

|  |  |
|--|--|
| <b>Four Seasons Emergency Situation and Critical Incident Policy and Procedure: Addendum#1 Fire, Carbon Monoxide Alarm, Gas Leak, Chemical Spill</b> | <b>Date Issued:</b><br><b>Date Revised:</b><br><b>Approved by:</b> |
|--|--|

**Purpose**

The purpose of this addendum is to establish systematic procedures to follow in order to protect life and property in the event a fire or related emergency occurs.

**Procedure**

The potential for loss of life or injury from a fire and other related incidents can be a serious risk at the Four Seasons Clubhouse Complex.

The Clubhouse occupants shall be immediately and totally evacuated from the building when an alarm is sounding. Upon discovery of evidence that a fire emergency or other related incidents exist, the staff shall accomplish, or cause to be accomplished, the response procedures as outlined below. In the absence of staff, i.e., evenings and weekends, community residents may choose to initiate some of the response procedures, if feasible.

**1. Fire/Alarm Response Procedure**

- In the event of visible smoke or fire, activate the building fire alarm system by pulling the “Red Fire Pull Station.”
- In the event of Fire Alarm activation, any staff member should make notification on the Clubhouse Emergency Notification System (CENS): **“Emergency-Emergency Everyone leave the building using the nearest exit, this is not a drill.” Repeat Twice.** Any additional information available should be added to the announcement, i.e., fire or smoke. **All staff members should report to the designated assembly area.**
- Call 9-1-1. If possible, the person making the public address announcement should be the same person who called 9-1-1. If you are not sure the 9-1-1 call has been made, make the call. To assist first responders, give the dispatcher any additional information you may have on the incident.
- During the building evacuation assist special needs individuals, to the extent possible, in exiting the building.
- If you feel confident operating the fire extinguisher, and as long you are not placing yourself in jeopardy, you may attempt to extinguish the fire.

- If you cannot extinguish the fire (the fire can be large, very smoky or spreading) evacuate building.
- If safe to do so, close the door of the room where the fire is located as well as all other doors.
- A staff member will meet the emergency responders outside and direct them to the fire, if the location is known.
- A staff member will inform the emergency responders of any known injuries and if known, whether everyone has been evacuated.
- A staff member will inform the emergency responders on the nature of the emergency and actions taken and provide keys to all locked areas. If a **Knox Box** is installed, multiple keys should be provided so that several areas can be entered at the same time.
- No one is to enter the building until it is cleared by emergency responders and the Community Manager.

## 2. Carbon Monoxide Alarm Response Procedure

Carbon monoxide is an odorless, tasteless, colorless gas that is deadly. It is a by-product of a fuel burning process.

Many appliances such as furnaces, kitchen stoves, and hot water heaters can produce carbon monoxide. When a faulty or unusual condition exists, carbon monoxide may be vented into areas where people are present.

If the CO detector in the clubhouse building activates an audible warning:

- Call 9-1-1 and immediately evacuate the building
- Ensure that all other occupants evacuate by pulling the “Red Fire Pull Station”
- In the event of Fire Alarm activation, any staff member should make notification on the CENS: **“Emergency-Emergency Everyone leave the building using the nearest exit, this is not a drill.” Repeat Twice.** Any additional information available should be added to the announcement, i.e., carbon monoxide alarm. **All staff members should report to the designated assembly area.**
- If possible, the person making the public address announcement should be the same person who called 9-1-1. If you are not sure the 9-1-1 call has been made, make the call. To assist first responders, give the dispatcher any additional information you may have on the incident.

- During the building evacuation assist special needs individuals, to the extent possible, in exiting the building.
- Staff member will meet the emergency responders outside and provide any required assistance.
- **Do Not** enter the clubhouse until it is deemed safe by emergency responders.

### 3. Gas Leak Response Procedure

Natural gas is highly combustible. In its natural state, natural gas is odorless. Odorant is added to give it a distinctive smell, similar to rotten eggs. Accidental contact with an ignition source can result in fire or explosion. Ignition sources can be either open flame or electrical. A tiny electrical spark caused by, but not limited to, doorbells, lights, all types of appliances, hand tools, or motorized equipment could cause a fire or explosion.

- If the odor of gas is detected in the club house call 9-1-1 immediately and evacuate the building.
- In the event of a gas leak, any staff member should make notification on the CENC: **“Emergency-Emergency Everyone leave the building using the nearest exit, this is not a drill.” Repeat Twice.** Any additional information available should be added to the announcement, i.e., gas leak. **All staff members should report to the designated assembly area.**
- **Do Not** operate any electrical switches or appliance controls
- **Do Not** pull any plugs from outlets
- If the gas leak results in a fire, **do not** try to extinguish it. Contain the fire if possible until the gas is shut off.
- During the building evacuation assist special needs individuals, to the extent possible, in exiting the building.
- **Do Not** enter the clubhouse until it is deemed safe by emergency responders
- Notify the gas company.
- If a gas leak is detected outside the building do not allow anyone, other than emergency responders, to enter the clubhouse.

### 4. Chemical Spill Response Procedure

When chemicals are stored or handled properly, the inherent risk is minimized. But if something goes wrong and a chemical is spilled, appropriate action must be taken immediately to prevent injury to staff and others, and to minimize the potential damage to the clubhouse. Regardless of the level of hazard involved, there are basic steps involved with dealing with spills. While the specific actions related to each step may

vary, as will the people responsible for handling each step, they form the basis of a spill response.

- Depending on the specific hazards involved, it may be necessary to evacuate the area or to take steps to prevent against environmental damage.
- In the event the building must be evacuated, any staff member should make notification on the CENS: **“Emergency-Emergency Everyone leave the building using the nearest exit, this is not a drill.” Repeat Twice.** Any additional information available should be added to the announcement, i.e., chemical spill. **All staff members should report to the designated assembly area.**
- Immediately notify the Community Manager, staff and others in the area of the hazard.
- If needed, call 911 or follow the established emergency procedures to call for help.
- Notify the dispatcher as to which material was spilled and the quantity, so that first responders will be ready to address the situation.
- It’s important to have someone who is familiar with the incident and the layout of the clubhouse to remain on the scene to assist the first responders, assuming that it is safe to do so.
- If there is a way to stop the spill or minimize the chances of it becoming worse, take those actions if you can do so without endangering yourself.
- If possible (and appropriate), shut down any potential sources of heat or ignition. Increase ventilation to the area if that will safely disperse any fumes.
- If the fumes present a hazard of their own, isolate the area by closing doors and windows after the clubhouse has been evacuated.
- Once the immediate situation has been addressed, take steps to keep the spill from spreading to other areas or contaminating adjacent surfaces
- Collect the material used to contain or neutralize the spill, and dispose of it in the specified manner based on the chemical.

## **Planning/Prevention**

Four Seasons takes a proactive approach to recognize and evaluate fire, carbon monoxide, gas and chemical safety risks and institute appropriate steps to remove or reduce them.

- Code compliance
- Education of the staff and members in fire safety practices

- Fire drills conducted quarterly, varying the time of day and day of week, coordinated with fire officials
- Correct fire safety violations
- Annual training on the use of fire extinguisher
- Designate an evacuation assembly area for staff a safe distance from the building.
- Heating systems (furnaces, fireplaces, and chimneys) should be checked every year before the heating season by a certified heating technician.
- Inspect fire suppression system yearly
- Inspect smoke and carbon monoxide detectors yearly
- All staff members must be aware of all hazardous chemicals stored in the building and the location of the Safety Data Sheet for each chemical.
- Follow proper procedures for storing, transferring, handling, using, and disposing of chemicals.
- All staff should be trained to recognize the hazards and proper procedures associated with every chemical stored in the clubhouse, including the actions they need to take when a spill occurs.