**SOP 19 – Firearm or Weapon Sighting** *Douglas Forest RV Resort LLC – 106 Douglas Road, Webster, MA*

1. If a guest or visitor displays or brandishes a weapon in a threatening or unsafe manner, call 911 immediately.
2. Do not approach the individual. Move to a safe location and warn others to stay clear of the area.
3. Notify the General Manager or on-site lead as soon as possible.
4. If the weapon is holstered, secured, or being transported legally (e.g., inside a vehicle), no immediate action may be needed. Document and report the sighting for review.
5. Record as much detail as possible:  
   * Description of the person and weapon
   * Location and direction of travel
   * Time observed
6. Do not attempt to disarm, confront, or detain the individual.
7. If law enforcement is called:  
   * Cooperate fully
   * Provide incident details and location
8. Complete an Incident Report with:  
   * Description of the weapon and behavior observed
   * Name and site number (if known)
   * Any witness information
9. The General Manager or owner will determine whether further action is required, including guest removal or trespass order.
10. All weapon sightings must be treated seriously, even if no laws appear to have been broken.