or response regarding the incident.
4. If the incident involves accountability on the part of a user group, the user group representative will be involved in all discussions and will maintain the primary public communication and response regarding the incident. Pilot Lake Camp will work cooperatively with the user group's designated representatives to develop and deliver appropriate, clear and concise communications that satisfy public inquiries while ensuring the privacy of all concerned as well as protecting the interests of Pilot Lake Camp and its user groups.
5. The Pilot Lake Camp BOD Chairperson will at all-times serve as the official spokesperson for Pilot Lake Camp and will personally deliver all statements and communications from Pilot Lake Camp to the media or public. If in the event the Chairperson cannot personally provide a response, the Pilot Lake Camp Director will act as spokesperson. Under no circumstances should other persons affiliated with Pilot Lake Camp, including staff, Board members and volunteers, or user groups, speak with the media, respond to media inquiries or issue public statements without prior approval from the BOD Chairperson. All public inquiries received by persons affiliated with Pilot Lake Camp should immediately be referred to the BOD Chairperson for statements and communication.

## **C. Procedures for Maintaining Accountability of Persons**

- 1) **User Groups:** All User Groups contracted with Pilot Lake Camp each year shall immediately provide information as to the number of Staff, volunteers, and campers on site, or off site during their stay at the camp. This information, at a minimum, should include name, age, sex, sleeping location, and name of camp counselor or supervisor (user group appointed staff). User Group volunteers and staff information should be available under a separate list from campers, describing their age, sex, sleeping location, and role or responsibility while at Pilot Lake Camp. Each user group is required to provide adequate supervision levels for each camper/person while at Pilot Lake Camp.

During an emergency, all user group staff will gather those persons for whom they have responsibility to the emergency meeting locations identified under section A, (either the Lodge or the grassy field). Further instructions and information will be given at those locations. A head count and roll call will be conducted to confirm all campers/persons are accounted for.

- 2) Pilot Lake Staff and Volunteers:** Pilot Lake Staff and Volunteers will assist in notifying campers/persons to meet at the designated locations. If people are unaccounted for, camp staff may help in searching for them. Staff should have a check-in and roll call at the start of an emergency verbally or by radio to confirm all Pilot Lake Staff or volunteers are accounted for. Staff or volunteers may be at random locations or assigned specific duties during an emergency but should maintain constant communication with each other to provide accountability.

When accountability is confirmed for all groups, the camp director or designee should be notified. Any movement of campers/persons to different locations will require an additional head count and roll call and updated information given to the camp director.

### **3) Missing Person Report/Search:**

The conduct and type of search depends on the set of circumstances surrounding the incident. The following steps are offered as general guidelines to follow in the event a person is determined as lost/missing.

Prevention: Within a cabin, each counselor should be assigned to and particularly aware of the presence of the number of campers. Adjustments should be made when a counselor is away from the group. Any User Group Staff member seeing a camper away from their group or activity without supervision should personally escort the camper to the group, activity or to another staff member who can do so.

Procedure When a camper is discovered missing: One staff member should conduct an immediate search in the most likely area for the missing camper: their cabin, the last activity area, the Dining Hall etc. If the missing camper is not found after the initial search, the staff member shall notify the User Group Staff immediately and provide the following:

Camper's name, age, cabin number, description of camper's clothing, location last seen, length of time missing, what has already been done to find them and any other pertinent information.

The User Groups Staff will announce that the Missing person plan is in effect. The dinner bell will be rung repeatedly for one minute, which means all Camp Counselors should take their groups to the Dining Hall. Cabin groups should sit down at their regular tables; Camp Counselors should take a head count and leave one counselor in charge of the table. Campers should be asked for any information about the missing camper. Explain to the group what has happened and ask if anyone has seen the camper or if they have any relevant information to share.



All other Camp Counselors should report to the Lodge entrance to help with the search. Camp Counselors will report to the Lodge entrance to be assigned a search area by the User Group Staff. Once each area is searched teams will report back to the User Group Staff to receive another assignment. If the camper has not been found within **one-hour**, local authorities will be called to assist in the search.

## **D. Rescue, Medical Duties, and Firefighting**

At No time will Pilot Lake Camp employees or volunteer staff be required or ordered to undertake any rescue, medical actions, or firefighting. No formal training programs exist at the camp for these types of actions. Camp Staff may volunteer to act individually within the scope of their current training and certifications if they so desire. Employees hired for the purpose of providing medical or rescue actions as stated in their job description (i.e., nurses, EMT, lifeguard, etc.), have a duty to act within the limits of their proficiency, training level, and current certifications.

Rescue, Medical or Firefighting action taken by the User Group Staff or general public during a time of emergency, will be received by Pilot Lake Camp as volunteer help only, with no expectation of compensation for actions taken or work performed.

## **E. Reporting of Large Fires and other Emergencies**

**Wildland Fire:** Pilot Lake is in the Sierra Nevada Mountains of NW Sierra County, an area of high fire hazard. With hot and dry weather during the summer camping season, the potential for a large wildfire is significant. These types of fires require pre-planned preparation and response to help protect life and property when there is a threat. All fires and any smoke which is not emanating from the wood stove chimneys in the lodge, outside of a contained BBQ or stove, or outside of the camp fire ring on the peninsula in the lake, **MUST** be reported to the camp director or other camp staff immediately for further investigation. Fires within or near the camp property may travel to the camp from any direction depending on certain factors, including wind, type of fuels burning, and slope or flatness of the ground. The type of fire, location, and rate of spread of the fire is crucial information required for responding fire fighters and camp staff to help with decision making to keep people safe. If a fire is determined to be close to or on camp property, the bell in front of the lodge will be rung for notification of an Emergency with a continuous ringing of the kitchen bell for one minute, a two-minute break and then continuous ringing for one minute again. The intent is to bring awareness to group leaders that gathering people for accountability and giving instructions should take place immediately. A secondary method of communication will be verbal and face-to-face with group leaders or responsible persons.

Camp staff may use radio communication to quickly assess and give a report about any fire that is a threat or causes concern. If any fire is growing and threatens people or property, the 911 system should be activated, and La Porte volunteer fire department notified – 1-530-675-2557.

Protecting life always comes before firefighting. All persons who are in harm's way should move to a place of safety (emergency safety zones). Only then can action be taken against the fire. These actions may be done at the same time, provided there is enough staff from the camp and User Group to do both.

**Lodge, Cabin or other Structure Fire:** Large structures that are on fire pose multiple threats as they can extend into the wildland around them, collapse, contain hazardous materials, or trap people inside. Using the posted safety zones and escape routes is mandatory. If a smoke alarm is heard within a cabin or other building, ALL occupants must leave the building immediately, move to the camp safety zone, verify person accountability, and notify User Group or Camp staff of the alarm. Immediate investigation is required by camp staff to determine appropriate action. Smaller contents fires may be extinguished with water or an appropriate fire extinguisher.

Camp staff may use radio communication to quickly assess and give a report about any fire that is a threat or causes concern. If any fire is growing and threatens people or property, the 911 system should be activated, and La Porte volunteer fire department notified – 1-530-675-2557.

Protecting life always comes before firefighting. All persons who are in harm's way should move to a place of safety (emergency safety zones). Only then can action be taken against the fire. These actions may be done at the same time, provided there is enough staff from the camp and User Group to do both.

**Severe Weather and Natural Disasters:** Mountains provide a wide range of weather throughout each season of the year. Large thunderstorms may have strong erratic winds with large amounts of hail, rain, and lightning. The national weather service may issue warnings in local areas telling people to take shelter. If a warning for the camp area is issued, the bell should be rung for emergency notification and the interior of the lodge becomes the safety zone for all persons. In the case of a tornado or wind shear, the lower basement of the lodge becomes the safety zone.

It is unlikely that flooding or a high-water event will overtake the camp property. Mudslides may occur on slopes as a result of snow runoff or continuous heavy rain. Move to an appropriate safe place far away from the active slide, and to high ground as directed by Camp or User Group Staff if a flooding situation becomes a threat.

Earthquakes are common in California and following the generally accepted earthquake survival policies for public buildings applies at Pilot Lake as well. If an earthquake is felt, immediately leave the building and go to the camp safety zone. Person accountability and checking for injuries should be done by User Group Staff. Camp staff will start turning off utilities as appropriate and check for structural damage in every building before campers are allowed entry back into them.

After the event is over, person accountability should be verified. If necessary, the appropriate authorities (EMS, Fire agencies, Law Enforcement, County Health, Haz Mat, etc.) should be notified concerning injuries, damage, or assistance required. Updates from the User Group and Camp staff for further direction will be given out to provide as much current information as possible.

**Vehicle or equipment Accident:** All vehicles or equipment used by both Camp Staff and the User Group will be in good working order, sufficient to meet normal operating safety requirements, and operated by qualified and/or licensed drivers. The Speed Limit within the camp property is **5 mph**. User Groups will use only the designated parking areas approved by the Camp Director. Private vehicle use around the camp property will be limited in order to help control dust and provide safety for pedestrians. Camp equipment and vehicles are to be operated only by camp staff or only with special approval by the camp director.

Report all vehicle or equipment accidents to the Camp Director. Every vehicle accident has significant potential for major injuries or even death. Call 911 for Law Enforcement, EMS, or Fire response.

**Waterfront Accidents:** Practice water safety standards for boating, swimming and fishing activities whenever people are near the water. **It is the primary responsibility of parents or User Group Staff to approve and watch over their children/youth when near, in, or boating on the water.** Only verified swimmers should go in deeper than wading. Non-swimmers should always have a lifejacket on. Arm float aids are not an acceptable alternative to lifejackets. Lifeguard overwatch provides some assurance of minimizing accidents but is not a guarantee. The following practices will help reduce risk around the waterfront.

1. Wear life jackets while boating or swimming. Know how to properly fasten and fit them tightly.
2. No diving from shore or from the rope swing platform. Keep aware of the front edge of the platform. The shore area is shallow and not deep enough for diving. Underwater hazards may be in the lake near the shore.
3. Let go of the rope swing immediately once you are far out into the lake and away from the platform. Do not hang on to the rope and return to the platform area. Letting go near the platform is hazardous and not allowed.
4. Don't fish where people are swimming or using the water. Don't fish where there is a lot of boating activity taking place. Clean up used fishing gear and hooks from the shoreline and inside boats when fishing is completed. This will help prevent injury to others or yourself. Cast lines and hooks safely.
5. No horseplay is allowed while on the swim platform or while using any boat.
6. Pay attention to the water temperature. Cold water reduces the amount of time muscles work well. Get out and get warm to reduce chances of hypothermia.

7. Use the buddy system to keep track of swimmers. If someone is struggling, seen going under, or is missing, notify the lifeguard, parent, or an adult immediately. Provide Aid by using a boat, lifejacket, or any other item to allow them to float or grab on to. Note the location of where a person was last seen in the water. Call 911. Notify the camp director or staff.
8. If located, provide CPR and First Aid techniques under the direction of the lifeguard or within the scope and training of a person's certification. Call 911.

**Physical Assault or Active Shooter:** Guidelines are found in the Safety Binder located \_\_\_\_\_

## **F. Names and Titles of People for Information**

The following persons may be contacted for further information or explanation of the camp Emergency Action Plan:

**Camp Director** – Rick Drefs – 530-908-2850

### **Camp Board Members:**

Wayne Woodroof [woodroof@jps.net](mailto:woodroof@jps.net)  
916-622-9601

Paul Sawusch [karsaw@live.com](mailto:karsaw@live.com)  
916-995-5755

Dave Ladd [dave.j.ladd@gmail.com](mailto:dave.j.ladd@gmail.com)  
530-908-4311

**La Porte Volunteer Fire Department** – 1-530-675-2557

## **Alarm system for Notification of Emergencies**

The primary method for notification of an Emergency will be a continuous ringing of the kitchen bell for one minute, a two-minute break and then continuous ringing for one minute again. The intent is to bring awareness to group leaders that gathering people for accountability and giving instructions should take place immediately. A secondary

method of communication will be verbal and face-to-face with group leaders or responsible persons.

Once people are gathered, further information and instructions will be given to group leaders to pass along to maintain maximum control and calmness.

Camp staff will communicate verbally face-to-face or via handheld radios during an emergency. Daily radio operation and communication channels will be checked and pre-set each morning to ensure good working order.

## **Training - Pilot Lake Camp and User Group Staff**

### **A. Responsibilities for Employees and Other Designees**

- 1. User Groups** will be provided with a current updated online/digital copy of this EAP document for their information and safety. **Annual agreement for contract and rental of the camp facility indicates that this document has been read and understood by the User Group leadership.** It is recommended that the User Group leaders have a copy to refer to while at the camp.
- 2. Pilot Lake Camp Staff and volunteers** will be required to read and review the EAP document each year upon arrival at the camp before assuming responsibilities assigned to them. Any questions will be answered to clarify specific duties or roles. Training will be documented and kept on file.
- 3. Dailey Planning/Briefing** will take place for all camp staff to be notified of special projects, hazards, requirements, etc. as related to the day's work goals and the User Group plans.

### **B. Requirements for Changes to the Plan**

- 1.** All changes for this EAP will be reviewed and approved by the Pilot Lake Board of Directors. Review for accuracy, reliable information and clear guidelines will be ongoing as needed.
- 2.** Other county or local agencies that have been provided a copy of this document will receive an updated version as changes are approved.
- 3.** Changes to the plan may be recommended by anyone who sees a need or deficiency in the camp's goal to protect life and property. These recommendations may be submitted to the Camp Director or Board members for review and approval.

4. Once changes have been approved, all camp staff will be notified, and the changes discussed in a documented training session.