

# Emergency Response Plan

## Maintenance Facility Fire

The following plan should identify specific individuals and responsibilities in the event of a fire emergency at the maintenance facility.

### Communication Plan:

The entire maintenance staff will be included in annual training for the identification of potentially hazardous conditions that might lead to a fire. This would include fuel or oil spills, proper storage of combustible materials, proper fueling procedures including the location of emergency shut-off valves for fuel tanks, the location and use of hand held fire extinguishers and the proper location within the site for smoking. Specific responsibilities are identified to ensure ongoing compliance with all safety related activities:

The Equipment Manager shall be responsible for the identification of unsafe equipment and the implementation of proper repair of said equipment. In addition this individual will be responsible for the inspection of the fueling station, combustible storage containers and all other potentially dangerous inventory within the equipment repair area.

The Assistant Superintendent shall be responsible for new hire orientation and training, regular site inspections and documentation. Primary areas of responsibility include but are not limited to, signage, safety markings, emergency spill containment materials and individual employee training and documentation.

The Superintendent shall be responsible for annual staff training and compliance, documenting quarterly inventories of all hazardous materials, a current equipment inventory, annual updates to the facility site and emergency evacuation plan, submittal of an updated emergency response plan to the appropriate local agencies. This should include phone numbers for all key staff responders.

### Response Team includes:

Golf Course Superintendent:	Name:
	Office #:
	Cell #:
Assistant Superintendent:	Name:
	Office #
	Cell #:
Equipment Manager:	Name:
	Office#:
	Cell#:
General Manager:	Name:
	Office #
	Cell #

Given the isolated location of the maintenance area, away from the clubhouse, implementation of the response plan may fall on someone other than the superintendent.

The hierarchy of responsibility is as follows: Superintendent, Equipment Manager, Assistant Superintendent. In any incident the General Manager must be notified at the earliest possible time. The response plan should be developed and rehearsed to ensure any one person can assume responsibility for any or all of the following procedures. It should also include on site training for the local Fire response teams. Given the remote location and the great potential for miscommunication within the site their response can be improved with regular site visits.

### **Evacuation Plans/Procedures**

Annual training will include review of the written/posted site map which identifies the location of the following key elements:

1. Emergency contact information for Police, Fire and Medical response
2. fuel and combustible storage
  - a. emergency fuel shut off switch
  - b. building gas shut off
3. other hazardous materials
  - a. pesticides
4. fire extinguishers
5. Spill containment materials and use procedures
6. Emergency evacuation assembly area

In the event of a fire the following steps should be taken immediately

1. Assess the severity.
  - a. Can the fire be contained?
2. Notify 911 (if appropriate)
3. Shut off fuel system and building gas lines (if safe to do so)
4. Account for all staff members in the immediate area
  - a. All staff should be directed to the pre-determined emergency evacuation assembly area.
  - b. Identify and treat any initial injuries
5. Notify clubhouse and front gate to assist in directing emergency response personnel to the proper location. This includes any specifics regarding limited access. Specific notification to all Department Heads.
6. Notify all staff via hand held radios. Account for the location of all staff and guests.
7. Establish a safe distance around the fire and escort guests off the course as needed.
8. Coordinate with local authorities regarding specific site concerns (i.e. hazardous materials, fuel, etc.)
9. Post event "all clear" to be communicated after local agency determination.