

Circle 6 Ranch Baptist Camp Emergency Preparedness & Response Plan

Circle 6 Emergency Preparedness Coordinator (EPC) Cody Burris, Executive Director 432-458-3467 (office) 903-920-2934 (cell) cody@circle6baptistcamp.com EPC-Emergency Preparedness Coordinator: The on-site person responsible for coordinating for all emergencies that may occur on Circle 6 Ranch Baptist Campgrounds. He will give directions to all Camp Staff, Sponsors, & Campers as well as coordinating with Emergency Services.	Circle 6 Ranch Baptist Camp On-Call Phone 432-935-2249
Martin County Emergency Management Coordinator Chase Stiles 432-756-3336 Dan Saunders Law Enforcement Center, 3522 Interstate 20, Stanton, TX 79782	Martin County EMS 911 432-607-3200 1101 Broadway St., Stanton, TX 79782
Martin County Volunteer Fire Department Lance Jenkins 911 904 N Lamesa Highway, Stanton, TX 79782	Lenorah Volunteer Fire Department Koy Blocker 911 3238 State Highway 176, Lenorah, TX 79749
Martin County Sheriff Randy Cozart 432-756-3336 Dan Saunders Law Enforcement Center, 3522 Interstate 20, Stanton, TX 79782	Stanton TX Chief of Police Dustin Franco 432-756-3303 102 W School St. Stanton, TX 79782

IN CASE OF EMERGENCY CALL 911

GENERAL:

- Circle 6 Ranch Baptist Camp's Emergency Preparedness & Response Plan is on file with the Martin County Emergency Management Office, the Texas Department of State Health Services, and available to the public on our website at www.circle6baptistcamp.com (EPC will update these plans as needed and send revised copies to all agencies listed above as well as posting on the website and putting physical copies in all buildings campers will be using)
- Emergency Alerts and Instructions will be delivered to campers by Camp Staff as directed by EPC through the Public Address System and the Perry Weather app (ex. Evacuation, Shelter-in-Place, Lockdown, Lightning Alert, Tornado Warning, etc.) The Perry Weather system works off of its own cellular communication, it is not reliant on the internet. The Visiplex sound system that will deliver messages works off of radio frequency. There are sirens/speakers in and around all buildings, some have flashing lights. Any camper who is hearing/visually impaired will have a smaller camper to sponsor ratio and sponsors will be responsible for alerting them to any emergency alerts given out.
- Primary Muster Zone/Evacuation Location: Tabernacle
Secondary Muster Zone/Evacuation Location: Dinning Hall
Off-site Muster Zone/Evacuation Location: Stanton ISD or Grady ISD depending on instructions from Martin County Emergency Management Coordinator.
- Each Church's Sponsors are responsible for carrying out instructions with their campers and ensuring full headcounts at muster zones or shelter locations and reporting to Camp Staff via a text message to the Circle 6 Ranch Baptist Camp on-call phone.
- In case of emergency, EPC will assign a Camp Staff member or the Camp Health Officer to contact parents or legal guardians of each camper via phone call using the emergency contact information provided on the camper's Medical Information & Release Form on file.
- Camp Staff in this document is referring to Executive Director-Cody Burris (EPC), Director of Operations-Kordell Valdez, or any other full time camp staff member that receives directions from these two individuals.
- Anytime a headcount is required by camp staff, the following procedures should be followed:
 - As soon as they are sheltered, sponsors will review their list of campers they are responsible for and make sure all campers are accounted for.

- Sponsors will immediately send names, first and last, of campers accounted for and/or missing to the Circle 6 Ranch Baptist Camp on-call phone number, 432-935-2249, via text message.
- The Camp Staff member who is on-call will be Executive Director-Cody Burris (EPC), Kordell Valdez-Director of Operations, or Maintenance Director-Brian Ayala. They will send these headcounts to the Camp Staff individual who is in the office that day which could include Retreats Coordinator-TJ Shands, Retail Manager-Christin Burris, or Programming and Marketing Assistant-Beccah Valdez. This person will keep track of camper headcounts and ensure that all campers are accounted for properly. They will coordinate with the EPC via phone call or radio.

8. Maps showing evacuation routes to designated muster zones are posted in every dorm and meeting space next to the exit and are attached at the end of this document. All evacuation routes are illuminated at night.

9. Circle 6 Ranch Baptist Camp maintains broadband end-to-end fiber optic internet service through Wes-Tex Telephone Co-Op inc. to support emergency communications.

10. Circle 6 Ranch Baptist Camp maintains a secondary/redundant broadband internet connection through T-Mobile to maintain emergency communications capability.

11. Sponsors will be responsible for taking headcounts of the campers they are accountable for in the morning, anytime they change locations throughout the day, and before bed and keep track of that information. Missing campers should be reported immediately to the On-call Circle 6 Ranch Baptist Camp member via phone call to the on-call phone.

SEVERE WEATHER/LIGHTNING/TORNADO/FLASH FLOOD/WILDFIRE:

1. EPC will monitor weather conditions through our Perry Weather System located on camp as well as NOAA Weather Radio, Radar Services, Weather Apps, Local News, and the Martin County Emergency Management Office. EPC will ensure the Perry Weather System and NOAA Weather Radio are operable at all times so that he can receive all alerts.

2. The Martin County Emergency Management Coordinator will be informed by EPC and advice sought anytime an Evacuation or Shelter-in-Place is issued for a tornado warning, flash flood warning, or wildfire.

3. In the event of Severe Weather or Lightning, EPC will direct Camp Staff to use the Public Address System as well as the Perry Weather app to issue a Weather Alert and Sponsors will ensure all campers are moved indoors until EPC issues an All-Clear.

4. In the event of the National Weather Service issuing a Tornado Warning, EPC will direct Camp Staff to use the Public Address System as well as the Perry Weather app to inform Sponsors and Campers of the Tornado Warning and issue a Shelter-in-Place. Sponsors will ensure all campers are moved indoors to the center of the room and stay clear from windows and doors until EPC issues an all-clear. Sponsors will immediately send a list of names, first and last, for the individuals sheltered with them to the Circle 6 Ranch Baptist Camp on-call phone via text message. Missing campers should be reported immediately via phone call.

5. In the event of the National Weather Service issuing a Flash Flood Warning, due to the fact that we are not in a floodplain and are not near any floodways according to FEMA we have less than a 1% chance of flooding at our location. None of our cabins have a history of flooding, however if a warning is issued, EAP will direct Camp Staff to use the Public Address System as well as the Perry Weather app to inform Sponsors and Campers of the Flash Flood Warning and issue the following:

a. Shelter-in-Place: sponsors will immediately send a list of names, first and last, for the individuals sheltered with them to the Circle 6 Ranch Baptist Camp on-call phone via text message. Missing campers should be reported immediately via phone call.

b. EPC will monitor the campgrounds and contact Martin County Emergency Management Office.

c. Sponsors will communicate with Circle 6 Ranch Baptist Camp via the on-call phone for instructions and then ensure campers are promptly sheltered in place in the dorms or evacuated from dorms and guide them to the Tabernacle. Sponsors will immediately send a list of names, first and last, for the individuals sheltered with them to the Circle 6 Ranch Baptist Camp on-call phone via text message.

d. If evacuation from dorms is necessary, EPC will direct Camp Staff to use the Public Address System as well as the Perry Weather app to ask sponsors to transport their students to the Tabernacle by vehicle in which they arrived. After arrival, they will immediately send a headcount (first & last names) via text message to the Circle 6 Ranch Baptist Camp on-call phone.

6. In the event of a Wildfire, report via phone call to the Circle 6 Ranch Baptist Camp on-call phone and they will call 911 to acquire emergency services. They will notify the EPC via phone call or radio. EPC will direct camp staff to use the Public Address System as well as the Perry Weather app to issue alerts and instructions to Sponsors and campers. Sponsors will guide campers to the Tabernacle and conduct a headcount immediately after arriving and will report any missing campers to the Circle 6 Ranch Baptist Camp on-call phone via phone call.

7. In the event that the Martin County Emergency Management Coordinator or other government agency orders an evacuation of the entire camp to an off-site location, Sponsors will be directed by the EPC to transport their Campers off-site using the vehicular means in which they arrived. They will be transported to the local school district (Stanton High School parking lot by front doors, 705 Koonce St. Stanton, TX 79782 or Grady High School parking lot by front doors, 3011 TX-176, Lenora, TX 79749) designated by the Martin County Emergency Management Coordinator. Headcounts should be taken and submitted via text message upon arrival to the Circle 6 Ranch Baptist Camp on-call phone.

8. If there is not enough transportation on site for everyone to be evacuated, EPC will work with Martin County Emergency Management Coordinator and they will direct Camp Staff to contact local schools and churches to borrow the needed transportation or multiple trips will be made to ensure everyone is safely transported to the designated location.

9. EPC will direct Camp Staff members to notify parents via phone call of what has happened, where their child has been transported to, and procedures for picking up their camper from that location.

10. Circle 6 Baptist Camp will comply with all Evacuation, Shelter-in-Place, and Lockdown orders issued by the Martin County Emergency Management Coordinator or other government agencies.

FIRE:

1. Evacuate the building immediately using the closest safe exit.

2. Sponsors are responsible for ensuring all campers evacuate.

3. Notify On-call Camp Staff via a phone call to the Circle 6 Ranch Baptist Camp on-call phone of the location of the fire. The On-call Camp Staff member will call 911 to acquire emergency services and notify EPC via phone call or radio. EPC will take over giving

directions to Camp Staff, Sponsors, and Campers as well as a notifying Martin County Emergency Management Coordinator, and coordinating with emergency services once they arrive on scene.

4. Sponsors and Campers will evacuate to the Tabernacle. If the Tabernacle is the affected building, evacuate to the Dining Hall.

5. Immediately after arriving at the Muster Point (Tabernacle), sponsors will send a list of names, first and last, for the individuals sheltered with them to the Circle 6 Ranch Baptist Camp on-call phone via text message. Report missing campers immediately via phone call to the Circle 6 Ranch Baptist Camp on-call phone. If they are not located within 5 minutes a search will be initiated following Missing Camper protocols.

6. Director of Operations-Kordell Valdez will be stationed at the front gate to coordinate traffic and guide emergency services to the proper location.

7. All other Camp Staff and Sponsors will receive directions from Cody Burris (EPC)-Executive Director who will coordinate all other necessary emergency response.

8. Parents will be notified as soon as possible via phone call by the Camp Staff member designated by the EPC, most likely the Retreats Coordinator-TJ Shands. (This will probably happen as soon as EMS/Fire arrives and takes over the scene so camp staff are available to make phone calls).

MAJOR ACCIDENT:

Includes any incident requiring EMS response or involving serious injury such as: near drowning, suspected spine, neck, or back injury, severe bleeding, broken bones, loss of consciousness, any incident where the camper cannot be safely moved.

1. Do not move the victim unless they are in immediate danger.

2. A sponsor will stay with the injured person and ensure the area is kept clear.

3. Sponsor will notify Camp Staff immediately via a phone call to the Circle 6 Ranch Baptist Camp on-call phone and they will notify the EPC.

4. EPC will call local EMS, and coordinate with Camp Staff to notify the camper's parents (and/or legal guardian) via phone call, and document the incident.

5. Director of Operations-Kordell Valdez will meet emergency services at the gate and guide them to the location of the victim.

6. Once emergency services arrive on scene, EPC will coordinate with them and camp staff will follow their directions.

7. [AED Locations: Nurse's Station and Pool.](#)

8. The Camp Health Officer is on-duty 24 hours. To reach them for emergencies, call the on-call staff at the number posted.

9. In the event of an incident involving the death of a camper or camp staff, EPC will call local EMS and the Martin County Sheriff's Office. Circle 6 Ranch Baptist Camp will defer to and cooperate with the local sheriff on any documentation and investigation into the incident. EPC will direct the Camp Health Officer to report the incident to the Department of State Health Services within 24 hours. EPC will direct Camp Staff and/or Camp Health Officer to notify parents via phone call as soon as they are released by law enforcement to do so.

MINOR ACCIDENT:

Includes cuts, scrapes, bruising, bug bites, mild allergic reactions, sprains, and other minor incidents requiring First Aid.

1. A Sponsor from the camper's church will accompany the camper to the Nurse's Station.

2. The Camp Health Officer on duty will assess and treat the injury.

3. Documentation of the injury and course of treatment will be made in the Medical Log by the Camp Health Officer.

4. The Camp Health Officer is on-duty 24 hours. To reach them for emergencies, call the on-call staff at the number posted.

AQUATIC EMERGENCY:

1. Lifeguards will assess the situation and remove the camper from the water in accordance with their American Red Cross training as well as clearing the pool. Sponsors will be asked by lifeguards to help clear the pool area completely until the emergency has subsided.

2. Lifeguards will begin rescue breathing and CPR if needed.

3. Lifeguards will immediately call EMS via 911 or if unable, will direct a nearby adult to do so.

4. EPC will be notified immediately by lifeguards via phone call or radio and will arrive on scene to coordinate with everyone on how to best handle the situation until EMS arrives. EPC will coordinate with Camp Staff and/or Camp Health Officer to notify the camper's parents (and/or legal guardians) via phone call as soon as possible and document the incident. EPC will notify Martin County Emergency Management Coordinator.

5. Director of Operations-Kordell Valdez will meet emergency services at the gate and guide them to the location of the pool.

6. Once emergency services arrive on scene, EPC will coordinate with them and all camp staff will follow their directions.

EPIDEMIC/SEVERE ILLNESS:

1. Any camper who is feeling ill will report to the Nurse's Station accompanied by a Sponsor from their church.

2. A camper experiencing symptoms consistent with a communicable disease (such as, but not limited to: fever, cough, sore throat, muscle aches, headache, fatigue, diarrhea, vomiting, or rash) will be isolated at the Nurse's Station for an observation period by the Camp Health Officer. The Camp Health Officer will notify the EPC that they have a camper in isolation. And parents will be notified by the Camp Health Officer via phone call.

3. Anyone in contact with this camper will wear protective equipment (mask, gloves, etc) and follow proper isolation protocols.

4. If symptoms do not subside after the period of observation (24 hours), the Camp Health Officer will notify parents (and/or legal guardian) via phone call and the EPC via phone call or radio that the camper will need to be picked up. The Camp Health Officer will also notify DSHS within 24 hours.

5. If multiple campers from the same dorm become symptomatic, all campers from that dorm will be isolated from the rest of the camp and stay in that dorm until they can be picked up by parent/guardian. Proper protective equipment will be worn such as gloves, masks, gowns, etc. while interacting with infected campers.

6. EPC will be notified via phone call or radio and will coordinate with staff to handle the situation properly. Anything these campers need will be sent to the dorm such as medical supplies, food, etc.

7. Parents (and/or legal guardian) will be notified by the Camp Health Officer via phone call that the campers need to be picked up.

8. EPC will notify all staff and sponsors of the situation and give directions for them to follow in order to keep the entire campground safe.

LOST OR MISSING CAMPER:

1. Notify Camp Staff via a phone call to the Circle 6 Ranch Baptist Camp on-call phone immediately. They will notify the EPC via phone call or radio who will take over coordination of Camp staff, sponsors, and campers.
2. EPC will direct Camp Staff via phone call or radio to use the Public Address System to page the camper to the Nurse's Station.
3. An Adult Sponsor from the missing camper's church and the EPC will wait at the Nurse's Station to identify and receive the camper.
4. If the camper does not arrive after 5 minutes, EPC will coordinate with staff and sponsors to begin a systematic grid search from front to back of the camp with teams searching each building and outside areas of the camp grounds. No area will be left unchecked.
5. If the camper is not found after 20 minutes of being reported missing, EPC will designate Camp staff to notify the camper's parents (and/or legal guardian) via phone call and EPC will notify the Martin County Sheriff's Office. EPC will coordinate with Camp staff and will follow the instructions of the Martin County Sheriff's Office.

INTRUDER:

An intruder is anyone on campus who has not registered at the camp office. This includes unknown individuals, unauthorized visitors, or suspicious persons. All campers will have name tags that are to be worn at all times. Visitors will be given a visitors badge. If someone does not have a name tag or visitor badge they are considered an intruder until proven otherwise.

1. Call the Circle 6 Ranch Baptist Camp on-call phone and notify the On-call staff member of any suspected unregistered individual, anyone acting aggressively, or anyone attempting to access cabins or campers without authorization. They will notify the EPC who will coordinate appropriately with Camp Staff.
2. The EPC will direct Camp Staff to use the Public Address System to order a Shelter-in-Place for all sponsors and campers on site. Sponsors will text the Circle 6 Ranch Baptist Camp on-call phone with a headcount of the campers (first & last names) sheltered with them. EPC will coordinate with Camp Staff to investigate and locate the suspected intruder.
3. EPC will ask the intruder(s) to accompany them back to the camp office to sort out the situation. If they are unwilling to comply or acting aggressively the EPC will monitor them while calling the Martin County Sheriff's Office and will follow instructions from the Sheriff's office on how to proceed.
4. If campers become aware of an intruder armed with a weapon, they should move away from that area. Make every effort to continue to move away from the area or hide and barricade if movement is not possible. Sponsors need to communicate the presence of an armed intruder to the Circle 6 Ranch Baptist Camp on-call phone via phone call as quickly as possible. They will contact the EPC via radio or phone call and he will communicate with staff and call 911. Once law enforcement is on site, Circle 6 staff will follow their directions.
5. EPC will direct Camp Staff to use the Public Address System to order a Lockdown. During a Lockdown, all Sponsors and Campers will stay indoors, turn off lights, lock doors or barricade with furniture, and stay out of sight from doors and windows. Then, sponsors will immediately send a list of names, first and last, for the individuals sheltered with them to the Circle 6 Ranch Baptist Camp on-call phone via text message.
6. EPC will assign a Camp Staff member, most likely the Retreats Coordinator-TJ Shands, to keep track of the headcount in the Camp Office and make sure all campers are accounted for. Director of Operations-Kordell Valdez will meet law enforcement at the gate and show them where to go. Parents/guardians will be notified via phone call from another Camp Staff member who will be assigned to this task.
7. Once EPC is notified by the Martin County Sheriff that campers are no longer in danger, EPC in conjunction with the Martin County Sheriff will systematically go room by room throughout the camp to clear the Lockdown.
8. After all rooms have been cleared and the Lockdown has ended, Sponsors will assist Camp Staff in leading Campers to the Tabernacle in order for Sponsors to conduct a headcount that will be sent via text message to the Circle 6 Ranch Baptist Camp on-call phone. Camp Staff in the office will keep records and report to EPC to ensure everyone is accounted for.

TRANSPORTATION EMERGENCY:

1. Campers will not ride in or on any vehicle, including golf carts, while at camp, unless an emergency or medical situation arises.
2. All vehicles must remain parked in designated parking locations (RV park) throughout the duration of the camp.
3. Should an emergency occur involving a vehicle, EPC will call 911 and coordinate with Emergency services and Camp Staff to follow the Emergency Protocol for a Major Accident or Minor Accident. EPC and/or Camp Health Officer will contact parent/guardian via phone call.
4. Should an emergency occur involving a vehicle off-site, report it to EPC, they will call 911 to report the emergency to first responders. Then, EPC will direct Camp Staff to follow the Emergency Protocol for a Major Accident or Minor Accident if necessary.

TRAINING:

1. All sponsors and campers will participate in a Camp Safety Orientation that is developmentally appropriate and will be given by Circle Six Ranch Baptist Camp EPC before the end of the first day of the camp session. EPC will update as needed.

The orientation session will cover:

- a. What sponsors and campers are to do in the event of a Shelter-In-Place, Evacuation, and Lockdown
- b. Primary and Secondary Evacuation Locations and Evacuation Routes
- c. The boundaries of the camp, hazards, and areas that are off limits to campers
- d. Demonstration of the Public Address System and Perry Weather app
- e. Procedures for seeking first aid
- f. General Camp Rules, Behavior Expectations, and Dress Code

2. Sponsors and parents will receive a full copy of the Emergency Preparedness and Response Plan prior to arrival at camp in digital form. These are posted in all buildings that campers will be utilizing. Paper copies will be given to all Camp Staff and will be available to all sponsors, parents, or campers who ask for them.

3. Camp Staff are trained on the Emergency Preparedness and Response Plan annually by EPC before the beginning of the summer season.

4. A log will be maintained by Circle 6 Ranch Baptist Camp Director of Operations in the camp operating procedures binder which will be stored in his office with the agendas and dates of all staff training and Camp Safety Orientations for each camp week. Digital copies will also be stored on the camp google drive.

Last Updated: May 19, 2026