

Emergency Action Plan

For youth camp operators
in Oklahoma.

Built around the documentation requirements of 63 O.S. §§ 683.24C through 683.24K.

WHAT THIS IS

A fillable compliance template for Oklahoma youth camps.

Every section maps to a specific HB1675 requirement, with statute citations inline. Complete it digitally or on paper, file with your County Emergency Management Director, and review on the schedule required by § 683.24E(B) and § 683.24F(C).

KEY COMPLIANCE DATES

ACT EFFECTIVE

November 1, 2026

PLANS ON FILE BY

January 1, 2027 (assessment + EAP)

REVIEW CADENCE

Every 3 years, or upon material change

FILED WITH

County Emergency Management Director

HOW TO USE THIS TEMPLATE

Applicability — HB1675 applies to youth camps as defined in § 683.24C. Under § 683.24D, single-day programs with no oversight component and programs operated exclusively by a parent or guardian for their own children are excluded.

1. Complete every section that applies to your camp. Fields can be filled digitally in any PDF reader or printed and completed by hand.
2. File the completed Hazard Assessment and Emergency Action Plan with your County Emergency Management Director on or before January 1, 2027.
3. Review at least every three years, and after any material change to facilities, terrain, or hazard classifications.
4. Distribute the Parent / Participant disclosure and collect a signed acknowledgment from each guardian before that participant's first day.

SECTION 01
Youth Camp Identification § 683.24C, § 683.24D

LEGAL NAME OF YOUTH CAMP

DBA / TRADE NAME

FEDERAL EIN / STATE TAX ID

PHYSICAL ADDRESS (STREET, CITY, ZIP)

COUNTY (REGULATING AUTHORITY)

GPS COORDINATES

ELEVATION

MAILING ADDRESS (IF DIFFERENT)

Youth Camp Type (check all that apply)

Day camp

Overnight / residential camp

Seasonal camp

Specialty camp

Applicability — Under § 683.24D, this Act does not apply to programs conducted solely on a single-day basis with no oversight component, or to programs operated exclusively by a parent or legal guardian for his or her own children. Per § 683.24E(D) and § 683.24F(E), a youth camp hosted at a camp facility uses the camp facility's hazard assessment and emergency action plan.

HOSTED AT A CAMP FACILITY? IF YES, NAME THE FACILITY (THIS CAMP THEN USES THAT FACILITY'S PLAN):

OPERATING SEASON (START)

OPERATING SEASON (END)

MAX CAPACITY (CAMPER)

MAX CAPACITY (STAFF)

MINIMUM CAMPER AGE

MAXIMUM CAMPER AGE

PLAN EFFECTIVE DATE

NEXT REVIEW DUE (≤ 3 YRS)

SECTION 02
Regulating Authority Filing & Coordination § 683.24E(C), § 683.24F(D)

“A copy of the site-specific hazard assessment, including updated assessments, shall be submitted to and placed on file with the regulating authority.” – § 683.24E(C). The same filing requirement applies to the Emergency Action Plan under § 683.24F(D). The regulating authority is the county emergency management director.

COUNTY EMERGENCY MANAGEMENT DIRECTOR (NAME)

TITLE

24/7 PHONE

OFFICE PHONE

DIRECTOR EMAIL

OFFICE ADDRESS

HAZARD ASSESSMENT FILED

EAP FILED

LAST REVIEWED

FILED BY (INITIALS)

SECTION 03

Site-Specific Hazard Assessment

§ 683.24E

“...camp facilities, youth camps, and outdoor programs shall conduct a site-specific hazard assessment on or before January 1, 2027, identifying: 1. Applicable severe weather hazards; 2. Proximity to hazard exposure zones; 3. Structural vulnerabilities of buildings and shelters; and 4. Feasible evacuation routes and shelter-in-place locations.” – § 683.24E(A)

3.1 – Applicable Severe Weather Hazards

Per § 683.24C(6), check every hazard that poses a foreseeable risk at this site. Hazards left unchecked must be justified in the narrative below.

Flooding / flash flooding

High winds / straight-line winds

Tornadic or rotating wind systems

Hail

Lightning

Extreme heat

Extreme cold

Wildfire or wildfire smoke

Other (designated by regulating authority)

HAZARD HISTORY AT THIS SITE (PAST 10 YEARS) AND RATIONALE FOR ANY HAZARDS EXCLUDED ABOVE

3.2 – Proximity to Hazard Exposure Zones

A “hazard exposure zone” is an area identified through federal, state, or local data as subject to one or more severe weather hazards (§ 683.24C(3)).

HAZARD ZONE TYPE	SOURCE (FEMA / OK FORESTRY / NWS / COUNTY GIS)	DISTANCE	ON-SITE?

3.3 – Structural Vulnerabilities of Buildings & Shelters

BUILDING / STRUCTURE	CONSTRUCTION TYPE	WIND RATING / VULNERABILITY	BUILT / LAST INSPECTED

3.4 – Feasible Evacuation Routes and Shelter-in-Place Locations

PRIMARY ON-SITE SHELTER-IN-PLACE LOCATION(S) – BUILDING NAME AND ROOM

SECONDARY SHELTER-IN-PLACE LOCATION(S)

PRIMARY OFF-SITE EVACUATION DESTINATION (ADDRESS, CONTACT, CAPACITY)

SECONDARY OFF-SITE EVACUATION DESTINATION

SECTION 04
Emergency Action Plan — Required Core Elements § 683.24F(A)

“...camp facilities, youth camps, and outdoor programs shall develop and maintain an emergency action plan addressing, at a minimum: 1. Monitoring and detection of severe weather hazards; 2. Decision-making authority and chain of command; 3. Criteria for evacuation versus shelter-in-place; 4. Evacuation routes and secondary alternatives; 5. Shelter standards appropriate to the identified hazards; 6. Accountability procedures for campers and staff; and 7. Post-event communication and reunification procedures.” — § 683.24F(A)

4.1 — Monitoring & Detection of Severe Weather

COMPLIANCE NOTE
Document your non-cellular monitoring method below.

§ 683.24G(1) requires at least one alert-receiving method that does not rely on cellular service. Acceptable methods commonly include a NOAA Weather Radio with the county SAME code programmed, or an on-site weather station whose alerting hardware operates independently of the public cellular network. Record the equipment model and station ID.

PRIMARY MONITORING METHOD (MUST BE NON-CELLULAR PER § 683.24G(1) — NOAA RADIO, ON-SITE STATION, ETC.)

SECONDARY MONITORING METHOD (CELLULAR ALERT APP, SECONDARY FEED, ETC.)

DESIGNATED WEATHER MONITOR	BACKUP MONITOR	MONITORING INTERVAL
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4.2 — Decision-Making Authority & Chain of Command

Order 1 is the primary decision-maker. If unavailable, authority passes to Order 2, and so on.

ORDER	ROLE / TITLE	NAME	CELL PHONE	OFF-SITE PHONE

4.3 — Criteria for Evacuation vs. Shelter-in-Place

CONDITIONS THAT TRIGGER SHELTER-IN-PLACE

CONDITIONS THAT TRIGGER ON-SITE EVACUATION

CONDITIONS THAT TRIGGER OFF-SITE EVACUATION

4.4 – Evacuation Routes and Secondary Alternatives

PRIMARY ON-SITE EVACUATION ROUTE (FROM WHERE, TO WHERE, BY WHAT PATH)

SECONDARY ON-SITE EVACUATION ROUTE

PRIMARY OFF-SITE EVACUATION ROUTE (ROADS, LANDMARKS; IDENTIFY TWO WAYS OUT OF THE PROPERTY)

SECONDARY OFF-SITE EVACUATION ROUTE

TRANSPORTATION PROVIDER

CONTACT #

VEHICLE CAPACITY

4.5 – Shelter Standards Appropriate to Identified Hazards

“...camp facilities and youth camps shall provide access to shelters that are: 1. Appropriately rated for anticipated wind or impact loads; 2. Located outside high-risk zones when feasible; and 3. Clearly marked and accessible.” – § 683.24H(A)

SHELTER NAME / ID	HAZARD(S) SERVED	WIND/IMPACT RATING	CAPACITY	MARKED & ACCESSIBLE

ANY SLEEPING FACILITIES IN A HIGH-RISK HAZARD EXPOSURE ZONE? IF YES, LIST AND DESCRIBE VARIANCE/MITIGATION. (§ 683.24H(B))

4.6 – Accountability Procedures for Campers and Staff

ROSTER / HEADCOUNT PROCEDURE DURING AN INCIDENT (WHO COUNTS, AGAINST WHAT LIST, HOW OFTEN)

BUDDY OR GROUP SYSTEM IN EFFECT

PROCEDURE FOR MISSING CAMPER OR STAFF

4.7 – Post-Event Communication & Reunification Procedures

PARENT / GUARDIAN NOTIFICATION PROCEDURE (CHANNELS, TIMING, WHO SENDS, MESSAGE TEMPLATE LOCATION)

PRE-DESIGNATED REUNIFICATION SITE (ADDRESS) AND ID-VERIFICATION PROCEDURE FOR RELEASING MINORS

DESIGNATED MEDIA SPOKESPERSON

BACKUP SPOKESPERSON

SECTION 05

Per-Hazard Response Protocols

§ 683.24F(B)

“The plan shall include separate response protocols for each severe weather hazard reasonably applicable to the site.” – § 683.24F(B). Complete a protocol block below for every hazard checked in Section 3.1.

5.1 – Tornado / Rotating Wind

ACTIVATION TRIGGERS (SPECIFIC WEATHER PRODUCTS, OBSERVED CONDITIONS, OFFICIAL ALERTS)

IMMEDIATE ACTION STEPS, IN ORDER

DESIGNATED LEAD

ALL-CLEAR AUTHORITY

ALL-CLEAR CRITERIA (SPECIFIC CONDITIONS BEFORE RESUMING ACTIVITIES)

5.2 – Flash Flood / Flood

ACTIVATION TRIGGERS (SPECIFIC WEATHER PRODUCTS, OBSERVED CONDITIONS, OFFICIAL ALERTS)

IMMEDIATE ACTION STEPS, IN ORDER

DESIGNATED LEAD

ALL-CLEAR AUTHORITY

ALL-CLEAR CRITERIA (SPECIFIC CONDITIONS BEFORE RESUMING ACTIVITIES)

5.3 – Severe Thunderstorm / High Winds / Hail

ACTIVATION TRIGGERS (SPECIFIC WEATHER PRODUCTS, OBSERVED CONDITIONS, OFFICIAL ALERTS)

IMMEDIATE ACTION STEPS, IN ORDER

DESIGNATED LEAD

ALL-CLEAR AUTHORITY

ALL-CLEAR CRITERIA (SPECIFIC CONDITIONS BEFORE RESUMING ACTIVITIES)

5.4 – Wildfire / Smoke

ACTIVATION TRIGGERS (SPECIFIC WEATHER PRODUCTS, OBSERVED CONDITIONS, OFFICIAL ALERTS)

IMMEDIATE ACTION STEPS, IN ORDER

DESIGNATED LEAD

ALL-CLEAR AUTHORITY

ALL-CLEAR CRITERIA (SPECIFIC CONDITIONS BEFORE RESUMING ACTIVITIES)

5.5 – Lightning

ACTIVATION TRIGGERS (SPECIFIC WEATHER PRODUCTS, OBSERVED CONDITIONS, OFFICIAL ALERTS)

IMMEDIATE ACTION STEPS, IN ORDER

DESIGNATED LEAD

ALL-CLEAR AUTHORITY

ALL-CLEAR CRITERIA (SPECIFIC CONDITIONS BEFORE RESUMING ACTIVITIES)

5.6 – Extreme Heat / Cold

ACTIVATION TRIGGERS (SPECIFIC WEATHER PRODUCTS, OBSERVED CONDITIONS, OFFICIAL ALERTS)

IMMEDIATE ACTION STEPS, IN ORDER

DESIGNATED LEAD

ALL-CLEAR AUTHORITY

ALL-CLEAR CRITERIA (SPECIFIC CONDITIONS BEFORE RESUMING ACTIVITIES)

SECTION 06

Communication & Warning Systems

§ 683.24G

“Each camp facility, youth camp, and outdoor program shall maintain: 1. At least two independent methods of receiving severe weather alerts, including one method that does not rely on cellular service; 2. An internal communication system capable of alerting staff and campers promptly; and 3. Procedures for notifying parents or guardians during emergencies.” – § 683.24G

6.1 – Two Independent Alert-Receiving Methods

METHOD 1 (NON-CELLULAR – REQUIRED)

EQUIPMENT / MODEL

METHOD 2 (MAY BE CELLULAR)

EQUIPMENT / MODEL / APP

LOCATIONS WHERE ALERTS ARE RECEIVED AND WHO MONITORS THEM BY SHIFT

6.2 – Internal Communication System

Hand-held two-way radios (UHF/VHF)

Outdoor siren / horn

Public address (PA) system

Air horn / bullhorn

Hard-wired bell or alarm

Mobile push notification to staff

Runner / messenger procedure

Other (describe in narrative)

HOW STAFF ARE REACHED, HOW CAMPERS ARE REACHED, REDUNDANCY IF POWER/CELL FAILS

6.3 – Parent / Guardian Notification Procedures

PRIMARY CHANNEL (MASS TEXT, EMAIL, PARENT-PORTAL ALERT, VOICE CALL TREE, ETC.)

BACKUP CHANNEL

SENDER / AUTHORIZED PERSON

APPROVAL REQUIRED FROM

SECTION 07

Shelter Inventory, Marking & Accessibility

§ 683.24H

List every shelter on the property and confirm it meets each requirement of § 683.24H(A). Indicate any variance granted by the regulating authority under § 683.24H(B).

SHELTER ID / NAME	LOCATION (BUILDING / GPS)	CAPACITY	HAZARD RATING	ADA / ACCESSIBLE	SIGNAGE IN PLACE

SECTION 08
Staff Training, Drills & Records § 683.24I

“Camp facility, youth camp, and outdoor program staff shall receive annual training on emergency procedures and hazard recognition.” “Youth camps and camp facilities shall conduct periodic drills appropriate to the identified hazards.” “Training records shall be maintained and made available for inspection by the regulating authority.” – § 683.24I

8.1 – Annual Staff Training Log

TRAINING DATE	TOPIC / HAZARD COVERED	INSTRUCTOR	STAFF ATTENDED	RECORDS LOCATED AT

8.2 – Drill Schedule & Log

DRILL DATE	HAZARD DRILLED	PARTICIPANTS (#)	TIME-TO-SHELTER / NOTES	CONDUCTED BY

SECTION 09

Parent / Participant Written Disclosure & Acknowledgment § 683.24J

“Youth camps, camp facilities, and outdoor programs shall disclose in writing: 1. The existence of material severe weather hazards affecting the site; and 2. The general nature of emergency response procedures. Acknowledgment of receipt shall be obtained from participants or the parents or legal guardians of participants, if the participant is a minor, prior to participation.” – § 683.24J

9.1 – Disclosure Statement (provided to each parent/guardian before participation)

Site-specific hazard disclosure language

Describe in plain language the material severe weather hazards at this site (drawn from Section 3.1).

General nature of the emergency response (1–2 paragraphs, plain language)

9.2 – Acknowledgment Form (one per participant)

CAMPER FULL NAME

DOB

SESSION DATES

PARENT / GUARDIAN NAME

RELATIONSHIP

PARENT / GUARDIAN SIGNATURE

DATE SIGNED

Signed acknowledgment must be received PRIOR to the participant's first day. Retain with camper file.

SECTION 10

Plan Approval, Signatures & Review Schedule § 683.24E(B), § 683.24F(C)

“Hazard assessments shall be reviewed and updated: 1. At least once every three (3) years; and 2. Upon material changes to facilities, terrain, or hazard classifications.” – § 683.24E(B). Same cadence applies to the EAP under § 683.24F(C).

10.1 – Youth Camp Approval

CAMP DIRECTOR – NAME

DATE

CAMP DIRECTOR – SIGNATURE

SAFETY OFFICER – NAME

DATE

SAFETY OFFICER – SIGNATURE

10.2 – Regulating Authority Receipt (County Emergency Management Director)

DIRECTOR – NAME

DATE RECEIVED

DIRECTOR – SIGNATURE

COMMENTS OR REQUIRED CORRECTIVE ACTIONS, IF ANY

10.3 – Review History

REVIEW DATE	REVIEWER	MATERIAL CHANGES NOTED	NEXT REVIEW DUE

SECTION A
Quick-Reference Posting Sheet *Post in every cabin, dining hall, and program area*

Tear off, photocopy, and laminate. Verify in print after filling.

YOUTH CAMP NAME

9-1-1 DISPATCH (VERIFY COUNTY PSAP)

COUNTY EM DIRECTOR 24/7

NEAREST HOSPITAL — NAME

PHONE

ADDRESS

CAMP DIRECTOR — CELL

SAFETY OFFICER — CELL

PRIMARY TORNADO / SHELTER LOCATION (BUILDING + ROOM)

PRIMARY FLOOD EVACUATION DESTINATION

PRIMARY WILDFIRE EVACUATION DESTINATION

NOAA WEATHER RADIO FREQUENCY / SAME CODE FOR THIS COUNTY

REUNIFICATION POINT ADDRESS

POSTED BY

DATE POSTED

LAST VERIFIED