

Emergency Response Plan

for

Fire in the Maintenance Facility

Purpose:

The Emergency Response Plan (ERP) has been initiated to have a system in place that keeps employees informed of appropriate actions to be taken in the event of a fire. Specifically, this ERP addresses how to handle fire in the maintenance facility. Please read and understand these procedures so that you may be informed on how to help in the event of an emergency.

Communication:

- 1) Immediately verbally alert anyone in the vicinity.
- 2) Dial "0" and request help from the operator or call on "House Radio Channel 3". If unsuccessful, follow steps 3, 4 and 5.
- 3) Dial 911 and report Emergency.
- 4) Contact Superintendent Cell 516-8
- 5) Contact Assistant Superintendent Cell 315-3

Emergency Responsibilities:

- 1) Anyone can act as a first responder. Employees should exercise extreme caution in any emergency. It is every employee's responsibility to assist in any way possible. If you are unable to assist, escape as soon as possible.
- 2) If you see a fire, become the leader by immediately vocally alerting everyone within the vicinity. Appoint two people to initiate the Emergency Response System. The two initiators should be instructed to find the nearest house phone, dial "0" and communicate the emergency. Please note that the nearest house phones are located in the pool followed by the tennis facility and then the driving range tee. They are to inform the operator of the situation. They will assist you and contact the necessary authorities. After the initiator has made contact for outside help, they are to report back to the appointer to verify activation of the Emergency Response System.
- 3) After the Emergency Response System has been activated, attempt to extinguish using fire extinguishers which are located throughout the maintenance facility. Please note that there are dry chemical fire extinguishers adjacent to every doorway and garage door throughout the facility, twelve (12) in total. See diagram 1A. Dry chemical extinguishers may be used on gas fires, electrical fires or any other general fire. In addition, please be aware of the two (2) fire blankets located in the mechanic shop and adjacent to the gasoline dispenser. See diagram 1A.
- 4) Do not attempt to put out a fire if:
 - a. You do not have a clear escape route.
 - b. You are being overcome with smoke.
 - c. You are physically unable to perform.

- 5) If fire in the maintenance facility becomes out of control, immediately escape and try to close all doors. This will help contain the fire and potentially smother the blaze. In the event of a fire at the gasoline dispensing area, tank feeds will automatically close and automatic fire suppression will engage.
- 6) All maintenance staff employees are responsible to report to the range tee and regroup with supervisor. It is important to have a head count in order to verify all employees are clear of the facility and accounted for. That concludes your role in the Emergency Response Plan.

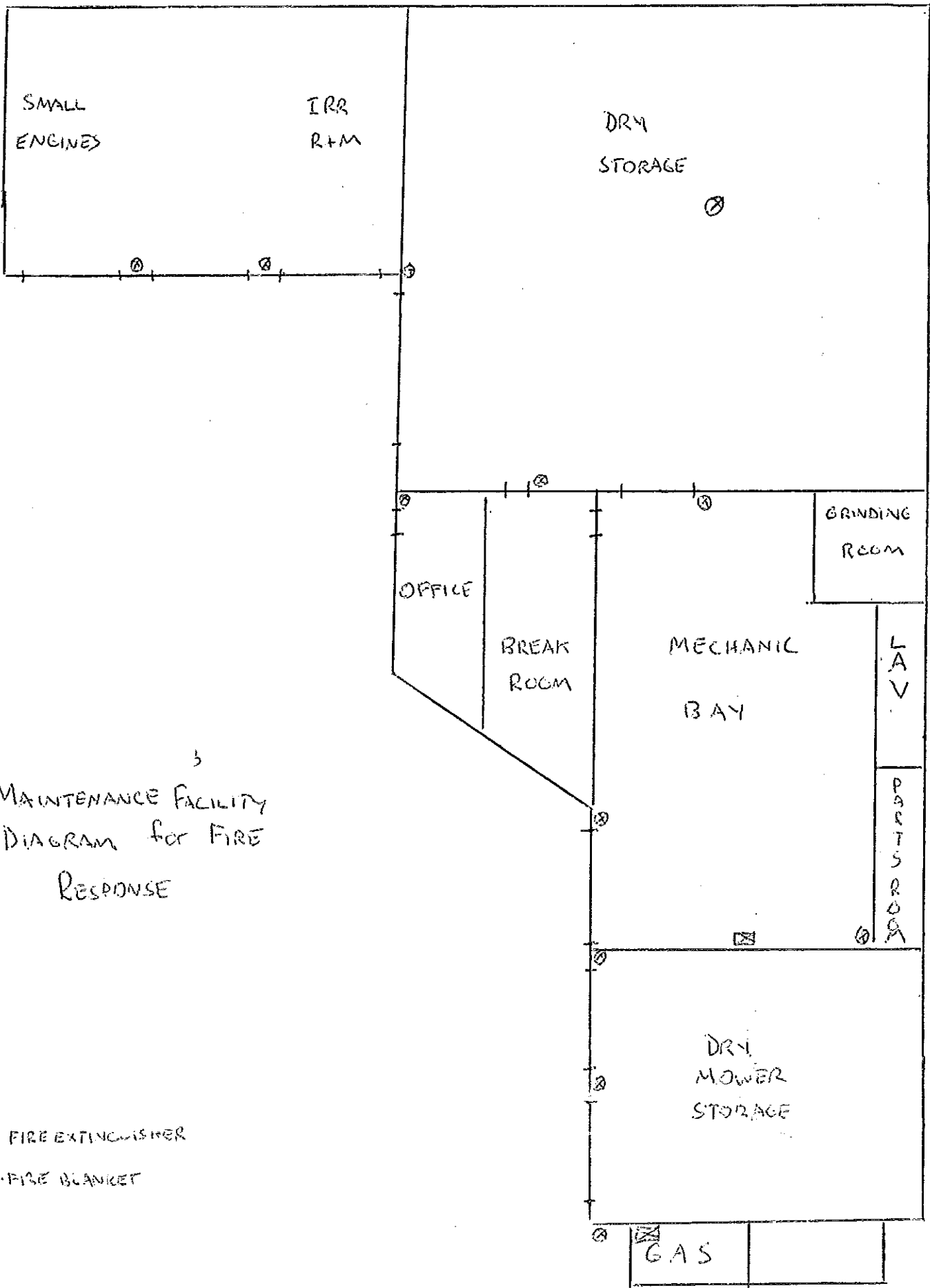
Evacuation Plans/ Procedures:

In the event that a fire in the maintenance facility becomes out of control, evacuation will be necessary. Leave the building as quickly and orderly as possible. Help anyone who is in need. Exit the maintenance facility through one of the 8 large garage doors and regroup on the driving range tee.

In the event of a maintenance facility fire, the maintenance staff is required meet at the driving range tee for head count. This will ensure all employees are accounted for and no one is left behind. The highest ranking employee present is responsible for the head count. The maintenance staff will then be briefed on the next course of action.

Conclusion:

This Emergency Response Plan has been created to educate you, the employee, on the best ways to help in the event of a fire in the maintenance facility. It was developed to address employee safety and responsibility. Any further questions should be directed to the supervisor.



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 MAINTENANCE FACILITY
 DIAGRAM FOR FIRE
 RESPONSE

Evaluation:

The Emergency Response Plan is completely subjective based upon each individual maintenance facility. Modern facilities are usually intricate designs with break rooms, mechanic shop, dry storage and offices. They come equipped with smoke detectors, built in fire suppression and fire alarm switches.

Older facilities tend to be simple in design and lack today's safeties required by law. For example, my facility is a collection of 8 garages with one way in and one way out. There is no fire suppression, alarms or smoke detectors. In addition, creating escape routes for my specific facility would be unnecessary due to the simplicity in design.

However, having a plan of attack in place when an emergency develops is priceless. Preparation through mock fire drills and recognition training could mean the difference between having a facility versus having no facility. Or, even better, life and death. For this reason alone, it is important to have an Emergency Response Plan.

