Evacuation Procedure

Purpose and Objectives

Potential emergencies at the Your Lodge, such as fire, explosion, chemical releases and all other emergencies require owners, guests and employees to evacuate the building. An Emergency Evacuation Plan (EEP) and adequate occupant familiarity with a building minimize threats to life and property. This plan applies to all emergencies where occupants may need to evacuate for personal safety.

This EEP is intended to communicate the policies and procedures for employees to follow in an emergency situation. This written plan shall be available to all employees.

Under this plan, employees will be informed of:

- The plan's purpose,
- Preferred means of reporting fires and other emergencies
- Emergency escape procedures and route assignments
- Procedures to account for all employees after emergency evacuation has been completed
- Rescue and medical duties for those employees who perform them
- The alarm system

The Director of Operations is the Emergency Coordinator for the lodge and has overall responsibility for the preparation and implementation of this plan.

The Chief Engineer and/or the Manager on Duty are the Alternate Emergency Coordinators.

The Emergency Coordinator will review and update the plan as necessary. Copies of this plan will be maintained in the General Manager’s office, the Human Resources’ office and the Director of Operations’ office and the plan will be distributed to all employees.

General Guidelines

The following guidelines apply to the EEP:

1. All personnel must be trained in safe evacuation procedures. Such training will take place at the employee orientation. Refresher training is required whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed.
2. Stairwells are the primary means for evacuation. Elevators are to be used only when authorized by a fire fighter or police officer.
3. No owner, guest or employee is permitted to re-enter the building until advised by the Emergency Coordinator.
Responsibilities of Emergency Coordinator and Safety Monitors

The Emergency Coordinator is responsible for:

1. Overseeing the development, communication, implementation and maintenance of the overall EEP.
2. Ensuring the training of all employees via the department heads.
3. In the event of a fire or other emergency, relaying applicable information to emergency personnel and occupants.
4. Establishing designated meeting sites for evacuees.

The Department Heads are responsible for:

1. Familiarizing personnel with emergency procedures.
2. Acting as liaison between the emergency coordinator and the employees in their work area.
3. Ensuring that occupants have vacated the premise in the event of an evacuation and for checking assigned areas.
4. Knowing where their Designated Meeting Site is and for communicating this information to their employees.
5. Having a schedule of personnel in their area of coverage, so a head count can be made at their Designated Meeting Site.
6. Ensuring that disabled persons are assisted in evacuating the building.
7. Evaluating and reporting problems to the Emergency Coordinator after an emergency event.

Alerting or Signaling Building Occupants in Case of Fire or Other Emergency

1. In case of a fire, smoky condition, or explosion employees should activate the nearest fire alarm box and make a telephone call to the operator by dialing 0. The operator will first call 911 to report the fire then call the Chief Engineer, the Director of Operations and the General Manager on their cell phones. The numbers are listed at the front desk.
2. To report all other emergencies, employees should call the operator (dial 0). State your name, your location, and the nature of the emergency. Speak slowly and clearly. Wait for the operator to hang up first. On occasion the operator may need additional information or may provide you with additional instructions.
3. The Operator will call the Director of Operations or Manager on Duty to relay the emergency.
Evacuation Procedures for Building Occupants

1. When the fire alarm sounds, all occupants should ensure that nearby people are aware of the emergency, close doors and exit the building using stairwells.
2. All occupants should proceed to the south/west parking lot if not otherwise instructed and wait for further instructions from the emergency coordinator.
3. All personnel should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. They should assist owners and guests who may not be familiar with the building.
4. Stairwells are the primary means for evacuation. Elevators are to be used only when authorized by a fire fighter or police officer.

Notes and Precautions:

- Small fires can be extinguished only if you are trained to use a fire extinguisher. However, an immediate readiness to evacuate is essential.
- All fires, even those that have been extinguished, must be reported to the fire department immediately.
- Never enter a room that is smoke filled.
- Never enter a room if the door is warm to touch.

Fire:

- R - Rescue: When you discover a fire, rescue people in immediate danger if you can do so without endangering yourself. Exit via safe fire exit. Never use elevators. Close doors to room with fire.
- A - Alarm: Sound the alarm by pulling a fire box and call the operator (dial 0) from a safe distance.
- C - Confine: Close all doors, windows and other openings.
- E - Evacuate: Evacuate the building.

Disabled Occupants

If a disabled occupant is unable to exit the building unassisted, the Emergency Coordinator must notify the emergency response personnel of the person's location. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation stairwell.
Accountability Procedures for Emergency Evacuation

Designated Meeting Sites: The top parking structure is the primary designated meeting site for all occupants. In the event that this area cannot be used the secondary designated meeting site is the south/east parking lot.

Department Schedules/Guest list: Every department head or his/her representative will bring a work schedule to the designated meeting site. The front desk manager/supervisor will bring a guest list to the site to conduct a head count of the owners and guests.

Once each evacuated group of employees have reached their Designated Meeting Site, each department head:

1. Assembles his/her group in the Designated Meeting Site.
2. Takes head count of his/her group.
3. Instructs personnel to remain in area until further notice.
4. Reports status to Emergency Coordinator.
5. Front desk manager/supervisor takes a head count of the owners/guest assembled.

Rescue and Medical Duties

- The Fire Department or Emergency Medical Technicians will conduct all rescue and medical duties.
- Do not move injured person unless imminent life-threatening conditions exist. Keep the person lying down, covered and warm.

Training and Communications

Employees should also know what is expected of them during an emergency to assure their safety.

A method of training employees in the requirements of the emergency evacuation plan is to give all employees a thorough briefing of this procedure. The department will have all managers and supervisors present this plan to their employees in their team meetings. Annual practice drills are to be implemented and documented by the Emergency Coordinator.

A Training Attendance Record Sheet prepared by the department head should be given to the Human Recourses department. This record should be for a period of five (5) years.