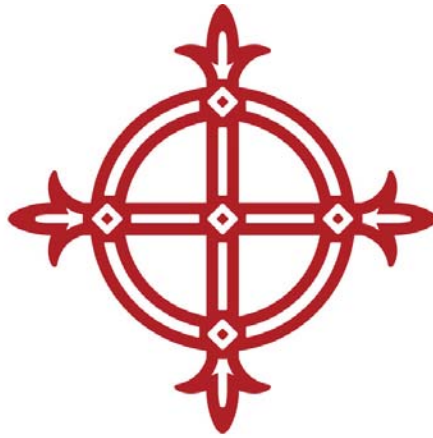


# *Emergency Management Plan*



ST RICHARD'S  
Episcopal Church

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Round Rock, TX 78664  
(512) 255-5436

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## Version History

Version	Date	Description of changes (e.g., changes due to testing, maintenance)	Author
1.0	February 6, 2020	Initial Draft	Glen Kercher, et. al.
2.0	August, 2022	Update for Publication	Jeff Krech et. al.
3.0	February, 2024	Annual Update	Jeff Krech et. al.
4.0	January, 2025	Annual Update	Jeff Krech et. al.
5.0	January, 2026	Annual Update	

The members of our Parish who assisted in developing these guidelines brought diverse expertise in assessing the complex issues that come into play during many emergencies. Represented on our Emergency Preparedness Committee (ERT) were current and former members of the Vestry, Junior Wardens, nurses, law enforcement personnel, former military personnel, and persons who have managed and directed large groups of people in occupational settings.

## 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 wellbeing of everyone present on the grounds. People first, property later.

A "key highlights" version of this document will be posted on the Church website so that parishioners can access the most important information contained in this document. That version of the EMP will also include "tips on how to prepare your family for a future emergency" and links to helpful websites outlining steps to take BEFORE any emergency and during an event.

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.

The ERT will determine whether to perform an annual Emergency Evacuation Drill and any other "scenario tests" of this EMP that the ERT deems is necessary. For instance, the ERT may conduct a "table top exercise" of a "Lockdown" situation (as described later in the document).

In caring for our people, we recognize that emergencies happen and we must prepare for their eventuality. Churches are not immune to emergencies stemming from nature, utilities issues, building related failures, medical crises, threats of violence or community disasters.

Here is a basic checklist of items needed to complete a suitable EMP:

- A written EMP (this document) that is updated annually or as otherwise deemed necessary by the Rector and/or Senior Warden. A summary version of the EMP will be posted on-line at the main website for SREC. That version will be suitable for viewing by any visitor to the Church website. The full version of this EMP will be posted on the secure SharePoint site for Staff and Vestry to view.
- Processes for assessing the risks to SREC operations, employees, volunteers or visitors. This includes the St. Richard's School.
- Processes for dealing with Emergency Identification, Management and Emergency Response before, during and after an event.
- A defined set of folks to act as the Emergency Response Team before, during and after an event.
- Training for those on the Emergency Response Team (ERT) as to their roles in responding to an event. This will include Rector(s), all other Staff members, Wardens, Vestry Members, Vergers and Ushers. Since the people who assume leadership positions to assist in an emergency will change over time it is imperative for training should be done annually or whenever a new member joins the team.
- A brief presentation of key EMP elements to the congregation at the Annual Meeting or other appropriate date.
- Identification of individuals that may need special assistance during an event.
- Provide information on the EMP to all Ministry Leaders and to groups that rent the any space on Campus.

**We have a law enforcement officer on our church property on certain “high attendance Sundays” to help deter persons with violent intentions from coming on our campus.**

**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:

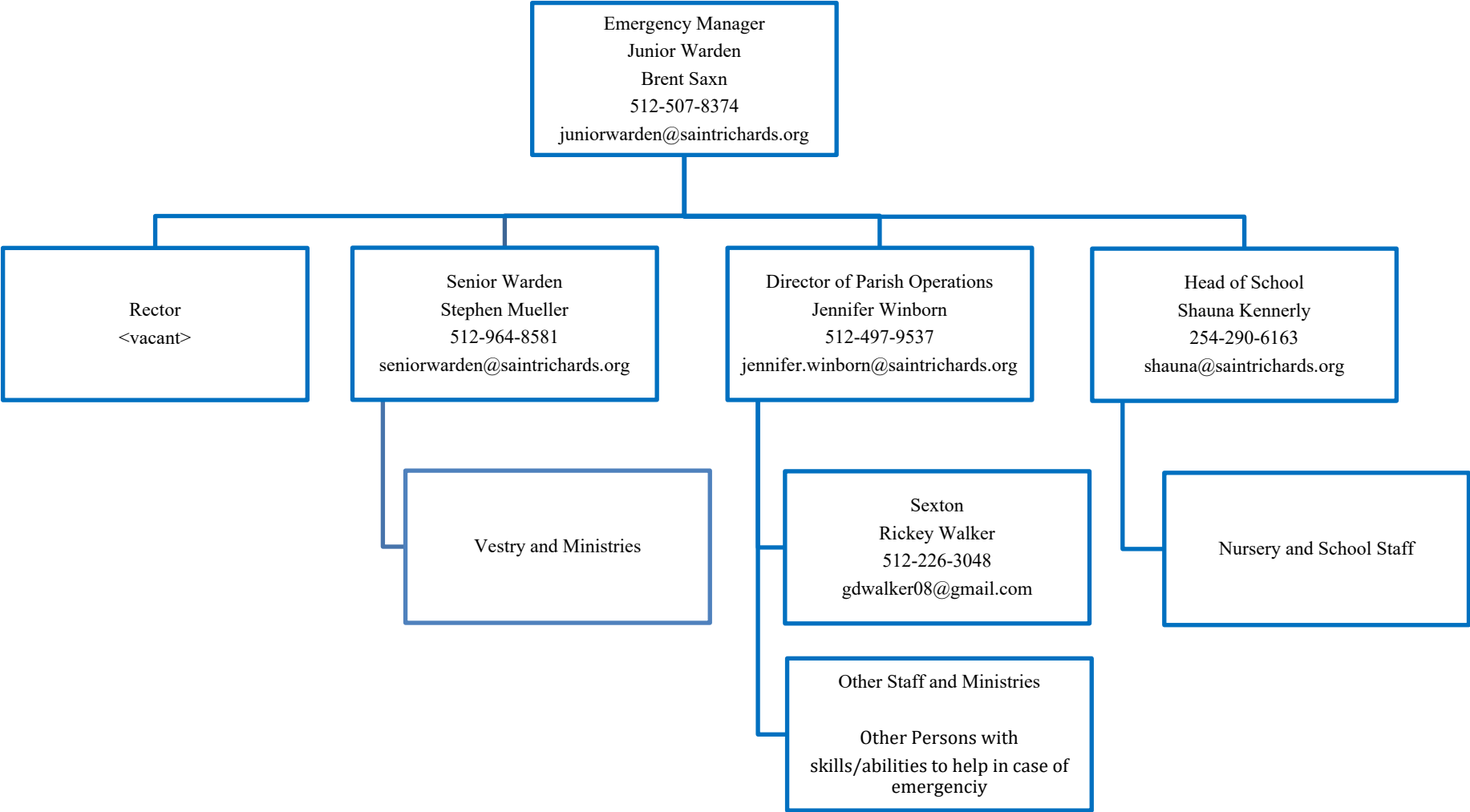
Service	Phone
Police/Sheriff	911
Fire	911
EMS	911
Fire System Monitoring (SMS)	512- 263-4911
Electric Utility (Oncor) – Emergency	911
Electric Utility (Oncor) – Outage	888-313-4747
Water/Sewer(City of RR) – Emergency	512-218-5555
Natural Gas (Atmos) -- Emergency	911, then 866-322-8667

## Operational Organizational Information:

Position	Name	Cell Phone	Email
Rector	<vacant>		
Director of Parish Operations	Jennifer Winborn	512-497-9537	jennifer.winborn@saintrichards.org
Head of School	Shauna Kennerly	254-290-6163	shauna@saintrichards.org
Youth Minister	Spencer Stocker	210-255-0006	sstocker@saintrichards.org
Director of Music	Sara Burden-McClure	512-587-5699	sara@saintrichards.org
Senior Warden	Stephen Mueller	512-964-8581	seniorwarden@saintrichards.org
Junior Warden	Brent Saxon	512-507-8374	juniorwarden@saintrichards.org
Treasurer	David Todd	512-496-4709	treasurer@saintrichards.org
Sexton	Rickey Walker	512-226-3048	sexton@saintrichards.org



Emergency Response Team and Call Tree:



## Emergency Procedures

### 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.

The Emergency Response Team may elect to conduct an annual Emergency Evacuation Drill for each of the Sunday services. The ERT will meet to discuss the results of the test and make any changes to Church processes that are deemed necessary.

### The Single Most Important Thing

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. SEE ASSEMBLY AREA MAP IN THE APPENDICES OF THIS DOCUMENT.**

**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 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. There is a map of current extinguisher locations in the Appendices of this document.

- 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. There is a map of current pull station locations in the Appendices of this document.
- 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. There is a map of current pull station locations in the Appendices of this document**
- **Note that if evacuation of all buildings is required, a pull station in each of the three buildings will need to be activated.**
- Whenever a building evacuation has occurred, Emergency Preparedness Committee (ERT) will convene to review what happened prior to the event, during the event and following the event to determine what worked and didn’t work, and add or modify these plans to better respond to future events.

## **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.

## Medical emergency scenarios and action to take:

- Difficulty breathing
  - Assess breathing
  - Check for open airway (look-listen-feel)
  - Consider Cardio Pulmonary Resuscitation (CPR)
- No pulse or thready pulse (scarcely perceptible and commonly rapid pulse)
  - Obtain Automated External Defibrillator (AED) and follow instructions given by AED
- Significant bleeding caused by trauma or injury
  - Control bleeding by covering wound and placing pressure on wound site until EMS arrives.
  - Elevate the wound if possible, so as to be above the level of the heart.
  - The Church has a “Master Medical Kit” located in the Narthex near the AED. It can be used whenever there is a first aid situation where there is significant loss of blood.
- Loss of consciousness or collapse
  - Check breathing and pulse
  - Lay person on flat surface
  - Obtain AED and follow instructions given by AED
- Choking or unable to speak
  - Assess distress by asking if able to breathe
  - If unable to speak, use Heimlich maneuver
- Other reasons to immediately call 911:
  - Persistent chest pain
  - Seizure
  - Slurred speech
  - Swelling of the lips, tongue, throat, or parts of the body turning blue
  - Highly agitated or confused state (If possible, guide the individual to a safe/secure calming space away from others. Have at least two people remain with the individual.)

## 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.**

- When a Severe Weather Watch or Warning is issued for the area including SREC, the Director of Parish Operations will notify building occupants. They will do this in person and with the help of any others that can assist. A suggested script for this announcement is as follows:

“There is a Severe Weather Watch (or Warning) for the area containing SREC. We will continue to monitor the weather and keep you informed.”

The Director of Parish Operations will also send a text to the Emergency Manager in order to keep the Emergency Response Team updated.

- When a Tornado Watch is issued for the area including SREC, the Director of Parish Operations will notify building occupants in person. A suggested script for this announcement is as follows:

“There is a Tornado Watch for the area containing SREC. We will continue to monitor the weather and keep you informed.”

The Director of Parish Operations will also send a text to the Emergency Manager in order to keep the Emergency Response Team updated.

- When a Tornado Warning is issued for the area including SREC, there are two scenarios to consider:
  - When there are NO tornados reported within 10 miles of SREC or NONE are reported to be headed towards SREC, the Director of Parish Operations will notify building occupants in person. A suggested script for this announcement is as follows:

“There is a Tornado Warning for the area containing SREC. Funnel clouds have been reported in the metro area, but not near SREC. We will continue to monitor the weather and keep you informed.”

- When a tornado is reported to be within 10 miles of SREC and is headed toward SREC, the Director of Parish Operations will issue the “Take Shelter” command to building occupants. They will do this in person and with the help of any others that can assist. The script for this announcement is as follows:

“A tornado has been spotted in the immediate area. Do not leave the building. Stay away from all windows. Leave your work area and calmly walk to the closest specified Assembly Area in your building. If you cannot make it to the Assembly Area, find a location that will protect you from flying debris. Wait for additional instructions. We will issue an “All Clear” message to let you know when it is safe to return to your work area.”

Whenever ANYONE on site sees a tornado near SREC, that person should immediately issue the “Take Shelter” command in person to building occupants even if there has been no report of a tornado. Get help from others on site to ensure that everyone gets informed! If you are the one giving the “take shelter” command, do NOT try to “be a hero” and go get people that choose to leave the buildings. Get yourself and others to safer places!

Whenever the “take shelter” command has been given, all persons on site at SREC should immediately proceed to one of the “severe weather shelter” spaces within the building they occupy. A map of current “sheltering locations” is attached in the Appendices to this document. Do NOT leave the site or go outside to take a look. Stay out of any rooms with exterior windows.

The “severe weather shelter” spaces will be identified by markers such as indicated on the building maps included in the appendices to this document. They will be located in the hallways outside the rooms where sheltering should occur.

The Director of Parish Operations will also send a text to the Emergency Manager in order to keep the Emergency Response Team updated.

- The Director of Parish Operations will continue monitor the weather situation on the internet to track the progression and path of the storm until the Severe Weather Watch/Warning or Tornado Watch/Warning has been cancelled. Once the threat of tornado and/or severe weather is cancelled, the Director of Parish Operations will notify building occupants. They will do this in person and with the help of any others that can assist.

- If the “take shelter” command has NOT been made and NO DAMAGE HAS OCCURED, suggested scripts for these announcements are as follows:

“The Severe Weather Watch (or Warning) for the area containing SREC has been cancelled. Please resume normal activities. We will continue to monitor the weather and keep you informed.”

“The Tornado Watch (or Warning) for the area containing SREC has been cancelled. Please resume normal activities. We will continue to monitor the weather and keep you informed.”

The Director of Parish Operations will also send a text to the Emergency Manager in order to keep the Emergency Response Team updated.

- If the “take shelter” command has been made and NO DAMAGE HAS OCCURED, those who have gathered can return to their tasks in a calm, orderly fashion. Suggested scripts for these announcements are as follows:

“The Severe Weather Watch (or Warning) for the area containing SREC has been cancelled. Please resume normal activities. We will continue to monitor the weather and keep you informed.”

“The threat from Severe Weather has passed. It is safe to return to your work area. Please do so in a calm and orderly fashion.”



The Director of Parish Operations will also send a text to the Emergency Manager in order to keep the Emergency Response Team updated.

- If storm/tornado DAMAGE HAS OCCURRED, the Director of Parish Operations will engage the Emergency Response Team (ERT) using the call tree located within this document.

**CALL 911 FIRST IF THERE IS FIRE, INJURY OR OTHER SERIOUS SITUATIONS SUCH AS GAS LEAKS!**

If storm/tornado damage has occurred, building occupants will be given alternate instructions by the Director of Parish Operations or other person in authority.

- Whenever the “take shelter” command is issued, Emergency Response Team (ERT) will convene to review what happened prior to the event, during the event and following the event to determine what worked and didn’t work, and add or modify these plans to better respond to future events.

## 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 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.

- If the condition/event occurs during normal business hours, responsibility will fall to on-site Staff.
- If the condition/event occurs during normal a scheduled Church service of any kind, responsibility will fall to on-site Vestry Persons of the Day and Vergers and Ushers. If the condition/event occurs during an after-hours event, responsibility will fall to the event leader.
- At all other times (or when the site is un-occupied), Clergy, Staff and the Wardens will respond as needed to any reported condition/event that affects 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. Some of the things they will manage are:

- Assess the situation and make a call to close the site.
- Interact with Authorities having Jurisdiction as needed (Police, Fire, DPS, etc.).
- Create and deliver the appropriate messaging to Staff, Vestry, Ministry Leaders, Diocese Staff and anyone on site. They will also update the Church website and voicemail messaging accordingly.
- If it's safe and required to do so, arrange for any on-site support needed from Staff, volunteers or service providers.
- Assess the situation and make the decision to re-open the site.
- Engage the Emergency Response Team (ERT) after the situation has resolved. The ERT will review what happened prior to the event, during the event and following the event to determine what worked and didn't work, and add or modify these plans to better respond to future events.

## 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. A threat on Church property will use the “Lockdown” procedures listed in the following section.

A lockout will result from a notification by law enforcement or other Government official via direct contact, phone contact (possible reverse 911) or media of a potential threat nearby the Church. The receiver of the notification shall alert appropriate staff of the Church, School and any authorized users of the Church facilities.

### Lockout Procedures:

- Law enforcement, Government official or media identifies a potential threat near the Church and either notifies the Church directly or notifies the media.
- The receiver of the notice makes a determination if the threat warrants a Lockout.
- If a Lockout is warranted, notice is given in person to all persons on site.
- Check/lock all exterior doors are checked during the notification while notifying everyone. Get help in doing this from anyone that can help.
- All persons on site will be requested to stay indoors and to not open any doors for any unknown person(s). Those who choose to leave the Church buildings must check out or otherwise notify Church or School staff.
- If the threat moves onto the Church property, a Lockdown may need to be considered.
- Once the all clear is given (could come from law enforcement, Church or School officials) only the minimum number of exterior doors necessary should be unlocked to allow business to continue.
- Notify the Emergency Manager as soon as possible. They will engage the Emergency Response Team as needed and will notify any other Church officials as needed.

## 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.

### Lockdown Procedures:

- Quickly and quietly move occupants to designated Lockdown rooms and LOCK THE DOORS immediately. Most classrooms and offices in all buildings have locking doors. Large open rooms like the Nave, Narthex and Parish Hall Main Room only have locking exterior doors. Lockdown rooms are indicated on building maps included in the appendices to this document.
- If possible, lock any open exterior doors as well

### Once in designated room with door locked:

- Close curtains, blinds, etc. Cover door windows
- Direct everyone to sit on the floor, away from doors and windows
- Silence all phones
- Do not use a landline phone in order to keep lines open
- Ignore any fire alarm
- Remain in designated room until given the “all clear” signal by a member of law enforcement

## Dealing with threats of potential physical harm perpetrated 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 this happens when the buildings are occupied in any way, the situation may prevent safe evacuation of church buildings and require steps to isolate congregants from danger by instituting a lockdown. See the “Lockdown” section of this document for further instructions.

### **If you are taken hostage:**

- Remain calm, be polite, and cooperate with your captors.
- Do not attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. Do not complain, avoid being belligerent, and comply with all orders and instructions.
- Do not draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions with the captors.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.
- In a rescue situation:
  - Do not run. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
  - Wait for instructions and obey all instructions you are given.
  - Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage.
  - Even if you are handcuffed and searched, do not resist. Just wait for the confusion to clear.
  - You will be taken to a safe area, where proper identification and status will be determined.

**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, notify Staff and issue an evacuation by activating the fire alarm pull station.**

**If you feel that the bomb threat is being perpetrated in order to get occupants out into the open in order to facilitate a mass shooting, consult with 911 and Staff BEFORE issuing an evacuation.**

- 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 the phone call is over a Church land line, evacuate yourself ASAP but leave the phone call open.
  - If the phone call is over a cell phone, evacuate yourself ASAP and try to extend the call.
- If received via email or text, save the message. Immediately call 911, notify Staff and issue an evacuation by activating the fire alarm pull station.
- If you suspect an item or package is a threat, do not touch, move, or in any way handle the suspicious item. Immediately call 911, notify Staff and issue an evacuation by activating the fire alarm pull station.
  - After calling 911, cease any radio and cell phone communications on site.
  - If the location of the device is known, avoid evacuation through that area.
- **The BEST way to affect an evacuation is to 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. There is a map of current pull station locations in the Appendices of this document. Note that if evacuation of all buildings is required, a pull station in each of the three buildings will need to be activated.**

**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. SEE ASSEMBLY AREA MAP IN THE APPENDICES OF THIS DOCUMENT.**

**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!**

## **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.

Active shooter response procedures are as follows:

**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.**

**If someone enters the area you are in and begins shooting:**

- **Exit the building immediately only if it can be done quickly and safely.**
- **While exiting, notify anyone that you encounter to do the same.**
- **Do not sound the fire alarm as it may cause unknowing persons to evacuate into the danger zone.**
- **Call 911 and give them the following information:**
  - **Your name**
  - **Location of the incident (be as specific as possible)**
  - **Number of shooters if known**
  - **Identification or description of the shooter(s)**
  - **Number and type(s) of weapons used if known (handguns, shotguns, explosive, etc.)**
  - **A direction of travel, if known**
  - **Number and location of victims and extent of injuries**

**If you are unable to safely evacuate:**

- Go to the nearest room.
- Close and lock the door. If possible, use rooms without windowed doors. If time permits, cover up any door windows.
- Blockade the door with heavy furniture.
- Stay away from doors and windows and stay as low to the ground as possible.
- Keep quiet and act as if no one is in the room.
- DO NOT answer the door unless an “all clear” announcement has been made by law enforcement officials.
- 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.

**If you are caught in an open area:**

- If you can run, do not run in a straight line. Attempt to keep objects (desks, cabinets, fixtures, etc.) between you and the shooter. If outside, use vehicles and other objects to block you from the view of the shooters.
- If you cannot run, take cover and if possible, try to hide in a well hidden space.
- Fighting back is dangerous, but depending on your situation, this could be your last option. If you need to fight back:
  - Commit to your actions; act as aggressively as possible against the shooter(s)
  - Get help from others if possible
  - Throw items at the shooter(s) and improvise weapons
  - Yell; make lots of noise
- If you are caught by the suspect and are not able to fight back, obey all commands and do not look the intruder in the eye.

**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 laws extend 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 exist 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.

**We have a law enforcement officer on our church property on certain "high attendance Sundays" to help deter persons with violent intentions from coming on our campus.**

Thus:

- All people carrying weapons in our buildings are not authorized to be doing so.
- If someone is brandishing a weapon in a threatening manner, DO NOT attempt to disarm the individual on your own. Keep him/her under observation and call 911. If possible, evacuate bystanders away from the scene.
- However, if immediate action is required to prevent injury or loss of life, church leaders, Vestry, ushers, and anyone able to assist should respond quickly and with a joint effort to subdue the person or persons who are threatening the peace.
- Once police arrive, they should take over. If lock down procedures were issued, the all-clear will not be initiated until authorized by the responding law enforcement personnel.

## Emergencies and the Resulting Trauma

When people think of violent incidents or disasters, the focus is typically on physical damages caused. However, these incidents can cause significant spiritual, psychological, and emotional distress. This may not only occur among victims but among those who come to the aid of victims and bystanders. Many people aren't sure how to help people in crisis. Here are a few tried and true ways to help survivors.

- Be a good listener and offer reassurance that help is available.
- Respond to pressing basic needs, which may include notifying family or arranging for a place to stay.
- Refer to church clergy and follow through to ensure that connection has been made.
- Pray with victims for their healing and comfort.
- Give the gift of connection. This means being available to those who are hurting and suffering.
- Gather in community. Expressions of public faith can be powerful and healing ways to process and recover from trauma. This can be as a church or a small group of those who are most affected.
- Refer those who show signs of serious symptoms like extreme emotional reactions, impulsive or risky behaviors, and self-medication with drugs or alcohol to licensed mental health professionals.

### Re-unification Concerns

Immediately following a critical incident there may be groups, especially families and children which may become separated. It is incumbent upon church staff to attempt to re-unify groups that have been separated. To achieve this goal adults, or responsible persons working with children (such as at a Sunday school group) should escort the children with them to a safe area, and remain there. Children may be worried or frightened with separation from family and due to a critical incident. Reassure them and calm them. Keep the children with you, and do your best to learn the names of the children so that their names can be passed to a coordinator who can help connect children and parents.

Children may see their parents and attempt go to them. In that case, please confirm with the child and parent that they are indeed family. Church leadership should also help with reunifying families and groups by having all children gather with care staff in a single designated space while other church leadership works to find the parents who are missing their children and direct them to designated re-unification area.

In the event that children's caregivers are not able to be unified with parents establish contact with Child Protective Services to assist. Local emergency response personnel may also have resources to help reconnect separated groups and families.

## Post-Emergency Recovery Checklist

Listed below are several tasks important in the aftermath of an emergency/crisis event. These are a starting point toward recovery. Checklist items are not in a required order. Not all checklist items will be required for every emergency/crisis. It is the responsibility of the Clergy, Vestry and Office Administration, in consultation with the ERT, to see that the required checklist items are performed, as required.

- Contact diocesan office
- Determine whether church facilities are usable. If facilities cannot be used, contact alternative worship and operations sites to make immediate arrangements.
- Contact insurance company and notify of event
- Take photos of damage
- Contact members to provide information as available and instructions as necessary
- Notify ministry partners, suppliers, and others who regularly use the facilities of the situation and provide instruction
- Coordinate cleanup and repairs. Follow the recommendations of our insurance provider before contracting any repairs
- Contact and convene the Emergency Preparedness Committee (ERT). Whenever there is an emergency/crisis event, the ERT will review what happened prior to the event, during the event and following the event to determine what worked and didn't work, and add or modify these plans to better respond to future events.

## Glossary

**Automated External Defibrillator (AED)** -- a sophisticated, yet easy-to-use, medical device used to help those experiencing sudden cardiac arrest; it can analyze the heart's rhythm and, if necessary, deliver an electrical shock, or defibrillation, to help the heart re-establish an effective rhythm.

**Call Tree** – a layered hierarchical communication model that is used to notify specific individuals of an event and coordinate recovery, if necessary; also known as a phone tree, call list, phone chain or text chain (called a “tree” because the diagram resembles the roots of a tree).

**Cardio Pulmonary Resuscitation (CPR)** -- a lifesaving technique that's useful in situations in which someone's breathing or heartbeat has stopped such as a heart attack or near drowning.

**Emergency** -- Any situation that poses an immediate risk to health, life, property or environment.

**Emergency Management Plan (EMP)** – a written plan that defines the processes/procedures for dealing with threats to safety at an institution, a place of business or at home.

**Emergency Manager** – the defined individual that is tasked with leading/managing response before, during and after any emergency event.

**Emergency Response Team (ERT)** – a defined group of employees and/or volunteers and/or other advisory members responsible for managing ongoing emergencies, working with outside agencies or consultants as needed to execute the EMP.

**Emergency Response Audit** – a formal documented review conducted by the ERT that will look at the circumstances surrounding an emergency event and the ERT response to that event in order to define required process improvements; it involves the entire ERT, appropriate Staff and, if needed, external parties.

**Emergency Evacuation Plan (EEP)** – a formal plan that defines the process for evacuating buildings in the case of an event for which evacuation is appropriate covering how to initiate an evacuation, where evacuees assemble after exiting the building and processes for building re-entry.

**Emergency Evacuation Drill** – a formal exercise conducted by the ERT that tests the ability of the Emergency Evacuation Plan, sometimes called a “Fire Drill” since it usually consists of triggering the Fire Alarm System.

**First Responder** – in a general sense, a first responder is just that, the first person to encounter and respond to an emergency; they are in control of the emergency response until the ERT assumes control. In the community the term refers to those emergency personnel that are first to respond when 911 is called – Fire/Rescue, Police and/or Emergency Medical Services (EMS).

**Hospitality Team** – Group of parishioners tasked with welcoming newcomers to our services. They engage newcomers with conversation and, in the process, evaluate whether they might pose a threat. The Hospitality Team for a service includes a Leader of the Day (LOD), the Verger of the service and the Vestry Person of the Day (VPOD).

**Leader of the Day (LOD)** – The member of the Hospitality Team that serves as the lead of the Hospitality Team on Sundays.

**Vestry Person of the Day (VPOD)** – A member of the Vestry that serves on Sundays to, among other duties, opens the Church, closes the Church, assures that Ushers are on hand, assures that bathrooms are in good order, assists with counting the funds received during collections, assists with greeting/meeting church goers, etc

**Scenario Test** – a formal exercise (sometimes called a “table top exercise”) that tests the EMP by creating a theoretical emergency situation that the ERT will manage as if it’s a real event; used to determine the effectiveness of the EMP, the accuracy of the EMP call tree and provide direction on improving processes.

**Severe Weather Watch** – a formal declaration by the National Weather Service stating that severe weather is possible in and near the watch area.

**Severe Weather Warning** – a formal declaration by the National Weather Service stating that severe weather has been reported by spotters or indicated by radar in and near the warning area.

**Tornado Watch** – a formal declaration by the National Weather Service stating that a tornado is possible in and near the watch area.

**Tornado Warning** – a formal declaration by the National Weather Service stating that a tornado has been reported by spotters or indicated by radar in and near the warning area.

**Severe Weather Shelter Space** – an area of a building that has been designated as one of the “most safe” spaces to assemble in the event of a tornado or severe thunderstorm; unless this space has been designed/built to withstand tornadoes, assembling in such a space cannot guarantee safety.

**Severe Weather Take Shelter Command** – a formal instruction directing building occupants to immediately proceed to a Severe Weather Take Shelter Space within their building because the threat from a tornado (or a severe thunderstorm) is imminent.

**Lockdown Command (also known as Shelter in Place)** – a formal instruction directing building occupants to immediately shelter where they are or in the nearest room with a locking door because there is an imminent threat from inside or outside the building such as an active shooter.

**Lockout Command** – a formal instruction directing building occupants to immediately lock all doors to the building(s) and stay inside because there is activity occurring outside the building(s) that would pose a threat to anyone outside the building(s); in most cases normal business activity can continue.

## References

- Congregational Disaster Preparedness Guidebook. Lutheran Disaster Response, Evangelical Lutheran Church in America
- Emergency Operations Plan Template. Georgia Emergency Management Agency: [www.praise.ga.gov](http://www.praise.ga.gov)
- Emergency Planning Guide. The Episcopal Diocese of Texas: [www.epicenter.org](http://www.epicenter.org)
- Humanitarian Disaster Institute, Wheaton College, Wheaton, IL
- Ready Church Preparedness Manual, Austin Disaster Relief Network, September, 2012
- Starting a Disaster Response Ministry, Church Law and Tax, Christianity Today: [www.churchlawandtax.com/web/2016/august/](http://www.churchlawandtax.com/web/2016/august/)
- Active Shooter Response Information from City University New York: <https://www.gc.cuny.edu/About-the-GC/Governance,-Policies,-Procedures/Detail?id=4201>

## Appendices:

### 2019 Emergency Preparedness Committee:

Position	Name	Cell Phone	Email
Chairperson	Glen Kercher	936-788-3392	gak@glenkercher.com
Committee member	Mickey Burnup	512-388-3593	mburnup@yahoo.com
Committee member	Kent Brenneman	512-413-6351	Kbrenneman5@gmail.com
Committee member	Tom Cooper	512-745-5664	thomass.cooper13@gmail.com
Committee member	Brian Ercoline		brianercoline@gmail.com
Committee member	Ted West	512-657-6662	tedandsuewest@austin.rr.com
Committee member	Thurma Hilton	361-945-8931	thurma.hilton@gmail.com
Committee member	Jeff Krech	512-369-2562	jnbkrech@gmail.com
Committee member	Justin Nordhausen	512-796-7838	justinnordhausen@gmail.com
Committee member	Liza Moore	512-560-9673	Lisa.moore@saintrichards.org
Committee member	Candice Rogers	714-272-4412	caer400@sbcglobal.net
Committee member	Paul Rogers	714-305-4851	pcnrogers@sbcglobal.net
Committee member	Cindy Smith	512-422-4434	Cindy.smith@utexas.edu
Committee member	Cady Clark	512-791-1025	cadyclark@austin.rr.com

### 2022 Emergency Preparedness Committee:

Position	Name	Cell Phone	Email
Chairperson	Don Parker	512-940-6925	don_parker@baylor.edu
Committee member	Glen Kercher	936-788-3392	gak@glenkercher.com
Committee member	Ken Holloway	512-924-0707	kenhol@sbcglobal.net
Committee member	Jeff Krech	512-369-2562	jnbkrech@gmail.com



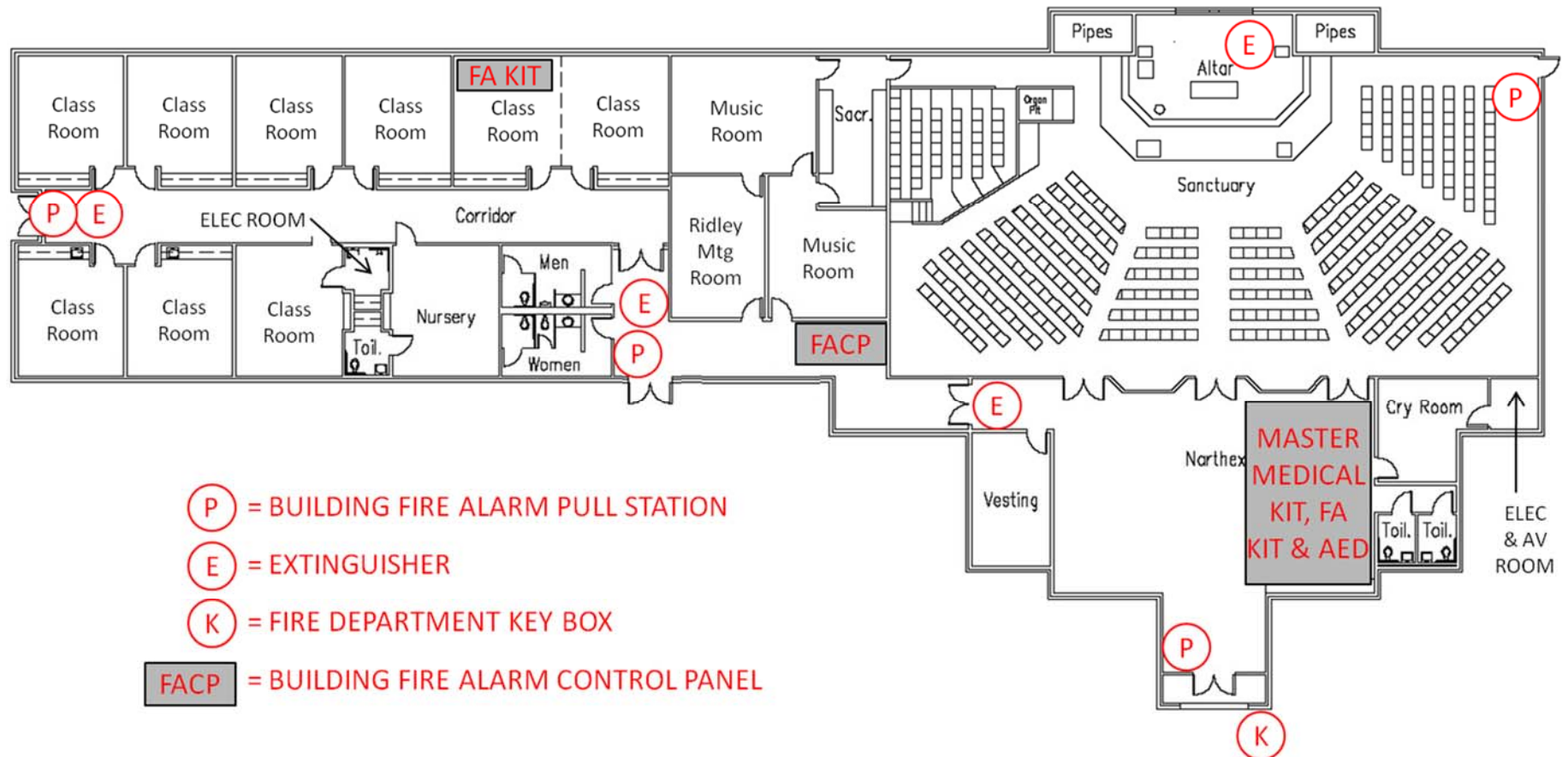
### **Persons with Medical Training (Physicians, Nurses, EMS):**

<b>Name</b>	<b>Cell Phone</b>	<b>Email</b>
Candice Rogers	714-272-4412	caer400@sbcglobal.net
Paul Rogers	714-305-4851	pcnrogers@sbcglobal.net
Cady Clark	512-791-1025	cadyclark@austin.rr.com
Bill Clark	512-731-0877	starman@austin.rr.com

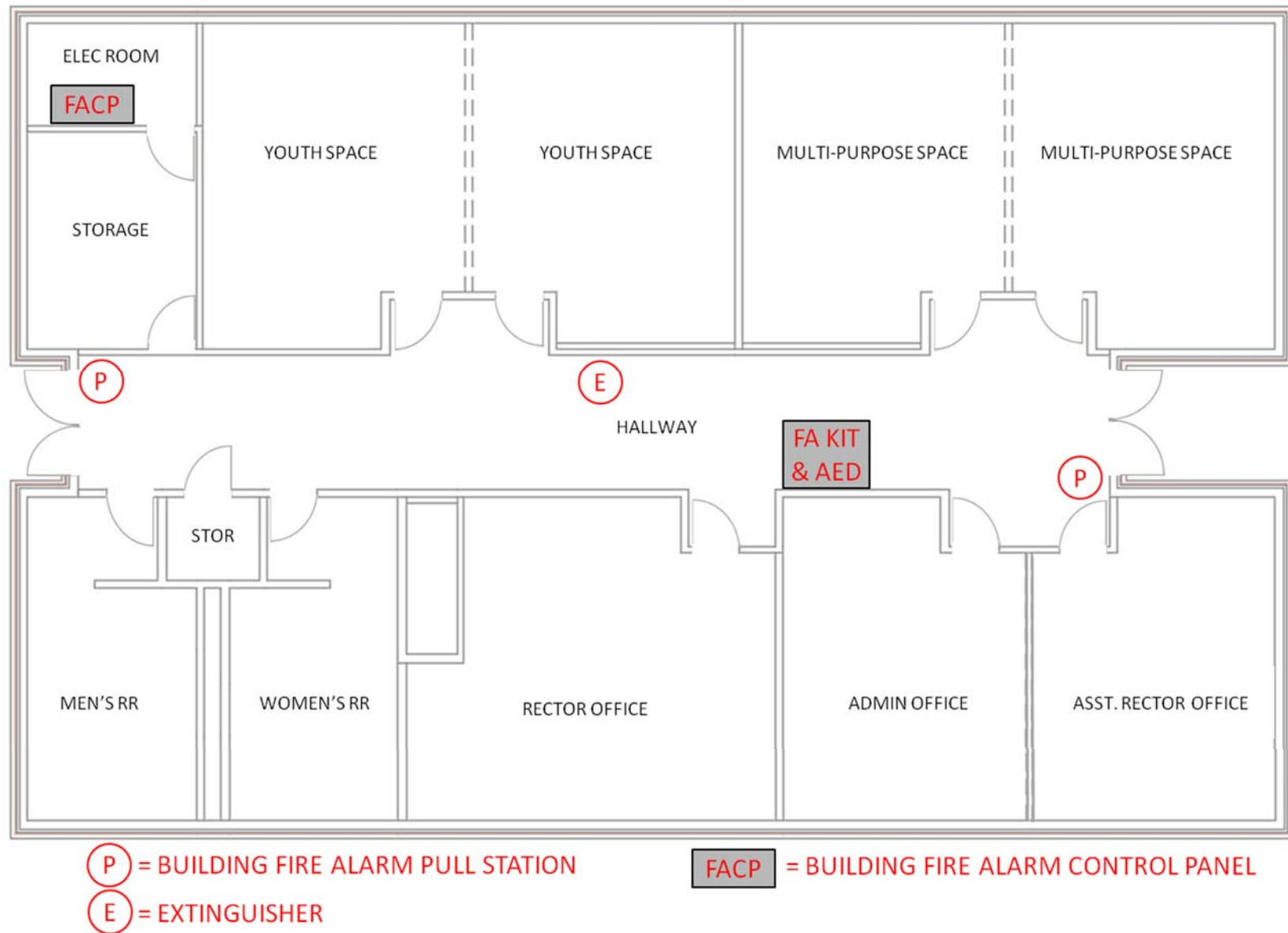
### **Persons with Training in Dealing With Psychological Issues:**

<b>Name</b>	<b>Cell Phone</b>	<b>Email</b>
Dr. Lynda Parker	806-433-6940	lyparker@aol.com
Aubrey Wade	505-720-3102	briea81@yahoo.com

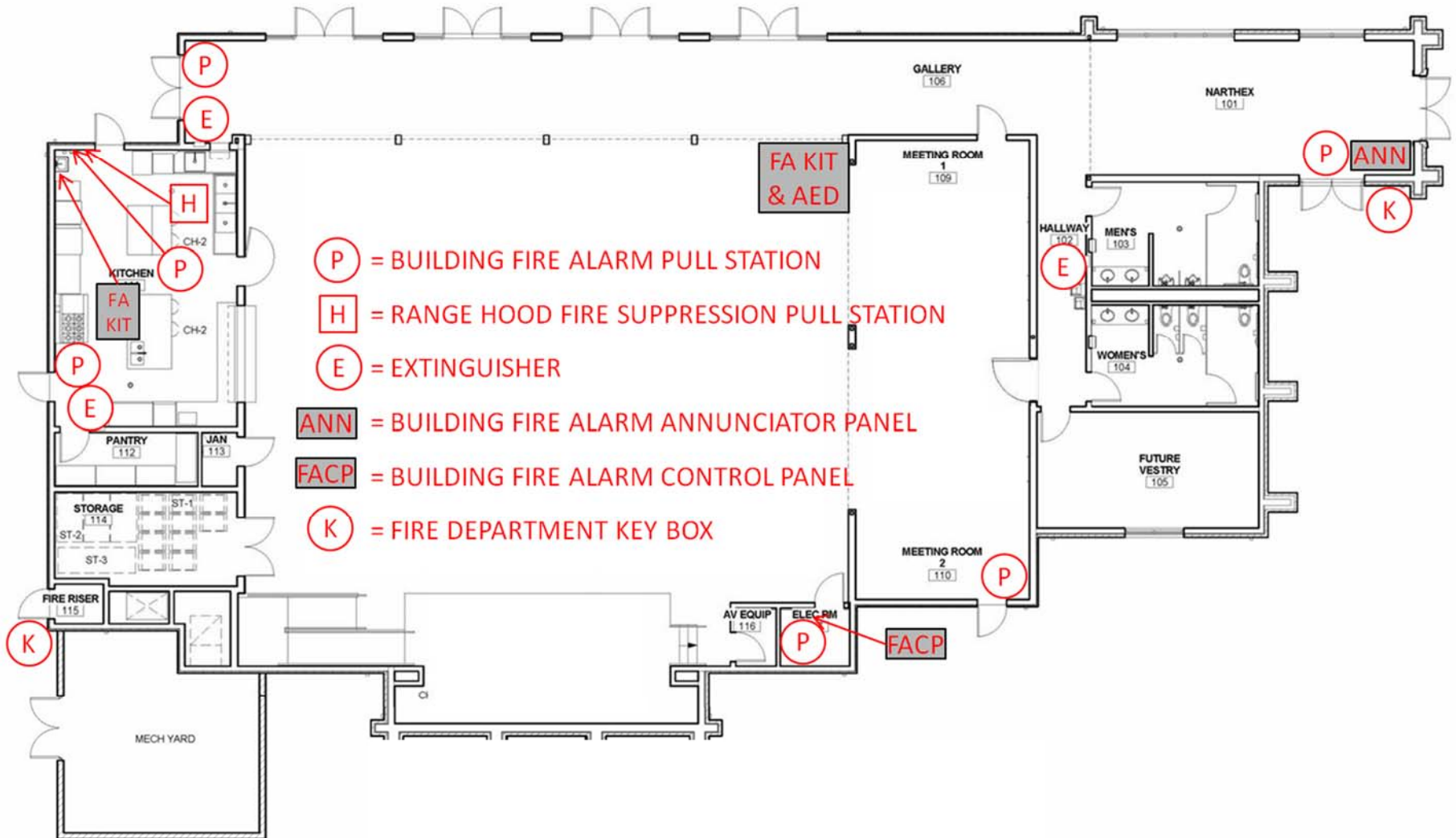
**Map Showing Locations for Sanctuary/School Building (Bldg 1A) Fire Alarm System Pull Stations, Fire Extinguishers, AEDs, Master Medical Kit and First Aid (FA) Kits**



## Map Showing Locations for Administration Building (Bldg 1B) Fire Alarm System Pull Stations, Fire Extinguishers, AEDs and First Aid (FA) Kits



## Map Showing Locations for Parish Hall (Bldg 2) Fire Alarm System Pull Stations, Fire Extinguishers, AEDs, Master Medical Kit and First Aid (FA) Kits



## Severe Weather Shelter in Place Location Map for Sanctuary/School Building and Admin Building (Bldgs 1A and 1B)

### Notes:

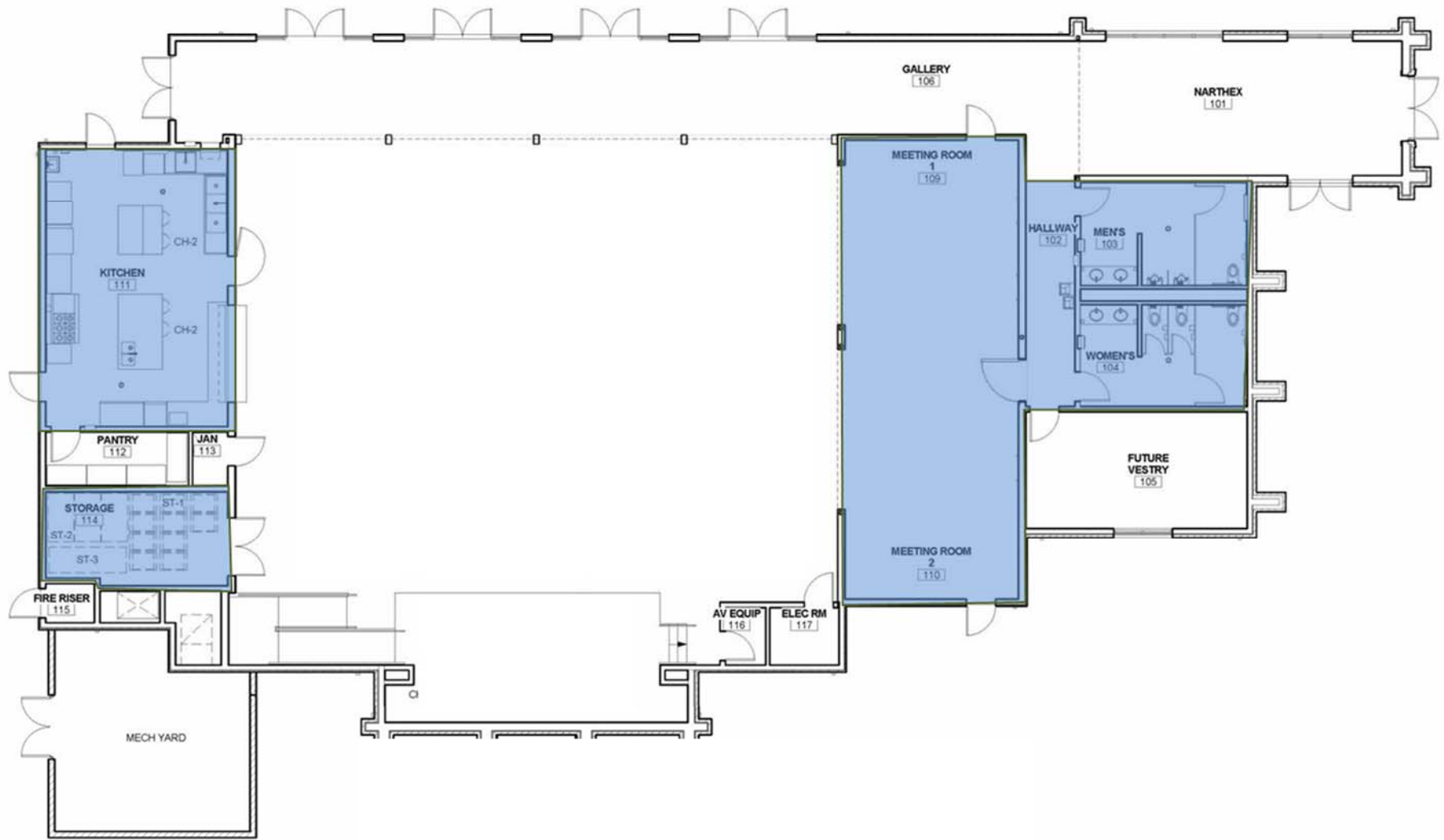
1. The shaded locations will not guarantee safety from severe weather but they are the best places to seek shelter.
2. IF TIME PERMITS...FOLKS IN THE SANCTUARY/CLASSROOM BUILDING CAN SHELTER IN THE HALLWAY OF THE ADMIN BUILDING



## Severe Weather Shelter in Place Location Map for Parish Hall (Bldg 2)

### Notes:

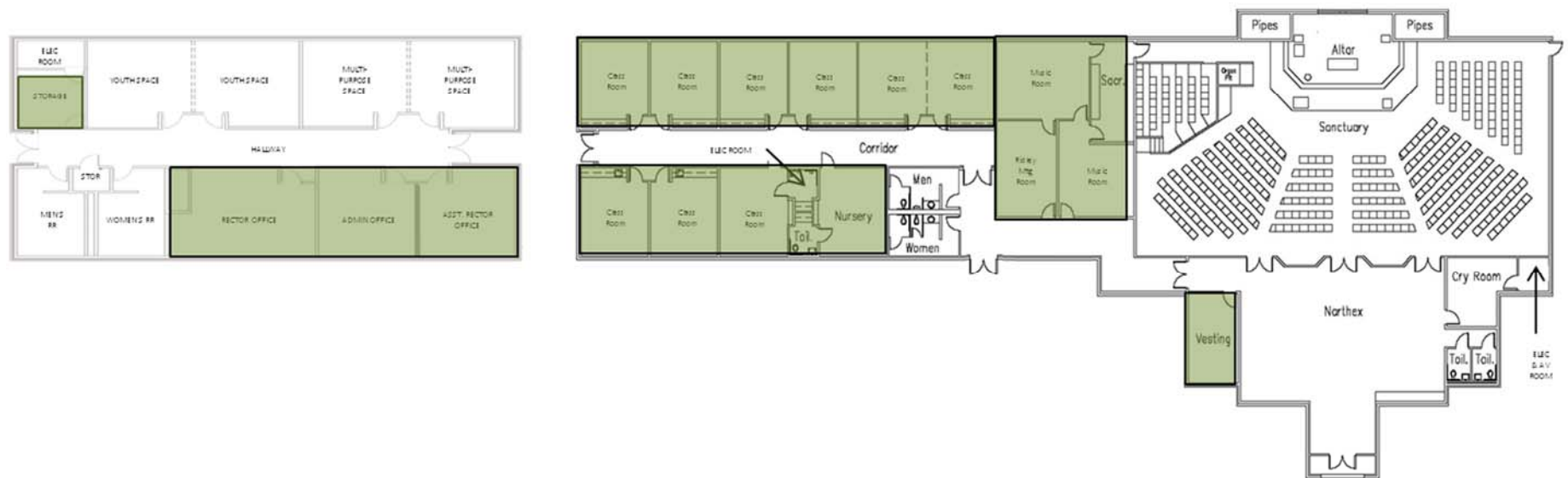
1. The shaded locations will not guarantee safety from external threats but they are the best places to seek shelter.
2. Close and seal up the movable partitions in both Meeting Rooms 1 and 2 when sheltering.
3. Move all items from the Storage Room before sheltering.



## Lockdown Rooms Location Map for Sanctuary/School Building and Admin Building (Bldgs 1A and 1B)

### Notes:

1. The shaded locations will not guarantee safety from external threats but they are the best places to seek shelter.

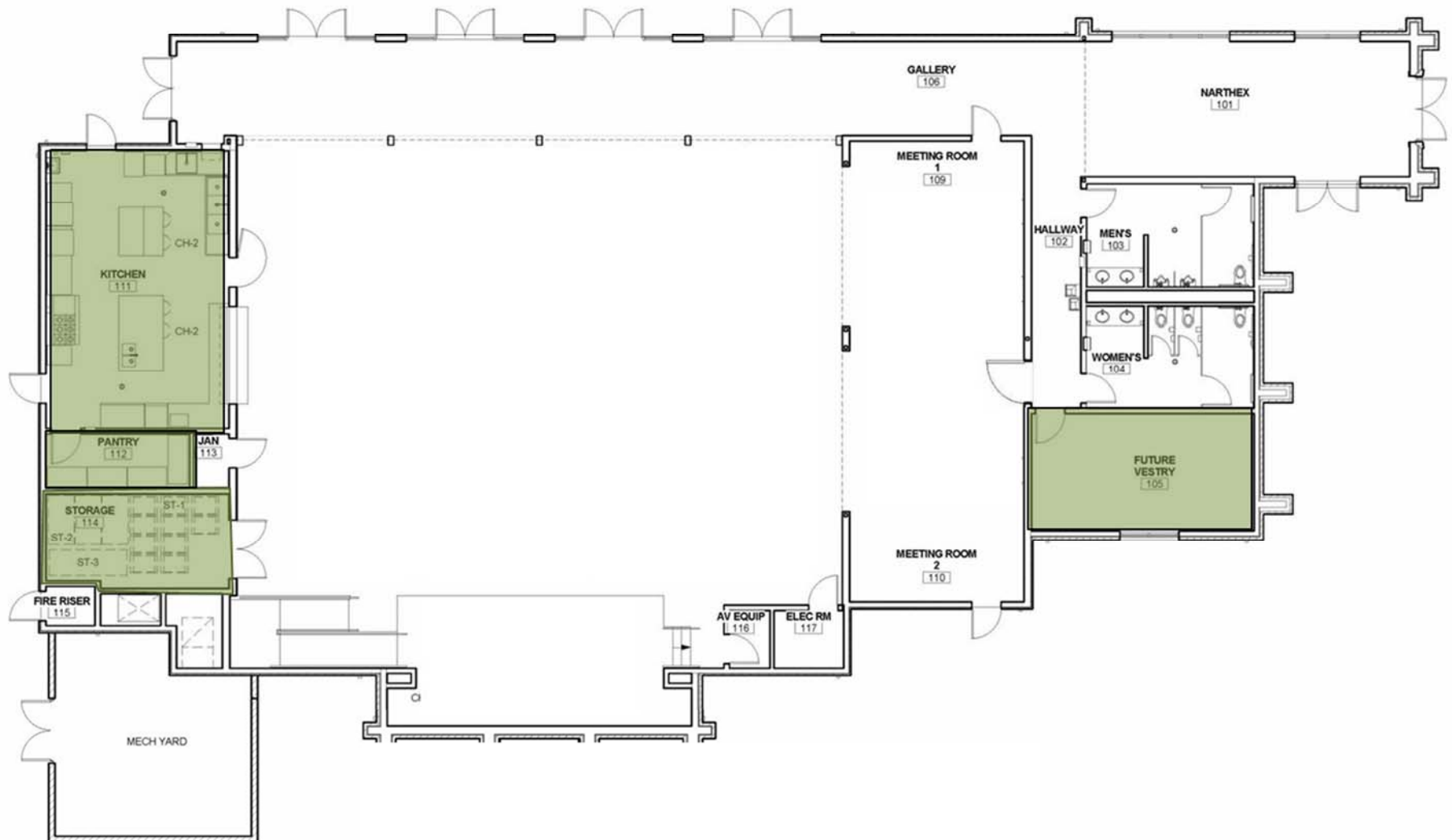




## Lockdown Rooms Location Map for Parish Hall (Bldg 2)

### Notes:

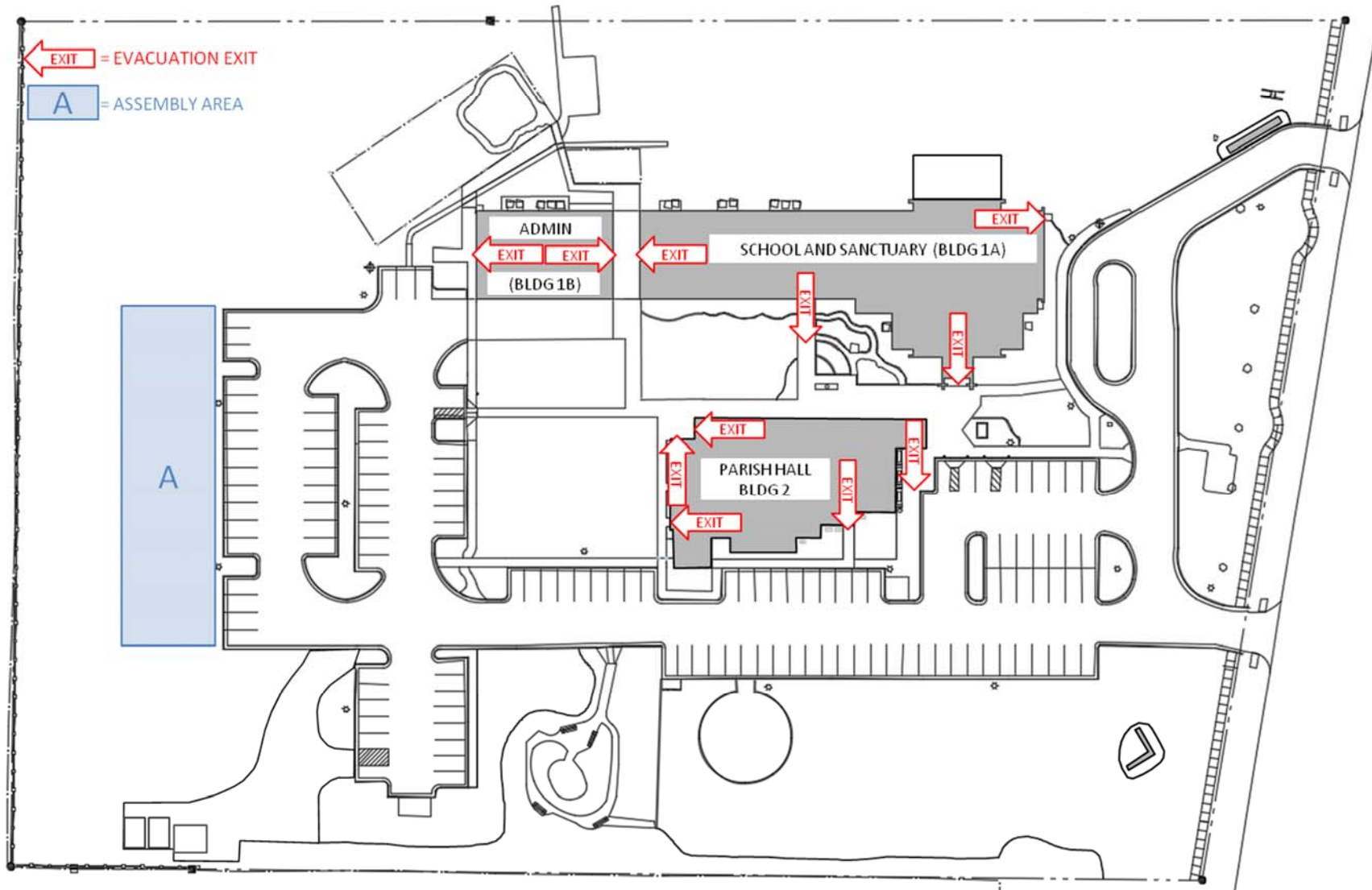
1. The shaded locations will not guarantee safety from external threats but they are the best places to seek shelter.
2. Close and seal up the movable partitions in both Meeting Rooms 1 and 2 when sheltering.
3. Move all items from the Storage Room before sheltering.



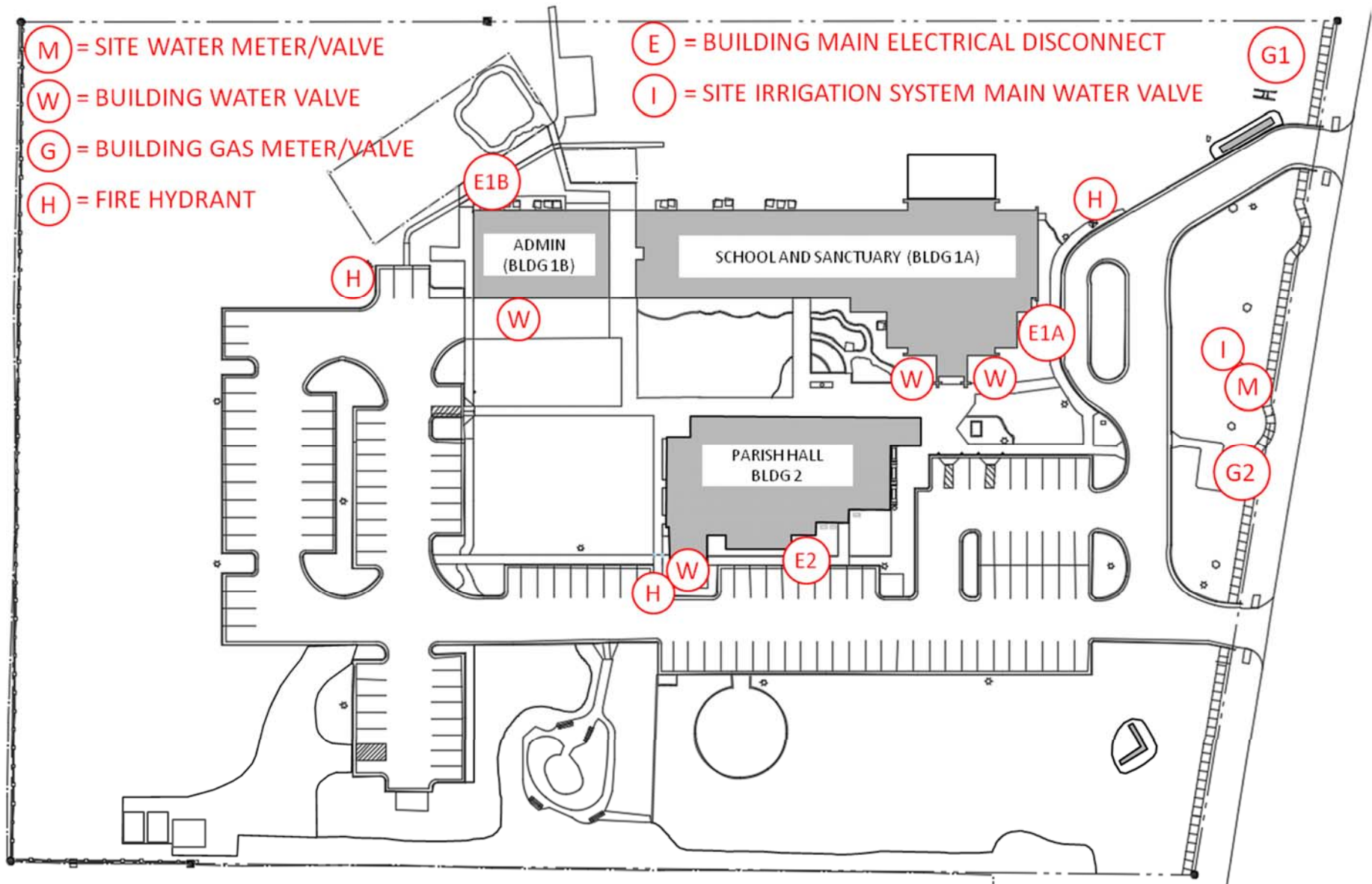


## Site Evacuation Assembly Area Location Map (All Bldgs)

1. Upon seeing/hearing the Fire Alarm or receiving verbal notice to evacuate, please proceed calmly to the Assembly Area.
2. Remain in the Assembly Area until you receive further instructions.
3. 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!



## Site Utility Meter/Valve/Disconnect Location Map (All Bldgs)



## Weapons Policy Card (that can be issued to those brining a weapon into a building)

Front of card:

"The Episcopal Diocese of Texas does not permit any person, including clergy, staff, students, volunteers, and visitors, to carry a weapon in our churches or schools.

This prohibition applies even if the person is licensed to carry a concealed weapon under Texas law. Guns have no place in our churches, schools, and institutions. We will adhere to our policy prohibiting guns on church and school property because we believe that our responsibility is to promote an atmosphere of peace and safety.

The presence of firearms on church property is inconsistent with our diocesan vision of evangelism, service, and reconciliation." (Epicenter.org/Clergy Manual 3.6)

Thus, we ask that those wishing to enter any of our buildings with a weapon to please return said weapon to their locked vehicle.

Back of card:

### NOTICE

PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

CONFORME A LA SECCIÓN 30.06, DEL CÓDIGO PENAL (TRASPASE POR PORTADOR DE LICENCIA CON UN ARMA DE FUEGO OCULTO), PERSONAS CON LICENCIA BAJO AUTORIDAD DEL SUBCAPÍTULO H, CAPÍTULO 411, DEL CÓDIGO DE GOBIERNO (LEY REGULADORA DE ARMAS DE FUEGO), NO DEBERÁ ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTO.

### NOTICE

PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

CONFORME A LA SECCIÓN 30.07, DEL CÓDIGO PENAL (TRASPASE POR PORTADOR DE LICENCIA PARA EL LIBRE PORTE DE ARMAS DE FUEGO), PERSONAS CON LICENCIA BAJO AUTORIDAD DEL SUBCAPÍTULO H, CAPÍTULO 411, DEL CÓDIGO DE GOBIERNO (LEY REGULADORA DE ARMAS DE FUEGO), NO DEBERÁ ENTRAR A ESTA PROPIEDAD CON UN ARMA DE FUEGO A LIBRE PORTE.