



Heart of Texas Baptist Camp

& Conference Center

8025 FM 2125

Brownwood, TX 76801

Emergency

Action Plan

2026

Record of Changes

Changes	Date	Description	By
Initial creation	February 2026	Initial creation of the Emergency Action Plan in compliance with the Texas Youth CAMPER Act (HB 1) and Heaven’s 27 Camp Safety Act (SB 1).	Executive Director and Operations Director
Deficiency Letter Corrections	April 12, 2026	Numerous edits	Executive Director
Deficiency Letter Corrections	April 30, 2026	Numerous edits	Executive Director
Deficiency Corrections from Cumorah	May 5, 2026	Numerous edits	Executive Director
Deficiency Corrections from Cumorah	May 6, 2026	Numerous edits	Executive Director

We offer gratitude to the numerous camps who either directly shared their Emergency Action Plan, or those who posted their plan online. These plans were invaluable with the development of this plan.

HOTBCCC Emergency Action Plan

This Emergency Action Plan is hereby approved, is effective immediately, and supersedes all previous editions.

Rhonda Roberts
Executive Camp Director

Date

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IN AN EMERGENCY

1. Verify	Verify the report.
	<ul style="list-style-type: none"> • Confirm with other campers, counselors, directors, local emergency services, or other reliable people the accuracy of the information about the emergency.
2. Notify	Notify local emergency services and HOTBCCC staff.
	Notify IMMEDIATELY by the quickest possible means:
	<ul style="list-style-type: none"> • On-site assistance • Off-site assistance
3. Assess	Assess the danger posed by the emergency.
	<ul style="list-style-type: none"> • Determine the best course of action based on information and circumstances. • Use verbal information. • Observe what is happening to decide: <ul style="list-style-type: none"> ○ Has the danger passed?
4. Act	Take action based on the assessment of danger.
	<ul style="list-style-type: none"> • Ensure that injured campers are not exposed to further injury or danger. • Contain the emergency if safe to do so. • Move people away from the danger area by the safest means, including consideration of off-site evacuation. • Refer to any specific procedures developed for the emergency.

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BASE PLAN

1. Purpose and Scope

This Emergency Action Plan (EAP) outlines HOTBCCC's approach to emergency operations, and it is applicable to the property owned by Heart of Texas Camp. The EAP describes the Camp's emergency response organization and assigns responsibilities for various emergency tasks. This EAP applies to all HOTBCCC officials, counselors, staff, and campers.

Heart of Texas Camp officials should use judgment and discernment to determine the most appropriate actions at the time of an incident.

There are three parts to the Camp's EAP:

- Base Plan
- Annexes
- Emergency Procedure Checklists

The objective of the camp's response program is to protect all campers and staff and preserve property. The EAP is managed through procedures including:

- (1) Life, safety, and health
- (2) Property protection
- (3) Restoration of essential utilities
- (4) Restoration of essential program functions
- (5) Coordination among appropriate agencies and outside entities
- (6) Communication with parents and sponsoring entities

The camp will use resources on-site initially, with outside resources requested, as necessary.

The EAP will be coordinated during an incident with actions taken by Camp officials under their respective operations of the EAP and its guidance.

HOTBCCC's EAP is designed to meet the requirements of State legislation, House Bill 1 (the Youth CAMPER Act) and Senate Bill 1 (the Heaven's 27 Camp Safety Act).

2. Availability of the Emergency Action Plan

The HOTBCCC EAP is provided to all Camp officials and staff members and volunteers, who are expected to be familiar with the Plan. A paper copy is given to every member of staff and volunteer. Training is provided through means of video, in-person and on paper. All staff and volunteers must have the training annually. Documentation will be kept in employee files in the Office Manager's office. All staff will be tested by group evaluation. Signature will be required after training is complete.

The plan will be provided to all campers, or parents of minor campers, during the registration process. The parents must sign a statement that they have received it. This is part of the process of being admitted to camp.

Training for campers will be held during the day of arrival. This includes camp boundaries and hazards, instructs campers on behavioral expectations in an emergency event, and instructs on the actions and procedures to follow in an emergency event. This training is developmentally appropriate for the campers receiving the training. Camp Emergency Coordinator is responsible for providing training and updating training when needed.

Counselors receive training as a part of their qualification process; they complete as they are approved to attend camp as an adult leader.

Additionally, the EAP has been provided to the Brown County Office of Emergency Management, , and the Texas Department of State Health Services.

3. Situation and Assumptions

Situations

Heart of Texas Camp has identified and assessed potential impacting of natural and man-made hazards that may occur within the property.

These hazards include:

Severe Weather	Utility Failure and Power Outage
Aquatic Incident	Intruder
Building Fire	Lock Down
Wildfire	Active Shooter
Lost Camper	Animal Attack
Extreme Hot and Cold Weather	Earthquake
Flooding Incident	Transportation Accident
Bomb Threat and Suspicious Package	Epidemic
Hazardous Materials Spill	

Other hazards may cause impacts to a lesser extent than those listed above and should be dealt with using the checklists in this EAP.

It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the campers and staff and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.

Outside assistance will be available in most emergency situations affecting the Camp. Since it takes time to summon external assistance, it is essential for the Camp to be prepared to carry out the initial emergency response on an independent basis.

Proper mitigation actions, such as fire inspections, training, and emergency drills, can improve the Camp's readiness to deal with emergency situations.

Assumptions

The following assumptions have been made for the purpose of creating this EAP:

- An adequate number of personnel identified within this plan will be available and able to reach the emergency scene as appropriate to their function. All emergencies exceeding the HOTBCCC staffers

EAP's designated individuals abilities, will be jointly or surrendered to the appropriate local, state, or federal emergency response agencies.

- Emergencies, as described in this plan, affect the Camp while campers are on-site.
- Federal, state, and local resources will be available if needed.
- Cooperation between the Emergency Coordinator, Executive Director, designated individual(s), and emergency responders will occur as needed.
- All Camp staff and counselors will be familiar with the EAP and will participate in scheduled exercises and drills, as needed.
- The Command Center during any emergency event, will be located in the Welcome Center's Main Office. If the Main Office is unavailable, the Welcome Center Conference Room will be the Command Center. If both rooms are unavailable, another room will be designated and text messages sent out to notify the new location.

Individuals with Disabilities or Special Medical Needs

Heart of Texas Baptist Camp recognizes that some campers and staff members may have disabilities or special medical needs. Such needs are identified through registration and the Health Statement form. Reasonable accommodations shall be made during emergency situations to ensure the safety of all individuals. Relevant information shall be communicated to appropriate staff prior to camp activities. There shall be an adult from the camper's church or a parent of the camper with disabilities who is assigned to take care of the needs of that camper.

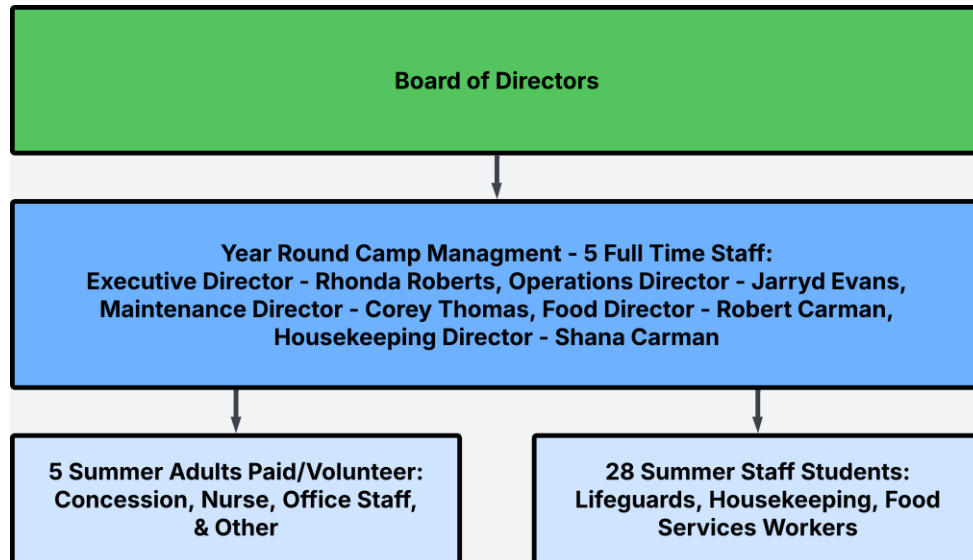
ITEMS PROHIBITED FROM BEING BROUGHT UNTO HEART OF TEXAS CAMP PROPERTY

- **All forms of firearms without initial approval by HOTBCCC Admin**
- **Knives (with the exception of knives purchased and used by HOTBCCC staff)**
- **Explosive materials or devices**
- **Chemical substances (exception: cleaning and maintenance chemical substances purchased or used by camp official directly)**
- **Any other item deemed dangerous and inappropriate for use in a camp**

4. **Organization and Assignment of Responsibilities**

Heart of Texas Camp Staff

Heart of Texas Camp is a 501© (3) organization operating with a board of directors. Year round there are approximately five full-time staff members. During summer camps, an additional 30+ seasonal staff members are added.



Accredited lifeguards are stationed at the pool and at the lake during any aquatic activities. A nurse is on-site during Heart of Texas Camp summer facilitated program camps.

HOTBCCC has an organizational structure comprised of:

- Camp Executive Director
- Operations Director
- Maintenance Director
- Food Service Director
- Housekeeping Director

The Director of Operations will assume the duties of the Executive Director if that person is not available.

The Operations Director has been assigned the duty of Emergency Coordinator for the camp. The Emergency Coordinator resides on camp property and will initiate response actions to any emergency event.

If the Operations Director is unavailable, authority shall transfer in the following order:

1. Executive Director
2. Maintenance Director
3. Food service Director

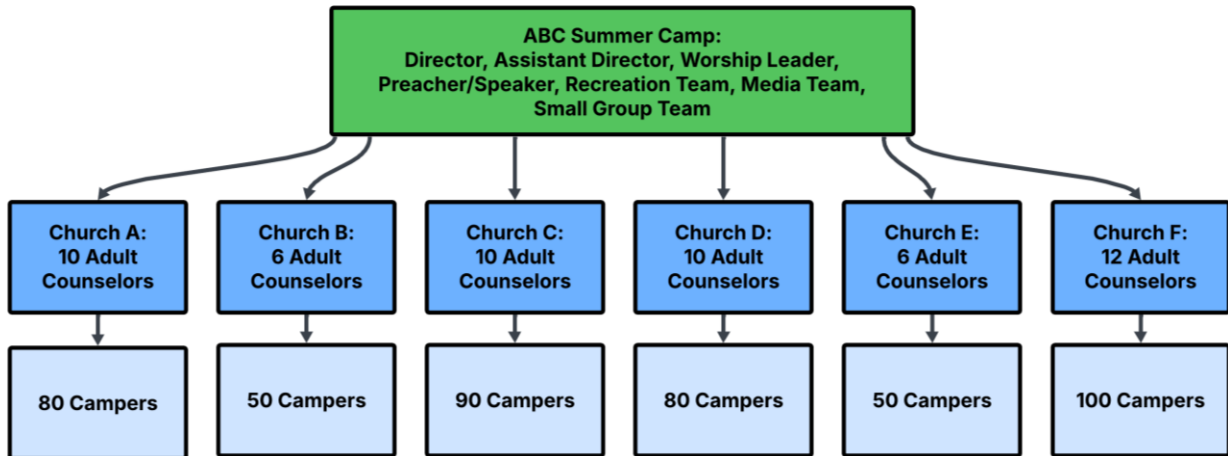
Staff and Volunteer Acknowledgement

All HOTBCCC staff and volunteers are required to review this Emergency Action Plan prior to assuming their duties. Each individual shall sign an acknowledgement confirming receipt and understanding of the EAP. Acknowledgment records shall be maintained by Camp Administration throughout the employment or residence.

Program Camps

During summer, each attending program camp will have administrative staff and program staff, adult counselors from each attending church, and campers.

Example of a program camp breakdown with 515 campers in attendance



Visitors and Contractors

All visitors and contractors on camp property shall sign in at the camp office or designated location and receive basic emergency instructions. During an emergency, visitors and contractors shall follow staff directions and report to designated assembly, shelter, or evacuation locations. Camp staff are responsible for accounting for visitors and contractors and reporting their status to the Emergency Coordinator.

5. Function, Coordination, Accountability, and Preparedness

Function and Coordination

HOTBCCC directors and staff members have emergency functions in addition to their normal day-to-day duties at the Camp. During emergency situations, Camp normal organizational arrangements may be modified to facilitate emergency operations.

During most emergency situations, successful operations require a coordinated effort from all members of the Camp. The Emergency Coordinator will initiate response actions and ensure effective operations by all HOTBCCC staff members.

Coordination with responding local agencies, utilities, and other entities will initially be the responsibility of the Emergency Coordinator.

Accountability and Preparedness

During all emergency situations, including evacuation, shelter-in-place, lockdown, medical incidents, or other disruptions to normal operations, counselors shall conduct headcounts of campers under their supervision as soon as it is safe to do so. Accurate and prompt headcounts should be reported to the Emergency Coordinator. Any missing or unaccounted-for individuals must be reported immediately. Headcounts:

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- Each church group has male and female counselors who stay in the dorms with the campers and know them by name. Each church group shall appoint a lead counselor (if there is more than one), lead female and a lead male counselor.
- During an emergency situation, the lead male and female counselors from each church group shall take a headcount of the campers within their group using their church roster. They shall “call roll” using the names listed on the roster with campers verbally responding as present.
- If there is a missing camper, the name and description shall be reported to the Emergency Coordinator immediately.
- Each summer staff (employed by HOTBC) shall have a cabin assignment to which they are responsible to communicate with the lead counselor(s) in that cabin for emergency headcount and to be sure that evacuation instructions are understood.

The camp will conduct preparedness activities to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in the camp’s emergency management program are:

1. Providing emergency equipment and facilities.
2. Emergency planning, including maintaining this EAP.
3. Conducting or arranging appropriate training for all staff members.
4. Conducting periodic drills and exercises to test the camp’s plans and training.

The Camp will respond to emergency situations effectively and efficiently. This EAP will provide guidance for the response to emergencies. Response operations are intended to resolve an emergency while minimizing casualties and property damage. Response activities may include warning, emergency medical services, firefighting, law enforcement operations, evacuation, sheltering, mass care, emergency public information, search and rescue, as well as other associated functions. Many of these functions will be handled by local external agencies (law enforcement, fire, emergency medical) responding from off-site.

6. Communications

To ensure effective communication during an emergency situation, the Camp will use redundant systems to communicate to HOTBCCC staff, campers, and external response officials.

The camp has 2 forms of broadband internet connection. The primary internet connection is end to end fiber optic through Frontier Communications; this is a DIA (Dedicated Internet Access) with a download speed of 1 gigabyte per second and upload speed of 1 gigabyte per second.

The second broadband connection is with AT&T wireless. It is a 5G cellular redundant fail over connection, with speeds from 300 to 500 megabytes per second.

The internet connections are monitored by the staff Emergency Coordinator.

Within the Camp, HOTBCCC staff will use cell phones with audio and text messaging capabilities to communicate with each other, counselors, and group leaders.

All HOTBCCC staff are connected with emergency texts through an existing text messaging system. Campers, program group leaders, and counselors are encouraged to use the texting system while at Camp.

In addition to cell phone communications the Camp has a Perry Weather Alert System. This system is stationed in the Camp, which will provide timely information on potential emergency situations. HOTBCCC Admin can use this system to broadcast communications throughout the Camp via the Perry Weather PA system. The Emergency Coordinator and Executive Director will be monitoring safety alerts and will communicate that to staff and adult counselors as it is necessary.

The Perry Weather Public Address system and weather station is controlled and feed by a cellular towers and does not rely on internet to operate. It uses flashing lights to alert those who may not hear it. This system is controlled and maintained by Emergency Coordinator and secondly by Director of Maintenance.

Hearing Impaired: There are flashing lights on the PA system however, it is imperative that campers who are hearing impaired are always with adults who can communicate with them and assist them in emergencies.

In addition to the Perry Weather alerts, the camp has 3 NOAA weather radios. One will be at the Executive Directors house, the other at the Emergency Coordinators house, and one at the office headquarters. In the case of a concerning weather situation, these radio stations will be mobile and transported with the staff members listed. Alerts will be relayed by text to the appropriate staff and adults on camp.

Communication with camper parents:

The camp has a list of emergency contact phone numbers for each camper present. The Executive Director will be responsible for notifying Emergency contact numbers by text in case of an emergency situation. The situation where all contacts would receive a text would be: wildfire, tornado strike, flash flood warning, severe weather, building fire, bomb threat, earthquake, lock down or intruder or active shooter on camp.

Only emergency contacts for those involved will receive text or calls for the following: medical emergency, aquatic incident, lost camper.

Parents will be notified that the majority of HOTBCCC is in the FEMA floodplain. During the registration process, they will initial and sign that they have read the notification. We will maintain documentation on file in the administrative office. The Emergency Coordinator is responsible for collecting this documentation and storing it.

Upon declaration of an emergency situation, HOTBCCC staff shall assure the need and proper communication to external officials, utilities, and other appropriate entities are notified of the circumstances of the emergency. Emergency phone numbers for each of these entities are maintained in the Call Down Emergency List (Annex 13, page 22).

Communications and Monitoring

The camp subscribes to Perry Weather System's (PWS) site specific weather station technology. This gives us constant and immediate monitoring of all-weather near HOTBCCC. HOTBCC admin have complete control and viewing of upcoming weather and alerts. PWS also gives HOTBCCC admin the ability to send

alerts via camp wide speaker system. The current weather conditions are accessible to the public through this QR code:



HOTBCCC policies will be shown on this widget if conditions are crossed. Lightning distance, rainfall, wind conditions, and air quality are all displayed for campers and the public to utilize in all conditions.

In addition HOTBCCC has an existing text messaging system that will be utilized in increased dangerous situation.

In the event that chemical, biological, or radiological contaminants are released into the environment in such quantity and proximity to HOTBCCC property, HOTBCCC staff or local emergency services may determine it is safer to remain indoors rather than to evacuate staff, counselors, and campers.

When dialing 911 please give the following information to the operator:

Hello, my name is	example: John Smith
I am located at	example: Heart of Texas Camp
The address is	example: 8025 FM 2125, Brownwood
I am calling from	example: 940-565-0050
Describe Incident	(spinal injury, heart attack, severe laceration)
We are administering	(type of care... first aid, CPR, AED)

7. Drills and Training

Prior to the beginning of each Camp season the Emergency Coordinator shall provide emergency planning training to all HOTBCCC staff, and volunteers. Training will be in person and conducted by the Camp Emergency Coordinator. To document completion, at the end of the training, staff will be given a test, and will sign a document stating that they have received training on Emergency Procedures. The Camp Emergency Coordinator will be responsible for tracking and maintaining the completion of staff training records.

Training will include discussion of the following issues:

1. Types of potential emergency conditions.
2. Responsibility to report potential or active emergencies.
3. Methods for alerting the camp to an emergency condition (texts, weather radios).
4. Assigning assembly areas and instructing on conducting head counts.
5. Training on the assessments of the physical well-being of campers, counselors, volunteers, and staff.
6. Performing assigned emergency response tasks:
 - a) Establishing communication with outside authorities and agencies
 - b) First aid
 - c) Forming search parties and initiating searches, including relocating campers to secure and safe areas
 - d) Inspecting facilities and grounds for damage
 - e) Coordinating orderly and safe camp evacuation.

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At the initiation of each program camp session, or within 48 hours of the start of the session, the Emergency Coordinator shall also provide emergency training to group leaders, counselors, and campers (through instructional video) that encompass specific instructions about:

- a. Inform campers of Camp boundaries and hazards.
- b. What to do in the event of an emergency.
- c. Give instruction on behavioral expectations while in an emergency situation.
- d. How campers will be notified if there is an emergency.
- e. Describe evacuation, assembly areas, and shelter-in-place procedures.
- f. Provide developmentally appropriate instructions on actions and procedures under the EAP.

8. Plan, Review, and Update

The Emergency Coordinator is responsible for developing, maintaining, and updating this Emergency Action Plan. The EAP shall be reviewed annually and updated as necessary based on deficiencies identified during drills, actual emergency incidents, or changes in threats, hazards, resources, capabilities, or Camp organizational structure. This EAP shall be approved and promulgated by the Executive Director and appropriate HOTBCCC Board Committee. Upon adoption, the EAP shall be implemented Camp wide.

The EAP is sent to the Texas Department of State Health Services for approval. Within 10 days of approval by DSHS, HOTBCCC will provide the new EAP to the Brown County Office of Emergency Management.

The EAP is also provided to all campers and their parents or guardians during registration. A copy of the EAP may be requested through the Operations Director or the HOTBCCC office.

Facility or Programming Modifications

Texas Department of State Health Services will be notified if any modifications are made to structures that are intended to facilitate Camp activities.

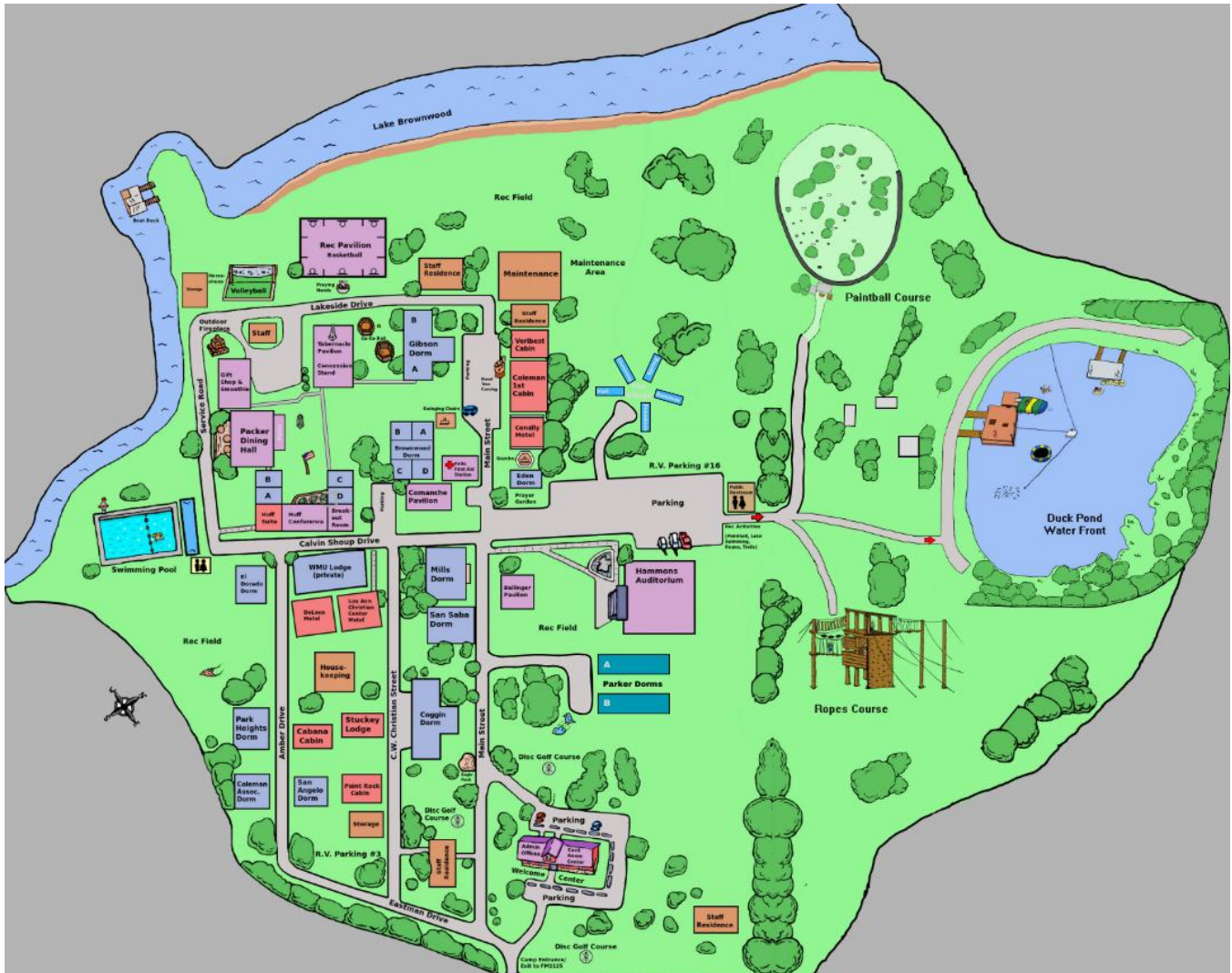
In addition, if program schedules are changed and activity locations are modified, DSHS will be informed of the changes and updates to the EAP will be made as required by DSHS.

Incident Report Retention

All incident, accident, injury, or emergency response reports generated during Camp operations shall be retained by Camp administration for a minimum of two years, or longer if required by applicable law or regulation.

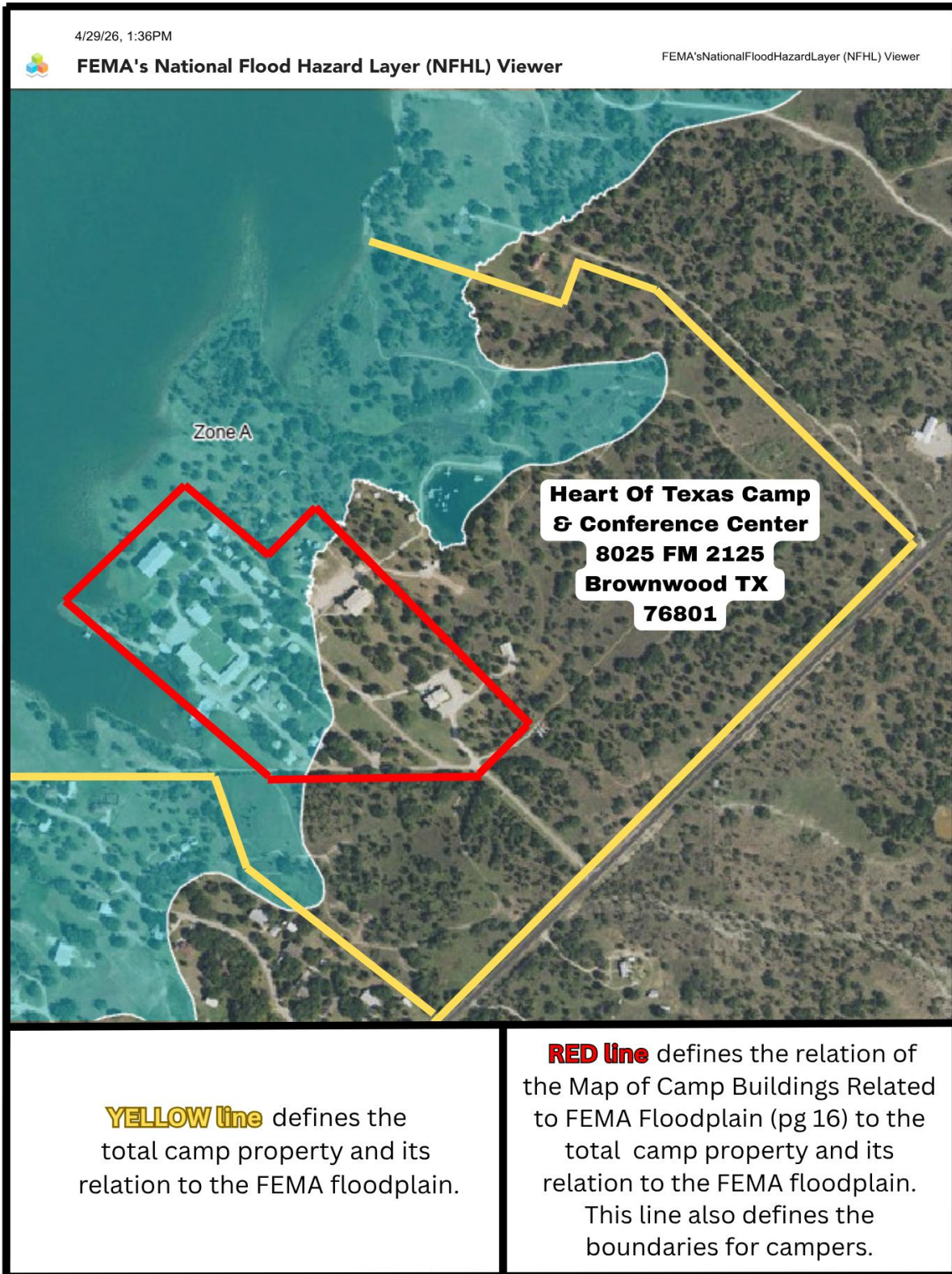
ANNEXES

Annex 1. Maps. Building Capacities



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a. **FEMA Floodplain Map**



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b. Map of Camp Buildings Related to FEMA Floodplain



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Building	Sleeping Capacity	Seating Capacity
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Dorms:

Brownwood Dorms	80	
Coggin Dorms	28	50
Coleman 1 st Dorm & Meeting	34	50
Coleman Association Dorms & Meeting	40	40
Eden Dorms	16	16
Eldorado Dorms	24	15
Gibson Dorm & Meeting	72	50
Huff Dorms & Meeting & Suite	88	150
Mills Dorms	32	
Paintrock Dorm	12	
Park Heights Dorms	32	
Parker Association Dorm A	40	
Parker Association Dorm B	40	
San Angelo Dorms	28	
San Saba Dorms	32	

Private Rooms:

Cabana Cabin	4	
Christian Center Motels	14	
Connally Motels	16	
Deleon Motels	8	
Stuckey Cabin	4	
Veribest Cabin	7	20
WMU Cabin & Meeting	12	50
The WOW Village: 5 Cabins		
Christmas Cabin	2	
Fall Cabin	2	
Freedom Cabin	2	
Spring Cabin	2	
Summer Cabin	2	

Common Areas:

Dining Hall		300
Felts Suite / First Aid	2	10
Hammons Auditorium		600
Tabernacle Meeting		140
Welcome Center & Meeting		75

Annex 2. Levels of Emergencies Defined

Not all emergencies that could occur would warrant the full activation of the EAP or all of its components. The following guidelines are provided to assist in determining the appropriate level of emergency response:



Minor Emergency - Any incident, potential or actual, that does not seriously affect the overall operations of the camp. Report the incident to the Emergency Coordinator. Notification of the incident will be forwarded to the Executive Director, but activation of the EAP is unlikely.

Major Emergency - Any incident, potential or actual, which affects buildings, campers, counselors, or staff while also disrupting the overall operation of the camp. Outside emergency services are required. Report the emergency incident to the Emergency Coordinator. Decision considerations are required from HOTBCCC admin during a major emergency. Notification of the incident will be forwarded to the Executive Director, and the activation of the EAP is likely.

Disaster - Any event of occurrence which takes place that has seriously impaired or halted the operations of the camp. In some cases, injuries, casualties, or property damage may have been sustained. Coordination of efforts is required to effectively control or contain the situation. Outside emergency services are required and essential. In all cases of a disaster, the EAP will be implemented and HOTBCCC staff will assist in responding to the disaster as assigned during training.

Annex 3. Procedures For the Senior Camp Official On-Scene:

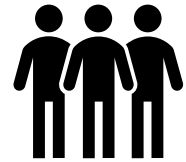
The Senior Camp Official (SCO) is the individual at the incident that knows the EAP, the property, or the group the most and that can immediately take charge. The SCO would follow the following steps to ensure a quick and successfully EAP.



- 1) Collect and evaluate the overall situation. Collect information from liable sources and in a timely manner determine the severity of the situation. Do not rush or panic.
- 2) If applicable notify the Emergency Coordinator and call 911 as applicable.
- 3) If the EAP is for knowledge, use the EAP as written. If not for knowledge, wait for the Emergency Coordinator.
- 4) The SCO or the Emergency Coordinator will then take charge and be firm and clear with your instructions. Use a calm tone of voice.
- 5) Delegate steps as the EAP instructs. Ask HOTBCCC staff or volunteers to call 911, render aid, call the nurse, call the executive director, assist first responders, and crowd control.
- 6) The highest level of appropriate certification is delegated the responsibility to aid any injured party. The person rendering first aid must complete an Incident Report.
- 7) Begin collecting the facts. What happened? How? When? Where? Witnesses? Where were the staff? Campers? What could the victim have done to prevent the injury?
- 8) All media coverage will be handled or designated by the Executive Director.
- 9) Prepare Accident Reports within 24 hours.

Annex 4. Emergency Assembly Areas

HOTBCCC’s Emergency Assembly Area is Hammons Auditorium. The alternate Emergency Assembly Area will be the Welcome Center. Both Emergency Assembly Area are marked on the map in Annex 10 (Page 24).



After an on-site HOTBCCC evacuation has begun, HOTBCCC staff or volunteers that have pre-assigned cabins shall ensure all cabins and other buildings are vacant. After all buildings are checked a head count is conduct at the assembly area. All HOTBCCC staff are responsible for reporting to the Emergency Coordinator so an accurate head count can be made.

The Emergency Coordinator and staff will ensure all cabins and other buildings are vacant, and all campers and counselors have evacuated the buildings.

Annex 5. Evacuation Procedures and Routes

In case of a natural disaster, or any event which warrants leaving the Camp property, an evacuation of the camp may be called by camp leadership. The Executive Director will contact Brown County Emergency Management. **If an evacuation is deemed necessary, the Emergency Coordinator will work with Local Emergency Personnel and inform the group leaders, counselors, and staff, who will be responsible to give directions to campers as directed by Local Emergency Personnel.** The Executive Director will be responsible for notifying parents in coordination with Group Leaders by text. Updates will be given every 30 minutes to include information on reunification and progress.



Arrangements are in place with a local church for an off-site evacuation location. In case of a full evacuation of the camp, campers will be taken to:

**Coggin Ave. Baptist Church –
1815 Coggin Avenue,
Brownwood, Texas.**

CAMPERS WITH DISABILITIES AND OTHERS WITH ACCESS AND FUNTIONAL NEEDS:

These campers must always be accompanied by a parent or an Adult from their group who is assigned to them and able to communicate and direct the camper to safety.

If adequate transportation is not available on the camp grounds (buses and vans that transported them to camp), there is an alternative means for evacuation transport.

Map to Off Site Evacuation Point

Heart of Texas Camp - 8025 FM 2125 to Coggin Avenue
Baptist Church, 1815 Coggin Ave, Brownwood, TX 76801

Drive 10.2 miles
16 min

1. Turn right onto FM 2125
2. Turn left onto County FM 2632
3. Turn left onto TX-279 S
4. Continue straight onto W Austin Ave
5. Turn right onto Coggin Ave
6. Destination will be on the right

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The Brown County Emergency Management has an agreement with the **Central Texas Rural Transit District** who can mobilize their units for transportation to another location. If this is needed, the Executive Director will contact the Brown County Emergency Management and make a request for this assistance.

Evacuation maps to the emergency assembly area are posted in each cabin. They are attached at the end of this document.

Flash Flood Evacuation:

Upon the issuance of a flash flood warning by the National Weather Service, there will be an automatic alert over the Perry Weather PA system. The Executive Director will send a text to all adults at camp to inform them of the warning. All campers shall immediately go to the Emergency Assembly Area (Hammons Auditorium) which is higher ground and out of the flood plain. Evacuation maps are located in each building with the route to the Hammons Auditorium.

At the Emergency Assembly Area, all counselors shall conduct a headcount using their church roster.

There are two levels of urgency when an evacuation is warranted, and they are an immediate or a general evacuation:

Immediate Evacuation

If the Emergency Coordinator or HOTBCCC Admin order an immediate evacuation begin directing all counselors, campers, and staff to meet at the Emergency Assembly Area (Hammons) immediately. If Hammons Auditorium is compromised, the alternate Emergency Assembly Area will be the Welcome Center.

No persons shall go to cabins during an immediate evacuation to get personal items.

At the Emergency Assembly Area, all counselors shall conduct a headcount using their church roster.

At the Emergency Assembly Area, the Emergency Coordinator will give directions and the entire camp attendance will be transported off the camp premises to a secure location if deemed necessary. Using available or provided transportation. HOTBCCC staff, group leaders, and counselors will be responsible for the orderly evacuation of buildings and camp premises.

Local Emergency Services - When or if local emergency services arrive and begin taking control, their directions may supersede this written procedure in any circumstance.

General Evacuation

In a situation where there is ample time for campers and counselors to do so, HOTBCCC leadership may direct counselors and campers to gather their belongings from cabins and evacuate the premises in personal/church vehicles and vans.

Emergency evacuation escape route plans are posted in public areas throughout HOTBCCC, including within each building.

Staff, group leaders, and counselors shall ensure all members of their assembly group are passengers in their assigned vehicles.

The Emergency Coordinator and HOTBCCC staff shall instruct drivers with assigned vehicles to proceed to

assembly areas to pick up assembly group members. The Emergency Coordinator and HOTBCCC staff shall provide evacuation route instructions to vehicle drivers. Evacuation shall take place by the primary access route to the camp leading to County Road 2125.

The Camp Health officer shall transport necessary medication doses and medical release forms for campers during the camp evacuation.

Evacuation Route Lighting

All evacuation routes from all buildings have adequate lighting after dark to the Emergency Assembly Area (Hammons Auditorium) for safe access in case of emergencies.

Cabin Ladder: There should never be an instance where campers should access the roof of any camp building. Climbing to the roof presents more of a danger than a safety precaution and is therefore not a part of our emergency plan, however, as required by law, there are ladders hanging on the back of each dorm that is within the FEMA floodplain. The ladders are 12.5FT Telescoping Ladder, 330lb Capacity Aluminum Heavy-Duty Extension Ladder with Anti-Slip Steps for Secure Attic or Roof access. There are 17 ladders on dormitories throughout the camp. To ensure safety, the ladders have a cable and a combination lock with the combination- 911. All staff have been made aware of the location, the combination, and trained on the use of ladders.

For individuals who cannot use a ladder, adults should always accompany them and provide safety measures for all of their needs.

Annex 6. Fire Prevention and Response

HOTBCCC does not require their staff members to use fire extinguishers, however appropriate training on the proper use of fire extinguishers is provided to all staff members.



Under no circumstances shall a HOTBCCC staff member or counselor attempt to fight a fire that has passed the incipient stage (that which can be put out with a single fire extinguisher). **No minor campers shall attempt to fight a fire.**

No staff member shall attempt to enter a burning building to conduct search and rescue. These actions shall be left to local emergency services who have the necessary training, equipment, and experience (such as the fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

Fire extinguishers may only be used if the fire is small, there is safe access to the exit, and if a second person is available to assist.

Types of fire extinguishers: Follow all state and/or local regulations regarding the type (e.g., type ABC for most applications and type K for commercial kitchens) and size of fire extinguisher, physical placement (mounting height, distance between), frequency of visual inspection, and frequency of servicing.

Hazardous materials, such as flammable liquids, combustible liquids, acids, bases and miscellaneous solvents, are stored in documented locations within the HOTBCCC properties. Hazardous materials shall be stored in their original containers to maintain the product information and safety instructions. Safety Data Sheets (SDSs) will be maintained on all hazardous materials used within the property.

All fire situations must be reported immediately by calling 911, and as soon as possible to the Emergency Coordinator.

Annex 7. Sheltering in Place Procedures

HOTBCCC staff will be monitoring weather conditions with Perry Weather system. If a tornado or other inclement weather warning is broadcast via the Perry Weather System or in increased danger situation, all HOTBCCC staff, group leaders, and counselors should move to shelter in the closest building, and the strongest part of the building. The Emergency Coordinator will alert adults at camp by text in addition to the Perry Weather alert.

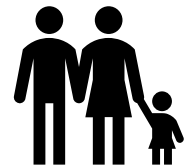


Adult counselors shall guide campers to the shelter. Once sheltered in place, the counselor shall conduct a headcount by using their roster.

Shelters may include interior rooms with reinforced masonry construction. (Huff dormitories, Coggin dormitory are best). Buildings such as the Dining Hall and Tabernacle are NOT suitable for a weather related shelter because of the amount of glass and windows. The bathrooms of dormitory buildings are more secure because they are interior rooms with no windows.

Annex 8. Reunification (onsite and offsite)

Reunification is the process of securely and efficiently reunite campers to parents in any situation that warrants the parents to retrieve their child from HOTBCCC.



The process of reunification involves the following steps:

- Establish a parent/guardian check-in location.
- Deliver the campers to an assembly area or a transportation area beyond the field of vision of parents/guardians.
- Conduct accountability, or attendance, of who is in the assembly area (camper and staff).
- Notify parents/guardians of the location, once campers are on-site.
- Hand parents/guardians a Reunification Card and help them understand the process.
- Have parent/guardian completes the card and brings it to the check-in area. The procedure allows parents/guardians to self-sort during check-in, streamlining the process.
- Verify parent/guardian identification.
- Have parent/guardians bring the verified card to an area outside the camper assembly area and provide to camp staff and group leaders.
- Recover a camper from the assembly area and deliver to the parent/guardian.

- Control lines of sight which allow for an orderly flow; create pedestrian “flows” so lines do not cross.

In the end, successful reunification is about managing the camper and parent experience.

On-Site Reunification

An on-site reunification is conducted when part of the camp may become hazardous, and campers have gather at the Emergency Assembly Area, such as a building fire.

Off-Site Reunification

An off-site reunification is conducted when something happens which makes it unsafe or unhealthy to remain in or on HOTBCCC property. This could be a gas leak, large fire, potential flooding, or something similar.

HOTBCCC cannot be used for reunification when a violent event occurs, because it is not secure, and may be considered a crime scene. Students and staff must be moved under security from the affected site to an off-site reunification location. The off-site location must be secured by law enforcement prior to announcing the location. Transportation is obtained, the route of travel mapped, and parent communication is planned. Importantly, law enforcement must choreograph movement of students and staff to a secure assembly location or directly to transportation.

Medical, notification, or investigative contingencies are anticipated.

Annex 9. Securing Property and Equipment

In the event that evacuation of the premises is necessary, some items may need to be secured to prevent further detriment to the facility and personnel on hand (such as securing confidential/irreplaceable records, moving electronic equipment to a safe area, or shutting down equipment to prevent release of hazardous materials).

Only HOTBCCC staff members trained in such procedures may remain in any building for the prescribed amount of time to secure the property and equipment to which they have been assigned and if it is safe do to so.

Annex 10. Medical Care

LOCATIONS OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED):

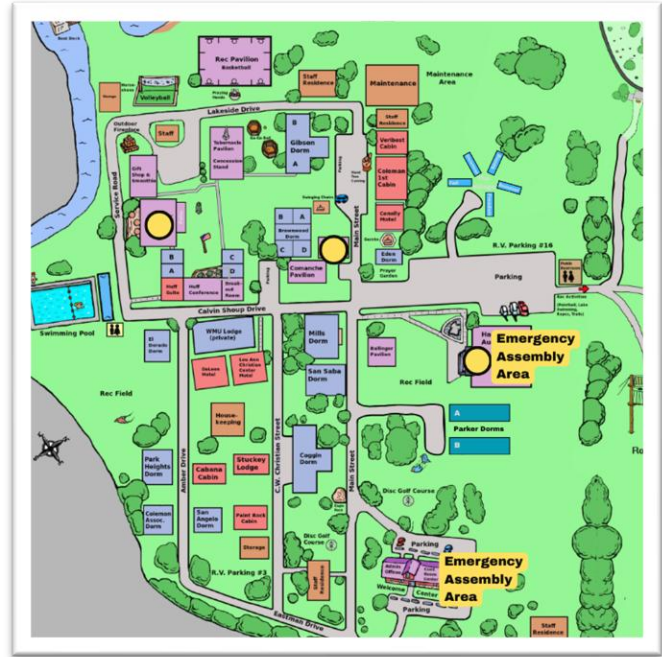
- 1) Dining Hall near tray room**
- 2) Nurses Station**
- 3) Hammons Auditorium**

During summer program camps, a certified nurse is on-site.

HOTBCCC lifeguarding staff members are trained in basic first-aid treatment including CPR and AED.

In the event of an accident or emergency, it is foreseeable that a volunteer or counselors may voluntarily choose, under the Good Samaritan Act, to aid a person who is in need of first aid or CPR.

HOTBCCC staff members trained in medical assistance will be prepared to perform such duties and carry out their assigned responsibilities properly and safely until external emergency responders arrive. 911 will be called in an emergency.



The most important thing for employees to consider is that they should not attempt to provide aid beyond what they have been trained to do! When in doubt, the injured or ill person should be made as comfortable as possible and outside medical aid summoned immediately. HOTBCCC staff who have not received first aid training should refrain from any type of medical response.

Under no circumstances shall a HOTBCCC staff member or counselor provide advanced medical care and treatment unless trained with current credentials. Untrained individuals may endanger themselves and those they are trying to assist.

Trained staff who provide first aid assistance must be aware of the risk of potential exposure to bloodborne pathogens. Therefore, it should be understood that any persons offering medical assistance must practice “universal precautions” by assuming all human blood is contaminated with bloodborne pathogens as described in their training.

HOTBCCC staff who are designated as basic first aid, CPR, and AED certified providers must be recertified annually.

Annex 11. Media Coverage

The only HOTBCCC official authorized to discuss information with the news media is the Executive Director. She may designate another individual to oversee those duties.



Any staff member or counselor approached by the news media should notify their supervisor and direct the

reporter to the Executive Director.

It is understood that HOTBCCC staff may have to handle initial contact with the media.

If so, remember the following:

1. DO NOT make any statements regarding the incident.
2. DO NOT respond with “No Comment.”

A HOTBCCC staff member can make a generalized statement to the media, reinforcing who should be contacted for the camp. For example: “The Heart of Texas Camp Executive Director is the designated spokesperson and has all the current information related to the incident.”

Follow up with the Executive Director or designated spokesperson to inform them which media outlet contacted the camp.

The elected spokesperson should follow the “do’s” and “don’ts” of communication:

Do’s	Don’ts
Tell the truth	Speculate or guess
Release only confirmed facts	Overstate and understate
Be concise	Talk “off the record”
Show concern	Be thrown by hostile questions
Remain calm	Give an exclusive to one reporter
Provide updates	Place blame

Annex 12. Reported and Suspected Abuse

Any reported or suspected abuse of any kind (whether it is a camper or an employee) is to be immediately reported to the HOTBCCC Executive Director or the President of the Board of Directors for HOTBCCC.



The Executive Director or Board President will follow the Texas Department of Youth Camp Licensing Rules and Regulations in reporting and filing the accusations to the proper authorities.

HOTBCCC = Heart of Texas Baptist Camp & Conference Center

Annex 13. Call Down Emergency List

<u>External Emergency Services</u>	<u>Emergency Number</u>	<u>Non-Emergency Number</u>	<u>Distance from Camp Miles - Mins</u>		<u>When to Contact</u>
City of Brownwood Fire Department	911	325-646-6743	9	15	Fire – Rescue – Hazmat
City of Brownwood Law Enforcement Center	911	325-646-2525	9	13	Crime – Missing Camper - Threat
City of Brownwood Medical Services - Hedrick	911	325-646-8541	12	19	Medical Emergency – Serious Injury
Brown County Emergency Management - Cliff Karnes	325-643-2828 325-203-3188	325-646-6743	9	13	Floods – Fires – Evacuations
Texas Department of State Health Services	911	211	9	13	Outbreaks - Contamination
Texas Parks & Wildlife Department	800-792-4263	325-646-0440	9	13	Aggressive or Injured Wildlife
Brown County Animal Control	325-646-2525		9	13	Aggressive or Injured Animal
Suicide & Crisis Lifeline	988		Immediate 24/7		Mental Health Crisis

Other Emergency Services

Poison Control Center	800-222-1222		Immediate 24/7		Medical Incident
National Weather Service	301-427-9855		Immediate 24/7		Severe Weather

Utilities

Oncor	911	888-313-6862	9	13	Power Outage
Brookesmith Water	325-646-5731		14	20	Water Outage
Hill Gas - Propane		888-210-1540	12	17	Propane Outage

On-Site Camp Personnel

Rhonda Roberts – Executive Director	325-647-7177	325-784-5821
Jarryd Evans – Emergency Coordinator - Operations Director	325-998-6653	325-784-5821
Corey Thomas – Maintenance Director	325-203-1324	325-784-5821
Food Service Director – Robert Carmen	325-998-6653	325-784-5821

EMERGENCY PROCEDURE

CHECKLISTS



Checklist 1. Severe Weather


<p>Lightning – (10 Mile Radius) The Perry Weather System will notify campers via PA system when lighting is within 10 miles radius of HOTBCCC property. <u>After this alert all campers and HOTBCCC staff should:</u></p>	
<p>1. The Emergency Coordinator shall direct all persons at camp to halt all aquatic, elevated, and outdoor activities.</p>	
<p>2. The Emergency Coordinator shall direct all persons at camp to move to the nearest safest facility.</p>	
<p>3. The Emergency Coordinator will instruct campers that it is safe to resume outdoor activities 30 minutes after the last lightning strikes within 10 miles of the camp. The Perry Weather System will alert you when the time has lapsed and it is safe to resume activities.</p>	

<p>Tornado warning- The Perry Weather System will notify campers via PA system when a tornado or severe thunderstorm is approaching in adequate time to get to shelter. <u>If there are warnings of a tornado or severe thunderstorm:</u></p>	
<p>1. The Emergency Coordinator shall halt all aquatic, elevated, and outdoor activities.</p>	
<p>2. All persons shall move to the nearest safest facility.</p>	
<p>3. All persons shall remain calm and quiet to ensure you receive instructions from HOTBCCC staff.</p>	
<p>4. The church counselor will take a headcount of the church group using their church roster to ensure all campers are sheltered-in-place.</p>	
<p>5. The SCO will have campers shelter away from windows and glass doors, either under counters, under beds, in shower stalls, meeting room, bathroom, etc. Cover up with mattresses, sleeping bags, pillows.</p>	
<p>6. The SCO or church counselor will close any window blinds or shades to help prevent flying glass and debris.</p>	
<p>7. The SCO or church counselors will move individuals to an interior room in larger structures.</p>	

HOTBCCC = Heart of Texas Baptist Camp & Conference Center

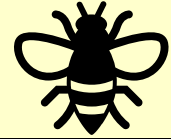
If a TORNADO STRIKES the Camp:
1. The Emergency Coordinator shall call 911 and the Brown County Emergency Management. He will report at that time the extent of damage and possible injuries. The 911 service will send EMS, fire department, or first responders as needed.
2. The Executive Director will text all emergency contacts listed for campers and make them aware of the situation and what is being done.
3. Each summer staff member will be assigned to a building or dormitory. The staff will go to their assigned building and assess damage and report to the Camp Emergency Coordinator.

Checklist 2. Medical Incident

<p>Biohazard Event</p> <p>In case a biohazard cleanup is necessary, recognize the most common biologically hazardous materials will be bodily fluids such as blood or vomit.</p> <p><u>Staff with biohazard cleanup training will respond by doing the following:</u></p>	
1. The Emergency Coordinator will mark the area with cones or caution tape, If necessary.	
2. The camp housekeeping staff will obtain the Biohazard Cleanup Kit including gloves and needed PPE.	
3. The camp housekeeping staff will clean up the spill using industrial strength paper towels and follow the protocol below:	
a. Use a Bodily Fluid Spill Kit for blood or vomit. If one is not available, use a disinfectant.	
b. Spray disinfectant cleaner on the spill area once it has been cleaned up.	
c. Let the treated surface remain wet for 30 seconds.	
d. Wipe up area until all is clean and disinfected.	
e. Place paper towels and other contaminated materials into the red Biohazard bag.	
f. Remove gloves carefully and place them in the Biohazard bag. DO NOT allow your bare skin to come into contact with the contaminated gloves.	
g. Place the full biohazard bag or bags in the appropriate disposal container. Do not walk around the building with a biohazard bag in your hand.	

Food Allergy and Bee Sting Reactions

The medical team will handle all medical needs.



A medical form should be on file for each participant specifying any allergies (and severity), medication, along with emergency contact information. Time is of the essence, when dealing with an allergic reaction. An IMMEDIATE response is necessary if the allergen has been ingested or there is a sting reaction.

Severe symptoms include and should include calling 911 ASAP:

- Lungs: Short of breath, wheezing, repetitive cough
- Skin: Many hives over body, widespread redness
- Mouth: Significant swelling of the tongue and, or lips
- Stomach: Repetitive vomiting or severe diarrhea
- Heart: Pale, blue, faint, weak pulse, dizzy
- Throat: Tight, hoarse, trouble breathing or swallowing

Severe Symptoms Treatment:

- 1) The SCO shall contact the Camp Health Officer to respond to the location.
- 2) The SCO shall INJECT EPINEPHRINE IMMEDIATELY if provided by the individual!
- 3) The SCO shall Call 911 and tell operator an individual is having an anaphylactic reaction.
- 4) The Executive Director or Camp Health Officer shall call parent or guardian of the individual and inform them of the situation, If under 18.
- 5) The Camp Health Officer shall call emergency contact person after situation has been handled, if an adult.
- 6) The SCO shall remove the rest of the campers from the scene by moving them to another room or open area.
- 7) The Camp Health Officer shall give additional doses of EPINEPHRINE about 5 minutes after the last dose, if symptoms do not improve, or symptoms return.
- 8) The Camp Health Officer shall turn in a completed Incident Report Form to the Emergency Coordinator.

Mild symptoms include and should include informing the parent/guardian:

- Itchy or runny nose
- Itchy mouth
- Hives
- Mild nausea or discomfort
- Sneezing
- Mild itch

Checklist 3. Aquatic Incident

HOTBCCC has a pool, waterfront*, and a lake on or adjoining its property. The lake (Lake Brownwood) is never used in aquatic events or programming.

Waterfront = HOTBCCC private manmade pond, used for recreation

**Checklist 3a. Swimming Pool or Waterfront* Incident**

If a near-drowning or drowning occurs:

1. HOTBCCC lifeguards use whistles to signify an emergency situation (activation of Lifeguard EAP).
2. A lifeguard on duty will reach victim in the fastest possible way and administer appropriate lifesaving techniques.
3. Lifeguards on duty will assist rescuer as necessary. (Calling 911, retrieving AED/BVM, notifying Emergency Coordinator.)
a) The SCO (Senior Camp Official) will call 911.
b) A lifeguard on duty will notify the Emergency Coordinator.
c) A lifeguard on duty will signal all campers and staff to leave the water and the pool area. The counselors will supervise the campers.
4. The SCO will report IMMEDIATELY to the HOTBCCC Executive Director and explain the nature of the incident.

If a lost swimmer can't be found:

1. Any concerned person will notify lifeguards and lookouts that a camper is missing.
2. Lifeguard will sound whistle. Everyone immediately gets out of the water, and a recount of swimmers is immediately taken.
3. Lifeguard on duty will instruct campers to move away from the waterfront or pool.
4. Lifeguard on duty will inform the Emergency Coordinator of emergency details.
5. Lifeguards will scan the water IMMEDIATELY, while counselors check the restrooms to look for lost camper.
6. A lifeguard on duty will inform the camp Emergency Coordinator of details. If the camper is not found, the Emergency Coordinator will initiate a missing person's action.
7. A counselor and camp staff will conduct search of waterfront area where camper was last seen, using available resources.
8. Camp staff will continue search until local emergency services arrive and assume control.

Checklist 3b. Kayaking and Paddle Boat Incident

Kayaks, paddle boats, and paddle boards are only located at the waterfront*.

If a boating incident occurs:

1. HOTBCCC lifeguards use whistles to signify an emergency situation (activation of Lifeguard EAP).
2. A lifeguard on duty will reach victim in the fastest possible way and administer appropriate lifesaving techniques.

3. A lifeguard on duty will call for the Camp Health Officer to come to the scene.
4. A lifeguard on duty will assist rescuer as necessary. (Calling 911, retrieving AED/BVM, notifying Emergency Coordinator.)
5. The SCO will notifying the Emergency Coordinator.
6. A lifeguard on duty will signal all campers and staff to leave the water and the pool area. The counselors will supervise the campers.
7. A lifeguard on duty will report IMMEDIATELY to the HOTBCCC Executive Director and explain the nature of the incident.

Checklist 3c. Lake Incident

There are no lifeguards on duty on the shores of Lake Brownwood. Campers are not allowed to swim in Lake Brownwood off the camp shores. In the event that a camper has fallen into the lake, certified lifeguards are to follow appropriate rescue techniques.

If a camper is missing at the lake:

1. Any adult on site shall instruct campers to move away from the waterfront.
2. Any adult on site shall contact the Emergency Coordinator of details of the incident.
3. The Emergency Coordinator shall call for lifeguards and the Camp Health Officer.
4. Lifeguards shall scan the water IMMEDIATELY, while counselors check the restrooms.
5. A camp staff member shall inform the camp Executive Director of emergency details. If the camper is not found, the Emergency coordinator shall initiate a missing person's action.
6. The Emergency Coordinator Shall Contact Brownwood Lake Patrol, call 911, and Brown County Emergency Management.
6. The Executive Director shall call the camper's guardian listed as their emergency contact on the health form.
7. The Executive Director will make sure that the lead counselor from the camper's church group is notified and aware of the situation.
8. The camper's counselor shall conduct search of lake area where camper was last seen, using available resources.
9. Camp staff shall continue search until local emergency services arrive and assume control.

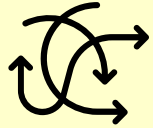
Checklist 4. Building Fire

1. The SCO shall evacuate the building and immediate area.
2. The SCO shall contact 911 IMMEDIATELY.
3. The SCO shall notify Emergency Coordinator.
4. The Executive Director will contact the Brown County Emergency Management.
5. The Emergency Coordinator will issue an alarm.
6. No person shall be allowed to retrieve personal belongings.
7. The Emergency Coordinator will instruct all campers to head to the Emergency Assembly Area and conduct a headcount using their church roster.
8. Only if the fire has not passed the incipient stage the SCO shall attempt to extinguish the fire with a fire extinguisher.
9. The Executive Director will make sure that all emergency contacts are sent a text to let them know of the fire and which building or church groups were affected. The text will give information on what the camp is doing and if their camper needs to be picked up.

Checklist 5. Wildfire

1. The Emergency Coordinator will issue an alarm IMMEDIATELY.
2. The Emergency Coordinator will instruct campers to meet at the Emergency Assembly Area.
3. The Executive Director will contact Brown County Emergency Management Office for situational awareness of fire.
4. The Executive Director will contact 911 IMMEDIATELY if the wildfire appears to be threatening the camp. 911 will activate EMS, fire, and first responders.
5. The Emergency Coordinator will order and implement a camp evacuation if necessary, following camp evacuation procedures. Page 19, Annex 5

6. All persons at camp should stay upwind of the fire at all times.
7. As soon as it is safe to do so, the Executive Director will make sure that all emergency contacts are sent a text to let them know of the fire and which part of the camp is affected. The text will give instructions on what the camp is doing and if their campers needs to be picked up at the off site evacuation location. Page 19, Annex 5
10. Each summer staff member will be assigned to a building or dormitory. The staff will go to their assigned building and assess damage and report to the Camp Emergency Coordinator.

Checklist 6. Lost Camper 

<p>Headcounts:</p> <ul style="list-style-type: none"> • Each church group has male and female counselors who stay in the dorms with the campers and know them by name. Each church group shall appoint a lead (if there is more than one) female and a lead male counselor. • During an emergency situation, the lead male and female counselors from each church group shall take a headcount of the campers within their group. • If there is a missing camper, the name and description shall be reported to the Emergency Coordinator immediately. • Each summer staff (employed by HOTBC) shall have a cabin assignment to which they are responsible to communicate with the lead counselor(s) in that cabin for emergency headcount and to be sure that evacuation instructions are understood.
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Several factors influence the decision as to how best to look for a person or group who is thought to be lost or missing. Before starting a search, gather the following information:

<ul style="list-style-type: none"> • Where and when were they last seen and by whom?
<ul style="list-style-type: none"> • Are they children or adults?
<ul style="list-style-type: none"> • Are they alone or with someone else?
<ul style="list-style-type: none"> • Were they behaving unusually before going missing, i.e. might they have run away?
<ul style="list-style-type: none"> • How much daylight is left?
<ul style="list-style-type: none"> • Do weather conditions present an additional danger?

<u>Upon determination that a camper is missing:</u>
1. Determine when and where the camper was last seen. Do not frighten other campers.

2. Discover (if possible) the state of mind of the camper. Were they depressed or angry, threatening to run away? Did they leave to visit a friend in another cabin or off-site? A camper who does not wish to be found will require wider and more careful search.
3. Do a search of the immediate area with available camp staff.
4. Ask nearby campers and staff if they have seen or know where the camper is. Do not leave other campers unsupervised.
5. Do not expose camp search party members to unacceptable injury or illness risks.
6. Check any known accomplices (friends in other cabins, etc.).
7. The adult sponsors shall check bathrooms, main building, the missing camper's cabin, and nearby cabins.
8. The SCO shall contact the Emergency Coordinator about the situation. Include the name of the missing camper, when and where last seen, description of child: hair, eyes, weight, height, and, as close as possible, clothing.
9. If the camper is not found in 20-30 minutes, the camper will be presumed lost..
10. Contact the guardians of the camper. Either the Emergency Coordinator or the Executive Director shall call the camper's guardian listed as their emergency contact on the health form.
11. The Emergency Coordinator shall organize an extended search. The search will be completed in a uniform and safe manner. Search parties should conduct search patterns that expand outward from the last known location of the lost camper.
12. The Emergency Coordinator or his designee shall close the entrance to the camp.
13. The Emergency Coordinator shall alarm the PA system about a missing camper.
14. The Executive Director will contact 911 IMMEDIATELY, which will in turn alert the local law enforcement, fire, and EMS.
15. The Executive Director will contact local Brown Co. Emergency Management.
16. The Emergency Coordinator shall institute a full-grid search, with search teams of 2 adults.

Checklist 7. Extreme Hot and Cold Weather**Extreme Hot Weather****Terms:**

- Heat Wave - Prolonged period of excessive heat often combined with excessive humidity.
- Heat Index - A number in degrees Fahrenheit (F) that tells how it feels when relative humidity is added to the air temperature. Exposure to full sunshine can increase the heat index by 15 degrees.
- Heat Cramps - Muscular pains and spasms due to heavy exertion. Although heat cramps are the least severe, they are often the first signal that the body is having trouble with the heat.
- Heat Exhaustion - Typically occurs when people exercise heavily or work in a hot, humid place where body fluids are lost through heavy sweating. Blood flow to the skin increases, causing blood flow to decrease to the vital organs. This results in a form of mild shock. If not treated, the victim's condition will worsen. Body temperature will keep rising and the victim may suffer a heat stroke.
- Heat Stroke - A life threatening condition. The victim's temperature control system, which produces sweat to cool the body, stops working. The body temperature can rise so high that brain damage and death may result if the body is not cooled quickly.

What to Do in an Extreme Heat Emergency:

1. The Emergency Coordinator shall inform campers of extreme temperatures and the risk of heat exhaustion via the PA system.
2. Camp activities may cease and run from a modified schedule.
3. Counselors should monitor all campers to protect against heat exhaustion or heat stroke and other heat-related issues.
4. Counselors shall ensure all campers in outdoor activities have appropriate hydration and rest breaks.
5. Counselors shall advise all campers to increase fluid intake throughout their activities.
6. All persons should stay indoors as much as possible and limit exposure to the sun.
7. The Emergency Coordinator shall call 911 and the Brown County Emergency Management. He will report at that time the extent of risk and possible injuries. The 911 service will send EMS, fire department, or first responders as needed.
8. The Executive Director will text all emergency contacts listed for campers and make them aware of the situation and what is being done.
9. Each summer staff member will be assigned to a building or dormitory. The staff will go to their assigned building and assess any heat injuries and report to the Camp Emergency Coordinator.

Extreme Cold WeatherWhat to Do During Cold Weather or a Winter Storm:

1. Inform campers of extreme temperatures and the risk related via the PA system.
2. Keep entrances and walkways clear of ice. If necessary, use sand, salt or deicer.
3. Conserve fuel, if necessary, by keeping all buildings cooler than normal. Close rooms not used.
4. Protect exposed pipes from freezing, including trickling water from faucets for all buildings.
5. Maintain ventilation when using fueled heaters to avoid build-up of toxic fumes. Refuel fueled heaters outside and keep them at least three feet from flammable objects.

Checklist 8. Flooding Incident

A flooding incident that would impact the camp is very unlikely, but all persons at HOTBCCC should be prepared in the event it does occur.



**In the case of a flood warning issued by the National Weather Service:
Evacuate to the Emergency Assembly Area – Hammons Auditorium**

1. The Emergency Coordinator will inform campers of the risk of a flooding event via the PA system.
2. Campers should be aware that flash flooding could occur. If there is any possibility of a flash flood, move immediately to higher ground at the Hammons Auditorium. Do not wait for instructions to move.
3. All persons at camp should be aware of drainage channels and water collection areas.
4. Do not walk through moving water. Six inches of moving water can make you fall. If you must walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
5. Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.

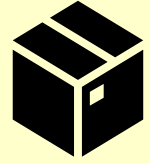
If notified by HOTBCCC admin to evacuate immediately, do the following:

1. The Emergency Coordinator will begin directing all counselors, campers, and staff to meet at the Emergency Assembly Area (Hammons Auditorium) immediately. Counselors will escort campers to the Emergency Assembly Area.
2. Counselor shall conduct a headcount with a roster of names from their group.
3. Campers shall NOT go to cabins to get personal items.

4. At the Emergency Assembly Area (Hammons Auditorium), directions will be given. If it is determined that the entire camp should evacuate off the camp grounds the entire camp attendance will be transported off the camp premises to a secure location. Transportation will be either vehicles already on camp, or transportation that have been pre-arranged with the Brown County Emergency Management. Page 19, Annex 5
5. The Executive Director will make sure that all emergency contacts are sent a text to let them know of the flood warning and evacuation process. The text will give information on the current situation and the if their camper should be picked up from the off site evacuation location. Page 19, Annex 5
6. HOTBCCC staff, group leaders, and counselors will be responsible for the orderly evacuation of buildings and camp premises.

If notified by HOTBCCC admin of a general evacuation, do the following:

1. Campers will be allowed to get their belonging from their cabin.
2. Camp administrative staff should remove as much computer equipment (laptops, desktops, printers, and back-up data) as possible, if you have time and the means.
3. All persons at camp shall meet at the Emergency Assembly Area as soon as possible.
Evacuating Individuals with Disabilities or Special Medical Needs Heart of Texas Baptist Camp recognizes that some campers and staff members may have disabilities or special medical needs. Such needs are identified through registration and the Health Statement form. Reasonable accommodation shall be made during emergency situations to ensure the safety of all individuals. Relevant information shall be communicated to appropriate staff prior to camp activities.
Campers that have a physical handicap will be given special attention during the camp session by an adult sponsor from their group. This same adult sponsor will be responsible for helping to evacuate the camper with special needs, notifying the Camp Emergency Coordinator is any special equipment or help is needed.
a) The Emergency Coordinator shall call 911 and the Brown County Emergency Management. He will report at that time the extent of flooding and possible injuries. The 911 service will send EMS, fire department, or first responders as needed.
b) The Executive Director will text all emergency contacts listed for campers and make them aware of the situation and what is being done.
c) Each summer staff member will be assigned to a building or dormitory. If it is safe to do so, the staff will go to their assigned building and assess damage and report to the Camp Emergency Coordinator.
d) Local Emergency Services - When or if local emergency services arrive and begin taking control, their directions may supersede this written procedure in any circumstance.

Checklist 9. Bomb Threat and Suspicious Package**Bomb Threat**In the case of a bomb threat:

1. The SCO shall call 911, the Emergency Coordinator, and Executive Director immediately.
2. Keep the caller on the line as long as possible. Ask him or her to repeat the message. Write down what the caller says.
3. Ask the caller the location of the bomb.
4. After the location is identified and begin to evacuate all persons from the building to a safe location.
5. Calmly inform the caller the building is occupied, and people may be injured or killed.
6. Listen to background noise, such as motors running, music playing, and any other sounds which may give a clue as to the location of the caller.
 - a) Pay particular attention to:
 - b) Caller's Identity: Male, Female, Approximate Age
 - c) Voice Characteristics: Loud, High Pitched, Soft, Low Pitched, Intoxicated
 - d) Accent: Local, Foreign
 - e) Speech: Fast, Slow, Distinct, Slurred, Nasal, Normal
 - f) Manner: Calm, Angry, Rational, Irrational, Coherent, Incoherent, Emotional, Laughing
 - g) Grammar: Excellent, Good, Fair, Poor, Foul
 - h) Remain available for law enforcement to interview you.


Suspicious PackageIn the case of a potential explosive device:

1. The SCO shall call 911, the Emergency Coordinator, and Executive Director immediately.
2. The Emergency Coordinator shall lockdown the camp.
3. The Emergency Coordinator shall evacuate the area of the threat to a safe distance.
4. The Emergency Coordinator shall follow advice of local emergency services to dispose of package once it is determined to be non-hazardous.

Unknown substanceIn the case of an unknown substance:

1. The SCO shall place suspicious envelopes or packages in a plastic bag or some other type of container to prevent leakage of contents. Never sniff or smell unknown substances.

2. Cover the package with anything available (e.g., clothing, paper, trash can) and do not remove the cover.
3. Wash your hands with soap and water to prevent spreading any powder to your face.
4. Contact the Emergency Coordinator, and Executive Director.
5. List all people who were in the room or area when the suspicious letter or package was recognized.
6. Follow advice of local emergency services to dispose of package once it is determined to be non-hazardous.

<p>Checklist 10. Hazardous Materials Spill</p> <p>Step 1: Assess the Risk</p> <div style="text-align: right;"></div>
<p>Major (large) spills meet any one of these criteria:</p> <ul style="list-style-type: none"> • Spreads rapidly • Requires rescue of personnel • Endangers people or the environment • Presents an inhalation hazard • Has created significant contamination for personnel
<p>For a major (large) spill:</p>
<p>1 The Emergency Coordinator shall call 911, the Emergency Coordinator, and Executive Director immediately.</p>
<p>2 The Emergency Coordinator shall evacuate the area IMMEDIATELY of all non-essential persons to the Emergency Assembly Area.</p>
<p>3 All non-essential persons shall shelter-in-place if a vapor cloud is released from the spill.</p>
<p>4 The Executive Director will call Brown County Emergency Management for additional guidance</p>
<p>5 The Emergency Coordinator shall provide as much information to local emergency services upon arrival (e.g., material spilled, approximate amount, any threat to Lake Brownwood).</p>
<p>Simple (small) spills meet all these criteria:</p> <ul style="list-style-type: none"> • Doesn't spread rapidly • Doesn't endanger people or the environment except by direct contact • Can be managed safely by people trained to use the material
<p>For a simple (small) spill:</p>

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| 1. The SCO shall call the Emergency Coordinator. |
| 2. The SCO shall keep campers and counselors clear of the area. |
| 3. Camp Housekeeping director shall follow procedures on container on cleaning up a spill. |

Checklist 11. Utility Failure and Power Outage



Water Failure

If a water system failure has occurred:



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| 1. The SCO shall IMMEDIATELY notify the camp office if a problem is suspected. |
| 2. The SCO shall shut off water at the nearest valve if a leak or break in the line occurs. |

Electrical Outage

If an electrical outage has occurred:



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| 1. IMMEDIATELY notify the camp office if a problem is suspected. |
| 2. Camp Maintenance Director will check power point or light fitting in building. |
| 3. Camp Maintenance Director will check fuse or breaker boxes in each building. |
| 4. If fault undetectable or persists, leave the circuit switched off. |
| 5. Maintenance Director - Check power supply outside camp to determine an area blackout. If so, notify electrical provider. |
| 6. Continue with camp program if daytime (sufficient sunlight). |
| 7. If at night, the Emergency Coordinator will assemble campers, at the Emergency Assembly Area and conduct head counts, and continue with modified program. |

Electrical Fire

If an electrical fire has occurred:

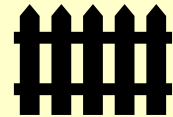


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| 1. All persons shall evacuate the building immediately. |
| 2. The adult counselor shall IMMEDIATELY notify the camp office and Emergency Coordinator. |
| 3. The Emergency Coordinator shall sound alarm to assemble at the Emergency Assembly Area. |

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| 4. The Maintenance Director will try to turn off the circuit breaker. Only staff trained on fighting fires should attempt to extinguish fire. Never use water on an electrical fire. Use an electrical rated fire extinguisher or baking soda. |
| 5. All persons shall stay clear of all downed power lines, as they can cause death or severe injury if contacted. |

Checklist 12. Intruder

Unfamiliar persons (intruder) 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 judgement must be made on the part of staff.



To prevent, reduce, or regulate the event of an intruder:

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| 1. All visitors are required to sign in at camp office and be escorted through the camp. |
| 2. All adults at camp should be observant as to the make, model, and license number of any unfamiliar car driven into the camp. |
| 3. All adults at camp should question any unfamiliar person to ascertain who they are and why they are on the camp. |
| 4. The Emergency Coordinator shall escort the intruder if they do not provide their name or satisfactory reason for being on camp property. |
| 5. Do not antagonize the intruder. Be polite, give assistance if possible, refer the person to the camp office, or ask them to leave. |
| 6. Tips for dealing with an intruder: <ul style="list-style-type: none"> • Ensure the person leaves the site. • Approach intruder with another staff member, if the appearance of the intruder makes a staff member uncomfortable. • Do not approach the intruder or take any chances, if the person seems threatening in any way. Remove campers and counselors from the area, notify the camp office, and observe the whereabouts of the person. |
| 7. The Emergency Coordinator will notify 911 for assistance IMMEDIATELY if any type of threat is determined. Notify the Emergency Coordinator. |
| 8. DO NOT ALLOW ANYONE (stranger or known) TO REMOVE A CAMPER FROM CAMP without the express permission of the Emergency Coordinator, or Executive Director. |
| 9. Should a camper be removed without consent, get descriptions of all persons involved. Notify the camp office IMMEDIATELY! |
| 10. IMMEDIATELY notify the Emergency Coordinator if you see or suspect an intruder in camp at night. |

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| 11. Counselors should check all camper sleeping areas with a head count. |
| 12. Instruct all campers to report any unfamiliar person within the camp. |

Checklist 13. Lock Down

A lock down will be warranted with a threat in the nearby neighborhood (per Law Enforcement).

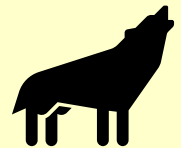


If a lock down is put in place:

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| 1. The Emergency Coordinator will inform the camp via PA system that a lock down is happening. |
| 2. If the threat is within the camp the alternative texting system will be used to alert campers of the situation. |
| 3. Any adult available will secure all doors and windows and move campers and counselors to a secured area. |
| 4. No person will be allowed to enter or exit the camp during an active lock down. |
| 5. Staff should check all outside areas of the camp to ensure all campers and counselors are safely indoors. |
| 6. The Emergency Coordinator will keep campers and counselors in the secured area until the threat has been neutralized and all-clear has been given from local emergency services. |

Checklist 14. Animal Attack

Wild animals do roam into HOTBCCC, but most are not a threat to people (deer, raccoons, etc.).



In the case of an animal attack:

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| 1. Any person on camp should report to the office if an animal is on the camp and is acting abnormally. |
| 2. The Emergency Coordinator will shelter all campers and counselors until it is determined the animal is not a threat. |
| 3. The Camp Health Officer will administer first-aid to any camper or counselor who is attacked or bitten by an animal. |
| 4. The Counselor will take the injured person to the nearest hospital to check for potential rabies concerns. |
| 5. The Emergency Coordinator will contact 911 to coordinate with local emergency services to capture the animal if possible. |

Checklist 15. Earthquake

If an earthquake strikes the camp:



1. The Emergency Coordinator shall call 911 and the Brown County Emergency Management. He will report at that time the extent of damage and possible injuries. The 911 service will send EMS, fire department, or first responders as needed.
2. The Executive Director will text all emergency contacts listed for campers and make them aware of the situation and what is being done.
3. Each summer staff member will be assigned to a building or dormitory. The staff will go to their assigned building and assess damage and report to the Emergency Coordinator.

In the case of an earthquake and you are inside a building:

1. Counselors shall have campers move away from windows and “duck and cover” under beds, tables, or stand in braced doorways.
2. Watch for falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows.
3. Do not run outside.
4. Do not dash for exits since they may be damaged and the building’s exterior brick may be falling off.
5. Check for fires or fire hazards, spills of flammable or combustible liquids, or leaks of flammable gases.
6. Do not significantly delay departure from the building or put yourself in danger to accomplish these tasks.
7. The Maintenance Director will turn off ignition and heat sources, including gas valves, if properly trained and it is safe to do so.
8. All persons on camp should exit the building, if possible, after the quake has stopped, and go to the Emergency Assembly Area to report on injuries, damages and potentially hazardous conditions.
9. Sponsors shall conduct headcounts of assembled groups with their church roster.
10. Do not re-enter until the building has been declared safe by local emergency services.

In the case of an earthquake and you are outside of a building:

1. Move away from buildings and trees. Seek an open area or possibly shelter in a vehicle.

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| 2. Stay clear of electrical wires, poles, trees or anything that might fall. |
| 3. Do not enter any buildings until they have been checked by local emergency services.
If possible, shut off the electrical system until the building is checked. Attempt to stop any water leaks, by closing the nearest water valve. |

Checklist 16. Transportation Accident



Traffic speed will be kept below 15 m.p.h. on camp roads.

The Emergency Coordinator will ensure all drivers and passengers use seat belts while driving in the camp.

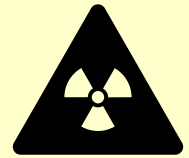
The camp Maintenance Director will see that all vehicles or equipment used by HOTBCCC staff will be in good working order, sufficient to meet normal operating safety requirements, and operated by qualified drivers.

In the event of an accident:

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| 1. The SCO on the scene will determine whether any passengers are injured and if necessary, contact 911. |
| 2. If 911 is called, that will automatically initiate EMS and a first responder. |
| 3. The SCO will notify the Emergency Coordinator and Executive Director, who will notify the camp health officer. |
| 4. The Emergency Coordinator shall notify the Brown County Emergency Management if the accident is serious. |
| 5. The Camp Health Officer will administer basic first aid. |
| 6. The Emergency Coordinator will instruct passengers to exit the vehicle, when appropriate and group uninjured passengers together in an area safe from oncoming traffic to await instructions and new transportation. |
| 7. Campers should always be supervised by an adult. |
| 8. The Executive Director shall contact the guardians of the campers involved through text as listed as their emergency contact. |
| 9. The Emergency coordinator will make sure that the lead counselor from the group(s) is notified and aware of the situation. The lead counselor should notify the church contact. |
| <ul style="list-style-type: none"> Do not move the vehicle(s) if law enforcement needs to investigate the accident. |

10. The camp counselors will keep other campers away from accident scene.
11. The SCO will obtain basic information (name, phone) of any witnesses to the accident.
12. The driver will turn in a completed Incident Report Form to the Emergency Coordinator.

Checklist 17. Epidemic



Before illness or sickness occurs:

1. HOTBCCC ask that each camper and staff member arrive well rested, nourished and hydrated.
2. HOTBCCC informs parents, counselors, and group leaders through the health statement form that the camp reserves the right not to accept people who pose a communicable disease risk to others.
3. Church leaders and counselors shall instruct the ill camper not come to come to camp until they are healthy.
4. The Camp Emergency Coordinator will orient all staff to illness-reducing strategies (isolation, sanitization, etc.).

For contagious sickness of individual camper:

1. The camp health officer will encourage campers and counselors to report to camp staff any illness that may arrive with, or which occur at camp.
2. The Executive Director will contact Brown County Emergency Management when a contagious sickness occurs.
3. The camp health officer will notify the guardian to come and take child home as soon as possible.
4. The camp health officer will isolate the camper from other campers in the designated first aid station isolation room.
5. Camp medical staff and all who come in contact with the sick camper shall wear personal protective equipment.
6. The camp health officer will provide medications to the sick individuals as appropriate, under direction of a physician or hospital.
7. The camp health officer will determine, if possible, cause of illness.

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| 8. The camp housekeeping department will clean and sanitize any area the sick person was in contact with. |
| 9. The church sponsor from the camper's church group will accompany any camper taken to the hospital. No one should ever be transported to the hospital alone. |
| 10. The camp health officer will provide complete report to the Emergency Coordinator, and Brown County Health Department. |

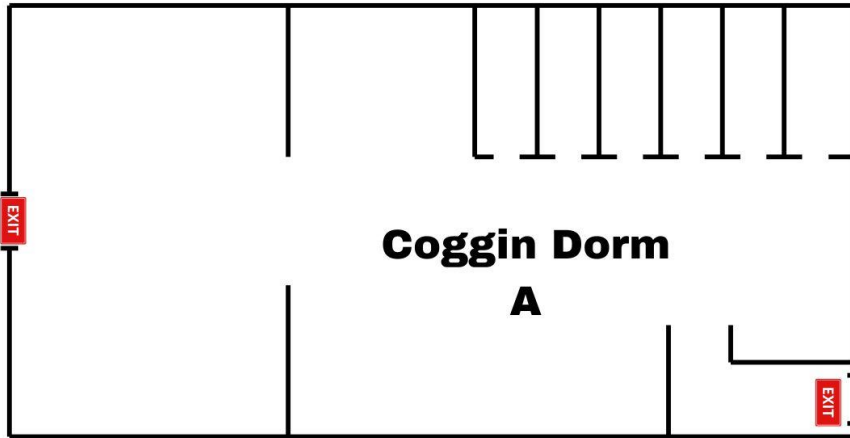
For widespread illness:

1. The Emergency Coordinator will contact Brown County Health Department IMMEDIATELY for further instruction.
2. The Executive Director will instruct counselors and camp staff to cease all activities at the camp and arrange for the removal of all campers and counselors in a safe manner, at direction of Brown County Health Department.
3. The Executive Director will contact the guardians of all campers through a text of their emergency contact number. The text will make the guardians aware of the situation and what the camp is doing to handle the situation.
4. The Executive Director shall call all guardians of campers with symptoms to keep them informed.
5. The Camp Health Officer will isolate any camper with symptoms from other campers in first aid isolation area. If this area is not large enough, a cabin will be designated for isolation.
11. Camp medical staff and all who come in contact with the sick camper shall wear personal protective equipment.
6. The Camp Health Officer will provide medical care to camper as needed, including provision of antibiotics or other medications to the sick individuals as appropriate, under direction of a physician or hospital.
7. The Camp Health Officer will monitor staff, counselors, and others to determine if the illness affects them.
8. Camp Housekeeping staff will clean and sanitize any area the sick camper was in contact with.
9. The Brown County Health Department will determine, if possible, cause of illness.
10. The Emergency Coordinator shall limit entry and exit from camp to local response officials.
11. The Emergency Coordinator will implement reunification plan, as appropriate.

For Serious injury or death:

1. The Emergency Coordinator will notify the camp medical team.
2. The Executive Director will call 911, who will deploy EMS and first responders.
3. The Executive Director will contact Brown County Emergency Management.
4. The Emergency Coordinator will contact Brown County Health Department IMMEDIATELY for further instruction.
5. The Executive Director will call the DSHS within 24 hours to report the incident.
6. The Emergency Coordinator will instruct all camp staff and counselors to cease all activities at the camp in the vicinity of the serious injury.
7. The Executive Director will contact the guardians of all campers involved through a phone call of their emergency contact number. The call will make the guardians aware of the situation and what the camp is doing to handle the situation.

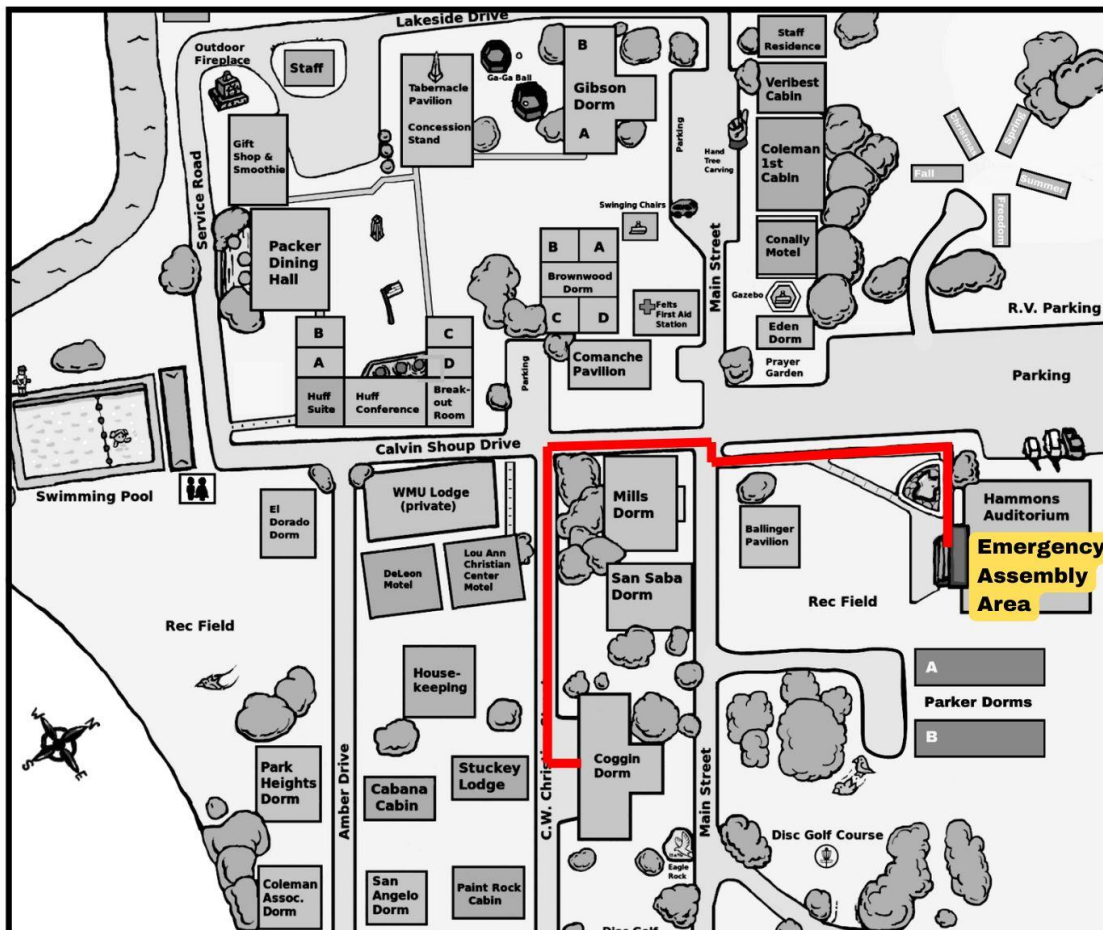
Evacuation Route



The Emergency Assembly Area is Hammons Auditorium

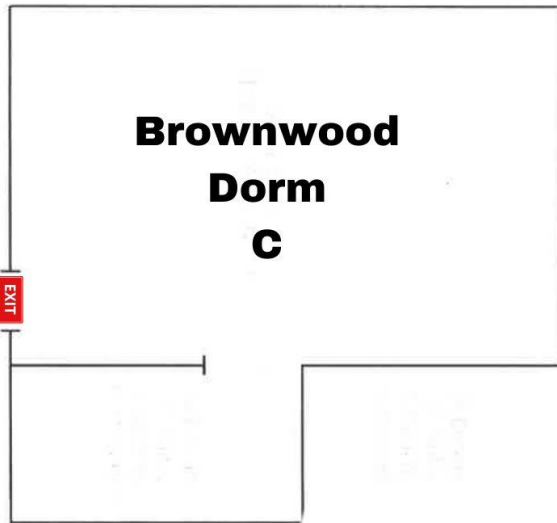
Stay with your group.

Leave your belongings behind.



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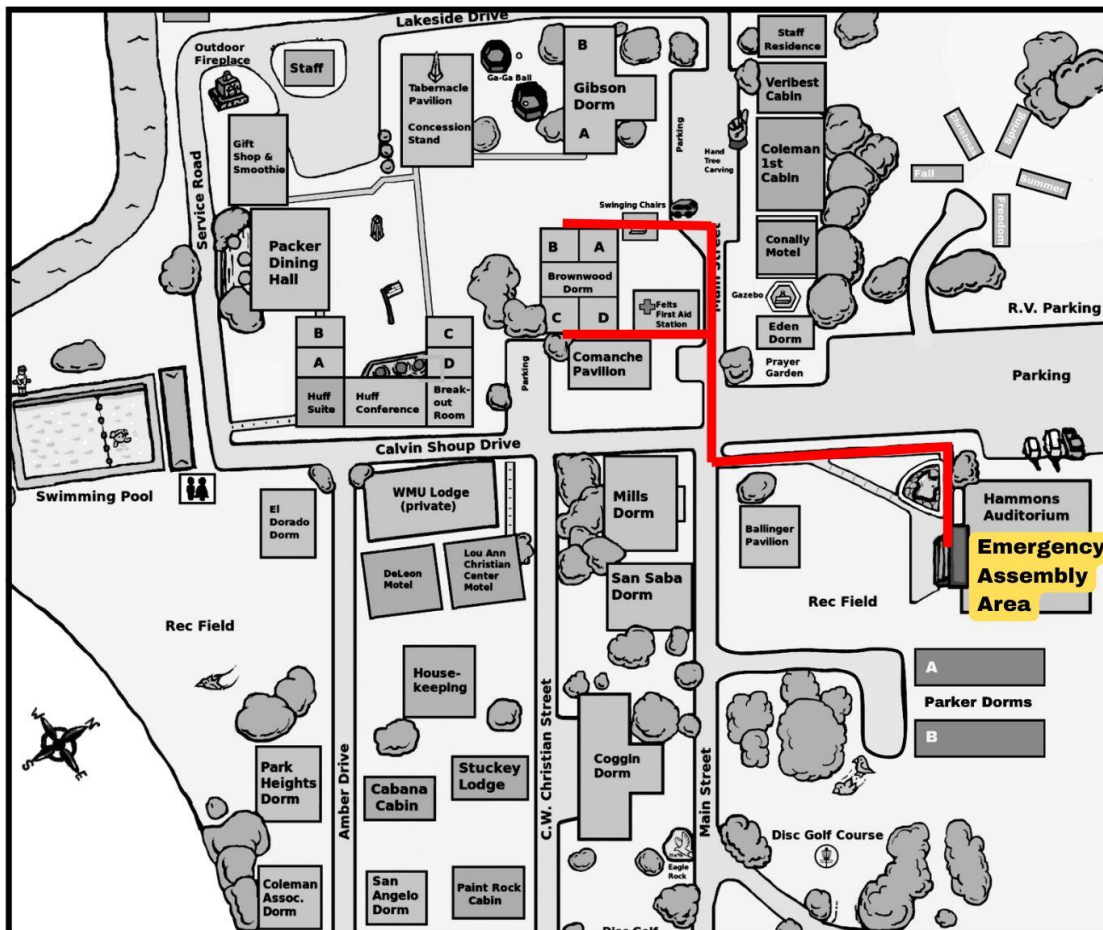
Evacuation Route



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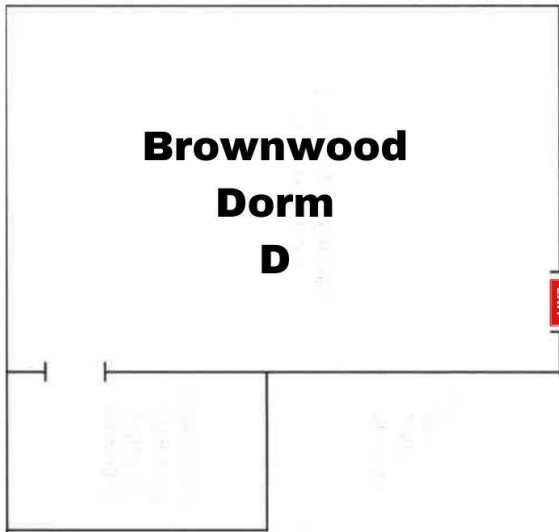
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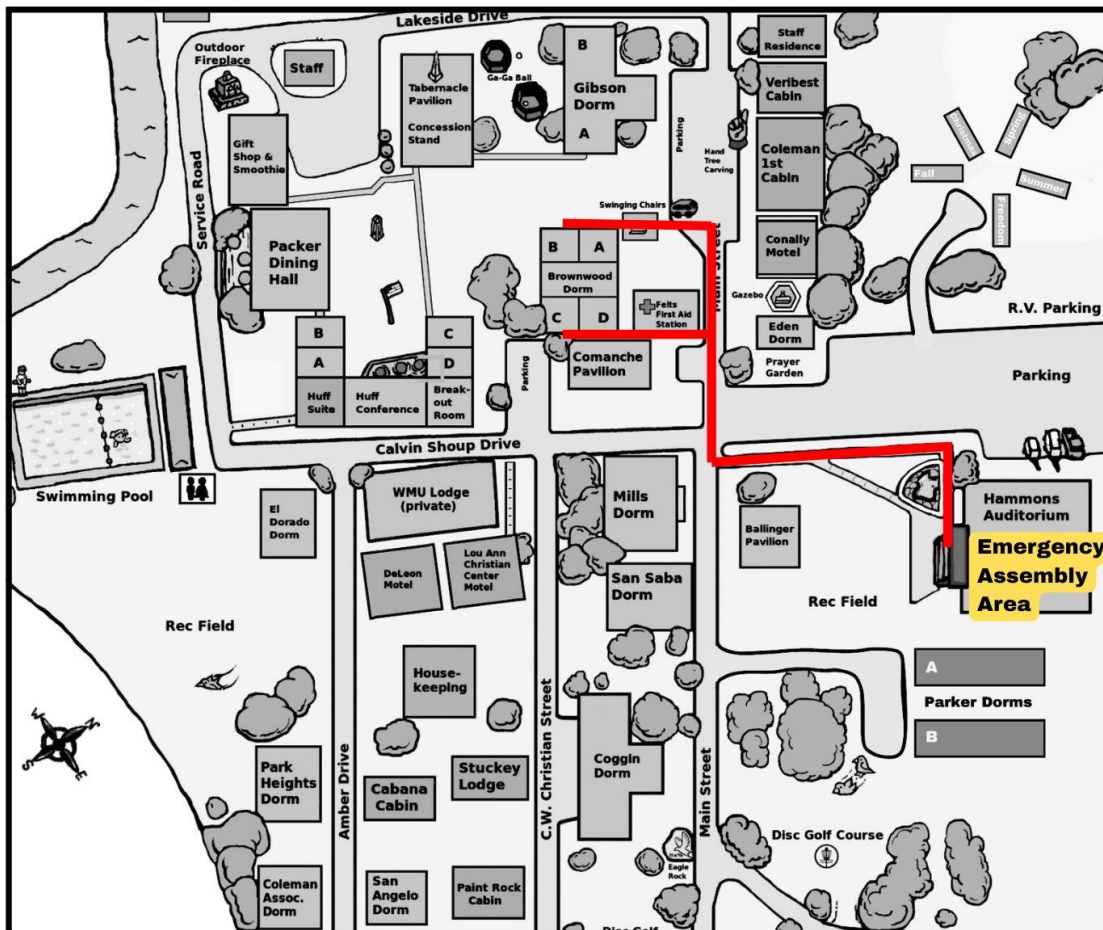
Evacuation Route



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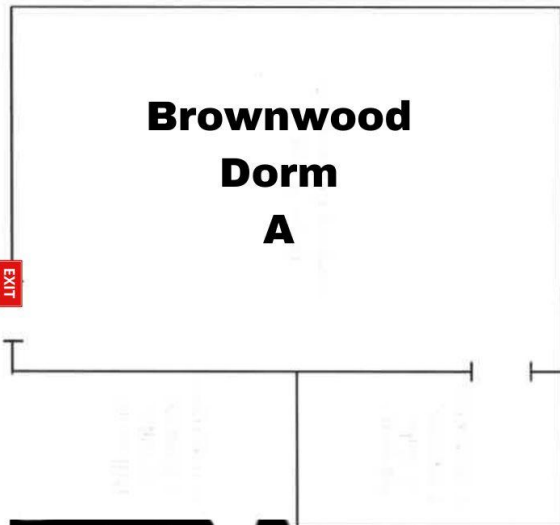
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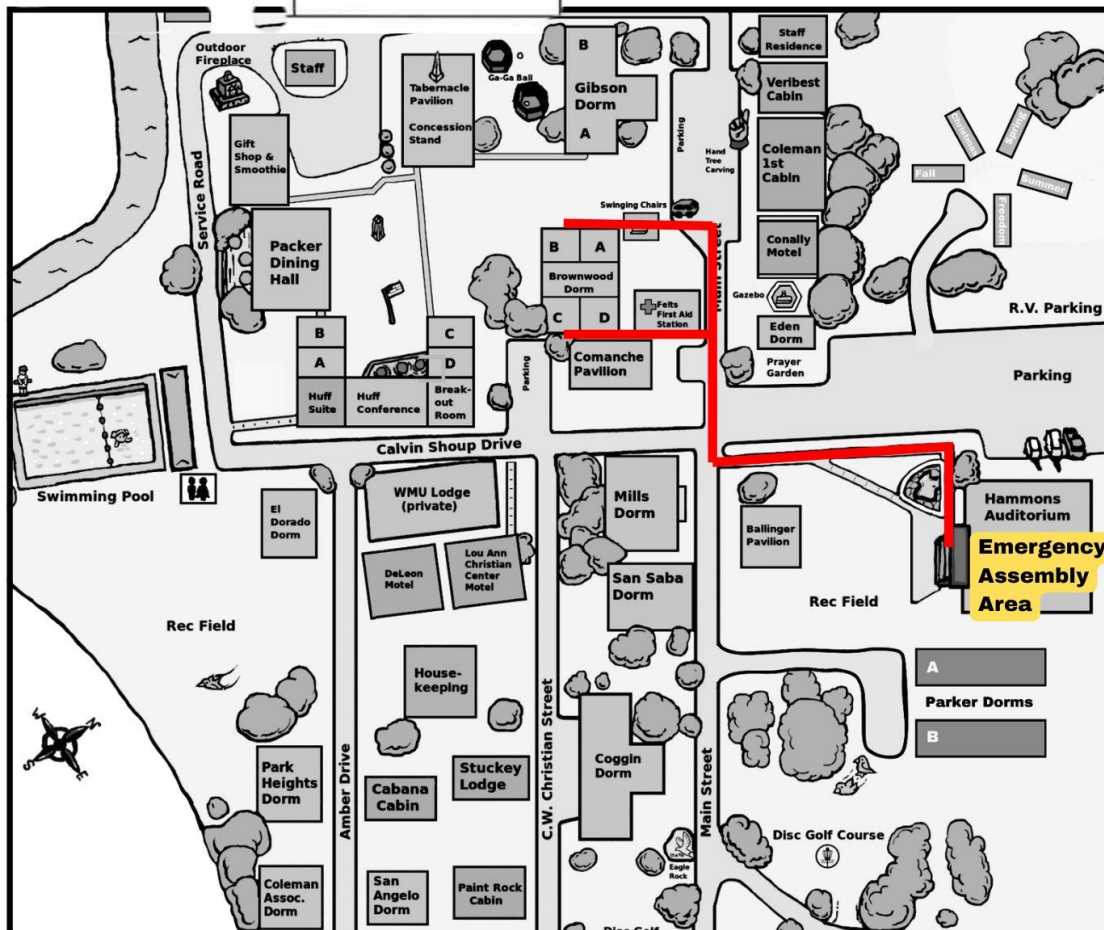
Evacuation Route



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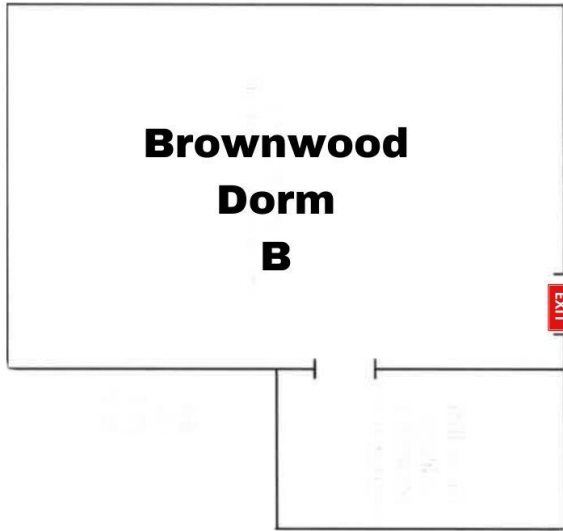
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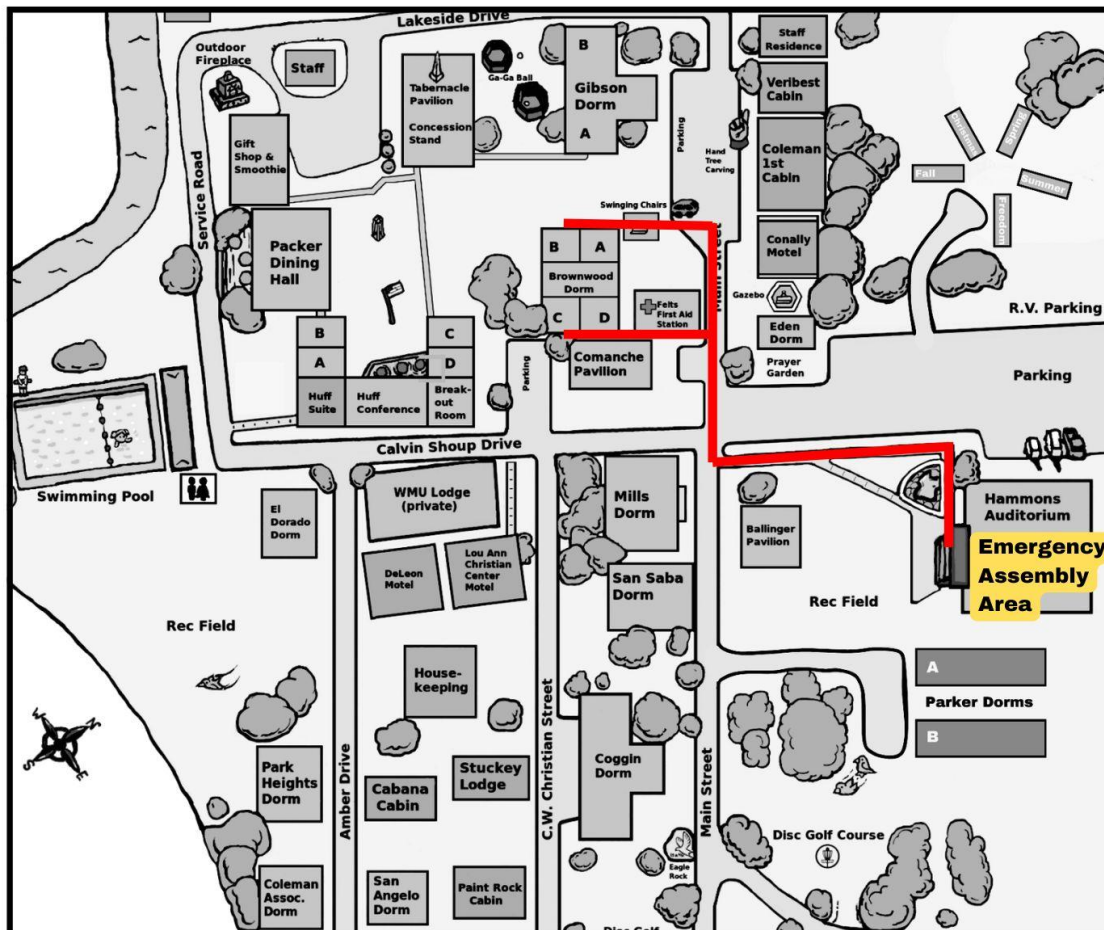
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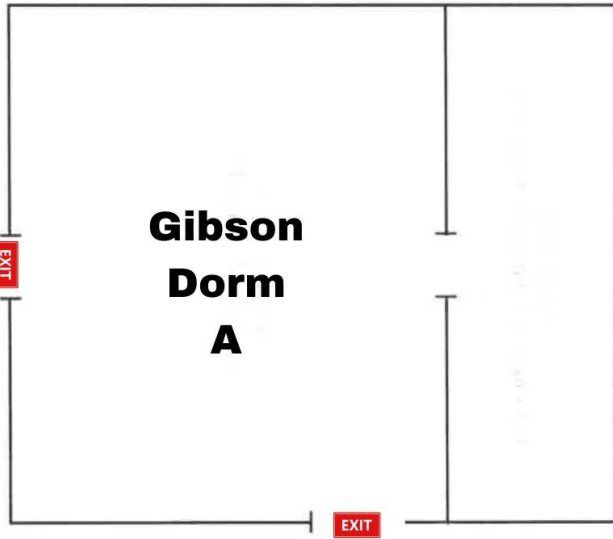
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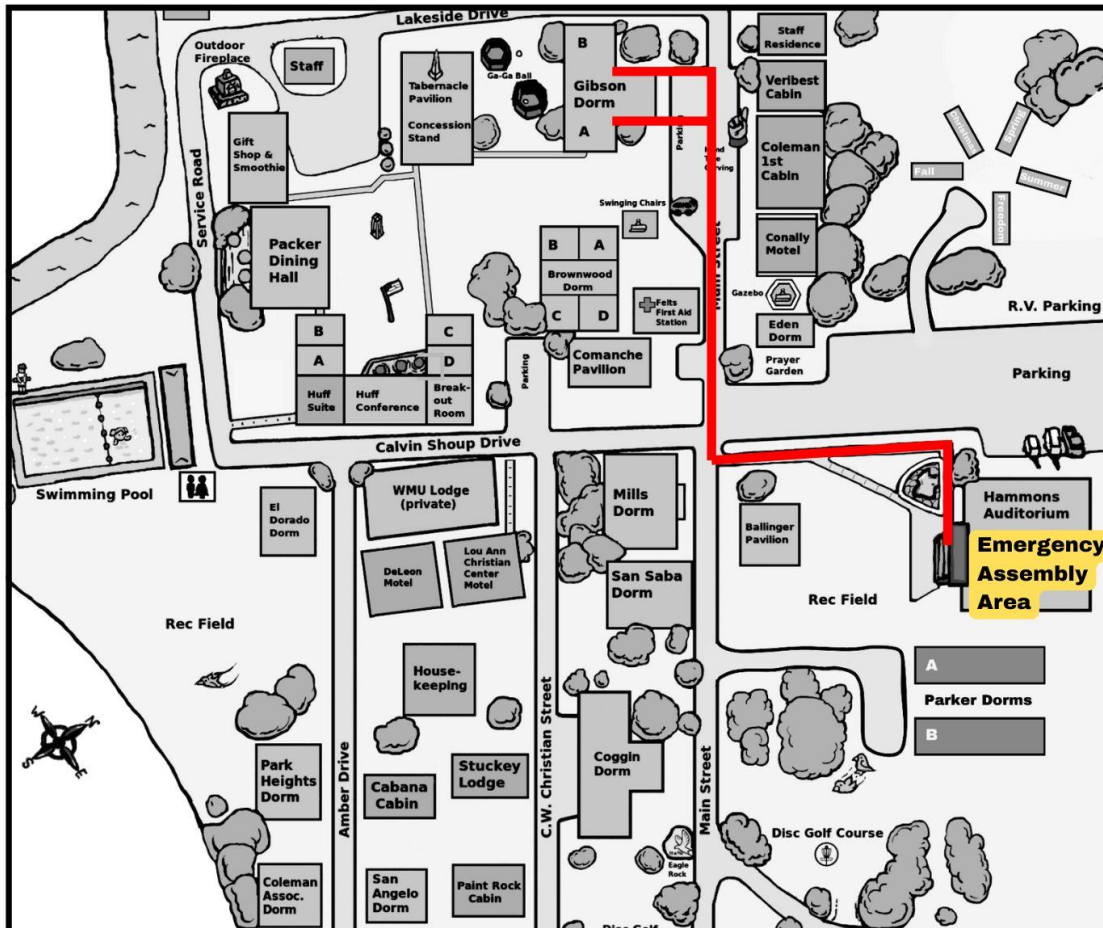
Evacuation Route



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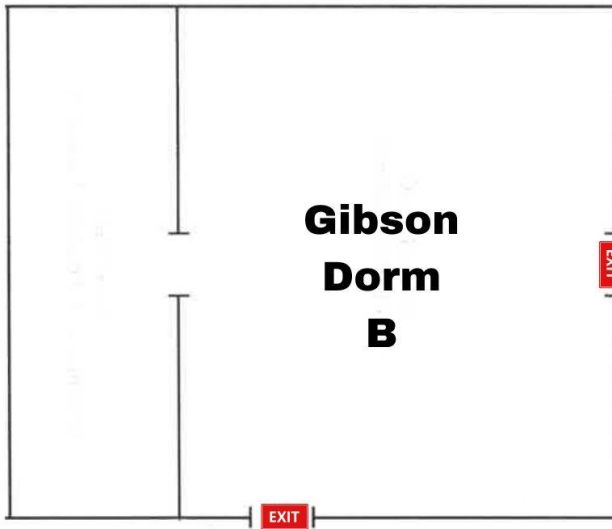
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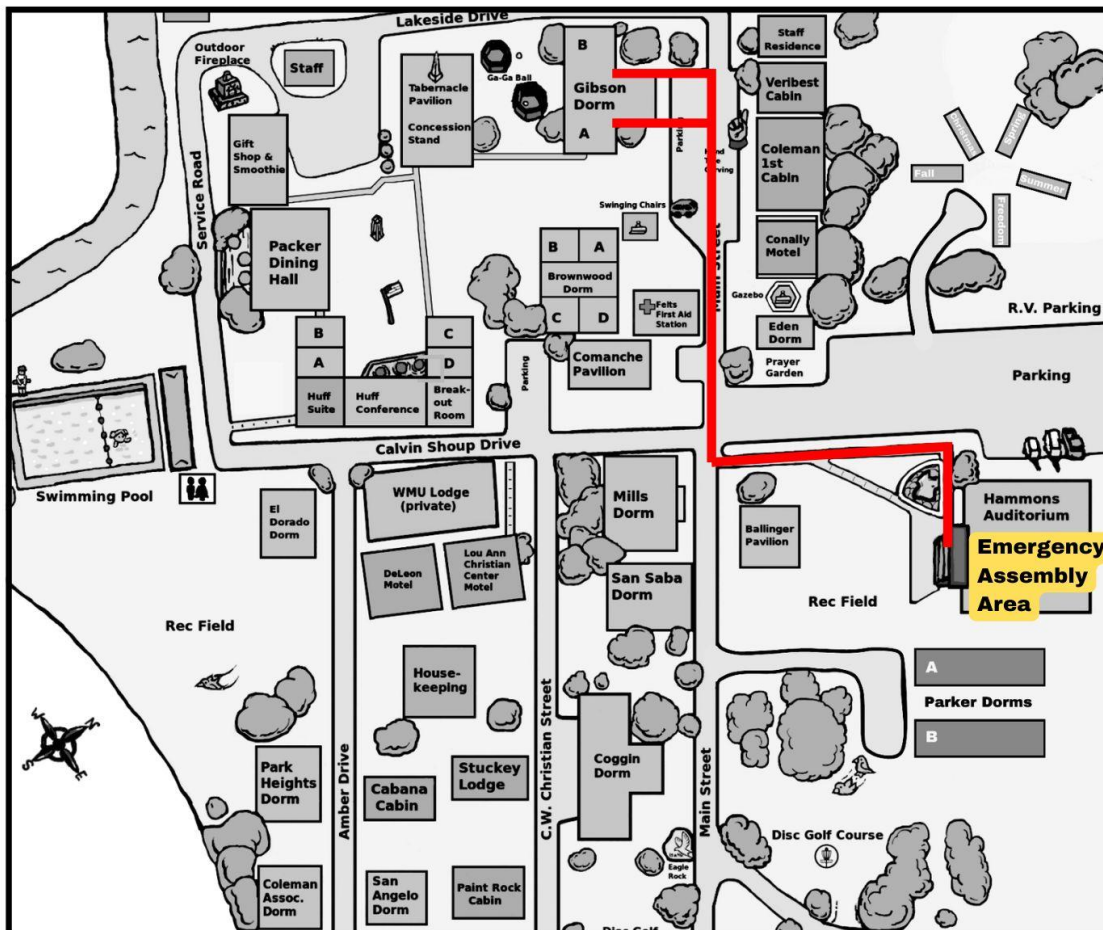
Evacuation Route



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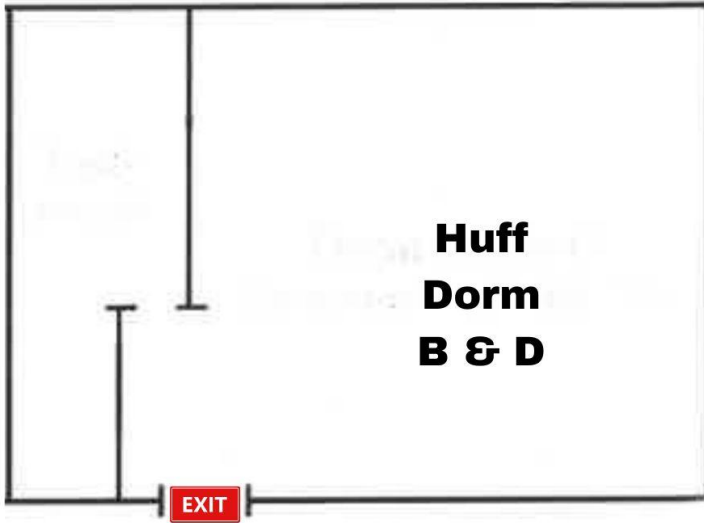
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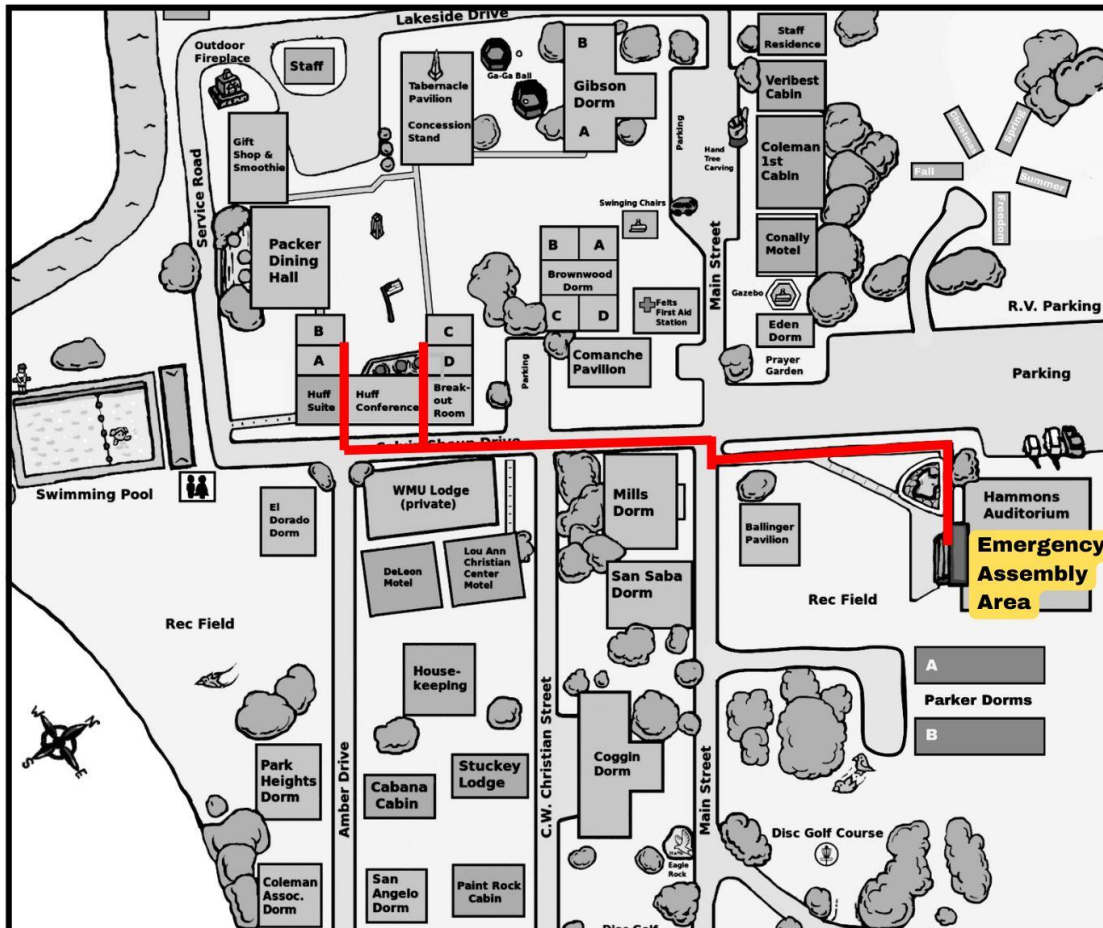
Evacuation Route



**The Emergency
Assembly Area
is
Hammons Auditorium**

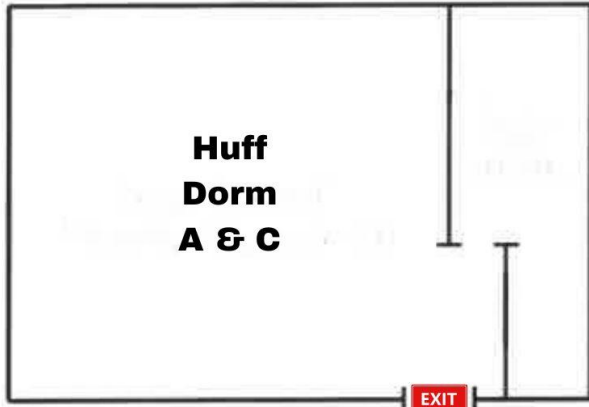
**Stay with
your group.**

**Leave your
belongings behind.**



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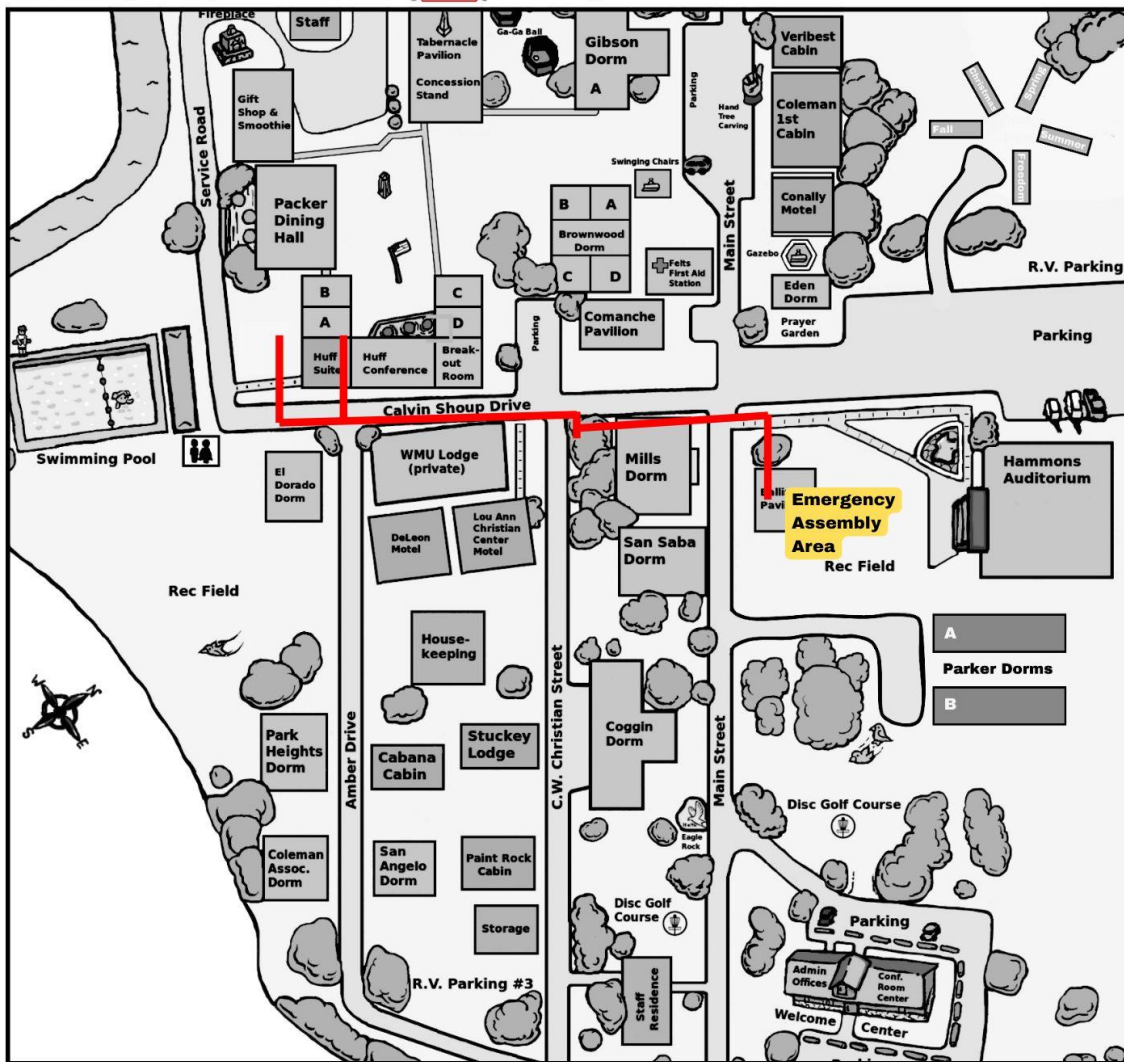
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**The Emergency
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is
Hammons Auditorium**

**Stay with
your group.**

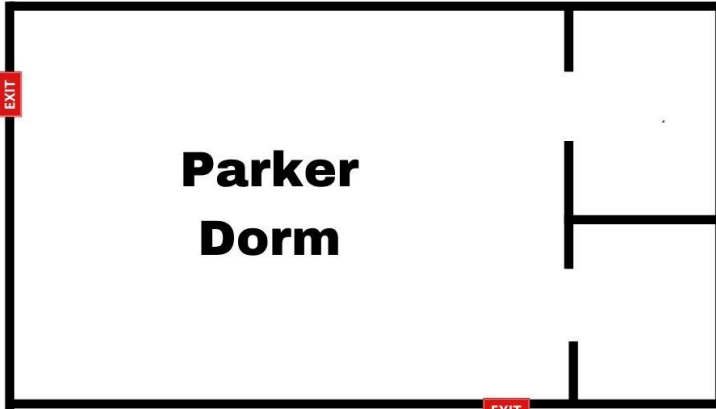
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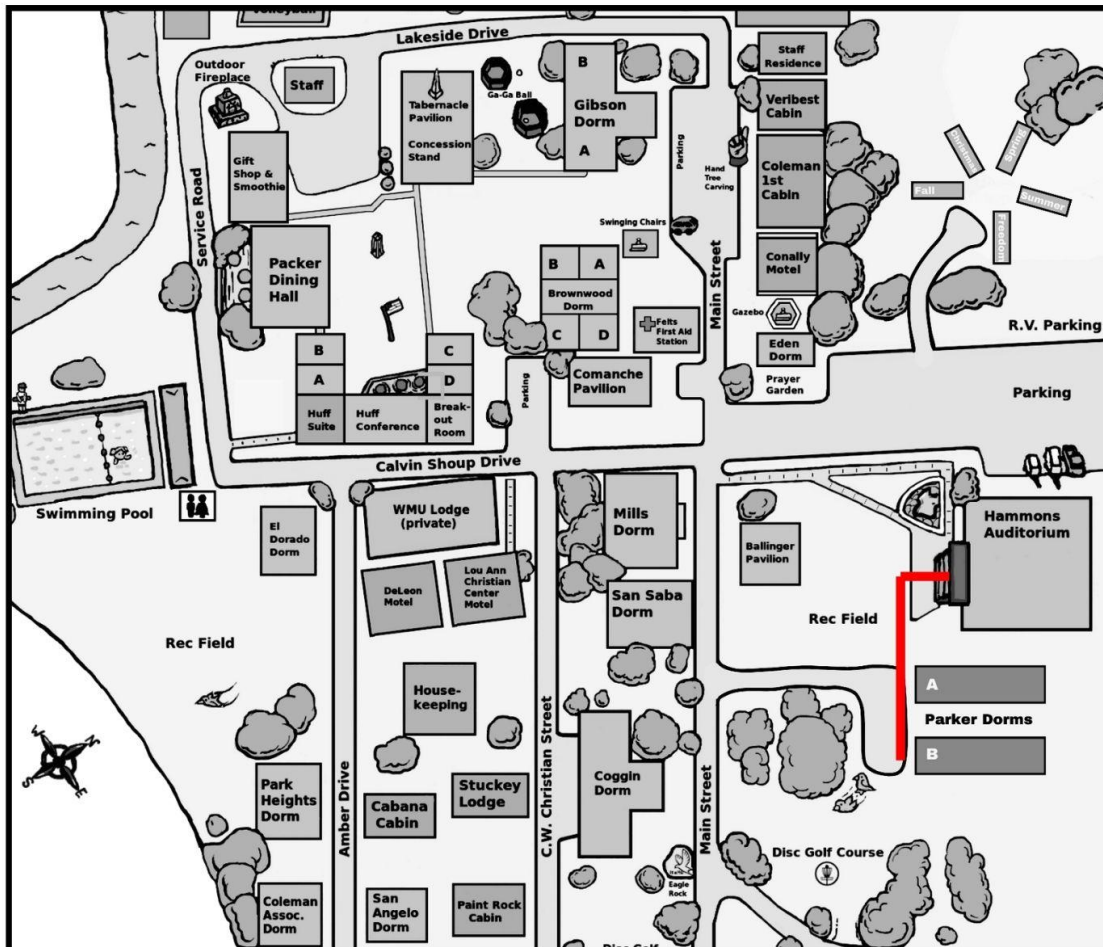
Evacuation Route

The Emergency Assembly Area is Hammons Auditorium



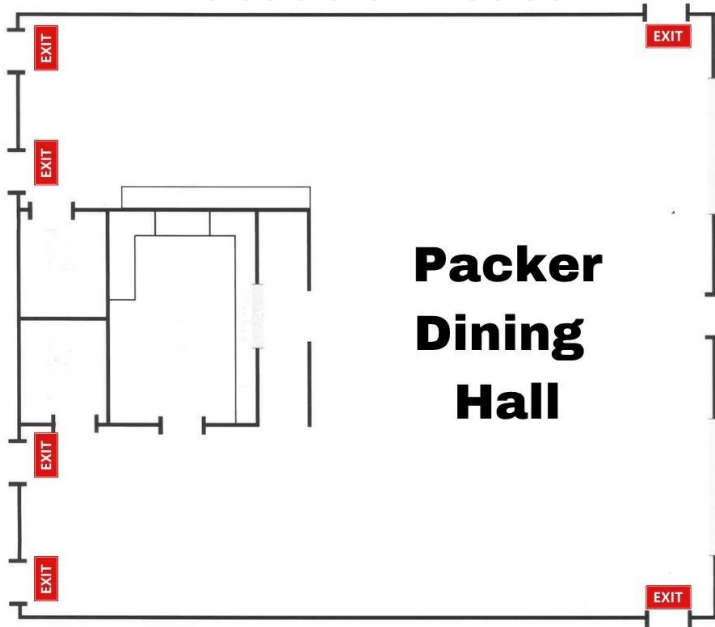
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Evacuation Route

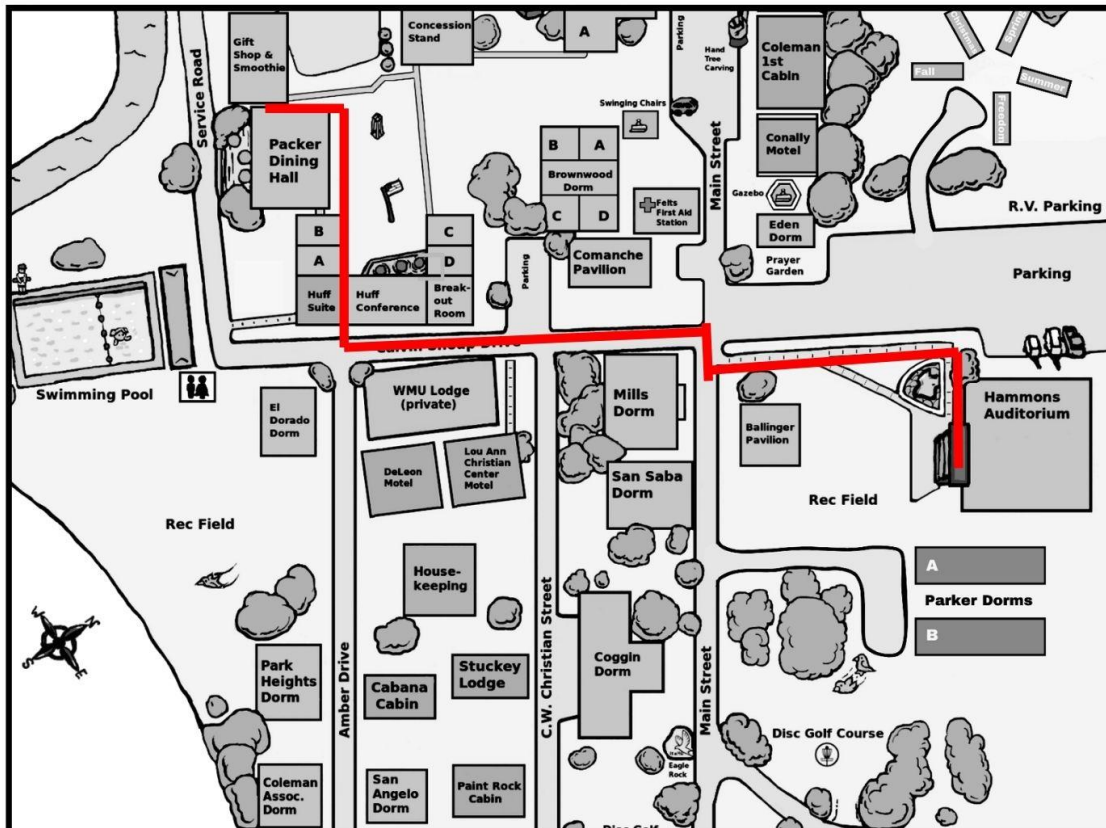


Packer Dining Hall

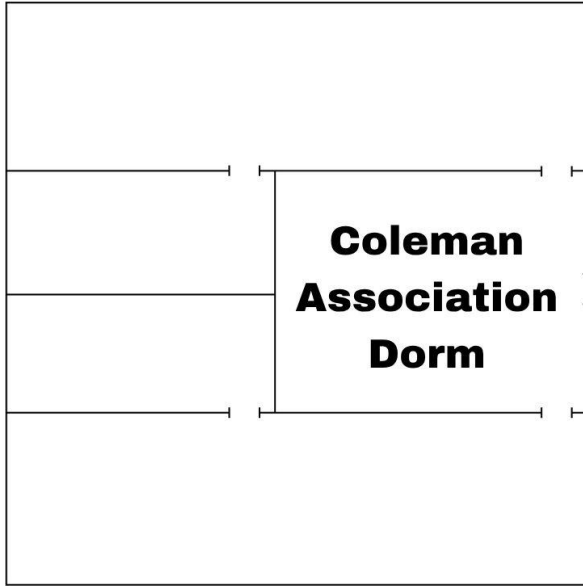
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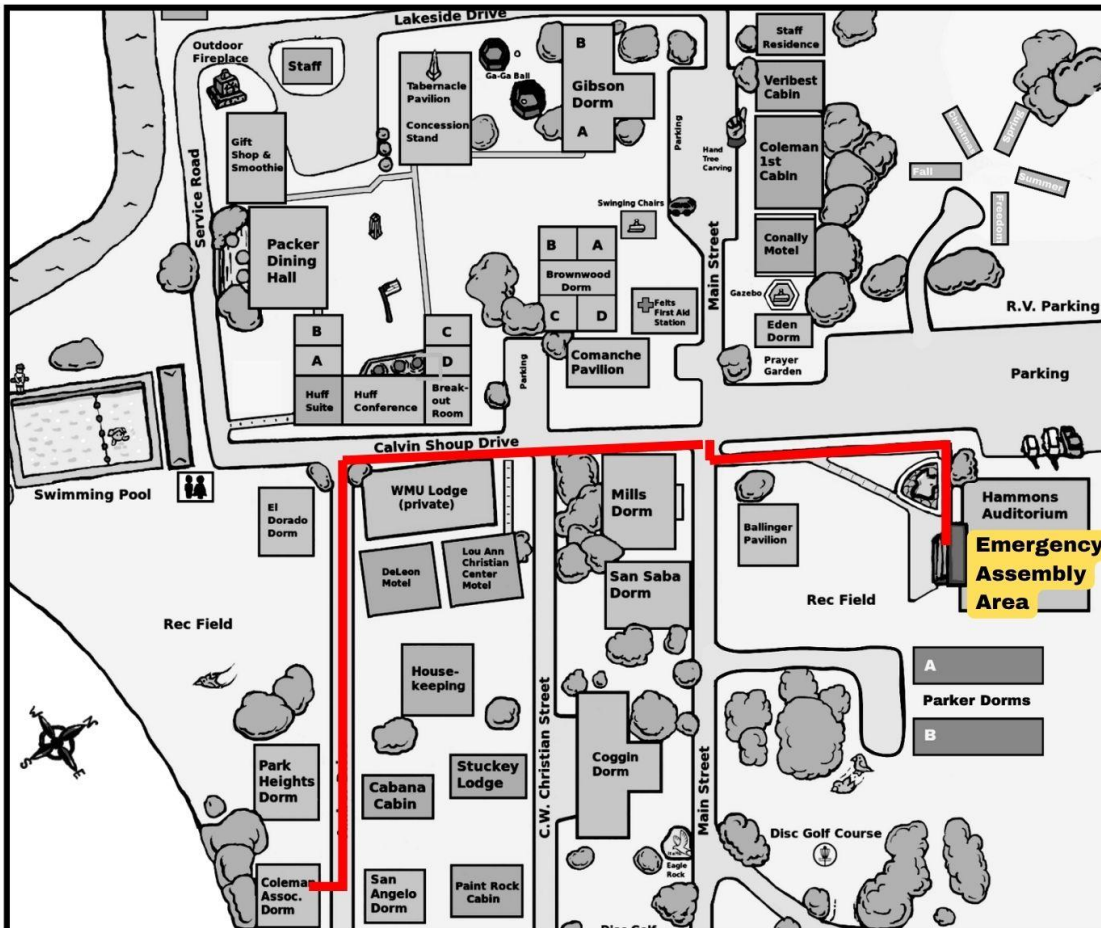


Evacuation Route

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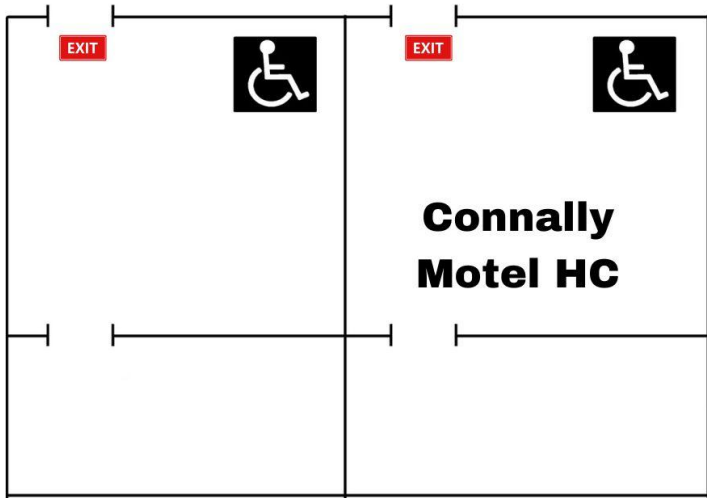
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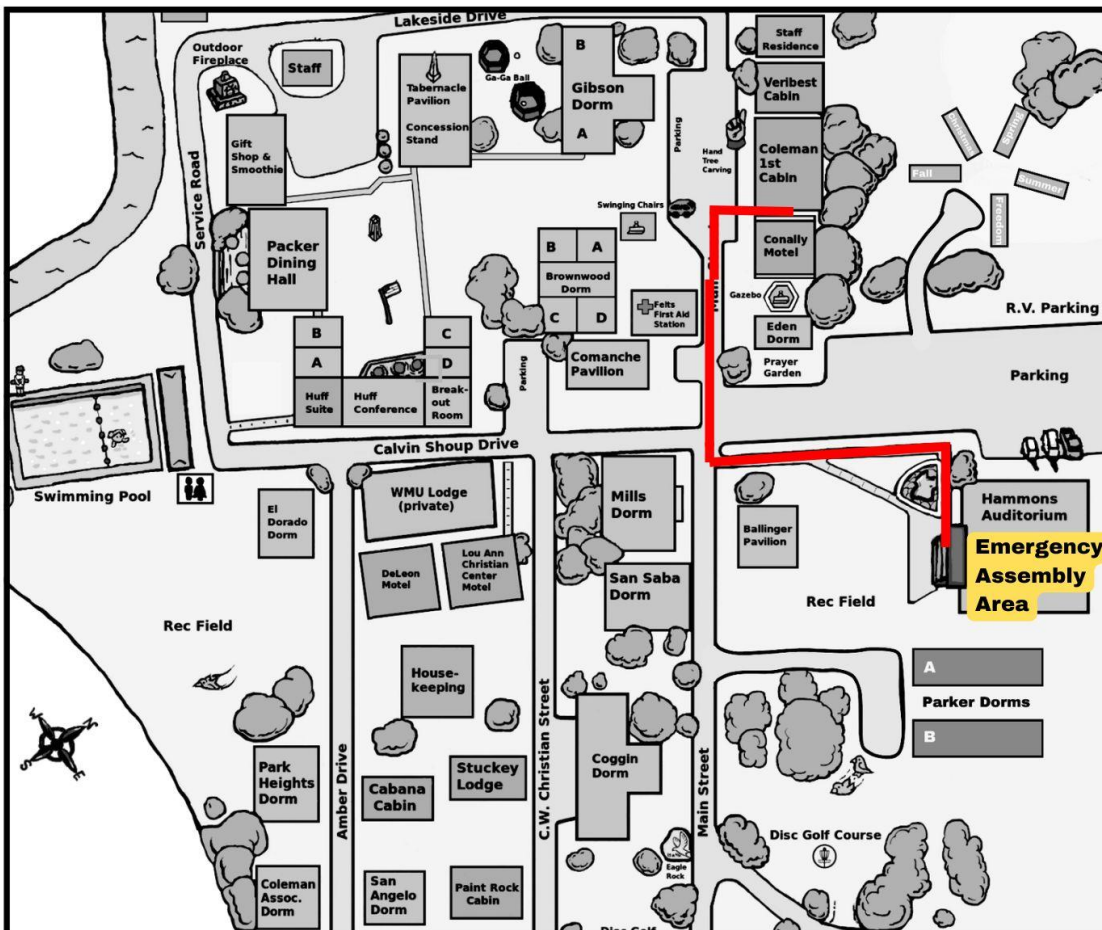
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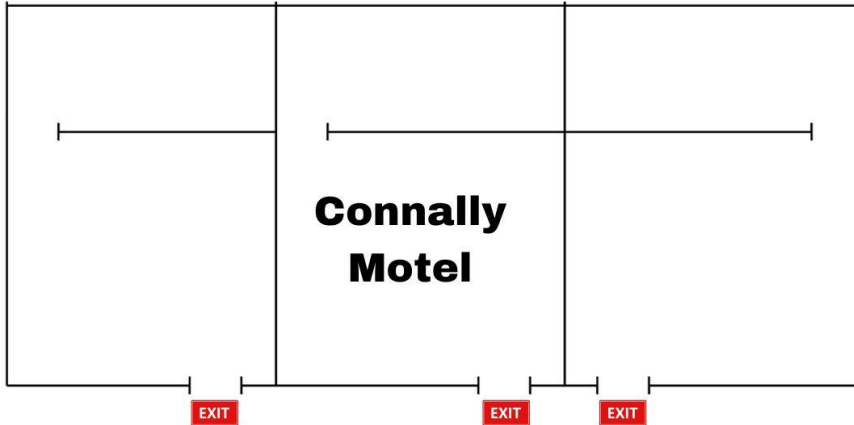
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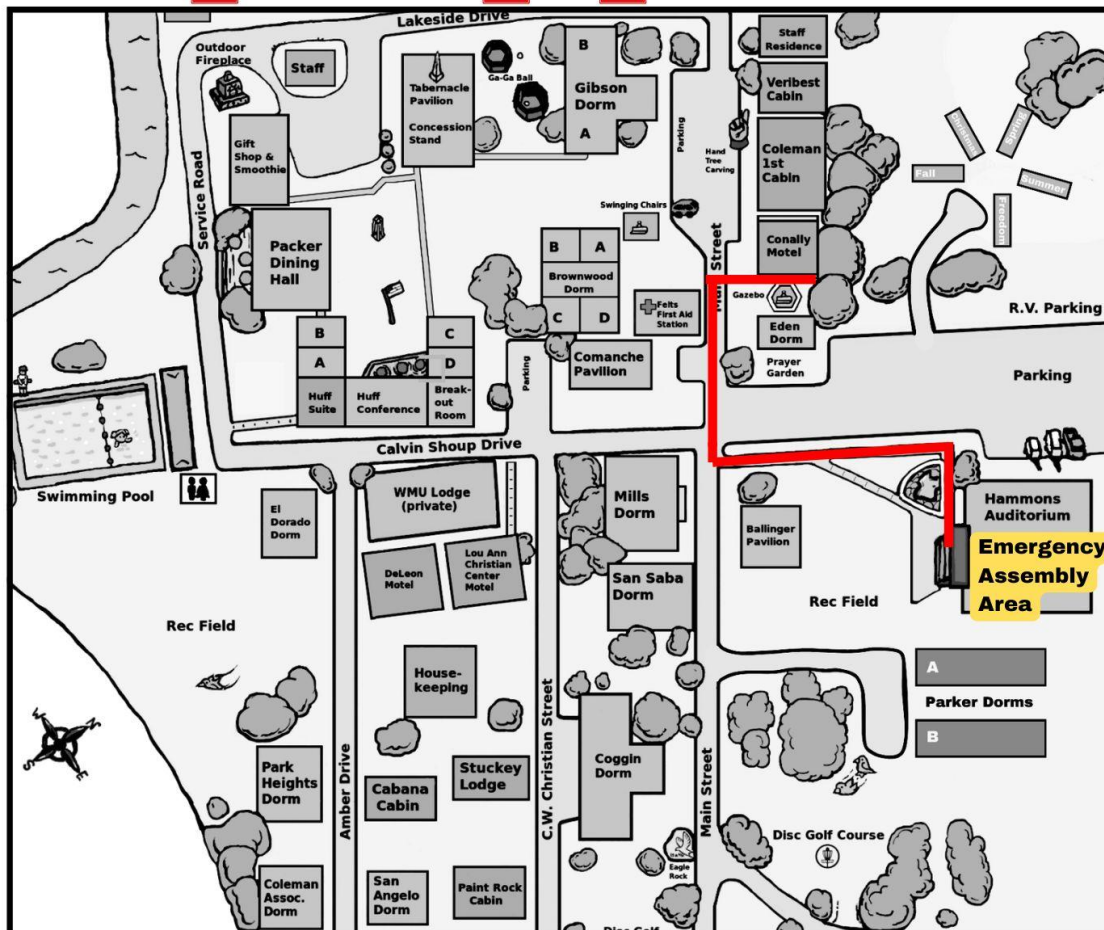
Evacuation Route



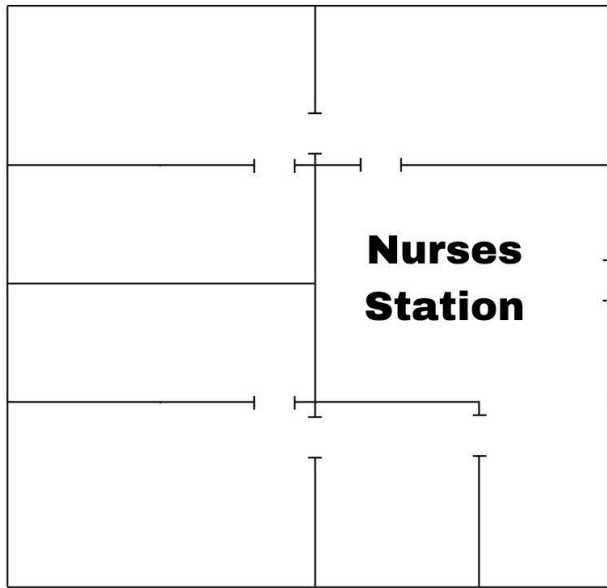
**The Emergency
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is
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**Stay with
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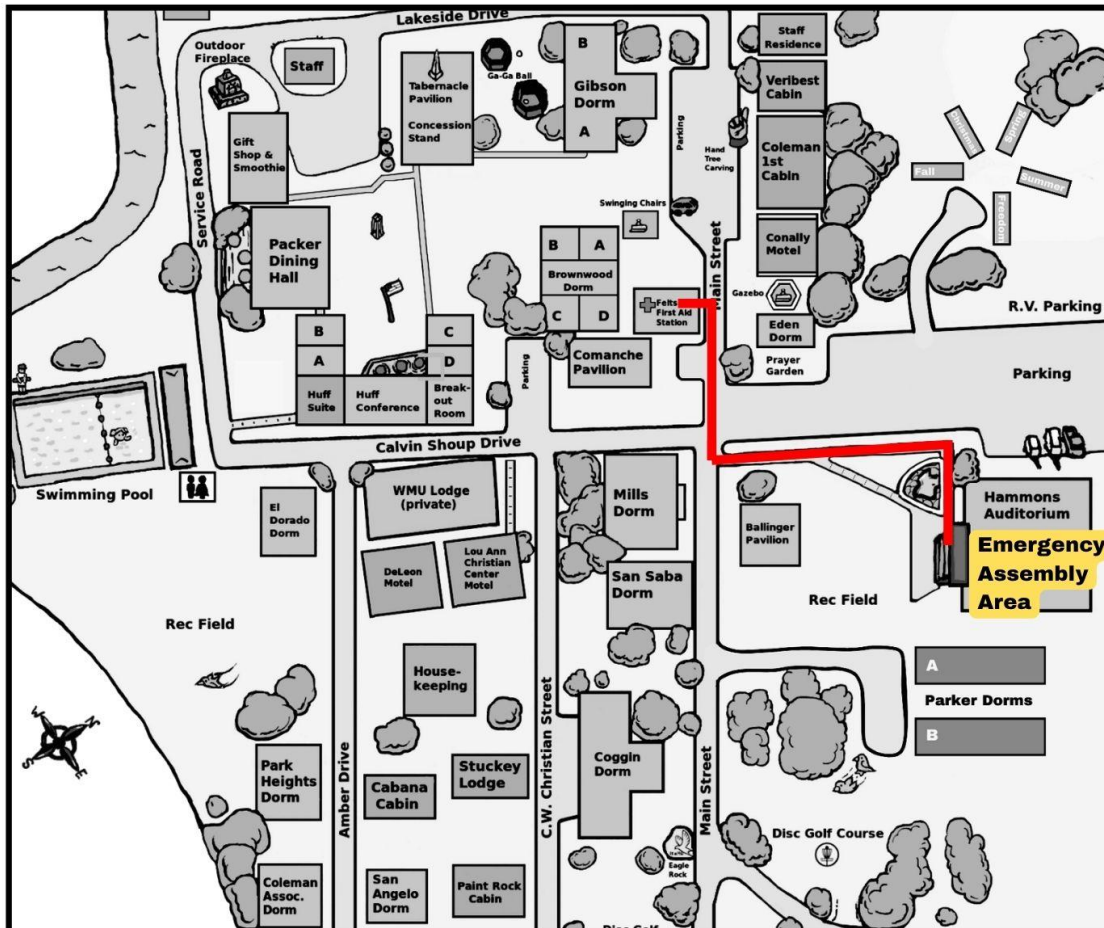


Evacuation Route

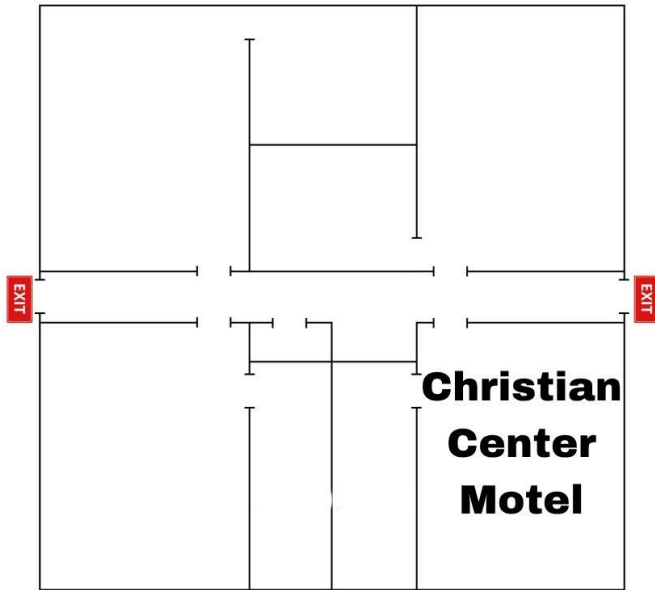
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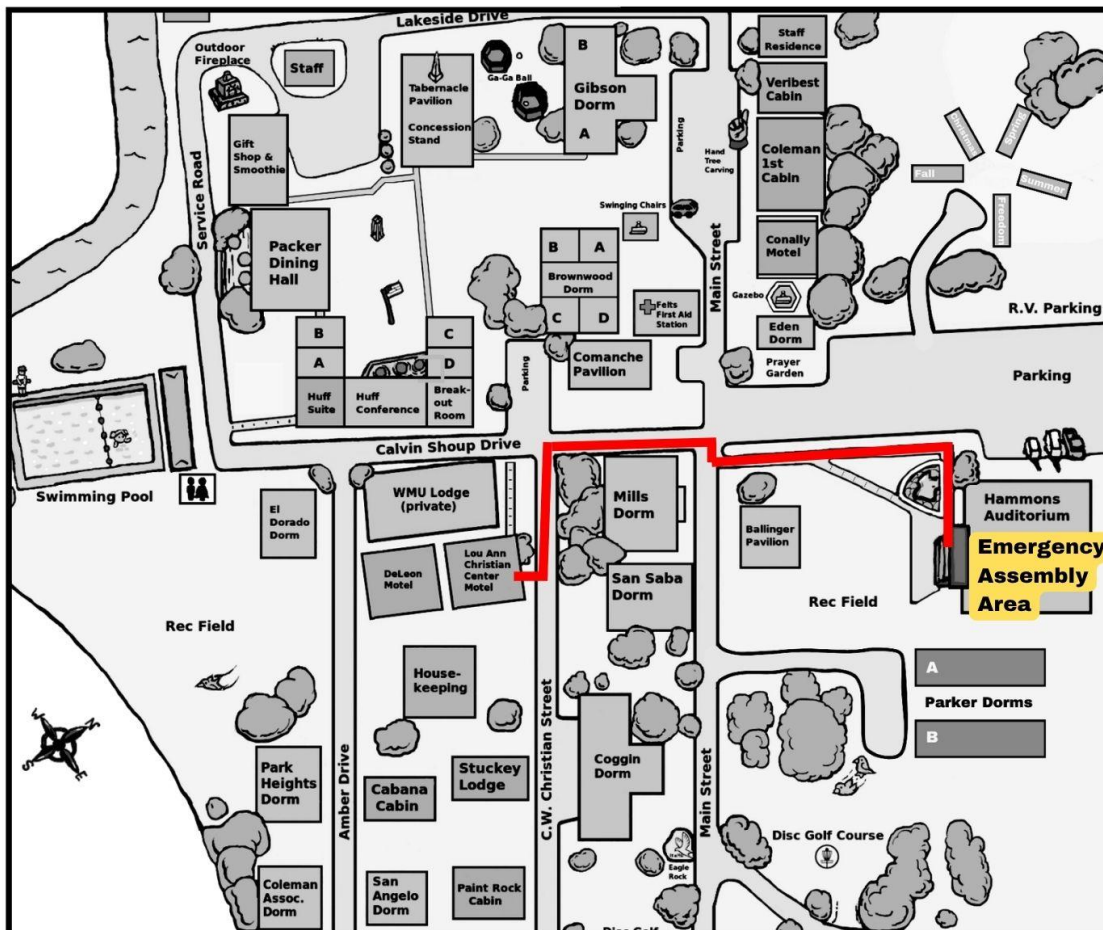


Evacuation Route

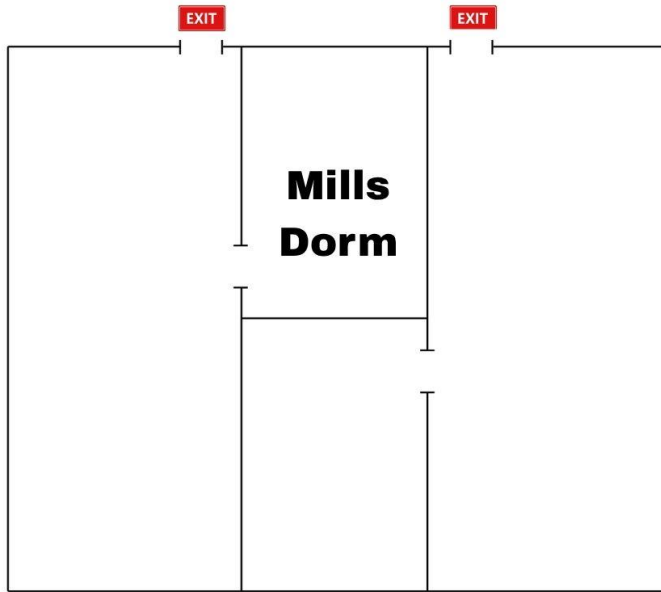
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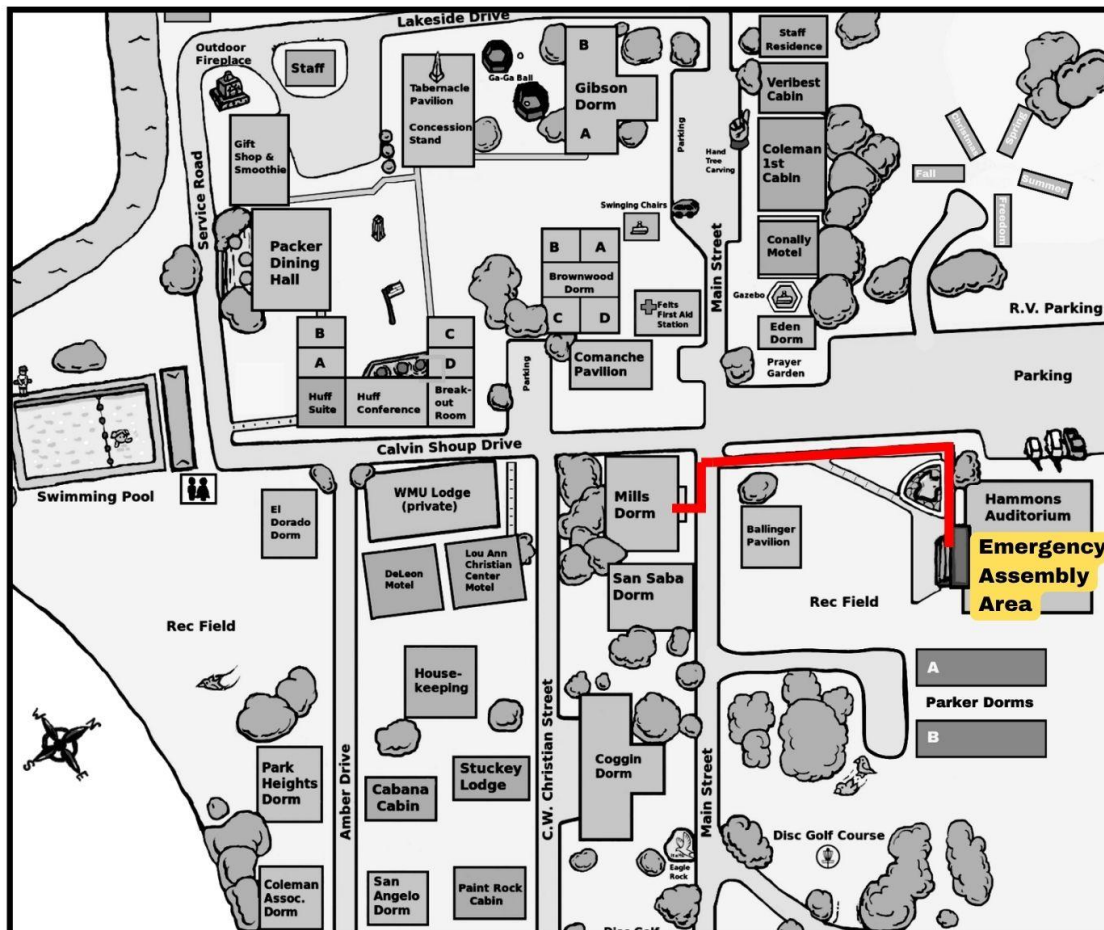


Evacuation Route

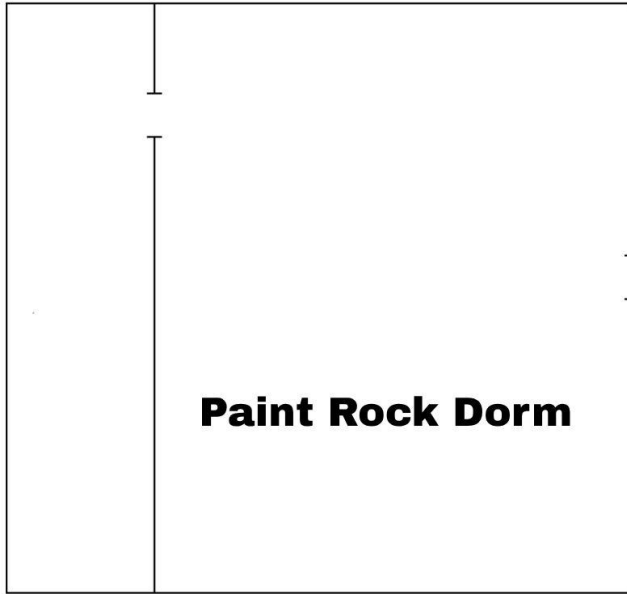
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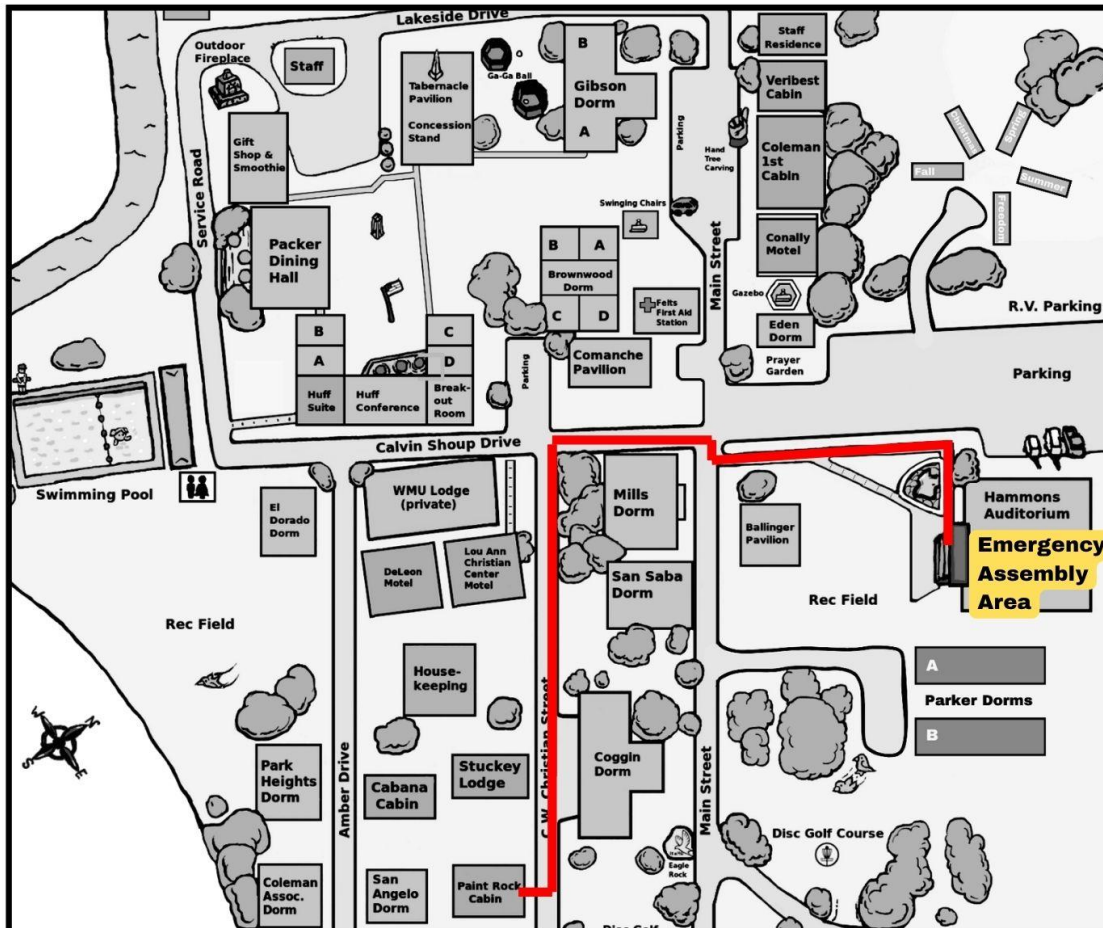


Evacuation Route

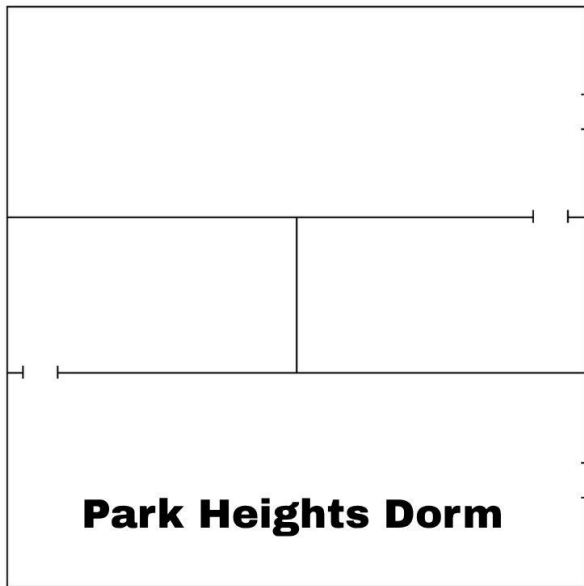
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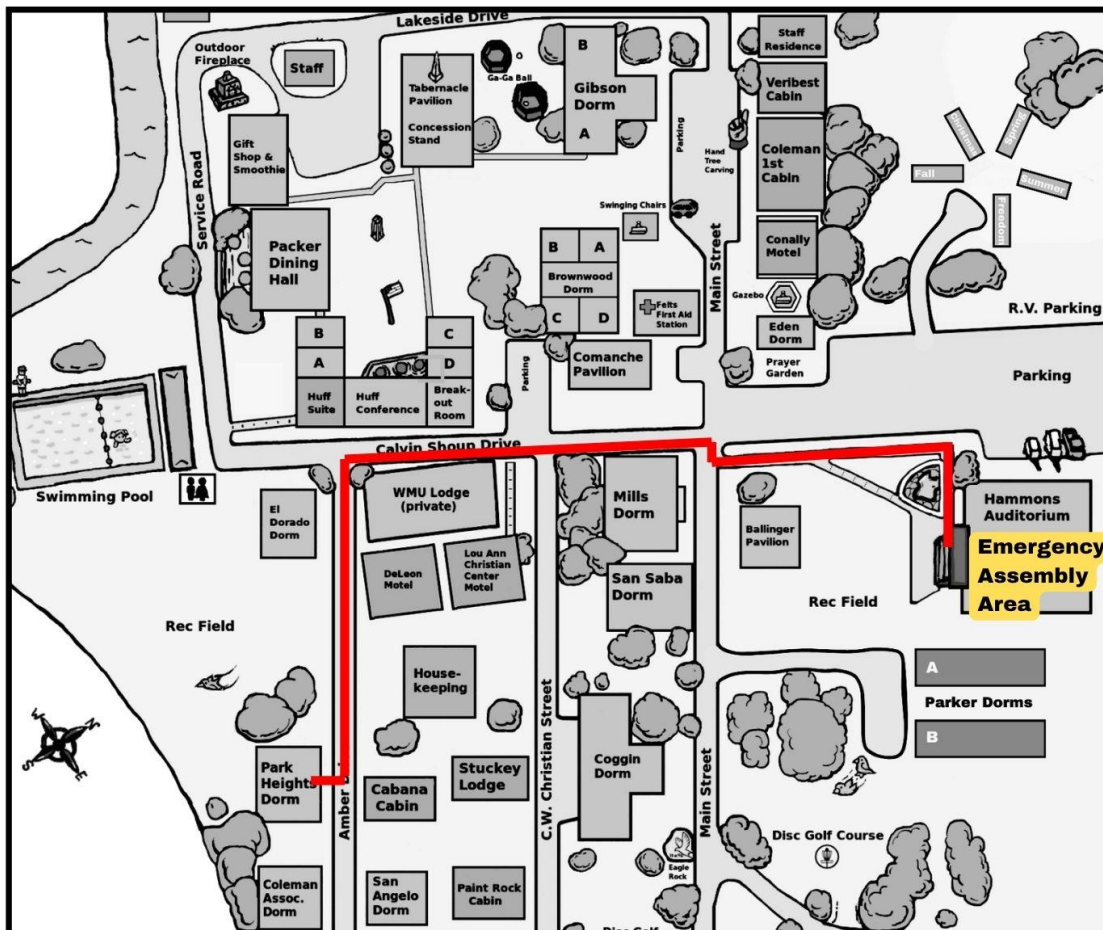
Park Heights Dorm

Evacuation Route

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**Emergency
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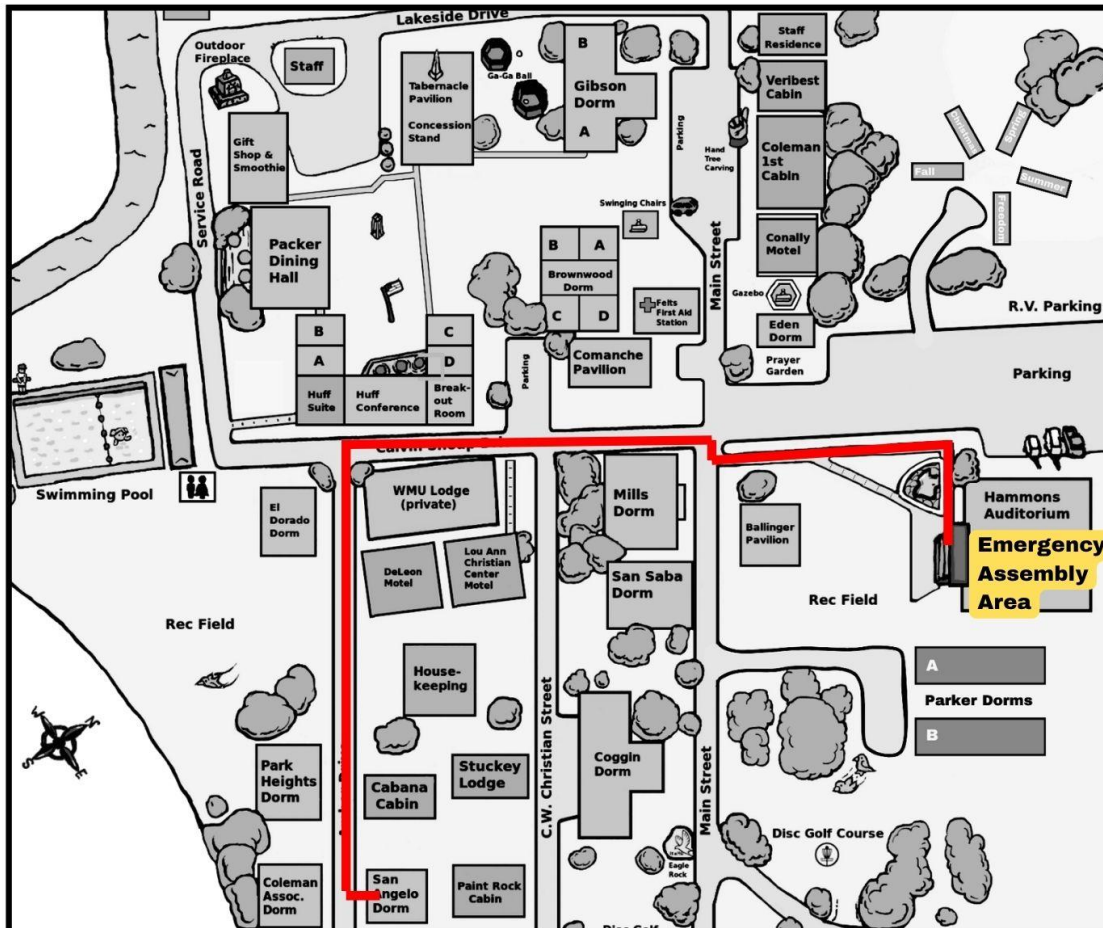
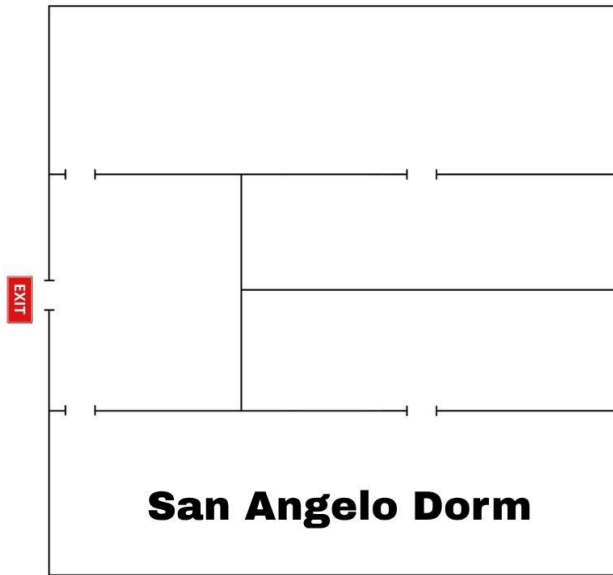
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Evacuation Route

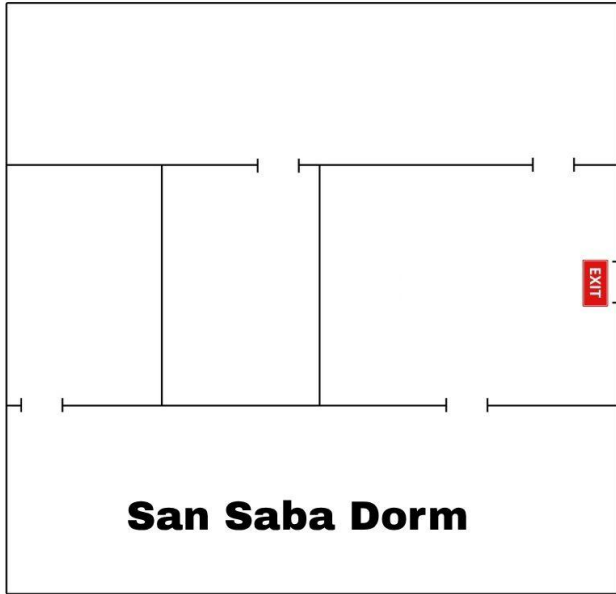
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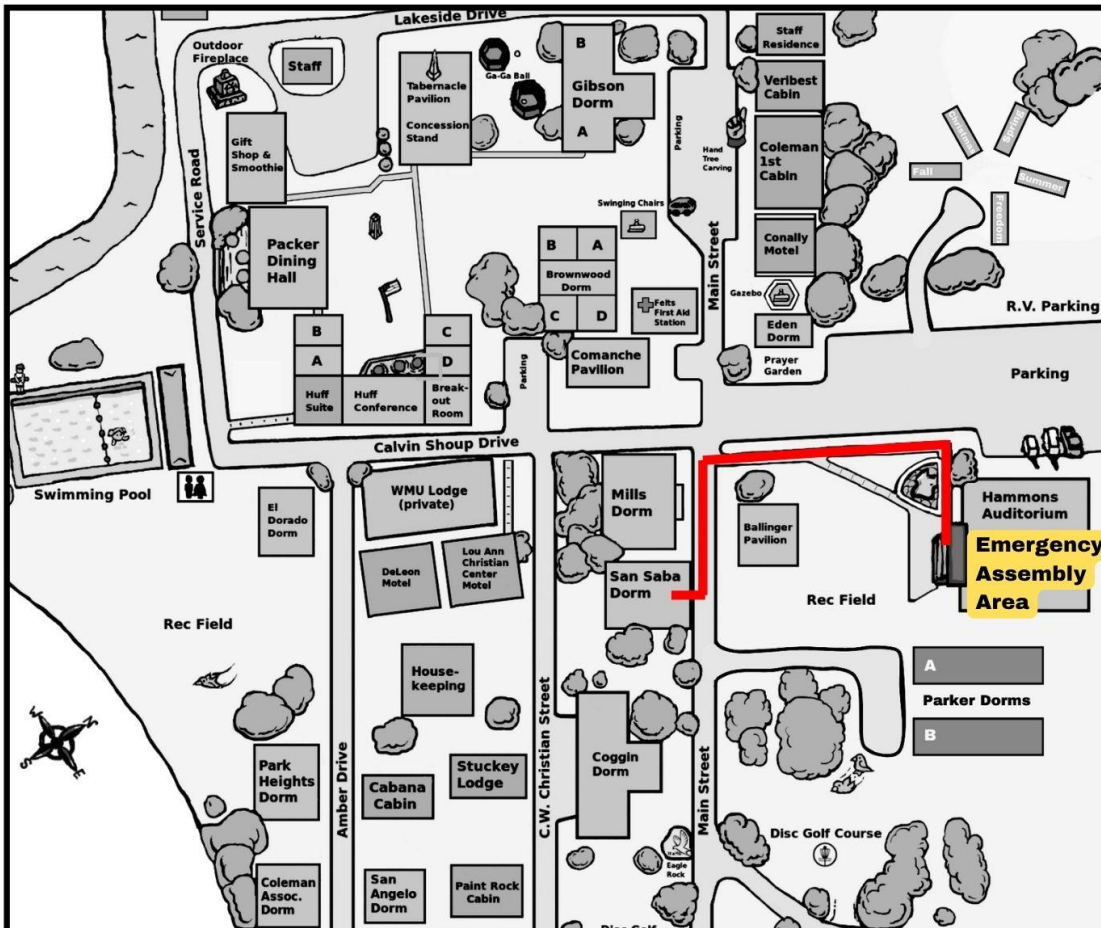


Evacuation Route

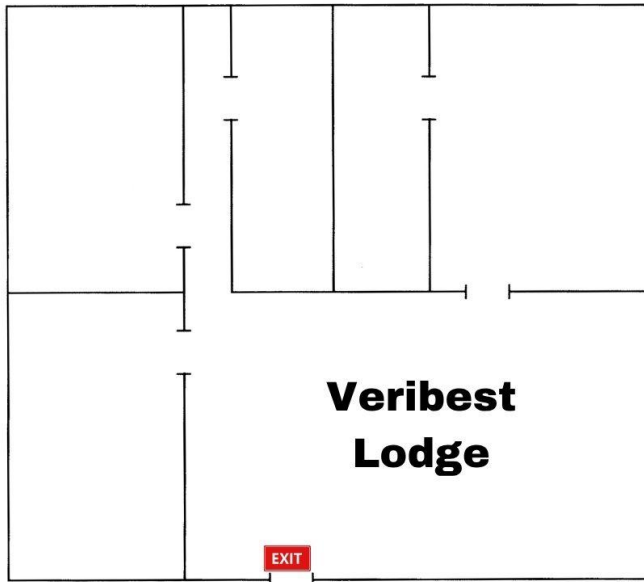
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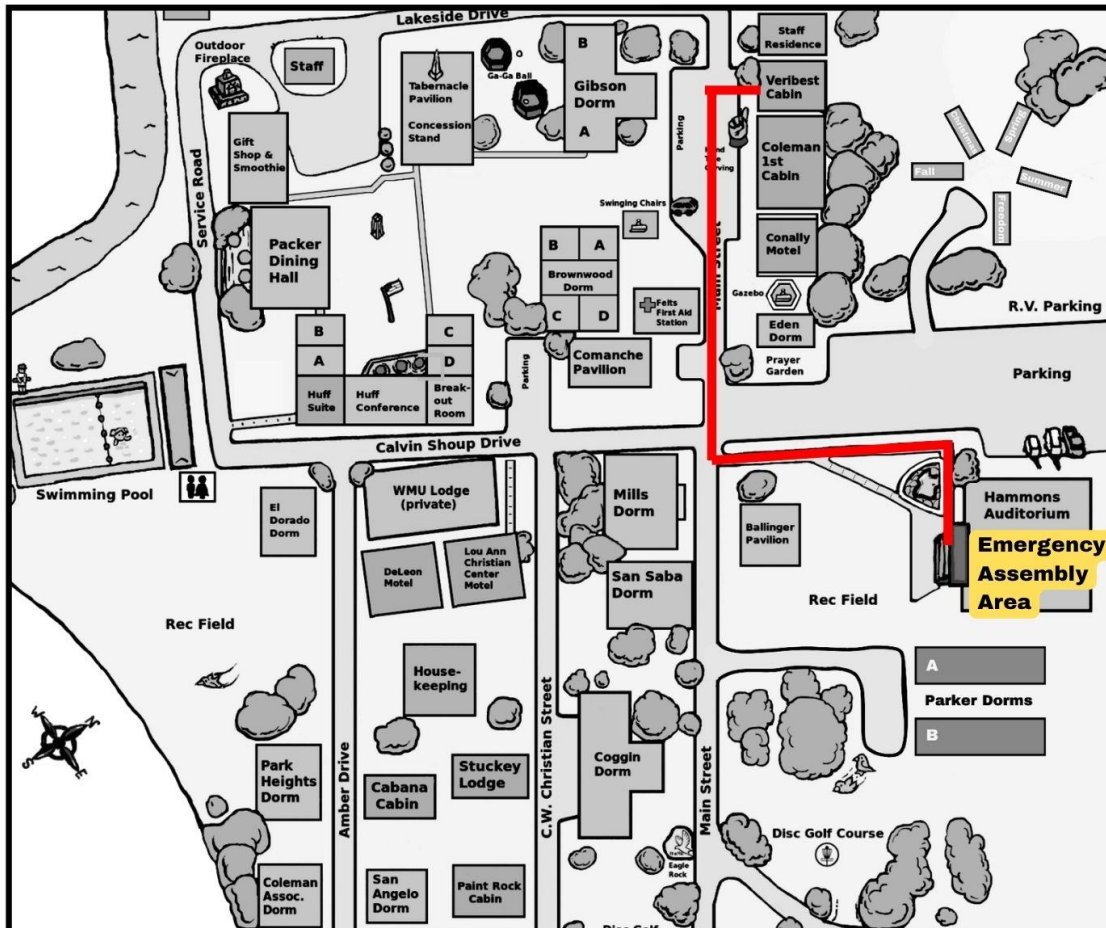


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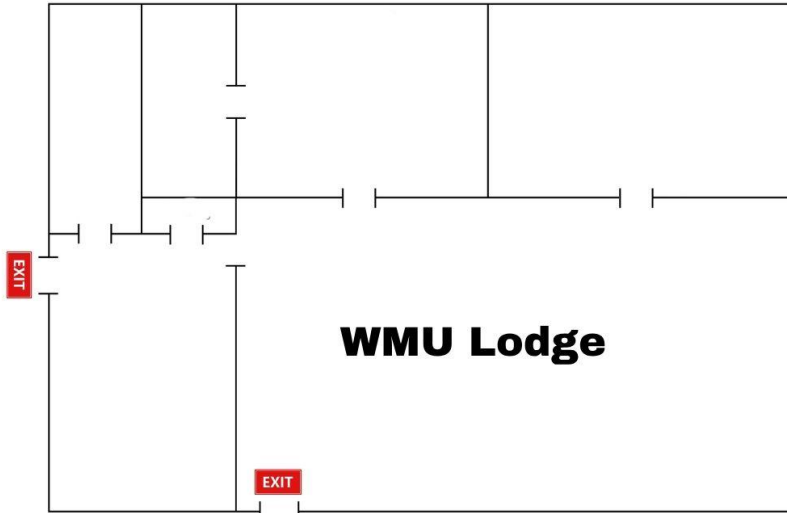
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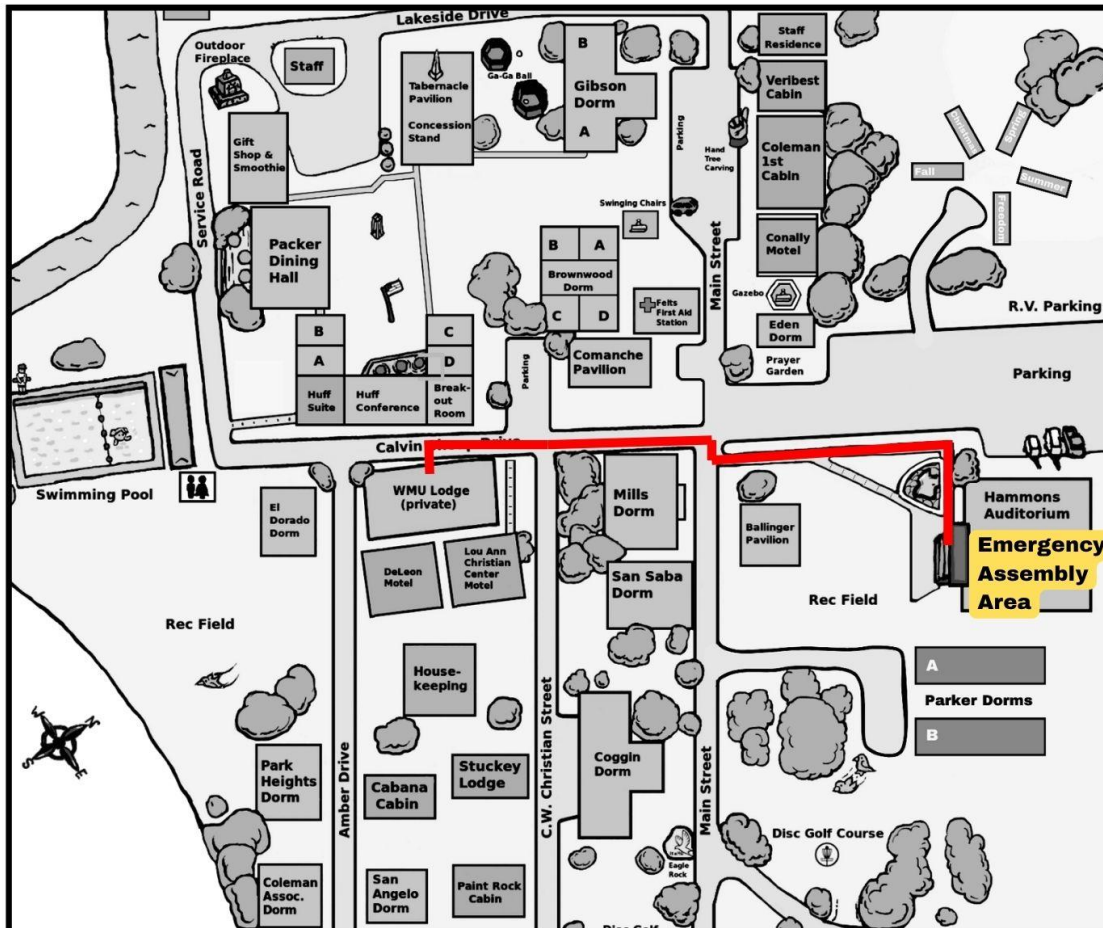
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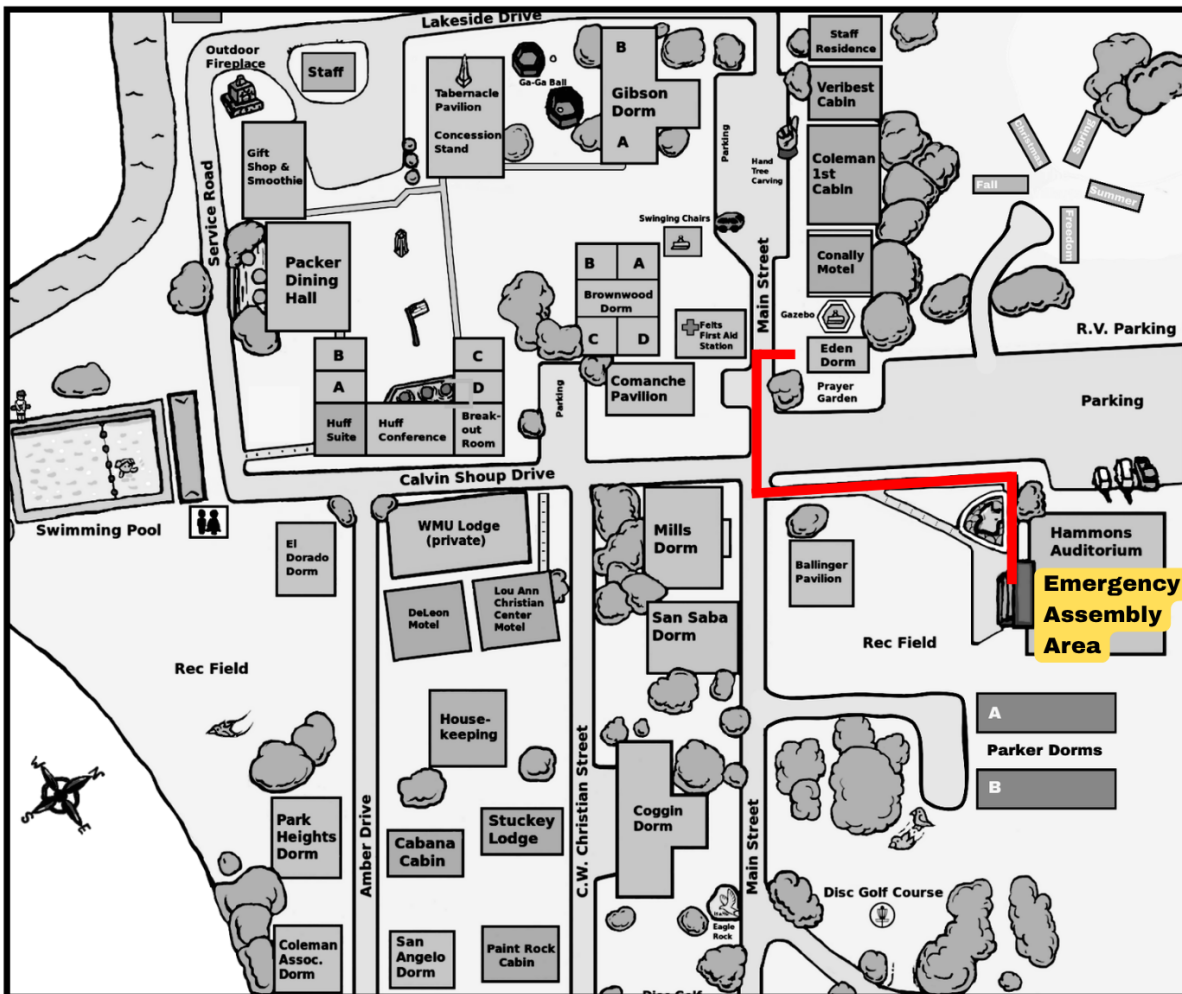
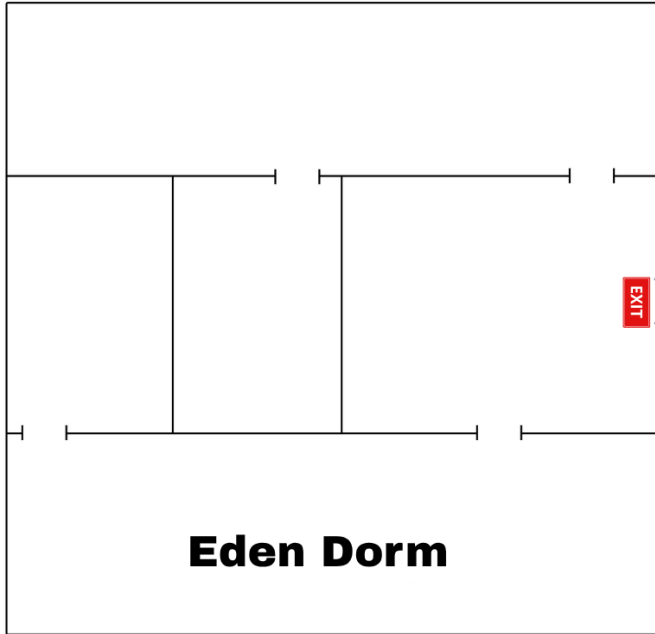
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