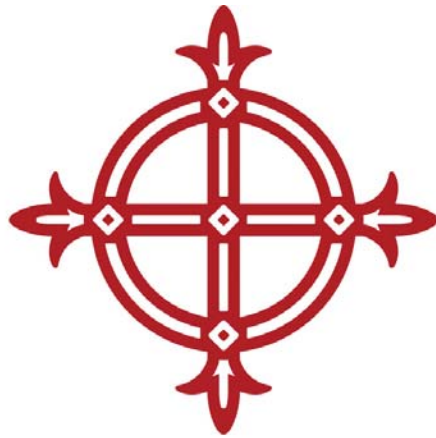


Emergency Management Plan Overview



ST RICHARD'S
Episcopal Church

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Emergency Management Plan Overview

An emergency is any situation that poses an immediate risk to health, life, property or environment. Most emergencies require urgent intervention to prevent a worsening of the situation. The purpose of the Saint Richard's Episcopal Church (SREC) Emergency Management Plan (EMP) is to provide processes/procedures to benefit the safety and well-being of anyone present on the grounds of our Episcopal Church in Round Rock, Texas. A secondary benefit of the plan will be to preserve the buildings, grounds and other assets of the Church. In any emergency our first concern is the safety and well being of everyone present on the grounds. People first, property later.

This is the "key highlights" version of this document that is posted on the Church website so that parishioners can access the most important information contained in this document.

The SREC EMP is managed by the members of our Emergency Response Team (ERT), a group of Staff members, Vestry members and certain other advisory members responsible for managing ongoing emergencies, working with the Diocese to ensure that our processes and the Diocese processes are aligned and reviewing alignment as part of their annual look at the EMP.

Clergy, Staff, Vestry, Vergers, Ushers, Service Leaders, etc. will receive special training on this EMP at least once a year.

When disaster strikes in any community, people will seek the refuge of the church because it is a community meeting place because they may seek sanctuary at the church or because they believe that God is there to help them. It is the hope that this guide can help the leadership in this congregations not only be prepared to open church doors, but be ready and willing to faithfully do so. We will do this in concert with various governmental agencies and/or other service organizations. This will require notification and coordination with the various ministries that may be needed to effectively respond to peoples' needs, such as food services, first aid, counseling, and clergy.

Emergency Response and Management Summary

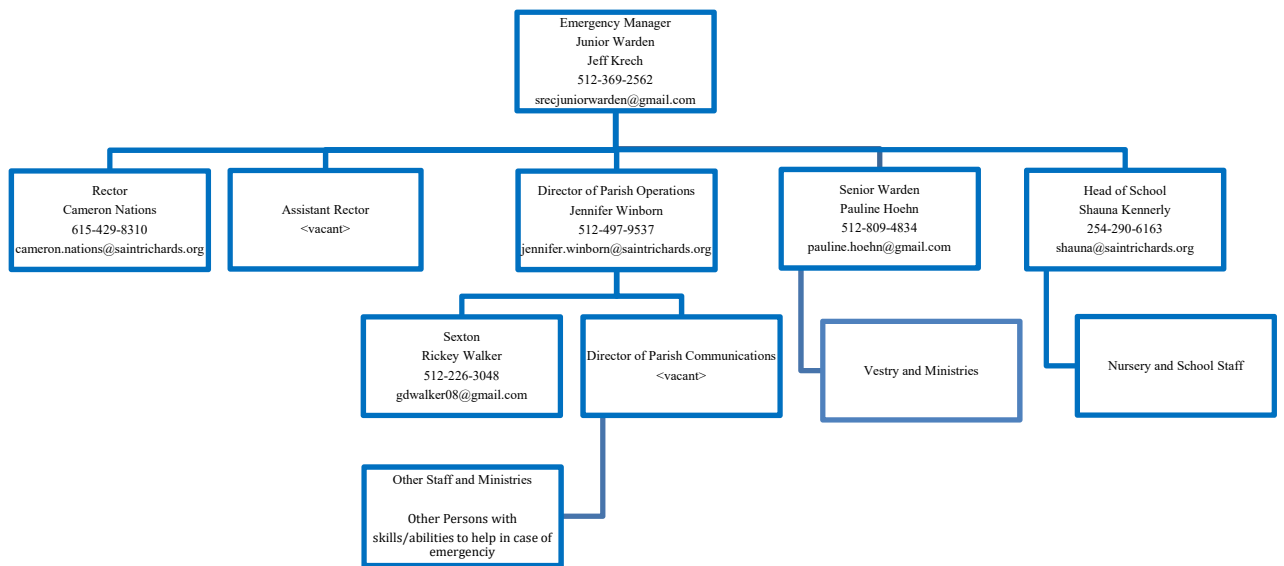
Proper emergency response and management involves these six steps:

- 1. Identify the emergency, call 911 as needed and, if possible, notify a member of the Church Staff or someone involved with the parish Emergency Response Team (ERT), preferably the Emergency Manager named elsewhere in this document.**
 - This is done by the first person to encounter the situation. It does not matter if this person is not a member of Staff, part of the congregation or involved with the Emergency Response Team. They should get help from others at the scene as soon as possible.
 - They should also try to gather pertinent facts about the situation that will assist the Emergency Response Team in their response.
 - They must not abandon the situation until the Emergency Response Team (or Staff) arrives and assumes leadership of the response.
- 2. Notify Staff (Rector, Admin, etc.) and or Emergency Manager. These individuals will activate the ERT as needed.**
 - Use the call tree included with this document to contact the listed individuals
 - Direct the appropriate members/Staff to go to the emergency location and act as the On-site Emergency Response Team.
 - Call the full team to the site or an alternate location if the site is not safe for convening the team.
- 3. Coordinate all phases of the response to the situation until the emergency has been fully addressed**
 - This is usually done by the Emergency Manager (or another member of the ERT)
 - Assess the situation and establish priorities
 - Support those who are on-site dealing directly with the emergency
 - Arranging support from external resources
 - Etc.
- 4. Communicate**
 - Keep all members of the ERT Team and Staff apprised of the progress towards fully addressing the Emergency
 - Interact with local authorities as requested (Rectors, Senior Warden or Emergency Manager only!)
 - Interact with media if approached (Rectors, Senior Warden or Emergency Manager only!)
 - Communicate with Parish at large as needed (Rectors or Senior Warden only!)
 - Notify the Dioceses as needed (Rectors or Senior Warden only!)
- 5. Conduct an Emergency Response Audit and Issue Audit results**
 - This is a formal review conducted by the Emergency Manager that involves the entire ERT, appropriate Staff and, if needed, external parties
 - All Audit results shall be appropriately filed/stored by the Parish Administrator and kept indefinitely
- 6. Update this Emergency Response Plan as per Audit results**
 - This is the responsibility of the Emergency Manager

Emergency Services Numbers:

| Service | Phone |
|--------------------------------------|------------------------|
| Police/Sheriff | 911 |
| Fire | 911 |
| EMS | 911 |
| Fire System Monitoring (SMS) | 512- 263-4911 |
| Electric Utility (Oncor) – Emergency | 911 |
| Electric Utility (Oncor) – Outage | 888-313-4747 |
| Water/Sewer(City of RR) – Emergency | 512-218-5555 |
| Natural Gas (Atmos) -- Emergency | 911, then 866-322-8667 |

Emergency Response Team and Call Tree:



Building Evacuation Plan

Everyone that is occupying any SREC building should be aware of the fact that smoke/fire can occur in our buildings or that other situations may develop that require building evacuation. This is especially true for Clergy, Staff, School Staff, Wardens, Vestry, Ushers, Ministry leaders and persons renting any part of the facilities.

It is most important to understand and communicate these evacuation instructions:

UPON SEEING/HEARING THE FIRE ALARM OR OTHERWISE RECEIVING VERBAL NOTICE TO EVACUATE, PLEASE PROCEED CALMLY TO THE ASSEMBLY AREA.

THE ASSEMBLY AREA IS THE LAWN TO THE NORTH OF THE NORTHMOST PARKING LOT AT THE BACK OF THE PROPERTY.

REMAIN IN THE ASSEMBLY AREA UNTIL YOU RECEIVE FURTHER INSTRUCTIONS FROM THE FIRE DEPARTMENT OR A MEMBER OF THE SREC EMERGENCY RESPONSE TEAM (ERT).

DO NOT GO TO YOUR VEHICLE AND TRY TO LEAVE THE SITE! THAT WILL MAKE IT VERY HARD FOR EMERGENCY SUPPORT TO DO THEIR JOB!

Building Fire Alarm System Overview

All SREC buildings are equipped with automated fire alarm and detection systems. If the systems detect an alarm condition, the strobe lights and audible alarms will be activated. Each of the three systems operates independently so alarms will only trigger in the affected building. There are separate systems for the Sanctuary/School Building (Bldg 1A), the Administrative Building (Bldg 1B) and the Parish Hall (Bldg 2).

Simultaneously, a call is automatically made to our Alarm Monitoring Service provider. They will assess the situation, use the alarm activation call tree to speak with someone in authority at SREC and notify/mobilize the Round Rock fire Department.

Note that there are Fire Department Key Boxes on our buildings that the Fire Department can use to gain access to our buildings. In each of these locked boxes there is a master key that opens all doors on the property.

Note that the Parish Hall is equipped with an automated fire sprinkler system that exists to minimize property damage in the case of an actual fire. The sprinklers will not always deploy when the alarm and detection system activates, only when there is actual fire present.

In Case You See/Smell Fire/Smoke

If you see fire or smell smoke, take a quick look to see if there is a fire that you can extinguish. There are fire extinguishers in each building located in the main hallways.

- DO trigger the fire alarm system by activating a fire alarm “pull stations” or ask someone else to do so ASAP. The fire alarm pull stations are located at each emergency exit door.
- DO NOT try to “be a hero” and fight a fire that is too big to put completely out with an extinguisher. DO activate the pull station.
- DO NOT try to “be a hero” and go “check things out” if the building automated fire alarm and detection system has triggered. DO evacuate the building.

In Case There is Another Reason to Evacuate the Building

There may situations other than fire/smoke that require evacuation of a building. For instance, if a gas pipe is leaking or a chemical has been spilled and it presents any danger to yourself or other building occupants, the following steps should be taken:

- **The BEST way to affect an evacuation is to trigger the fire alarm system by activating a fire alarm “pull station” or ask someone else to do so ASAP. The fire alarm pull stations are located at each emergency exit door. Note that if evacuation of all buildings is required, a pull station in each of the three buildings will need to be activated.**

Medical Emergency – ALWAYS CALL 911!

Take the following actions if a medical emergency occurs:

- **Call 911 immediately! Stay on the line until help arrives! Let the affected individual know that help is on the way.**
- **Ask for help from other individuals that are nearby. They can help with the rest of the steps listed below.**
- **Check the scene for safety and maintain crowd control.**
- **Do not move patient unless they are in immediate danger.**
- Give support and comfort to the person. Get help with this from other individuals.
- Keep the person from getting chilled or over-heated.
- Watch for changes in consciousness and breathing.
- Notify Church Staff of event as soon as possible.
- Consider contacting one or more of the “Persons with Medical Training (Physicians, Nurses, EMS)” that are listed in the appendices to this document.

Epidemics/Pandemics

The Emergency Response Team (ERT) and Staff will monitor the recommendations of Federal and/or State and/or Local agencies whenever there is an epidemic/pandemic that requires action by the Church. Because every such situation is unique, there will be no detailed response outlined here in this document. The ERT will convene as needed and will see that the Church response is in line with the recommendations of appropriate agencies.

Severe Thunderstorms and Tornadoes

These steps are intended to cover TIME CRITICAL weather issues that occur at SREC. If Severe Weather is identified well ahead of time, please refer to the next section in this document.

During official Church business hours, the SREC Director of Parish Operations will monitor the National Weather Service broadcast and local media broadcasts (Internet, TV and/or radio) broadcasts for information regarding severe weather that could potentially impact SREC. During Church services, this task falls to the on-site Vestry Persons of the Day and Vergers and Ushers. During other events, it is the responsibility of the event holder to perform this task. At all other times (or when the site is un-occupied), Clergy, Staff and the Wardens will monitor the weather and respond as needed to any reported condition/event that affects the Site.

PLEASE FOLLOW THE DIRECTIONS YOU RECEIVE FROM THE FOLKS LISTED ABOVE! THE SAFETY OF ALL DEPENDS ON YOU DOING THAT.

“Severe Weather Shelter” spaces will be identified by markers located in the hallways outside the rooms where sheltering should occur.

Site Closure (Due to Predictable Weather Events, etc.)

Examples of such conditions/events that may require Site Closure include the following: Winter Storm, Tropical Storm (Hurricane), Site utility outage, Chemical or Hazardous Material spill nearby, Bomb threat, Civil disruption or threat/occurrence of violence nearby

It is the responsibility of the Church Clergy, on-site Staff and the Wardens to be aware of any condition/event that develops in such a way as to affect a decision to close the site.

The first step in responding to such a condition/event is to engage the Emergency Response Team (ERT) using the call tree located within this document. The ERT will assume ownership for responding to the condition/event.

Lockout

A “Lockout” occurs when building entrances are secured so that nobody can enter the buildings, but most business can continue inside as usual. Lockout procedures also ensure no one leaves without authorization. This might occur when there is some threat in the area but not specifically on the Church property. This threat will likely be believed to be moving towards the Church, but not necessarily targeting the Church. The receiver of the notification shall alert appropriate staff of the Church, School and any authorized users of the Church facilities.

Lockdown

A “Lockdown” is done to secure the exterior and interior of the Church buildings. In this situation, all business stops. This would be the situations where there is dangerous activity outside or inside the Church buildings. A lockdown may be issued by any Church or School official on site at the time once the threat has been identified. Notice should be spread by the safest means possible as quickly as possible recognizing that physically moving about the Church buildings and grounds may be unwise and/or unsafe.

Dealing with threats by an individual

These threats fall into the categories of a crime in progress, a hostage situation, a bomb threat or an active shooter on the campus.

If you observe a crime in progress or witness suspicious behavior DO NOT attempt to stop, detain, or confront the individual(s) by yourself! Call 911 immediately! Stay on the line until help arrives! Be ready to give location, description of the person(s) and nature of the situation.

- If this happens during Church services, notify the Vestry Persons of the Day or Ushers. During Church business hours, notify any Staff member. If this happens during an event of some sort, notify the event leader and reach out to the Emergency Manager named in this document. At all other times (or when the site is un-occupied), notify the Emergency Manager named in this document.

If a Bomb Threat is delivered in writing, in person, via phone, via mail, via text or via email treat the threat seriously. Immediately call 911 and notify Staff.

- If you receive a bomb threat over the phone, try to keep the caller on the line to learn as much as you can; do not end the phone call.
- If received via email or text, save the message.
- If you suspect an item or package is a threat, do not touch, move, or in any way handle the suspicious item. After calling 911, cease any radio and cell phone communications on site. If the location of the device is known, avoid that area.

Active Shooter Response

General information is as follows:

- An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.
- Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.
- Because active shooter situations are often over within 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared mentally and physically to deal with an active shooter situation.
- The following will help anyone on site: Be aware of your environment and any possible dangers. Take note of the two nearest exits.

The primary response is summed up by the acronym ADD, Avoid Deny Defend. Employ the following techniques in order listed:

- **Avoid the shooter.**
- **Deny them access to your area.**
- **Defend yourself if there are no other options.**
- **Call 911 and leave the call active. Lower your phone call volume setting. Do not talk to the dispatcher; let them listen.**
- **Wait for law enforcement personnel to assist you out of the area.**
- **When law enforcement arrives:**
 - Remain calm and follow officers' instructions
 - Put down any items in your hands; immediately raise hands and spread fingers.
 - Keep hands visible at all times; avoid making quick movements.
 - Avoid pointing, screaming and/or yelling
 - Do not stop to ask officers for help of direction when evacuating, just proceed in the direction from which officers are entering the premises.
 - Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.
 - Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Firearms/Weapons

SREC policy regarding guns in our church buildings:

Although the State of Texas recently enacted laws extending the right of persons with concealed or open carry gun permits to enter churches with their firearms, Churches are given the right to prohibit such weapons on their campuses with appropriate notice. The Episcopal Diocese of Texas declared in 2016 that guns are not permitted in our churches and schools. The recent change in the law does not change that directive.

Pre-printed cards will be created that outline St. Richard's policy on guns and ask that those entering our buildings with a firearm to please return said firearm to their vehicle. Other than these cards, no other signs will be posted. These cards will be provided to Ushers so they can give a card to any person the Usher sees trying to enter any building with a firearm. All ushers will be made aware of this policy as part of their "orientation" process, during which they will be asked to affirm that they are comfortable doing so. It is suggested that if the need arises to confront someone with a gun, two ushers should inform the person of the policy (hand them our card). The policy will be periodically published in the church email sent to all members, occasionally placed in the order of service and discussed at Parish meetings as needed. Clergy, Staff, Vestry and other officials will have access to these cards so they can assist with communicating policy as needed.

Persons with Medical Training (Physicians, Nurses, EMS):

| Name | Cell Phone | Email |
|----------------|--------------|-------------------------|
| Candice Rogers | 714-272-4412 | caer400@sbcglobal.net |
| Paul Rogers | 714-305-4851 | pcnrogers@sbcglobal.net |
| Cindy Smith | 512-422-4434 | Cindy.smith@utexas.edu |
| Cady Clark | 512-791-1025 | cadyclark@austin.rr.com |
| Bill Clark | 512-731-0877 | starman@austin.rr.com |

Persons with Training in Dealing with Psychological Issues:

| Name | Cell Phone | Email |
|------------------|--------------|--------------------|
| Dr. Lynda Parker | 806-433-6940 | lyparker@aol.com |
| Aubrey Wade | 505-720-3102 | briear81@yahoo.com |